

**Douglas County School District
Board of Trustees
Agenda for the Regular Board Meeting of
Thursday, July 17, 2025
4:00 PM
Airport Training Center & Zoom
1126 Airport Road Building G-1
Minden, NV 89423**

Mission Statement

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

Board Purpose

**The DCSD Board of Education will govern and oversee a
well-functioning school district where children and staff are
thriving!**

Board of Trustees

**Yvonne Wagstaff, President
Melinda Gneiting, Vice President
Katherine Dickerson, Clerk
David Burns, Member
Susan Jansen, Member
Erinn Miller, Member
Markus Zinke, 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, 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 an 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 DCSD at 775-782-5134 or suptoffice@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 the end of the meeting, prior to adjournment. 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 heard prior to the action items during the first Public Comment listed on the agenda. Members of the public who wish to address the Board on any action item on the agenda can be assured of being heard during this time.

The Board reserves the right to set time limits that will be allowed for each member of the public to speak during any public comment period.

Written Communication: Written communication to the Board of Trustees, related to an action item on the agenda, can be emailed to the Board, the District Superintendent, or the Board Secretary, prior to the meeting. Although this communication will not be read during the meeting, it will be added to the minutes of the meeting upon request.

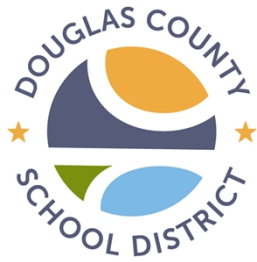
Personal Appearance at a Board Meeting: When an individual or group desires to communicate with the Board of Trustees by means of placing an item on the agenda, at a meeting of the Board, the District Superintendent shall be notified no later than 12:00 noon two weeks prior to the Tuesday meeting, and 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 two weeks prior to the meeting.

- At the time of the meeting, the public can add their name to a sign-up sheet and they will be called upon during the allocated public comment time.
- The Board may set a reasonable time limit for each speaker and for answering questions.
- Extensive formal statements addressing specific items for consideration by the Board should be submitted in writing.

Public input is encouraged on action items. Public comment is taken prior to Board deliberation and action during the first "Public Comment" time listed on the agenda, after the "Call to Order". Individuals who wish to address the Board may do so by securing recognition from the Chair. Public comment will be generally limited to one and a half 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 one and a half minutes is encouraged to put their testimony in writing and provide a copy to the Board prior to or at the meeting and will need to specify if they would like the written comment added to the minutes of 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 Robert's 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 775-782-5134, so that such notification is received at least twenty-four hours prior to the meeting.

Revised 12/04/2023



Douglas County School District
Regular Board Meeting
Airport Training Center & Zoom
1126 Airport Road Building G-1
Minden, NV 89423
Thursday, July 17, 2025
4:00 PM

AGENDA

Please click the link below to join the webinar: <https://dcsd-k12.zoom.us/j/81835138635> Passcode: JUL2025 Or +1 669 900 6833 US Webinar ID: 818 3513 8635 Passcode: 0225620

1. Call to Order

A. Adoption of the Agenda, as submitted - (*For Possible Action*) (public comment will be taken prior to any action).

The Board reserves the right to (1) take items in a different order, (2) combine two or more Agenda items for consideration, and (3) to remove an item from the Agenda or delay discussion relating to an item on the Agenda at any time, in or to accomplish the business on the Agenda in the most efficient manner.

B. Pledge of Allegiance

2. Public Comment (*For Discussion Only*)

Comments will be accepted in person, or through virtual participation via email; suptoffice@dcsd.k12.nv.us no later than 12:30 p.m. the day of the meeting. Email for public comment must include the submitting party's full name. Email for public comment will be posted as a supplemental document and copies will be provided to the board members. The names of those who have provided virtual public comment will be read during public comment and the emails will be included in the record, but the virtual public comment will not be read during the meeting. Comments may be made by members of the public on any matter within the authority of this Board. Please note that public comment will be taken on items marked "for possible action" before action is taken on such items, and members of the public are encouraged to comment on such items at the time they are being considered. Although members of the Board may respond to questions and discuss issues raised during public comment, no action may be taken on such a matter until the matter is placed on an agenda for action at a meeting of the Board. In making public comment, speakers are asked to come to the table or podium, sign in, speak into the microphone, and identify themselves for the record. Commenters are instructed to limit their comments to no more than three (3) minutes, and not simply repeat comments made by others.

3. 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).

4. Memorandum of Understanding - Douglas County - Partnership Douglas County and DCSD -Prevention Specialist - SG-G (*For Discussion and For Possible Action*)

Discussion and possible action to review, discuss, approve, approve with conditions, revise, or deny the Memorandum of Understanding (MOU), between Douglas County - Partnership Douglas County, Inc. and the Douglas County School District (DCSD), in regard to a Prevention Specialist.

5. Consent Items SG-G (*For Possible Action*)

3

Information concerning the following consent items has been forwarded to each Board Member for study prior to this meeting. Unless a Trustee or individual organization interested in one or more consent items has any

questions concerning a particular item, the items are approved at one time by the Board of Trustees. The Board President may defer action on such a particular matter or matters at his or her discretion, and may choose to place the same at the end of the regular agenda for separate consideration.

A. Minutes of the Regular Board Meeting of June 26, 2025.	9
Attached are Minutes of the Regular Board Meeting of June 26, 2025 for review and approval.	
B. Accounts Payable Special and Regular Run Vouchers	24
A complete list of payments contained in Accounts Payable Special Vouchers numbers <u>8895</u> , <u>8894</u> , <u>8893</u> , <u>8892</u> , <u>2600</u> , <u>2601</u> , <u>2602</u> , and Regular Run Voucher Number <u>8891</u> , <u>8890</u> , <u>2603</u> , and <u>2604</u> are attached. 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.	
C. Personnel Report No. 25-07	185
Listed on the Personnel Report No. 25-07 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.	
D. Budget Voucher Adjustments	187
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.	
6. Introduction and Special Recognition SG-C&R (<i>Special Recognition</i>)	
The Board will recognize the Gregory Betts Honorarium recipients.	
7. Open Meeting Law Violation - SG-G (<i>Discussion and For Possible Action</i>)	193
Discussion and possible action to acknowledge the Findings of Fact and Conclusions of Law in A.G. File No.: 13897-508 attached.	
8. Designation of Position as Critical Shortage Need SG-G (<i>Discussion and For Possible Action</i>)	199
The Board will consider designating VI Teacher (Teacher of the Visually Impaired) with a date of coverage and approval of 7/17/25 as a position qualifying to be filled under Critical Shortage Need. The District has had a very difficult time recruiting qualified candidates to fill the position 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 a desire to fill the position until it can be filled by an otherwise qualified candidate.	
9. Memorandum of Understanding (MOU) between each of the High Schools and Western Nevada College for Dual Enrollment Coursework SG-C (<i>For Discussion and For Possible Action</i>)	204
Review and Discussion of Memorandum of Understanding (MOU) between each of DCSD High Schools (GWHS, DHS, CTE and Aspire) and Western Nevada College for Dual Enrollment Coursework.	
10. Board Policy 437 - Political Activities (2nd Reading) - SG-G - (<i>For Discussion and For Possible Action</i>)	234
Discussion and possible action to review, discuss, approve, approve with conditions, revise, or deny District's current policy regarding the political activities of staff members to ensure compliance with current legal requirements and best practices for maintaining a professional and impartial atmosphere in the school district.	
Fiscal Impact:	
11. Board Policy 551 - Student Political Activities (2nd Reading) - SG-G (<i>For Discussion and For Possible Action</i>)	236
Discussion and possible action to review, discuss, approve, approve with conditions, revise, or deny District's current policy regarding the political activities of students to ensure compliance with current legal requirements	

and best practices for maintaining a professional and impartial atmosphere in the school district.

Fiscal Impact:

12. Board Policy 529 - Suspension and Expulsion - (1st Reading) - SG-G - (For Discussion Only) 237

Discussion and possible action to review, discuss, approve, approve with conditions, revise, or deny the district's board policy on student suspension and expulsion.

This policy governs the procedures, criteria, and conditions under which students may be suspended or expelled from school for violations of school rules and regulations. The review will ensure that the policy aligns with current state laws, promotes fairness and equity, and supports efforts to maintain a positive learning environment while addressing student behavior.

The board will discuss proposed revisions, seek input from relevant stakeholders (including educators, parents, and legal advisors), and determine the next steps for approval or further modifications. Key topics for consideration may include alternative disciplinary measures, restorative practices, and procedural safeguards for students.

Fiscal Impact:

13. Board Policy 809 - Transportation (Field Trips) (1st Reading) - SG-G (For Discussion and For Possible Action) 243

Discussion and possible action to review, discuss, approve, approve with conditions, revise, or deny District's current policy regarding the Athletic and Field trip policy surrounding transportation, including applicable AR.

Fiscal Impact:

14. Superintendent Evaluation Final Rating 2024-25 School Year SG-G (Information Only)

Discussion and possible action to review, discuss, approve, approve with conditions, revise, or deny the approval of the Superintendent's Evaluation Final Rating, for Superintendent Frankie Alvarado, for the 2024-25 School Year only.

15. Superintendent Compensation SG-G (For Discussion and For Possible Action)

Discussion and possible action to review, discuss, approve, approve with conditions, revise, or deny the approval of the Superintendent's Compensation, for Superintendent Frankie Alvarado.

16. Superintendent Evaluation Instrument 2025-26 School Year - SG-G (Discussion and For Possible Action) 255

Discussion and possible action to review, discuss, approve, approve with conditions, revise, or deny the Superintendent Evaluation Instrument and Job Description for the 2025-26 School Year only. Future evaluation tools are subject to change.

17. Board Governance Handbook Presentation SG-G - (For Discussion Only) 265

Dr. Alsbury will present a draft reading of the board governance handbook.

18. Superintendent & Board Goals and Priorities 2025-26 School Year SG-G (For Discussion and For Possible Action) 433

Discussion and possible action to review, discuss, approve, approve with conditions, revise, deny and potentially update the district's board policy on Goals for Superintendent and Board for 2025-26 School Year.

19. Board Reports SG-G, C&R (Information and Discussion)

Brief updates from the Board regarding District committees to which they are assigned.

20. Superintendent Report SG-G (Administrative Report)

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

21. Informational Items - (For Discussion Only; No Action will be taken)

ALL MATTERS LISTED UNDER INFORMATIONAL ITEMS ARE CONSIDERED ROUTINE NON-ACTION ITEMS. ANY MEMBER OF THE BOARD OR ANY CITIZEN MAY REQUEST THAT AN ITEM BE TAKEN FROM INFORMATIONAL ITEMS AND DISCUSSED DURING THIS MEETING.

A. Monthly Update of Enrollment Counts (Information Only)

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

439

22. 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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Douglas County School District, Minden, NV
District website: www.dcsd.k12.nv.us
State of Nevada website: <https://notice.nv.gov>



Memorandum of Understanding
Between
Partnership Douglas County, Inc.
and
Douglas County School District

This Memorandum of Understanding (“MOU”) is made by and between Partnership Douglas County, Inc. (PDC), and Douglas County School District (DCSD). Agencies may be individually referred to as “Party” and collectively referred to as “Parties.”

RECITALS

WHEREAS, the One Nevada Program through Douglas County Social Services provides funds to agencies in the county that can remediate the harms, impacts, and risks caused by the opioid epidemic to residents. The program directs the funding to agencies that specialize in resolving the issues that drive the opioid crisis. One of the goals of the funds is to prevent youth drug use by supporting the Douglas County School District in providing prevention services and resources.

WHEREAS, Douglas County Social Services’ One Nevada program will fund a Certified Prevention Specialist who works directly with students enrolled at the schools within the Douglas County School District to decrease the prevalence of substance use among Douglas County youth.

WHEREAS, Partnership Douglas County's Certified Prevention Specialist-Supervisor will be responsible for the training and oversight of the Evidence-Based Prevention programming and fidelity of the hired Certified Prevention Specialist, as well as additional training to maintain certification.

WHEREAS, Douglas County School District will hire and provide direct Supervision of the position of Certified Prevention Specialist, as well as provide the fringe benefits of a school employee.

WHEREAS, Douglas County Social Services One Nevada Program will provide the salary for this position, which will be managed through Partnership Douglas County.

WHEREAS, the Parties desire to enter into this MOU to outline the services that will be provided by Partnership Douglas County, and Douglas County School District.

NOW, THEREFORE, the Parties agree as follows:

Partnership Douglas County will:

- Train to certify or maintain certification of the position of Certified Prevention Specialist
- Provide training, program materials and supplies for the Evidence-Based Curriculum and ensure fidelity
- Have the Certified Prevention Specialist- Supervisor oversee the position of the Certified Prevention Specialist to ensure they are meeting the criteria of the Nevada Certification Board



- Ensure the salary of the position is managed and given to the School District
- Ensure the Douglas County Social Services One Nevada Program funds are used adequately and aligned with the Scope of work given to the Certified Prevention Specialist

Douglas County School District will:

- Hire and supervise the employee on a one-year contract that is renewable if funds allow
- Provide the Douglas County School District Employee Benefits package
- Supervise the position with the same standards as another school employee
- Provide access to the schools within the Douglas County School District to facilitate program activities

The Parties agree that this MOU does not create a legally binding agreement between the Parties.

The Parties further agree that Douglas County may stop providing the funding outlined in this MOU to Partnership Douglas County by way of the Douglas School District upon a 90-day written notice addressed to:

Douglas County School District
1638 Mono Ave
Minden, NV 89423

Partnership Douglas County
1625 NV-88 STE 104
Minden, NV 89423

The Parties further agree that Douglas County is not responsible for providing additional follow-up on this Certified Prevention Specialist position, given that it will be supervised by Douglas County School District and overseen by Douglas County Partnership.

Frankie Alvarado
Superintendent,
Douglas County School District

Daria Singer
Executive Director
Partnership Douglas County

**Douglas County School District
Board of Trustees
Regular Board Meeting
Airport Training Center & Zoom
Thursday, June 26, 2025
4:00 p.m.**

Draft Minutes

Minutes

Present:

Trustees

Yvonne Wagstaff, President
Melinda Gneiting, Vice President
Katherine Dickerson, Clerk
David Burns, Member
Susan Jansen, Member
Erinn Miller, Member

District Office Administrators:

Frankie Alvarado, Superintendent
Jeannie Dwyer, Executive Director of Human Resources
Shannon Brown, Executive Director of Education Services
Leslie Peters, Assistant Director of Education Services
Amy Kidman-Delaney, Assistant Director, Inclusive Education

Others Present:

Ryan Russell, Legal Counsel
Olive Hamner-Jillson, Student Board Representative

Meeting minutes are created and provided to the public in accordance with NRS 241.035. They are not a word-for-word transcript of the meeting. Audio and video of some meetings are maintained on the district website for public review.

**1. Call to Order
(For Possible Action)**

Trustee Wagstaff called the meeting to order at 4:00 p.m. Trustee Wagstaff commented that, due to a donation from “We Deserve a Better Board” meetings on the Zoom platform will continue. She thanked the group for their donation. Mr. Russell noted a clerical error in the title on item #24. It is titled as “information only” but the description notes that the item is an action item. Therefore, the item can be addressed as an action item.

MOTION: Trustee Gneiting made a motion to approve a flexible agenda, with item #24 for action as well as information. Seconded by Trustee Miller.

PUBLIC COMMENT: NONE

VOTE: Motion passes 6/0

Trustee Wagstaff asked Olive Hamner-Jillson to lead the Pledge of Allegiance.

2. Public Comment (For Discussion Only)

Trustee Wagstaff opened public comment for items that are not on the agenda.

Alison Grey – reminded Trustees and legal counsel to speak into microphones so everyone can hear.

Cheryl Blomstrom – proposed that DCSD the Board seek restitution for legal fees paid for the Writ of Mandamus from Joey Gilbert Law. She reminded the Board of their fiduciary duty to DCSD and tax payers.

Melinda Matus – concurred with Cheryl Blomstrom, DCSD should seek restitution for legal fees. Requested clarification be provided that the Board members were not exonerated.

Adrienne Sawyer – thanked the current student Board representative and commented that the student insight has been thoughtful.

Trustee Wagstaff noted publicly that legal counsel is departing the meeting at this time.

3. Closed Session (Discussion and for Possible Action)

This item taken out of order.

CLOSED SESSION at 6:19 p.m. RETURN 6:55 pm

4. DCSD Shoutouts SG-C (Information Only)

This item taken out of order.

Trustees read various “shout outs” for students and staff throughout DCSD. Superintendent Alvarado thanked the Board’s student representative, Olive Hamner-Jillson, for her service on the Board and wished her the best.

5. Consent Items SG-G (For Possible Action)

A. Minutes of the Regular Board Meeting of May 20, 2025.

Attached are Minutes of the Regular Board Meeting of May 20, 2025 for review and approval.

B. Accounts Payable Special and Regular Run Vouchers

A complete list of payments contained in Accounts Payable Special Vouchers numbers 8898, 8899, 8900, 8901, 8902, 8903, 8904, 8905, 8906, and Regular Run Voucher Number 8897 and 8896 are attached. 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.

C. Personnel Report No. 25-06

Listed on the Personnel Report No. 25-06 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.

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.

E. Emergency Operations Plan

Per NRS 388.245, the School District must provide the district's safety plan, *Emergency Operations Plan*, to the Board of Trustees. Per NRS 388.243 the plan was reviewed by the School District Emergency Operations Plan Development Committee and recommended for approval. DCSD Executive Director of Educational Services, Shannon Brown, has indicated that there were no changes other than the updating of the required Emergency Communication Plan.

MOTION: Trustee Jansen made a motion to pass consent items. Seconded by Trustee Dickerson.

PUBLIC COMMENT:

Marty Swisher – item 5B, tracking legal expenses for DCSD. Maupin, Cox, and Legoy from 2019-2023 averaged \$9,000-\$17,500 per month during the months of February - May; Joey Gilbert Law averaged \$31,500-\$33,000 per month in 2024 during the months of February - May. New counsel (Allison McKenzie) \$13,200 - \$22,000 average per month for the months of February - May. Thanked the new counsel for their fiscal responsibility.

Christy Stoddard (DCSD bus driver) – asked about what public comment could be made. Trustee Wagstaff noted that public comment could only be accepted on consent items at this time. Ms. Stoddard wanted to comment about the loss of SB231 funding resulting in a cut in pay.

VOTE: 6/0

**6. Consideration of Final 2024-2025 Budget Amendments and Augmentations SG-G
(Discussion and For Possible Action)**

Mrs. Estes presented the final 2024-25 budget and noted that DCSD will be “in the hole” for the first time in her 46 years. Cannot accommodate all expenditures. Will have to issue corrective action after audit is complete. 25-1 (General Fund) shows that DCSD had to reduce revenue. Student enrollment is down, affecting income. 25-2 - Exhibits are the funds that have to be amended based on actual expenditures. Resolution must include exhibit. Making changes and doing the best we can for future years. Mrs. Estes and Superintendent Alvarado with the State today to discuss how SB500 replaces SB231(sunset after 2 years) and must be set aside for salaries for teachers and professional staff. SB500 is a continuance of SB231. More cuts still have to be made to the budget. Once the audit is complete, Mrs. Estes will have a better picture of the budget and any corrective actions needed.

Trustee Wagstaff asked when the audit will be complete? Mrs. Estes relied that the audit is not started until the end of August. Final audit is usually brought to the December Board Meeting.

Superintendent Alvarado said they were advised to treat SB500 money as grant money and it is to be utilized similar to SB231. SB500 “percent” on paychecks may be less than SB231 due to increase in PERS. SB231 was 4.4%, SB500 may be less than that after evaluation of salaries, etc. Mrs. Estes noted that Special Education has been a substantial expense and has increased over the years. DCSD has submitted case files to show the need for hiring Special Education Aides – all of which were denied by the State. The Nevada Department of Education (Megan Peterson) has requested that all case files be resubmitted for reconsideration.

Trustee Burns asked about decreasing student enrollment and to clarify regarding what we are trying to recover. Mrs. Estes said reductions and changes that were supposed to be made at beginning of 2024-25 school year did not happen. In addition, staff attendance is a problem and money used for subs is “off the charts”.

Trustee Burns commented that he did not know some of the budget shortfalls. Mrs. Estes noted that there are several variables: DCSD has the highest declining enrollment in the state (loss of 250 students is equivalent to \$2.6 million in revenue), DCSD should reduce costs as soon as they know enrollment is declining, can manage a reduction in staff through attrition, all of the “things” we built the 2024-25 budget for, did not actually happen.

Trustee Jansen asked if there was a budget shortfall in 2023 when she was president. If had she known, would have taken action and started working on the situation. Mrs. Estes said that declining enrollment is a big factor. The recommendation (3 years ago) was to give 7/3 raise but 11/4 was actually given to be competitive. Magnitude of loss of students has been significant.

Trustee Burns commented that some schools can hold up to 650 kids but there are some with less than half of that enrollment currently in those schools. Mrs. Estes said that only one school is currently above the 300 student enrollment threshold in elementary. Local taxes are now distributed to all school districts and they no longer stay in DCSD. DCSD seems to be suffering the most due to loss of enrollment, economic structure of the county, and how tax money is distributed to schools throughout the state.

Trustee Miller asked about subs for half day – can other teachers be used during prep period? Superintendent Alvarado said that teachers have to be compensated when they are subbing on their prep period. Mrs. Estes commented that all principals need to be proactive and help reign in staff attendance.

PUBLIC COMMENT:

Cheryl Blomstrom – recommended that the Board make budget discussions an agenda item at every meeting. Keep opining and keep thinking for ideas and solutions.

Casey Rogers – agreed that budget discussions should be held regularly. Social agendas and Covid vaccines result in less children coming to the school district.

Jan Muzzy – the budget conundrum is something all will have to deal with. Mentioned that the school district combined grades when she was in elementary school.

Christy Stoddard – has never provided public comment before. Seems like we are paying a lot of money to attorneys. Wonders why she sees perfectly good books and furniture thrown in the trash. Can these items be sold or auctioned? Concerning to hear enrollment is in dire straits. Said that she can't afford additional pay cuts but happy to hear we may get some funding back.

MOTION: Trustee Jansen made a motion for consideration of the final year 2024-25 DCSD budget amendment and augmentation, seconded by Trustee Miller.

Trustee Burns commented that he thought there should be two motions – one for 2501 and one for 2502.

Motion rescinded by Trustee Jansen due to 2 separate motions needed. Second also rescinded by Trustee Miller.

Trustee Jansen made a motion to adopt the resolution 2501 to adopt the amend the general fund for fiscal year 24-25, seconded by Trustee Miller.

VOTE: 6/0

Trustee Jansen made a motion to adopt 2502 resolution to augment and amend certain funds to which ad velarium taxes are not allocated for fiscal year 24-25, seconded by Trustee Miller.

VOTE: 6/0

**7. MOU – Washoe Tribe SG-G
(Discussion and For Possible Action)**

Chairmen Smokey from the Washoe Tribe and Megan Newman, Education Services Manager for Washoe Tribe introduced themselves. Superintendent Alvarado discussed the MOU (Memorandum of Understanding) with the Tribe, reviewed it to be sure it was legal and compliant. Consent forms will be provided to all Washoe Tribe families and once consent forms are returned to the schools, information can be shared with Washoe Tribe. Chairman Smokey would like students to be able to

receive extra support from the school district when needed. He is trying to reestablish the tribe's connection with the school system and be in compliance and have open communication.

Trustee Dickerson commented that she is happy with re-establishment and we are moving forward to help educate the students.

Trustee Jansen asked what educational services will be offered? Megan Newman said there is a wide range of services. There is one advisor at all schools, two at DHS. They provide higher education services, college tours, information and referral services, community and culturally relevant services and community resources. They also provide advocacy services and support during IEP meetings and education with families on how to navigate Infinite Campus, etc. They also visit families if students are truant.

Trustee Burns thanked Chairman Smokey for coming and commented about his concerns about low test scores. He added that he is excited to work with the Washoe Tribe and build the relationship.

Trustee Gneiting asked what percentage of students are currently enrolled in this program? Ms. Newman responded that approximately 100 kids (80% of enrolled tribal students) are enrolled.

Superintendent Alvarado said there is an error in the MOU: item 1-B-6 (page 4). Superintendent Alvarado recommend that the Board approve the MOU as written and allow general counsel to amend MOU as needed.

PUBLIC COMMENT: None

MOTION: Trustee Gneiting made a motion to approve the MOU between the Washoe Tribe of NV and CA and the Douglas County School District in a form acceptable to DCSD legal counsel, seconded by Trustee Jansen.

VOTE: 6/0

8. MOU – (Tuition Agreement) Alpine County USD SG-G (Discussion and For Possible Action)

Superintendent Alvarado explained that Alpine County does not have a high school and for many years, students in Alpine County have attended high school in Douglas County. Must have tuition agreement for students to continue to attend. Tuition rate is average cost of ALL students in DCSD, which is explained in the tuition agreement. This is a three-year agreement.

Trustee Burns asked have we not been paid previously? Superintendent Alvarado responded that we have been paid previously, this is a renewal with a slight amendment.

PUBLIC COMMENT: None

MOTION: Trustee Gneiting made a motion to approve the MOU Tuition agreement between Alpine County United School District and Douglas County School District as presented, seconded by Trustee Jansen.

VOTE: 6/0

9. MOU – DCSD-Douglas County Parks & Rec (Transportation Related) SG-G (Discussion and For Possible Action)

Superintendent Alvarado provided an explanation for the MOU with Douglas County Parks and Recreation for transportation of students to after school programs. Start date 9/1/2025 and will automatically renew annually unless terminated.

PUBLIC COMMENT: None

MOTION: Trustee Jansen made a motion to adopt the MOU between DCSD and Douglas County Parks and Recreation transportation related as written, seconded by Trustee Miller.

VOTE: 6/0

10. Dual Enrollment Program Affiliation Agreement with UNR/TMCC - SG-G
(Discussion and for Possible Action)

Superintendent Alvarado asked if an explanation was needed for the agenda item. Trustees did not require an explanation.

Trustee Gneiting asked how many students go to UNR for classes. Superintendent Alvarado responded only 1-2 students.

PUBLIC COMMENT: None

Trustee Miller asked if this is the same as Jump Start? Trustee Wagstaff confirmed that this is different.

MOTION: Trustee Gneiting made a motion to approve the dual enrollment program affiliation agreement with UNR and TMCC, seconded by Trustee Miller.

VOTE: 6/0

11. Graduation Requirement Administrative Regulations - SG-G
(Discussion Only)

Superintended Alvarado noted that the Trustees have seen this info previously.

Trustee Gneiting asked why dual enrollment credit is different for 4-year vs 2-year institution in calculating GPA? Shannon Brown will find out and email Trustees.

12. Board Policy 437 - Political Activities (1st Reading) - SG-G
(Discussion and For Possible Action)

Superintendent Alvarado reviewed the policy in detail and what educators should and should not do in classrooms.

Trustee Dickerson said that she heard the news was played in a classroom for 30 minutes and it was one sided, how do we handle that? Superintendent Alvarado confirmed that this is a site level complaint and should be handled by the direct supervisor first.

Trustee Wagstaff asked if the policy applies to Jump Start teachers that come on campus? Superintendent Alvarado wanted to check the MOU to verify but it should apply to them as well.

Trustee Gneiting asked if Jump Start teachers come on campus? Trustee Wagstaff confirmed that juniors stay on campus (DHS) and seniors go to WNC.

Trustee Wagstaff asked if the Board will take action on this item, as it is a first reading. Superintendent Alvarado said this is a first reading and will be brought back for a second reading – no action taken and no public comment needed on a first reading.

13. Homework Information (Discussion and for Possible Action)

Leslie Peters and Shannon Brown reviewed the February meeting discussion regarding homework. The Board decided they wanted more information regarding homework. Leslie Peters and Shannon Brown gathered more info and shared it with the Board. Middle and high school teachers were provided a Google form. Leslie Peters reviewed the data provided in the presentation. There were 83 teacher responses.

Trustee Wagstaff asked if the teachers provided with Google form were general education or AP teachers? Mrs. Peters said there was no breakdown in the data for AP/honors vs regular subjects.

Mrs. Peters continued to review the data and asked if the Trustees needed more information or had questions.

Trustee Dickerson inquired about how homework is graded? Mrs. Peters responded that homework is a small percentage of a student's grade and should not significantly impact an overall grade one way or the other.

Trustee Miller commented that DCSD AP students are behind due to school start date, so DCSD AP students are doing extra work during the year and on breaks.

Trustee Jansen commented that homework may be needed for reinforcement, especially in subjects like math, science, and language arts. She feels there should be a policy and teachers should be instrumental in creation of the policy.

Trustee Wagstaff expressed concern about homework graded strictly on completion (e.g., 100% on homework but 50% on math test). AP is more rigorous and homework is necessary.

Mrs. Peters agreed that this topic requires teacher voice. She asked if they should start a task force including teachers in middle school and high school. She feels it is not wise to create a policy without teacher input and they should be involved in the process.

Trustee Wagstaff noted that in February, the Board asked for this to come forward and not wait until August. It was noted that no deadline was provided.

Trustee Burns called for Point of Order because others have questions.

Trustee Dickerson asked why there is homework, if it is not serving anything?

Trustee Jansen stressed that teacher voice should be the driving force and research is needed to find out what works best.

Trustee Burns inquired about why aren't we asking teachers about their expectations. Such as high school teacher expectations for middle school students and middle school teacher expectations for elementary students.

Trustee Gneiting commented that the policy (AR513) should establish guiding principles but let teachers control their classrooms.

Trustee Wagstaff asked if Olive (student rep) would like to voice her opinion. Olive Hamner-Jillson noted that it may not be reasonable for a teacher to grade all homework. She believes this is circumstantial – when to grade on completion and/or accuracy.

Superintendent Alvarado noted that this policy has been taken to the Board 14 times since 2003. Is the Board ok with Shannon Brown and Leslie Peters creating a task force? Trustee Gneiting asked what is lacking in what is here, is there something specific?

Trustee Wagstaff addressed homework given during breaks - students and teachers should get a break. Mrs. Peters understands and asked if there should be an addition which states that students taking general content course should not be assigned homework over breaks and summer. Trustee Wagstaff noted Jump Start and AP students may have homework during these times.

Trustee Burns commented that there needs to be monitoring and then make adjustments as needed.

Trustee Gneiting said she is not comfortable with a blanket statement saying teachers cannot give homework over breaks. She thinks it is overreaching to dictate what a teacher can and cannot do.

Shannon Brown agreed that they need to stress implementation and follow through. There is a presentation planned for all administrators at the end of July and there can be more discussion surrounding homework.

Trustee Wagstaff would like Shannon Brown and Leslie Peters to report back in August after they talk to administrators, then go from there. The Board agreed to this guidance.

PUBLIC COMMENT:

Alison Gray – there can be great value to ungraded homework when reviewed with students the next day, fix mistakes and review them for understanding.

Adrienne Sawyer – agrees that teachers should be involved in the homework policy but what about parent involvement?

CLOSED SESSION at 6:19 p.m. RETURN 6:55 pm

**14. Board Policy 551 – Student Political Activities (1st Reading) - SG-G
(Discussion and For Possible Action)**

Superintendent Alvarado reviewed board policy 551.

Trustee Miller asked a question regarding school-based booster clubs. Superintendent Alvarado confirmed that this policy does include school-based booster clubs.

No action taken due to first reading of this policy.

**15. Board Policy 808 – School Lunch (2nd Reading) - SG-G
(Discussion and For Possible Action)**

Superintendent Alvarado noted that revisions were made to align GWHS lunch activities with DHS lunch activities.

Trustee Burns asked if Student Nutrition is following Michelle Obama's guidelines (not sure of name). Superintendent Alvarado said he would have to research to confirm but the wellness policy is a Federal guideline.

PUBLIC COMMENT: None

MOTION: Trustee Miller made a motion to approve school lunch reading as revised, seconded by Trustee Jansen.

Motion and second were rescinded due to more detail needed in the motion.

Trustee Miller made a motion to approve BP808 school lunch with the revisions, seconded by Trustee Jansen

VOTE: 6/0

16. Board Policy/Administrative Regulation 812 – Cell Phones (1st Reading) - SG-G (Discussion and For Possible Action)

Superintendent Alvarado reviewed the reason for the policy. He asked the Board to consider suspending the Board Policy and Administrative Regulation and discuss other options to be more efficient with communications and the budget.

Jesse Bates (DCSD IT) reviewed costs of cell phones for DCSD. Approximately \$36k per year is spent on cell phones. Migrating to Google voice would be approximately \$10k per year resulting in a \$26k savings.

Trustee Miller expressed concern that cell service is not good in some areas. Superintendent Alvarado noted that Google voice on personal phone would have access to DCSD's Wi-Fi. Jesse Bates said the DCSD Wi-Fi can help eliminate dead zones when there is no cell service. Wi-Fi calling can be used (send receive calls & texts). If there is a power outage, there are battery backups but the average run time is approximately 30 minutes and then Wi-Fi drops. If there is a signal, phones can receive service through cell phone service.

Trustee Gneiting asked if all staff can connect to DCSD Wi-Fi for safety reasons? Access is limited to administrators with cell phones due to network security issues.

Trustee Burns asked if Google voice will work anywhere? Superintendent Alvarado confirmed that if you have cell or Wi-Fi service it will work. Phones can be set up to have different ring tones for personal calls vs Google voice calls. Trustee phones will be kept active.

Trustee Gneiting asked if there are land lines in classrooms? There are but they are limited during a power outage. Jesse Bates added that there are handheld 2 way radios at school sites. Each school has their own frequency to communicate with emergency personnel. Radios work during power outage.

Trustee Miller inquired about what happens to collected phones, are we recycling them? Jesse Bates that DCSD will be recycling the phones.

Trustee Wagstaff discussed the decision as a Board so public the knows direction the Board is heading. Trustee Wagstaff said she is in favor of suspending the policy. Trustee Jansen asked for Superintendent Alvarado's input. Superintendent Alvarado is in favor of looking at cutting costs in all areas and recommends suspending the policy.

MOTION: Trustee Miller made a motion to suspend BP812b and BP812a, seconded by Trustee Burns.

PUBLIC COMMENT:

Adrienne Sawyer – supports suspending BP, wants admins to have radios on them at all times.

Marty Swisher – please confirm that Google Voice will work with cellular, must be guaranteed if there are issues at school sites.

Cheryl Blomstrom – agrees with Marty Swisher and the system needs to be available for a Public Records Request (PRR).

Trustee Burns asked if a personal phone would be subpoenaed for a PRR because of Google Voice? Jesse Bates explained that Google Voice is an extension, if on Google Voice app, it is logged in the Google Vault. If transmitted through Google Voice, is accessible for PRRs and may not need personal cell phone. IT recommends putting Google Voice on Trustee phones.

Trustee Wagstaff confirmed that the only phones paid for by DCSD are the Trustee's and Superintendent's phones.

VOTE: 6/0

17. Dual Credit Course Approval - SG-G (Information Only)

Shannon Brown reviewed that the Board approved MOUs (courses students want to take), then DCSD takes the MOU to the State. The courses on the presented list are additions to current courses. Would like State Board of Education to have one master list, instead of a list for each school district.

18. Approval of Board Meeting Dates and Locations - SG-G (Discussion and For Possible Action)

Trustee Wagstaff proposed, in 2025-26, to hold two meetings in June 2026 and take July 2026 off. Superintendent Alvarado confirmed the Board can do this because they only have to hold 10 meetings per year.

Trustee Wagstaff asked if the Board can make this change and do they do it on this list? Superintendent Alvarado encouraged further discussion among the Board before a final decision is made.

Trustee Burns recommended that the Board accept the schedule the way it is and then drop a meeting, if the Board would like to do so.

Superintendent Alvarado added that the Board can make the decision regarding the July 2026 meeting in January of 2026.

MOTION: Trustee Gneiting made a motion to approve the Board meeting dates and locations for 2025-26 school year, seconded by Trustee Burns.

PUBLIC COMMENT:

Marty Swisher – advised that the Board confirm that business services related issues do not conflict with any dropped meetings.

VOTE: 6/0

19. Student Representative Report - SG-C (Information Only)

Olive reviewed DCSD graduations (3) and senior scholarship/award nights. Olive added that she enjoyed the opportunity to serve as student representative.

20. Approval of Prioritized Strategic Plan 2022-2027 (Reviewed 2025) - SG-G
(Discussion and For Possible Action)

Superintendent Alvarado presented the strategic plan to the Board last month. The addition to the plan this month is the actions and the goal areas. The Board agreed not to review the entire plan again. Trustee Wagstaff asked if any of the Trustees had any questions regarding the strategic plan. There were no questions from the Trustees.

PUBLIC COMMENT: None

MOTION: Trustee Jansen made a motion to approve the prioritized strategic plan 2022-2027 (reviewed in 2025), seconded by Trustee Dickerson.

VOTE: 6/0

21. NASB Nominations and Possible Task Force - SG-G
(Discussion and For Possible Action)

Trustee Wagstaff mentioned that last year DCSD had NASB nominations and Cade Baligad won an award for Innovative Educator of the Year. Trustee Wagstaff wants to be sure to recognize DCSD staff and volunteered to be on the nominations committee again this year. Trustee Gneiting and Trustee Miller also agreed to participate. Trustee Wagstaff asked if the Board needs to vote on those agreeing to participate? Superintendent Alvarado commented that action is not necessary as the group of three is less than a quorum.

22. Board Reports - SG-C, C&R
(Information and Discussion)

Trustee Wagstaff asked for reports from each Board member for activities they participated in during the last month. All Trustees present at the meeting provided their reports.

23. Superintendent Evaluation Instrument and Job Description – SG-G
(Discussion and For Possible Action)

Trustee Wagstaff reviewed how Board officers created the Superintendent's evaluation instrument. During training they learned how to align the evaluation with the Superintendent's job description.

Trustee Miller commented that she was a little confused at first with "developing" vs "effective".

Trustee Burns agreed with Trustee Miller. He also added the difficulty with evaluating some things that may not have been the result of the current Superintendent's actions.

Trustee Dickerson added that Superintendent Alvarado came in to a difficult situation and has done well.

MOTION: Trustee Burns made a motion to accept the superintendent evaluation as written, seconded by Trustee Dickerson.

PUBLIC COMMENT:

Adrienne Sawyer – questioned how can the Board approve the process and tool without prior discussion, as the tool says there will be a month between when the evaluation is accepted by the

Board and the summative evaluation. Trustee Burns commented that each Trustee has reviewed the evaluation instrument on their own.

Marty Swisher commented on 1.3(b) - wondering if the next cycle should include a measurement for elementary academic achievement because there is not one in the document.

Trustee Wagstaff addressed Ms. Sawyer's concerns about discussion amongst the Board. Officers met and then Trustee Wagstaff emailed the evaluation to the Trustees and there was not an option to "reply all". Trustees contacted Trustee Wagstaff individually if they had questions. Ms. Sawyer noted that the public has had no input and only 3 Trustees made the tool. Trustee Wagstaff added that changes can be made.

VOTE: 6/0

MOTION: Trustee Gneiting made a motion to approve the Superintendent's job description, seconded by Trustee Miller.

PUBLIC COMMENT: None

VOTE: 6/0

24. Superintendent Evaluation 2024-25 School Year SG-G (Information Only)

This item taken out of order.

Trustee Wagstaff said that she asked Trustee Gneiting to do the cumulative score keeping. All Trustees will share ratings verbally with a brief explanation. Any statements are to be applicable to Superintendent Alvarado, not past decisions made.

Each Trustee provided their review/rating along with a comment supporting their rating (due to his absence, Trustee Zinke's scores were provided by Trustee Wagstaff):

1 - VISION AND STRATEGIC LEADERSHIP

1.1 Develop and Articulate a Vision & Strategic Plan: TRUSTEE BURNS – highly effective, TRUSTEE GNEITING – excellent, TRUSTEE DICKERSON – highly effective, TRUSTEE JANSEN – highly effective, TRUSTEE MILLER – effective, TRUSTEE WAGSTAFF – highly effective. TRUSTEE ZINKE – excellent

1.2 Goal & Priority Alignment: TRUSTEE BURNS – highly effective, TRUSTEE GNEITING – excellent, TRUSTEE DICKERSON – highly effective, TRUSTEE JANSEN – highly effective, TRUSTEE MILLER – developing, TRUSTEE WAGSTAFF – highly effective, TRUSTEE ZINKE – excellent

1.3(a) Oversee and Direct Effective Instructional Programs: TRUSTEE MILLER – developing, TRUSTEE JANSEN – excellent, TRUSTEE DICKERSON – highly effective, TRUSTEE GNEITING – highly effective, TRUSTEE BURNS – highly effective, TRUSTEE WAGSTAFF – highly effective, TRUSTEE ZINKE – highly effective

1.3(b) Growth in Following achievement areas (graduation rate, ACT scores, chronic absenteeism): Trustee Wagstaff commented that Trustee Zinke was concerned about rating the Superintendent on

an area that is not applicable to him for this evaluation. Trustee Miller expressed the same concern. All Trustees agreed this area was not applicable for a rating.

1.4 Ensure Comprehensive Professional Learning Plans: TRUSTEE JANSEN – highly effective, TRUSTEE DICKERSON – highly effective, TRUSTEE GNEITING – highly effective, TRUSTEE BURNS – highly effective, TRUSTEE ZINKE – highly effective, TRUSTEE WAGSTAFF – effective, TRUSTEE MILLER - developing

2 – MANAGEMENT OF ORGANIZATIONAL LEADERSHIP

2.1 Manage the Organizational Structure: TRUSTEE DICKERSON – highly effective, TRUSTEE GNEITING – highly effective, TRUSTEE BURNS – excellent, TRUSTEE MILLER – developing, TRUSTEE JANSEN – excellent, TRUSTEE ZINKE – excellent, TRUSTEE WAGSTAFF – highly effective

2.2 Lead Personnel: TRUSTEE GNEITING – effective, TRUSTEE BURNS – excellent, TRUSTEE MILLER – developing, TRUSTEE JANSEN – highly effective, TRUSTEE DICKERSON – highly effective, TRUSTEE ZINKE – excellent, TRUSTEE WAGSTAFF – highly effective

2.3(a) Manage Resources (Direct and oversee development and implementation of a fiscally responsible budget): TRUSTEE BURNS – highly effective, TRUSTEE MILLER – effective, TRUSTEE JANSEN – highly effective, TRUSTEE DICKERSON – highly effective, TRUSTEE GNEITING – highly effective, TRUSTEE ZINKE – excellent, TRUSTEE WAGSTAFF – highly effective

2.3(b) Oversee and direct the allocation of district staffing in alignment with enrollment and anticipated revenue: TRUSTEE MILLER – effective, TRUSTEE JANSEN – highly effective, TRUSTEE DICKERSON – effective, TRUSTEE GNEITING – highly effective, TRUSTEE BURNS – excellent, TRUSTEE ZINKE – excellent, TRUSTEE WAGSTAFF – highly effective

3. COLLABORATION WITH FAMILIES AND STAKEHOLDERS

3.1 Collaborate with families and other community members: TRUSTEE JANSEN – highly effective, TRUSTEE DICKERSON – highly effective, TRUSTEE GNEITING – highly effective, TRUSTEE BURNS – highly effective, TRUSTEE ZINKE – excellent, TRUSTEE WAGSTAFF – effective, TRUSTEE MILLER - effective

3.2 Community and Organization Engagement: TRUSTEE MILLER – effective, TRUSTEE JANSEN – highly effective, TRUSTEE DICKERSON – highly effective, TRUSTEE ZINKE – highly effective, TRUSTEE WAGSTAFF – effective, TRUSTEE GNEITING – effective, TRUSTEE BURNS - effective

3.3 Public Relations: TRUSTEE MILLER – effective, TRUSTEE JANSEN – highly effective, TRUSTEE DICKERSON – highly effective, TRUSTEE GNEITING – excellent, TRUSTEE BURNS – highly effective, TRUSTEE ZINKE – highly effective, TRUSTEE WAGSTAFF - effective

4. ETHICS AND INTEGRITY

4.1 Code of Ethics: TRUSTEE MILLER – effective, TRUSTEE JANSEN – excellent, TRUSTEE DICKERSON – highly effective, TRUSTEE ZINKE – excellent, TRUSTEE GNEITING – excellent, TRUSTEE BURNS – excellent, TRUSTEE WAGSTAFF - excellent

4.2 Personal and Professional Responsibility: TRUSTEE MILLER – effective, TRUSTEE JANSEN – excellent, TRUSTEE DICKERSON – excellent, TRUSTEE ZINKE – excellent, TRUSTEE GNEITING – excellent, TRUSTEE BURNS – excellent, TRUSTEE WAGSTAFF – excellent

5. GOVERNANCE AND ADVOCACY LEADERSHIP

5.1 Board Professional Learning: TRUSTEE BURNS – excellent, TRUSTEE GNEITING – excellent, TRUSTEE ZINKE – excellent, TRUSTEE DICKERSON – excellent, TRUSTEE JANSEN – excellent, TRUSTEE MILLER – effective, TRUSTEE WAGSTAFF - excellent

5.2 Keeps the Board Informed: TRUSTEE BURNS – excellent, TRUSTEE GNEITING – excellent, TRUSTEE ZINKE – excellent, TRUSTEE DICKERSON – excellent, TRUSTEE JANSEN – excellent, TRUSTEE MILLER – excellent, TRUSTEE WAGSTAFF - excellent

5.3(a) Policy Management (Develop, monitor, update policies and administrative regulations): TRUSTEE BURNS – effective, TRUSTEE GNEITING – excellent, TRUSTEE ZINKE – excellent, TRUSTEE DICKERSON – highly effective, TRUSTEE JANSEN – highly effective, TRUSTEE MILLER – developing, TRUSTEE WAGSTAFF – highly effective

5.3(b) Administer District programs, activities, operations in compliance with all laws. Board Bylaws, Policies, ARs, and rules and regulations provided by the NV State Board of Education: TRUSTEE MILLER – effective, TRUSTEE JANSEN – highly effective, TRUSTEE DICKERSON – highly effective, TRUSTEE ZINKE – excellent, TRUSTEE GNEITING – highly effective, TRUSTEE BURNS – excellent, TRUSTEE WAGSTAFF – highly effective

5.4 Board Agenda Preparation: TRUSTEE BURNS – highly effective, TRUSTEE GNEITING – effective, TRUSTEE ZINKE – excellent, TRUSTEE DICKERSON – excellent, TRUSTEE JANSEN – excellent, TRUSTEE MILLER – effective, TRUSTEE WAGSTAFF – excellent

Trustee Wagstaff asked for a 5 minute recess so that Trustee Gneiting could compile the scores.

Trustee Wagstaff commented that, in order to avoid any open meeting law violations, the Board will receive the numbers but will not vote on or accept the numbers until July. They will also include goal setting and compensation in July.

Overall Summary of Performance Indicators:

- 1 – Vision and Strategic Leadership: 3.89 (highly effective)
- 2 – Management of Organizational Leadership: 4.0 (highly effective)
- 3 – Collaboration with Families: 3.71 (highly effective)
- 4 – Ethics and Integrity: 4.64 (excellent)
- 5 – Governance and Advocacy Leadership: 4.4 (highly effective)

Final Evaluation Rating: Trustee Wagstaff reiterated that the Board will not take action at this meeting.

25. Superintendent Report - SG-G (Administrative Report)

This item taken out of order.

Mr. Alvarado provided a report on his activities during the last month and included some upcoming events.

26. Informational Items
(For Discussion Only, No Action Will be Taken)

This item taken out of order.

Summary of Donations

Donations received during the last month. The District wishes to acknowledge and thank the generosity of all donors on behalf of the students we serve.

Donations:

California Community Foundation \$40,000.00

We Deserve a Better Board \$1,600.00 for Zoom access costs.

Monthly Update of Enrollment Counts

Monthly update on enrollment numbers for each school site was provided to the Board – current enrollment is 4,870 students (a decrease of 170 students from last year).

27. Adjournment

Meeting adjourned at 9:02 p.m.

Approved:

Submitted by,

Katherine Dickerson
Clerk of the Board

Leeann Caires
Benefits Coordinator

Upon approval by the Board of Trustees in a public meeting, these minutes become the official minutes of the meeting held on the above date. Board minutes are kept on a permanent basis and are available for public review in the office of the Superintendent.

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2600

07/01/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CDW GOVERNMENT INC	86010					
Check Group:						
Google Voice User Licenses		100	25260034	GOOGLE VOICE	300.007.0000.000.2580.651.03000.50.421	\$12,000.00
P-Card Payee: COMMERCE BANK				6/24/2025		
Google Voice Regulatory Fees		100	25260034	GOOGLE VOICE	300.007.0000.000.2580.651.03000.50.421	\$3,468.00
P-Card Payee: COMMERCE BANK				6/24/2025		
				Check #: 0		
					PO/InvoiceTotal:	\$15,468.00
Check Group:						
Chrome Gopher Premium M - Medium District (between 5,000-20,000 deives) Chrome Gopher Premium 1 yr license 7/1/25-6/30/26		1	25260035	EST# 0083876	100.000.0000.000.2580.651.03000.50.421	\$1,575.00
P-Card Payee: COMMERCE BANK				6/24/2025		
				Check #: 0		
					PO/InvoiceTotal:	24 \$1,575.00
Check Group:						
Google Workspace for Education Plus - Multi Year - AIT Discount Google Workspace for Education Plus; Licensed Domains: dcsdnv.net; License Term: 7/28/2025-7/27/2026		5383	25260037	EST# 0089940	100.098.0000.000.2580.651.03000.50.421	(\$2,153.20)
P-Card Payee: COMMERCE BANK				6/24/2025		
Google Workspace for Education Plus - Multi Plus - Google Discount: Google Workspace for Education Plus; Licensed Domains: dcsdnv.net; License Term: 7/25/2025-7/27/2026		5383	25260037	EST# 0089940	100.098.0000.000.2580.651.03000.50.421	(\$538.30)
P-Card Payee: COMMERCE BANK				6/24/2025		
Google workspace for Eduaction Plus - Multi year - Google Workspace for Education Plus - 3 Year Annual Pay - Less than 10k licenses; Licensed Domains: dcsdnv.net; License term 7/28/25-7/27/26		5383	25260037	EST# 0089940	100.098.0000.000.2580.651.03000.50.421	\$24,223.50
P-Card Payee: COMMERCE BANK				6/24/2025		
				Check #: 0		
					PO/InvoiceTotal:	\$21,532.00
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2600

07/01/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Little Sis-Premium (between 5000 and 2000 students): Little Sis for Classroom + Little Sis Cloud-based Roster Sync - 1 yr license P-Card Payee: COMMERCE BANK		1	25260043	ESTIMATE 0089853 6/26/2025	100.098.0000.000.2580.651.03000.50.421	\$3,925.00
Check #: 0						
PO/InvoiceTotal:						\$3,925.00
Vendor Total:						\$42,500.00
COGNIA INC						
Check Group:						
US Membership Accreditation Fee - DNO P-Card Payee: COMMERCE BANK		1	25260029	00183559 6/24/2025	100.036.0000.100.1000.810.03601.50.421	\$1,400.00
Credit from prior year - ASPIRE P-Card Payee: COMMERCE BANK		1	25260029	00183559 6/24/2025	100.000.0000.430.1000.810.03504.30.421	(\$1,000.00)
US Membership Accreditation Fee - DHS P-Card Payee: COMMERCE BANK		1	25260029	00183559 6/24/2025	100.051.0000.100.1000.810.03501.30.421	\$1,400.00
US Membership Accreditation Fee - WHS P-Card Payee: COMMERCE BANK		1	25260029	00183559 6/24/2025	100.052.0000.100.1000.810.03502.30.421	\$1,400.00
Check #: 0						
PO/InvoiceTotal:						\$3,200.00
Vendor Total:						\$3,200.00
HIGH SIERRA BUSINESS SYSTEMS INC						
Check Group:						
UDOCPS_T1_50_74 ESS - Uniflow licenses, implementation and support for 12 months - 50 machines license P-Card Payee: COMMERCE BANK		550	25260049	QUOTE 251 6/26/2025	100.098.0000.000.2580.735.03000.50.421	\$14,982.00
Check #: 0						
PO/InvoiceTotal:						\$14,982.00
Vendor Total:						\$14,982.00
Grand Total:						\$60,682.00

End of Report

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2601

07/01/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ALLING & JILLSON, LTD						
Check Group:						
Judgment Awarded for legal services		1	25260031	8675309 6/24/2025	100.000.0000.000.2318.341.03000.50.421	\$116,081.16
Check #: 177359						
PO/InvoiceTotal:						\$116,081.16
Vendor Total:						\$116,081.16
CLASSLINK, INC.						
Check Group:						
ClassLink Analytics Plus Annual License - per user (501+ users)		5322	25260036	QUOTE 00021519 6/24/2025	100.000.0000.000.2580.651.03000.50.421	\$1,330.50
ClassLink Annual License - per user (5,001-10.000 users)		5322	25260036	QUOTE 00021519 6/24/2025	100.000.0000.000.2580.651.03000.50.421	\$20,223.60 26
ClassLink Roster Server Annual Hosting (5,001-10,000 users)		1	25260036	QUOTE 00021519 6/24/2025	100.000.0000.000.2580.651.03000.50.421	\$775.00
Check #: 177360						
PO/InvoiceTotal:						\$22,329.10
Vendor Total:						\$22,329.10
EMRB						
Check Group:						
Assessment per employee for FY2026 - 744 employees x \$5.00		744	25260046	AA26-204 6/24/2025	100.000.0000.000.2570.340.03000.50.421	\$3,720.00
Check #: 177361						
PO/InvoiceTotal:						\$3,720.00
Vendor Total:						\$3,720.00
FINALSITE						
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2601

07/01/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Athletics Manager Integration:rSchool Today		1	25260041	INV081914 6/24/2025	100.098.0000.000.2580.651.03000.50.421	\$4,430.00
CMS Mobile APp		1	25260041	INV081915 6/24/2025	100.098.0000.000.2580.651.03000.50.421	\$2,000.00
Weglot Pro (5 languages, 200k words)		1	25260041	INV081916 6/24/2025	100.098.0000.000.2580.651.03000.50.421	\$750.00
Communications Package - Standard, Advanced Search, Support Plan - Standard, Messages: Premium (30,000 msg/mo), Composer - Unlimited Editors, Posts for Teachers Pages		1	25260041	INV081922 6/24/2025	100.098.0000.000.2580.651.03000.50.421	\$11,700.00

Check #: 177362

PO/InvoiceTotal: \$18,880.00

Vendor Total: \$18,880.00
27

FRONTIER

Check Group:

CCMES		1	25260006	07142025 6/30/2025	100.011.0000.000.2400.533.03205.10.421	\$155.32
GES		1	25260006	07142025 6/30/2025	100.012.0000.000.2400.533.03201.10.421	\$140.07
ZCES		1	25260006	07142025 6/30/2025	100.013.0000.000.2400.533.03202.10.421	\$58.49
JVES		1	25260006	07142025 6/30/2025	100.014.0000.000.2400.533.03206.10.421	\$152.01
SES		1	25260006	07142025 6/30/2025	100.015.0000.000.2400.533.03207.10.421	\$148.32
PHES		1	25260006	07142025 6/30/2025	100.016.0000.000.2400.533.03209.10.421	\$148.32
MES		1	25260006	07142025 6/30/2025	100.017.0000.000.2400.533.03210.10.421	\$158.42
CVMS		1	25260006	07142025 6/30/2025	100.031.0000.000.2400.533.03301.20.421	\$155.32

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2601

07/01/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PWLMS		1	25260006	07142025 6/30/2025	100.033.0000.000.2400.533.03302.20.421	\$148.32
DHS		1	25260006	07142025 6/30/2025	100.051.0000.000.2400.533.03501.30.421	\$283.40
WHS		1	25260006	07142025 6/30/2025	100.052.0000.000.2400.533.03502.30.421	\$98.88
JHS		1	25260006	07142025 6/30/2025	100.053.0000.100.1000.533.03503.30.421	\$105.88
SUPERINTENDENT		1	25260006	07142025 6/30/2025	100.000.0000.000.2320.533.03000.50.421	\$49.75
ED SERVICES		1	25260006	07142025 6/30/2025	100.000.0000.000.2210.533.03000.50.421	\$49.75
HR/JOBLINE/CLOSET		1	25260006	07142025 6/30/2025	100.000.0000.000.2570.533.03000.50.421	\$49.75 28
BUSINESS SERVICES		1	25260006	07142025 6/30/2025	100.000.0000.000.2510.533.03000.50.421	\$49.75
CURRICULUM		1	25260006	07142025 6/30/2025	100.000.0000.000.2212.533.03000.50.421	\$49.75
INFORMATIONAL SERVICES		1	25260006	07142025 6/30/2025	100.000.0000.000.2580.533.03000.50.421	\$145.01
FOOD SERVICES		1	25260006	07142025 6/30/2025	600.000.0000.000.3100.533.03000.50.421	\$145.01
MAINT		1	25260006	07142025 6/30/2025	100.000.0000.000.2620.533.03000.50.421	\$145.01
TRANSPORTATION		1	25260006	07142025 6/30/2025	100.000.0000.000.2710.533.03000.50.421	\$145.01
GRANTS AND ASSESSMENTS SHARED FAX LINE		1	25260006	07142025 6/30/2025	100.000.0000.000.2191.533.03000.50.421	\$49.75
ALARMS (DIST WIDE)		1	25260006	07142025 6/30/2025	100.099.0000.000.2620.491.03000.50.421	\$390.13

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2601

07/01/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ASPIRE		1	25260006	07142025 6/30/2025	100.000.0000.430.1000.533.03504.30.421	\$51.93
Check #: 177363						
PO/InvoiceTotal:						\$3,073.35
Vendor Total:						\$3,073.35
FRONTLINE TECHNOLOGIES GROUP LLC						
Check Group:						
Absence & Substitute Management unlimited usage for internal employees		1	25260040	INVUS224658 6/24/2025	100.098.0000.000.2580.735.03000.50.421	\$16,236.38
Check #: 177364						
PO/InvoiceTotal:						\$16,236.38
Vendor Total:						\$16,236.38
INTERNAL REVENUE SERVICE						
Check Group:						
PCORI Fees for 2025 - Due 7-1-25		1	25260045	PCORI 4TH Q 6/24/2025	100.000.0000.000.2510.340.03000.50.421	\$3,474.42
Check #: 177365						
PO/InvoiceTotal:						\$3,474.42
Vendor Total:						\$3,474.42
NEVADA INTERSCHOLASTIC ACTIVITIES ASSOC 528016						
Check Group:						
Membership Dues for DHS - FY25-26		1	25260028	25-26 DUES 6/24/2025	100.051.0000.920.1000.810.03501.30.421	\$4,530.00
Membership Dues for WHS - FY25-26		1	25260028	25-26 DUES 6/24/2025	100.052.0000.920.1000.810.03502.30.421	\$1,300.00
NASC membership dues - DHS - FY25-26		1	25260028	25-26 DUES 6/24/2025	100.051.0000.920.1000.810.03501.30.421	\$100.00
NASC membership dues - WHS - FY25-26		1	25260028	25-26 DUES 6/24/2025	100.052.0000.920.1000.810.03502.30.421	\$100.00
Check #: 177366						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2601

07/01/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$6,030.00</u>
						Vendor Total: <u>\$6,030.00</u>
NWEA	543598					
Check Group:						
MAP Growth Science (Add-On)		2000	25260047	ORDER 00114957 6/26/2025	100.098.0000.100.1000.735.03000.50.421	\$5,500.00
MAP Growth K-12		1250	25260047	ORDER 00114957 6/26/2025	100.098.0000.100.1000.735.03000.50.421	\$15,625.00
MAP Reading Fluency Add-On for Bundle price (incl. English & Spanish)		1	25260047	ORDER 00114957 6/26/2025	100.098.0000.100.1000.735.03000.50.421	\$1,435.00
MAP Growth K-12 (Single Subject Math)		2300	25260047	ORDER 00114957 6/26/2025	100.098.0000.100.1000.735.03000.50.421	\$5,750.00 30
						Check #: 177367
						PO/InvoiceTotal: <u>\$28,310.00</u>
						Vendor Total: <u>\$28,310.00</u>
TYLER TECHNOLOGIES INC						
Check Group:						
Benefits Enrollment Service Package 7/1/25-6/30/26		1	25260042	025-511308 6/26/2025	100.000.0000.000.2580.735.03000.50.421	\$35,548.88
System Management Services 7/1/25-6/30/26		1	25260042	025-511308 6/26/2025	100.000.0000.000.2580.735.03000.50.421	\$12,541.27
School ERP Pro Annual Fees 7/1/25-6/30/26		1	25260042	025-511308 6/26/2025	100.000.0000.000.2580.735.03000.50.421	\$83,190.35
						Check #: 177368
						PO/InvoiceTotal: <u>\$131,280.50</u>
						Vendor Total: <u>\$131,280.50</u>
USI INSURANCE SERVICES LLC	6082					
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2601 07/01/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Safety National Casualty Corp - Policy No. SIB2648NV - FY25-26		1	25260030	5556101 6/24/2025	703.000.0000.000.2900.522.03000.50.421	\$6,435.00
Check #: 177369						
PO/InvoiceTotal:						\$6,435.00
Check Group:						
Excess Workers Compensation - FY25-26 - Policy #BES2E80001391		1	25260032	5563824 6/24/2025	703.000.0000.000.2900.522.03000.50.421	\$49,434.02
Check #: 177369						
PO/InvoiceTotal:						\$49,434.02
Check Group:						
Policy No. NPAIP20252026 - Renewal - commercial package		1	25260033	5563812 6/24/2025	100.000.0000.000.2612.522.03000.50.421	\$996,241.17
Check #: 177369						31
PO/InvoiceTotal:						\$996,241.17
Vendor Total:						\$1,052,110.19
Grand Total:						\$1,401,525.10

End of Report

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2602

07/07/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HOMETOWN HEALTH PROVIDERS						
Check Group:						
HOMETOWN HEALTH PROVIDERS INS CO EXPENSES		1	25260013	JULY 2025 7/7/2025	702.000.0000.000.2900.340.03000.50.421	\$21,889.56
DIVERSIFIED DENTAL SERV INC EXP		1	25260013	JULY 2025 7/7/2025	702.000.0000.000.2900.340.03000.50.421	\$527.10
SPECIFIC STOP LOSS - RELIASTAR		1	25260013	JULY 2025 7/7/2025	702.000.0000.000.2900.523.03000.50.421	\$69,026.95
MULTIPLAN (PHCS)		1	25260013	JULY 2025 7/7/2025	702.000.0000.000.2900.340.03000.50.421	\$95.00
MUTUAL OF OMAHA		1	25260013	JULY 2025 7/7/2025	702.000.0000.000.2900.523.03000.50.421	\$2,733.57
L/P INSURANCE SERVICES INC		1	25260013	JULY 2025 7/7/2025	702.000.0000.000.2900.340.03000.50.421	\$1,500.00 32

Check #: 0

PO/InvoiceTotal:	<u>\$95,772.18</u>
Vendor Total:	<u>\$95,772.18</u>
Grand Total:	\$95,772.18

End of Report

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2603

07/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
K12 INSIGHT						
Check Group:						
Year 2 of Initial Contract - 7/1/25 - 6/30/26 - WIDA		1	25260075	4430	100.000.0000.000.2191.735.03000.50.421	\$7,500.00
P-Card Payee: COMMERCE BANK				7/8/2025		
					Check #: 0	
					PO/InvoiceTotal:	\$7,500.00
					Vendor Total:	\$7,500.00
MINDEN GARDNERVILLE SANITATION DIST 493610						
Check Group:						
GES		1	25260024	25-07-02320	100.000.0000.000.2611.411.03201.10.421	\$1,941.76
P-Card Payee: COMMERCE BANK				7/1/2025		
CVMS		1	25260024	25-07-02321	100.000.0000.000.2611.411.03301.20.421	\$3,685.41
P-Card Payee: COMMERCE BANK				7/1/2025		
ADMINISTRATION		1	25260024	25-07-02487	100.000.0000.000.2611.411.03000.50.421	\$698.47 ³³
P-Card Payee: COMMERCE BANK				7/1/2025		
DHS		1	25260024	25-07-02740	100.000.0000.000.2611.411.03501.30.421	\$8,345.47
P-Card Payee: COMMERCE BANK				7/1/2025		
MES		1	25260024	25-07-03778	100.000.0000.000.2611.411.03210.10.421	\$2,131.49
P-Card Payee: COMMERCE BANK				7/1/2025		
					Check #: 0	
					PO/InvoiceTotal:	\$16,802.60
					Vendor Total:	\$16,802.60
NEVADA NEWS GROUP 6429						
Check Group:						
record courier - yearly subscription 07252025 - 07252026		1	25260084	record cour7/25-6/26	100.000.0000.000.2320.810.03000.50.421	\$104.89
P-Card Payee: COMMERCE BANK				7/8/2025		
					Check #: 0	
					PO/InvoiceTotal:	\$104.89
					Vendor Total:	\$104.89

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2603 07/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$24,407.49

End of Report

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2604

07/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CHARTER COMMUNICATIONS						
Check Group:						
INTERNET ACCOUNT 8354116800000134		1	25260027	07312025 7/10/2025	100.099.0000.000.2580.535.03000.50.421	\$1,886.96
Check #: 177442						
PO/InvoiceTotal:						\$1,886.96
Vendor Total:						\$1,886.96
CR ENGINEERING						
Check Group:						
DW Boilers - FY24-25		1	25260078	5909 7/8/2025	300.102.0000.000.4700.340.03000.50.421	\$7,700.00
Check #: 177443						
PO/InvoiceTotal:						\$7,700.00
Vendor Total:						\$7,700.00
e2e EXCHANGE LLC						
Check Group:						
E-rate Consuting Service: E-rate Category One Services Funding Year 2026		1	25260056	C1 2026-1108 7/2/2025	100.099.0000.000.2620.340.03000.50.421	\$2,950.00
Check #: 177444						
PO/InvoiceTotal:						\$2,950.00
Vendor Total:						\$2,950.00
INNOVU						
Check Group:						
Quantros Quality Data - 7-1-25 through 9-30-25		772	25260085	INV-24376 7/10/2025	702.000.0000.000.2900.522.03000.50.421	\$185.28
EmployerLens/Smart-Cohort/Plan Design/PPA		772	25260085	INV-24376 7/10/2025	702.000.0000.000.2900.522.03000.50.421	\$972.73
Check #: 177445						
PO/InvoiceTotal:						\$1,158.01

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2604

07/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$1,158.01
JORDANNA FOSTER						
Check Group:						
ROOM PURCHASED FOR SNP STAFF FOR NSNA CONFERENCE		1	25260083	NSNA 2025 7/10/2025	600.000.0000.000.3100.580.03000.50.421	\$186.20
ROOM PURCHASED FOR SNP STAFF FOR NSNA CONFERENCE		1	25260083	NSNA 2025 7/10/2025	600.000.0000.000.3100.580.03000.50.421	\$186.20
ROOM PURCHASED FOR SNP STAFF FOR NSNA CONFERENCE		1	25260083	NSNA 2025 7/10/2025	600.000.0000.000.3100.580.03000.50.421	\$186.20
Check #: 177446						
PO/InvoiceTotal:						\$558.60
Vendor Total:						\$558.60
NEVADA ASSOC OF SCHOOL BOARDS						
	521204					
Check Group:						
Annual Membership Dues 2025-2026		1	25260061	070125-DO 7/7/2025	100.000.0000.000.2310.810.03000.50.421	\$15,381.90
Check #: 177447						
PO/InvoiceTotal:						\$15,381.90
Vendor Total:						\$15,381.90
PACIFIC SHREDDING						
Check Group:						
DO SHREDDING		0.2	25260022	5268499 7/2/2025	100.000.0000.000.2510.421.03000.50.421	\$13.06
DO SHREDDING		0.2	25260022	5268499 7/2/2025	100.000.0000.000.2510.421.03000.50.421	\$13.06
DO SHREDDING		0.2	25260022	5268499 7/2/2025	100.000.0000.000.2510.421.03000.50.421	\$13.05
DO SHREDDING		0.2	25260022	5268499 7/2/2025	100.000.0000.000.2510.421.03000.50.421	\$13.05

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2604

07/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DO SHREDDING		0.2	25260022	5268499 7/2/2025	100.000.0000.000.2320.421.03000.50.421	\$13.05
Check #: 177448						
PO/InvoiceTotal:						\$65.27
Vendor Total:						\$65.27
SUZANNE M. ABERASTURI, PHD LLC						
Check Group:						
06/17/25-7/2/25 Neuropsych Testing, Evaluation, Scoring, Report Writing, Review for MT IEE		1	25260076	1919MT 7/8/2025	250.000.0000.200.2000.340.03000.50.421	\$2,500.00
Check #: 177449						
PO/InvoiceTotal:						\$2,500.00
Vendor Total:						\$2,500.00 37
TAHOE SUPPLY						
Check Group:						
Polish Discs 5" 400 grit cs/1		2	25260063	1139100 7/7/2025	100.088.0000.000.2610.610.03000.50.421	\$1,161.74
Polish Discs 5" 800 grit cs/1		2	25260063	1139100 7/7/2025	100.088.0000.000.2610.610.03000.50.421	\$1,164.74
Top Shield 2/2.5 gal		2	25260063	1139100 7/7/2025	100.088.0000.000.2610.610.03000.50.421	\$1,606.40
Check #: 177450						
PO/InvoiceTotal:						\$3,932.88
Check Group:						
Super 40 Gym Coating 5 gal		8	25260064	1139981 7/7/2025	100.088.0000.000.2610.610.03502.30.421	\$3,163.00
Buckeye Coliseum Waterless Cleaner 5 gal		1	25260064	1139981 7/7/2025	100.088.0000.000.2610.610.03502.30.421	\$195.00
24" T-Bar Refill Nylofoam		2	25260064	1139981 7/7/2025	100.088.0000.000.2610.610.03502.30.421	\$56.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2604

07/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
20" Screen Disc #120 cs/10		3	25260064	1139981 7/7/2025	100.088.0000.000.2610.610.03502.30.421	\$285.00
Check #: 177450						
PO/InvoiceTotal:						\$3,699.00
Check Group:						
24" T-Bar Refill Nylofoam		2	25260065	1139982 7/7/2025	100.088.0000.000.2610.610.03302.20.421	\$56.00
Buckeye Coliseum Waterless Cleaner 5 gal		1	25260065	1139982 7/7/2025	100.088.0000.000.2610.610.03302.20.421	\$195.00
Super 40 Gym Coating 5 gal		8	25260065	1139982 7/7/2025	100.088.0000.000.2610.610.03302.20.421	\$3,163.00
20" Screen Disc #120 cs/10		3	25260065	1139982 7/7/2025	100.088.0000.000.2610.610.03302.20.421	\$285.00
Check #: 177450						38
PO/InvoiceTotal:						\$3,699.00
Check Group:						
24" T-Bar Refill Nylofoam		2	25260066	1139984 7/7/2025	100.088.0000.000.2610.610.03501.30.421	\$56.00
Buckeye Coliseum Waterless Cleaner 5 gal		1	25260066	1139984 7/7/2025	100.088.0000.000.2610.610.03501.30.421	\$195.00
Super 40 Gym Coating 5 gal		9	25260066	1139984 7/7/2025	100.088.0000.000.2610.610.03501.30.421	\$3,558.00
20" Screen Disc #120 cs/10		5	25260066	1139984 7/7/2025	100.088.0000.000.2610.610.03501.30.421	\$475.00
Check #: 177450						
PO/InvoiceTotal:						\$4,284.00
Check Group:						
24" T-Bar Refill Nylofoam		2	25260067	1139983 7/7/2025	100.088.0000.000.2610.610.03301.20.421	\$56.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2604

07/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Buckeye Coliseum Waterless Clearner 5 gal		1	25260067	1139983 7/7/2025	100.088.0000.000.2610.610.03301.20.421	\$195.00
Super 40 Gym Coating 5 gal		11	25260067	1139983 7/7/2025	100.088.0000.000.2610.610.03301.20.421	\$4,348.00
20" Screen Disc #120 cs/10		4	25260067	1139983 7/7/2025	100.088.0000.000.2610.610.03301.20.421	\$380.00
Check #: 177450						
PO/InvoiceTotal:						\$4,979.00
Vendor Total:						\$20,593.88
TRANSFINDER						
Check Group:						
Annual Technical Support & Upgrade 9/17/25-9/16/26		1	25260058	63123 7/10/2025	100.098.0000.000.2580.651.03000.50.421	\$4,250.00
Check #: 177451						39
PO/InvoiceTotal:						\$4,250.00
Vendor Total:						\$4,250.00
VISION SERVICE PLAN						
Check Group:						
2025/2026 ADMIN FEES		1	25260016	823175327 7/8/2025	702.000.0000.000.2900.340.03000.50.421	\$1,258.32
Check #: 177452						
PO/InvoiceTotal:						\$1,258.32
Vendor Total:						\$1,258.32
WESTERN NEVADA COLLEGE						
Check Group:						
JULY 2024		1	25260014	07012025 7/2/2025	100.000.0000.430.1000.441.03000.50.421	\$10,000.00
Check #: 177453						
PO/InvoiceTotal:						\$10,000.00
Vendor Total:						\$10,000.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 2604

07/10/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$68,302.94

End of Report

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A & D ELECTRICAL CONTRACTORS LLC						
Check Group:						
TROUBLESHOOT AND REPAIR MOTOR STARTER CVMS		1	24254801	1988 7/7/2025	100.000.0000.000.2620.430.03000.50.421	\$856.00
						Check #: 177370
						PO/InvoiceTotal: <u>\$856.00</u>
						Vendor Total: \$856.00
ABC HEATING AND SHEET METAL						
Check Group:						
TRIM PIECES		1	24254736	11799 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$124.00
						Check #: 177371
						PO/InvoiceTotal: <u>\$124.00</u>
						Vendor Total: \$124.00
ABE PRINTING AND COPY						
Check Group:						
2,500 #10 Left Window Envelopes B&W	1875	1	24254716	21445 6/26/2025	100.033.0000.100.1000.610.03302.20.421	\$289.00
2,500 #10 Reg Envelopes		1	24254716	21445 6/26/2025	100.033.0000.100.1000.610.03302.20.421	\$259.00
						Check #: 177372
						PO/InvoiceTotal: <u>\$548.00</u>
						Vendor Total: \$548.00
ACCOLADES						
Check Group:						
ENGRAVING	3456	1	24254468	53225 6/23/2025	100.051.0000.000.2400.360.03501.30.421	\$640.49
						Check #: 177373
						PO/InvoiceTotal: <u>\$640.49</u>

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$640.49
ACE HARDWARE	3550					
Check Group:						
FASTENERS		1	24254566	174646/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$0.64
FASTENERS		4	24254566	174946/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$2.88
FASTENERS		4	24254566	174946/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$3.88
EPOXY		2	24254566	174953/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$59.98
Check #: 177374						
PO/InvoiceTotal:						\$67.38 42
Check Group:						
KEYKRAFTER		2	24254567	172786/1 2 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$7.18
STRAP HANGER		1	24254567	172881/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$4.99
FASTENERS		3	24254567	172909/1 2 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$10.77
FASTENERS		4	24254567	172909/1 2 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$13.16
FASTENERS		7	24254567	173966/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$1.61
KEY MASTER		2	24254567	174069/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$7.98
Check #: 177374						
PO/InvoiceTotal:						\$45.69
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
fasteners		4	24254636	175046/1 6/26/2025	100.000.0000.000.2610.610.03302.20.421	\$2.00
fastener		1	24254636	175046/1 6/26/2025	100.000.0000.000.2610.610.03302.20.421	\$13.19
Check #: 177374						
PO/InvoiceTotal:						\$15.19
Check Group:						
MARKER PAINT		1	24254688	175011/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$5.99
MARKER PAINT		1	24254688	175011/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$5.99
MARKER PAINT		1	24254688	175011/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$5.99
MARKER PAINT		2	24254688	175011/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	43 \$3.98
BIT		1	24254688	175050/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$7.59
BIT		1	24254688	175050/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$6.99
BIT		2	24254688	175050/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$13.98
BIT		1	24254688	175050/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$4.99
BIT		2	24254688	175050/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$9.98
PAINT		1	24254688	175050/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$5.99
PAINT		2	24254688	175050/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$11.98
PAINT		2	24254688	175129/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$11.98

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAINT		3	24254688	175129/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$14.97
RING WIRE		4	24254688	175129/1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$7.16
Check #: 177374						
PO/InvoiceTotal:						\$117.56
Check Group:						
vinyl tubing 5/16x7/16		8	24254729	175141/1 6/30/2025	100.000.0000.000.2610.610.03205.10.421	\$6.32
Check #: 177374						
PO/InvoiceTotal:						\$6.32
Check Group:						
DR STP WALL MT 2-1/4"		2	24254748	175166/1 6/27/2025	100.031.0000.000.2620.610.03301.20.421	\$14.08
DOUBLE GRMT HOOK 2PK		1	24254748	175166/1 6/27/2025	100.031.0000.000.2620.610.03301.20.421	\$5.99
SPACKLING CMPD PNK 16OZ		2	24254748	175166/1 6/27/2025	100.031.0000.000.2620.610.03301.20.421	\$19.98
DR STP WALL MT 2-1/4"		1	24254748	175166/1 6/27/2025	100.031.0000.000.2620.610.03301.20.421	\$5.99
FASTENERS		1	24254748	175166/1 6/27/2025	100.031.0000.000.2620.610.03301.20.421	\$10.39
FASTENERS		1	24254748	175166/1 6/27/2025	100.031.0000.000.2620.610.03301.20.421	\$13.19
FASTENERS		1	24254748	175166/1 6/27/2025	100.031.0000.000.2620.610.03301.20.421	\$14.79
FASTENERS		1	24254748	175166/1 6/27/2025	100.031.0000.000.2620.610.03301.20.421	\$6.39
FASTENERS		1	24254748	175166/1 6/27/2025	100.031.0000.000.2620.610.03301.20.421	\$12.19

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FASTENERS		1	24254748	175166/1 6/27/2025	100.031.0000.000.2620.610.03301.20.421	\$9.59
SCREW DW PH CS 6X1		1	24254748	175166/1 6/27/2025	100.031.0000.000.2620.610.03301.20.421	\$7.59
FASTENERS		1	24254748	175166/1 6/27/2025	100.031.0000.000.2620.610.03301.20.421	\$3.39
Check #: 177374						
PO/InvoiceTotal:						\$121.46
Check Group:						
REFUND CREDIT		14	24254749	175137/1 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$22.26
RING WELDED		14	24254749	175175/1 6/30/2025	100.000.0000.000.2620.610.03000.50.421	(\$22.26)
SPRAYPAINT		2	24254749	175176/1 6/30/2025	100.000.0000.000.2620.610.03000.50.421	45 \$11.98
SPRAYPAINT		1	24254749	175176/1 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$5.99
Check #: 177374						
PO/InvoiceTotal:						\$17.97
Check Group:						
DOOR HOLD		1	24254814	175230/1 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$8.99
DOOR HOLD		1	24254814	175230/1 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$8.99
DOOR HOLD		3	24254814	175230/1 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$26.97
DOOR HOLD		8	24254814	175230/1 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$71.92
SPRAYPAINT		3	24254814	175273/1 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$17.97

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BLADE		1	24254814	175273/1 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$12.99
FLAT HR PLN		5	24254814	175273/1 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$54.95
Check #: 177374						
PO/InvoiceTotal:						\$202.78
Check Group:						
FASTENERS		2	24254815	174162/1 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$0.36
Check #: 177374						
PO/InvoiceTotal:						\$0.36
Vendor Total:						\$594.71
AMAZON BUSINESS CAPITAL SVCS						46
Check Group:						
8.5 in rubber playground balls, 12 pack		1	24253755	1V9J-9CXQ-X4V G 7/2/2025	100.017.0000.100.1000.610.03210.10.421	\$65.99
Check #: 177375						
PO/InvoiceTotal:						\$65.99
Check Group:						
Jackery Explorer 1000v2 Portable Power Station		1	24254625	1713-PCMN-R3T 6 7/2/2025	100.017.0000.100.1000.610.03210.10.421	\$448.98
Check #: 177375						
PO/InvoiceTotal:						\$448.98
Check Group:						
Ohm Children's Chewable Tablets, Dye Free, Grape, Non-Drowsy 24h Antihistamine, Indoor & Outdoor Allergies, 5mg, 30 Tablets (30 Count)		1	24254633	1YPF-RRKM-N97 M 7/1/2025	100.033.0000.000.2120.610.03302.20.421	\$9.49

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TIME-CAP LABS, INC. Timely Ibuprofen 200mg 200 Tablets - Compared to Advil Tablets - (NSAID) Pain Relief Pills for Headache, Menstrual Pain, Tooth Aches, Muscle Pain, Arthritis Pain, Body Aches		1	24254633	1YPF-RRKM-N97 M 7/1/2025	100.033.0000.000.2120.610.03302.20.421	\$5.99
Amazon Basic Care Children's Acetaminophen 160 mg per 5 mL Oral Suspension, Grape Flavor, Pain Reliever and Fever Reducer for Headache, Sore Throat and Toothache, 4 fl oz (Pack of 1)		1	24254633	1YPF-RRKM-N97 M 7/1/2025	100.033.0000.000.2120.610.03302.20.421	\$4.09
Check #: 177375						
PO/InvoiceTotal:						\$19.57
Check Group:						
sharpie markers, black, 36 count		3	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$56.12
amazon basics index cards, 10 pack of 100		2	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$14.16
post-it notes, small, 24 pack		10	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$92.64
post-it notes, lg, 18 pack		10	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$141.67
expo whiteboard erasers, 12 pack		1	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$35.96
favourde magnetic whiteboard erasers, 48 pack		2	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$27.67
expo markers, assorted colors, 36 count		3	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$74.92
expo markers, red, 12 count		1	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$11.96

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
expo markers, blue, 12 count		8	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$92.93
expo markers, green, 12 count		8	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$86.02
expo markers, black, 12 count		10	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$116.79
expo markers, chisel tip, black 36 count		8	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$195.61
post-it sticky lined easel pad, 25x30, 2 pads		2	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$84.94
post-it sticky mini easel pad, 15x18, 6 pads		4	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$187.57 48
post-it sticky easel pad, 25x30, 6 pads		3	24254642	1Q6R-FFY6-9CL H 7/10/2025	100.017.0000.100.1000.610.03210.10.421	\$262.57
Check #: 177375						
						PO/InvoiceTotal: \$1,481.53
Check Group:						
Flagship Carpets Seating Rug, 10'6"x13'2", blue		1	24254643	1C9R-6G9L-X4N R 7/10/2025	100.017.0000.000.2220.610.03210.10.421	\$549.99
Check #: 177375						
						PO/InvoiceTotal: \$549.99
Check Group:						
All-weather 4'x2' Cornhole Boards		2	24254659	1NL9-JCVH-1H9X 7/2/2025	100.054.0000.100.1000.610.03302.20.421	\$579.70
Check #: 177375						
						PO/InvoiceTotal: \$579.70

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Crystal Geysers - 48 Pack Water		3	24254726	16CT-LJDX-YR6L 7/1/2025	100.000.0000.000.2191.610.03000.50.421	\$21.84
#10 Plain White Envelopes		1	24254726	16CT-LJDX-YR6L 7/1/2025	100.000.0000.000.2191.610.03000.50.421	\$18.99
Pack of 12 Pilot G2 Gel Roller Pens - Blue		2	24254726	16CT-LJDX-YR6L 7/1/2025	100.000.0000.000.2191.610.03000.50.421	\$27.98
Classic File Folders - 2 Dividers - Blue		2	24254726	16CT-LJDX-YR6L 7/1/2025	100.000.0000.000.2191.610.03000.50.421	\$77.90
Check #: 177375						
PO/InvoiceTotal:						\$146.71
Check Group:						
Trail Maker 50-Pack Ruled Composition Note Books - 7 1/2 x 9 3/4		6	24254741	13LG-GKQF-9G3 L 7/1/2025	280.633.0000.100.1000.610.03302.20.421	\$350.46 49
Check #: 177375						
PO/InvoiceTotal:						\$350.46
Check Group:						
WEN service utility cart		4	24254757	1HVV-R7YY-CQ9 T 7/10/2025	100.017.0000.000.2400.610.03210.10.421	\$535.56
Check #: 177375						
PO/InvoiceTotal:						\$535.56
Check Group:						
ROUGH COUNTRY 1.5-3" N3 FRONT SHOCK ABSORBER		1	24254790	167K-C4C3-RV96 7/8/2025	100.000.0000.000.2650.619.03000.50.421	\$119.95
NOCO GCP1 15A AC PORT PLUG, 125V POWER INLET SOCKET AND WATERPROOF ELECTRICAL OUTLET RECEPTACLE BOX WITH 16-IN INTEGRATED OUTDOOR EXTENSION CORD		4	24254790	167K-C4C3-RV96 7/8/2025	100.000.0000.000.2730.619.03000.50.421	\$88.64

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NOCO GENIUS2D: 2A 12V SMART ONBOARD BATTERY CHARGER, DIRECT MOUNT AUTOMATIC MAINTAINER, TRICKLE CHARGER & DESULFATOR WITH OVERCHARGE PROTECTION & TEMPERATURE COMPANSATION FOR LEAD ACID BATTERIES		6	24254790	167K-C4C3-RV96 7/8/2025	100.000.0000.000.2730.619.03000.50.421	\$229.02
PACBRAKE HP 10002 ALPHA HD REAR AIR SUSPENSION KIT (#539)		1	24254790	1L73-7GW4-RNT 7/8/2025	100.000.0000.000.2650.619.03000.50.421	\$409.00
HHCSOP 2.5" FRONT LEVELING LIFT KIT SOLID STEEL STRUCT SPACER COIL SPRING LIFT SPACERS (#539)		1	24254790	1L73-7GW4-RNT 7/8/2025	100.000.0000.000.2650.619.03000.50.421	\$45.59
Check #: 177375						
PO/InvoiceTotal:						\$892.20
Check Group:						
ridged slats royal blue 6ft		0.5	24254803	1MHM-T91N-1WL 7/7/2025	100.000.0000.000.2620.610.03000.50.421	\$1,649.00
ridged slats royal blue 6ft		0.5	24254803	1MHM-T91N-1WL 7/7/2025	100.011.0000.000.2400.610.03205.10.421	\$1,640.00
Check #: 177375						
PO/InvoiceTotal:						\$3,280.00
Check Group:						
EXIT SIGN		12	24254830	11V3-THW3-CQG 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$425.76
EXIT SIGN		6	24254830	11V3-THW3-CQG 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$212.88
Check #: 177375						
PO/InvoiceTotal:						\$638.64
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
32 WATT FLUORESCENT T8		2	24254831	1R4Q-CHRH-LJQ J 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$235.10
32 WATT T8		5	24254831	1R4Q-CHRH-LJQ J 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$455.85
Check #: 177375						
PO/InvoiceTotal:						\$690.95
Vendor Total:						\$9,680.28
AMERICAN EAGLE ENTERPRISES						
Check Group:						
BLEACHER SERVICE CVMS		1	24254067	8669 6/30/2025	100.000.0000.000.2620.430.03000.50.421	\$2,096.00
BLEACHER SERVICE PWLMS		1	24254067	8669 6/30/2025	100.000.0000.000.2620.430.03000.50.421	\$2,569.00 51
BLEACHER SERVICE DHS DRAMA		1	24254067	8669 6/30/2025	100.000.0000.000.2620.430.03000.50.421	\$1,302.00
BLEACHER SERVICE DHS MAIN		1	24254067	8669 6/30/2025	100.000.0000.000.2620.430.03000.50.421	\$3,229.00
Check #: 177376						
PO/InvoiceTotal:						\$9,196.00
Vendor Total:						\$9,196.00
ARCTIC ELECTRICIANS						
Check Group:						
LABOR ZCES		7	24254588	2930646-1 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$1,050.00
LABOR ZCES		2.5	24254588	2930646-1 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$375.00
LABOR ZCES		2.5	24254588	2930646-1 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$375.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CONDUIT		5	24254588	2930646-1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$399.75
ELBOW		3	24254588	2930646-1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$59.85
CONNECTOR		4	24254588	2930646-1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$27.40
COUPLING		8	24254588	2930646-1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$32.80
J BOX		1	24254588	2930646-1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$34.88
UNI STROUT		3	24254588	2930646-1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$29.70
STRAP		4	24254588	2930646-1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$17.80 52
LABOR ZCES		3.5	24254588	2930646-2 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$525.00
LABOR ZCES		3.5	24254588	2930646-2 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$525.00
LABOR ZCES		3.5	24254588	2930646-2 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$525.00
CONDULET		1	24254588	2930646-2 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$51.95
COUPLING		1	24254588	2930646-2 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$4.10
CONNECTOR		3	24254588	2930646-2 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$20.55
WIRE		210	24254588	2930646-2 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$455.70
WIRE		70	24254588	2930646-2 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$158.20

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BREAKER		1	24254588	2930646-2 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$97.75
LUG		1	24254588	2930646-2 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$3.00
Check #: 177377						
PO/InvoiceTotal:						\$4,768.43
Vendor Total:						\$4,768.43
ASJ SMALL ENGINES	554672					
Check Group:						
CHAINSAW		1	24254754	27000 6/30/2025	100.000.0000.000.2630.610.03000.50.421	\$459.99
CHAIN		57	24254754	27000 6/30/2025	100.000.0000.000.2630.610.03000.50.421	\$25.65
Check #: 177378						53
PO/InvoiceTotal:						\$485.64
Check Group:						
135-2252 HYDRAULIC FILTER (#315)		1	24254781	26982 7/8/2025	100.000.0000.000.2650.619.03000.50.421	\$81.42
UPS INCOMING FREIGHT		1	24254781	26982 7/8/2025	100.000.0000.000.2650.619.03000.50.421	\$11.90
Check #: 177378						
PO/InvoiceTotal:						\$93.32
Vendor Total:						\$578.96
BATTERIES PLUS CARSON#350						
Check Group:						
LITHIUM BATTERIES		3	24254740	P83535801 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$46.05
Check #: 177379						
PO/InvoiceTotal:						\$46.05
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890 07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
12V 12AH BATTERY		2	24254820	P83361226 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$93.90
12V 18AH BATTERY		2	24254820	P83361226 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$131.90
Check #: 177379						
PO/InvoiceTotal:						\$225.80
Vendor Total:						\$271.85
BLACKPOINT LLC						
Check Group:						
ICOM LTE NETWORK COVERAGE FEE YEARLY PER RADIO, JUNE 23, 2025 TO JUNE 24, 2026		9	24254791	6272025 7/8/2025	100.000.0000.000.2730.535.03000.50.421	\$3,024.00
Check #: 177380						
PO/InvoiceTotal:						\$3,024.00
Vendor Total:						\$3,024.00
BRADY INDUSTRIES						
Check Group:						
TENNANT I-MOP XL PLUS SCRUBBER EACH W/1 BATTERY RY		1	24254760	10300122 7/1/2025	100.000.0000.000.2610.612.03000.50.421	\$4,719.21
Check #: 177381						
PO/InvoiceTotal:						\$4,719.21
Vendor Total:						\$4,719.21
BREN & KEVIN MC CLEAN						
Check Group:						
Following execution of the Due Process Settlement Agreement and entry of the Order of Dismissal by Hearing Officer Victoria Oldenburg, DCSD agrees to issue a check in the amount of \$2000.00 to resolve Petitioners claim for compensatory education services.		1	24254806	AM SETTLEMENT 7/2/2025	250.000.0000.200.2000.341.03000.50.421	\$2,000.00
Check #: 177382						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$2,000.00
						Vendor Total: \$2,000.00
BUS WEST						
Check Group:						
410F/TBB 169797 DOOR WELDMENT, AFT LEAF, FRT ENT		1	24254530	XA410059414:02 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$974.99
INBOUND FREIGHT		1	24254530	XA410059414:02 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$100.80
						Check #: 177383
						PO/InvoiceTotal: \$1,075.79
Check Group:						
410F/TBB 204790 PUMP-BOOSTER GROCO 12V		2	24254621	XA410060157:01 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$784.98 55
INBOUND FREIGHT		1	24254621	XA410060157:01 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$60.48
						Check #: 177383
						PO/InvoiceTotal: \$845.46
Check Group:						
410V/MAE 65108 SHOCK ABSORBER, GAS-MAGNUM		2	24254622	XA410060152:01 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$131.98
INBOUND FREIGHT		1	24254622	XA410060152:01 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$20.14
						Check #: 177383
						PO/InvoiceTotal: \$152.12
Check Group:						
410F/TBB 180741 SURGE TANK-EFX, 2013		2	24254623	XA410060147:01 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$554.98
INBOUND FREIGHT		1	24254623	XA410060147:01 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$14.50

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 177383						
PO/InvoiceTotal:						\$569.48
Check Group:						
410V/RPS 3365H HEAD - MIRROR, CROSSVIE		2	24254705	XA410060265:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$147.98
410V/RPS 8912DH1 CONVEX GLASS		2	24254705	XA410060265:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$77.18
OUTBOUND FREIGHT		1	24254705	XA410060265:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$27.31
Check #: 177383						
PO/InvoiceTotal:						\$252.47
Check Group:						
410V/RPS 8912DH1 CONVEX GLASS		4	24254706	XA410060266:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$154.36 56
INBOUND FREIGHT		1	24254706	XA410060266:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$14.50
Check #: 177383						
PO/InvoiceTotal:						\$168.86
Check Group:						
410V/RPS 2365H HEAD - MIRROR, CROSS		2	24254707	XA410060267:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$161.98
INBOUND FREIGHT		1	24254707	XA410060267:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$32.76
Check #: 177383						
PO/InvoiceTotal:						\$194.74
Vendor Total:						\$3,258.92

CANON FINANCIAL SERVICES

Check Group:

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Contract Charge: imageRUNNER ADVANCE DX C5840i; covering 06/01/2025 - 06/30/2025		1	24254676	41205119 7/2/2025	100.000.0000.430.1000.442.03504.30.421	\$172.16
Color meter usage covering 05/01/2025 - 5/31/2025		1697	24254676	41205119 7/2/2025	100.000.0000.430.1000.611.03504.30.421	\$74.67
Black and White meter usage covering 05/01/2025 - 05/31/2025		7298	24254676	41205119 7/2/2025	100.000.0000.430.1000.611.03504.30.421	\$32.11
Check #: 177384						
PO/InvoiceTotal:						\$278.94
Check Group:						
BW Maintenance Overage		1	24254773	41205132 6/30/2025	100.052.0000.100.1000.611.03502.30.421	\$14.92
BW Maintenance Overage		1	24254773	41205132 6/30/2025	100.052.0000.100.1000.611.03502.30.421	\$47.16 57
BW Maintenance Overage		1	24254773	41205132 6/30/2025	100.052.0000.100.1000.611.03502.30.421	\$42.12
CL Maintenance Overage		1	24254773	41205132 6/30/2025	100.052.0000.100.1000.611.03502.30.421	\$166.21
Contract Charge		1	24254773	41205132 6/30/2025	100.052.0000.100.1000.611.03502.30.421	\$610.01
Check #: 177384						
PO/InvoiceTotal:						\$880.42
Check Group:						
BW Maintenance Overage		1	24254774	41205136 6/30/2025	100.013.0000.100.1000.611.03202.10.421	\$74.26
BW Maintenance Overage		1	24254774	41205136 6/30/2025	100.013.0000.100.1000.611.03202.10.421	\$32.02
BW Maintenance Overage		1	24254774	41205136 6/30/2025	100.013.0000.100.1000.611.03202.10.421	\$27.73

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CL Maintenance Overage		1	24254774	41205136 6/30/2025	100.013.0000.100.1000.611.03202.10.421	\$186.80
Contract Charge		1	24254774	41205136 6/30/2025	100.013.0000.100.1000.611.03202.10.421	\$496.73
Check #: 177384						
PO/InvoiceTotal:						\$817.54
Vendor Total:						\$1,976.90
CARSON PAINT MART						
Check Group:						
SATIN FLOOR WHITE BASE PAINT		10	24254433	C0158718 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$506.90
SATIN FLOOR ANNAPOLIS BLUE LATEX PAINT		10	24254433	C0158718 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$506.90
SATIN FLOOR LEPRECHAUN LATEX PAINT		10	24254433	C0158718 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$506.90
SATIN FLOOR BE DARING LATEX PAINT		10	24254433	C0158718 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$506.90
Check #: 177385						
PO/InvoiceTotal:						\$2,027.60
Check Group:						
PP MNHRL INT ACR SAT WPB		1	24254644	C0159609 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$40.90
Check #: 177385						
PO/InvoiceTotal:						\$40.90
Vendor Total:						\$2,068.50
CASEY BARBER						
Check Group:						
REIMBURSE CASEY BARBER FOR CARNE ASADA STEAK FV FROM SMITHS FOR END OF YEAR STAFF MEETING/LUNCHEON		1	24254792	STAFF MTG YR END 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$27.46

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
REIMBURSE CASEY BARBER FOR ADOBADA FROM GROCERY OUTLET FOR END OF YEAR STAFF MEETING/LUNCHEON		1	24254792	STAFF MTG YR END 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$7.34
REIMBURSE CASEY BARBER FOR ADOBADA FROM GROCERY OUTLET FOR END OF YEAR STAFF MEETING/LUNCHEON		1	24254792	STAFF MTG YR END 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$7.13
REIMBURSE CASEY BARBER FOR BEEF FLAP MEAT FROM GROCERY OUTLET FOR END OF YEAR STAFF MEETING/LUNCHEON		1	24254792	STAFF MTG YR END 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$16.90
REIMBURSE CASEY BARBER FOR CINNABON MINIBON 9 PK, QTY 2, FROM MAVERIK FOR END OF YEAR STAFF MEETING/LUNCHEON		1	24254792	STAFF MTG YR END 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$36.56
Check #: 177386						59
PO/InvoiceTotal:						\$95.39
Vendor Total:						\$95.39

CHROMEBOOKPARTS.COM

Check Group:

Dell 11 3100 Non-Touch Chromebook Touchpad		5	24254244	246917 6/26/2025	100.000.0000.000.2580.652.03000.50.421	\$19.50
Dell 11 3100 Touch/Non-Touch Chromebook Battery (Short cable version)		5	24254244	247756 6/26/2025	100.000.0000.000.2580.652.03000.50.421	\$175.35
Dell 11 3100 Non-Touch Chromebook Keyboard, Grade B		20	24254244	247756 6/26/2025	100.000.0000.000.2580.652.03000.50.421	\$172.40
Dell 11 3100 Non-Touch Motherboard (4GB RAM, 32GB Storage, Intel N4020 Processor, Rev:A00) (w/ Daughterboard Connectors, No SD Card Reader)		20	24254244	247770 6/26/2025	100.000.0000.000.2580.652.03000.50.421	\$1,477.80
Check #: 177387						
PO/InvoiceTotal:						\$1,845.05
Vendor Total:						\$1,845.05

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DOUGLAS CO SHERIFF	143723					
Check Group:						
COPS IN SCHOOLS - QUARTERLY PAYMENT - 04-01-25 THRU 06-30-25		1	24250004	38 7/1/2025	100.000.0000.000.2660.590.03000.50.421	\$60,000.00
					Check #: 177388	
					PO/InvoiceTotal:	\$60,000.00
					Vendor Total:	\$60,000.00
DOUGLAS CO WATER UTILITY	124700					
Check Group:						
PHES WATER		1	24250005	07252025 7/10/2025	100.000.0000.000.2611.411.03209.10.421	\$735.38
PHES SEWER		1	24250005	07252025 7/10/2025	100.000.0000.000.2611.411.03209.10.421	\$2,170.89
PHES WATER		1	24250005	07252025 7/10/2025	100.000.0000.000.2611.411.03209.10.421	\$5,523.82
AIRPORT WATER/SEWER		1	24250005	07252025 7/10/2025	100.000.0000.000.2611.411.03000.50.421	\$206.62
AIRPORT WATER/SEWER		1	24250005	07252025 7/10/2025	100.000.0000.000.2611.411.03000.50.421	\$407.09
AIRPORT WATER/SEWER		1	24250005	07252025 7/10/2025	100.000.0000.000.2611.411.03000.50.421	\$184.56
AIRPORT WATER/SEWER		1	24250005	07252025 7/10/2025	100.000.0000.000.2611.411.03000.50.421	\$165.41
AIRPORT WATER/SEWER		1	24250005	07252025 7/10/2025	100.000.0000.000.2611.411.03000.50.421	\$199.95
AIRPORT WATER/SEWER		1	24250005	07252025 7/10/2025	100.000.0000.000.2611.411.03000.50.421	\$238.13
					Check #: 177389	
					PO/InvoiceTotal:	\$9,831.85
					Vendor Total:	\$9,831.85

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DOUGLAS CO WATER UTILITY LAKE ACCOUNTS						
Check Group:						
ZCES WATER		1	24250006	07252025 7/10/2025	100.000.0000.000.2611.411.03202.10.421	\$412.75
ZEES WATER/CLASSSRM ADITION		1	24250006	07252025 7/10/2025	100.000.0000.000.2611.411.03202.10.421	\$348.70
WHS WATER		1	24250006	07252025 7/10/2025	100.000.0000.000.2611.411.03502.30.421	\$306.00
WHS MAINTENANCE BLD		1	24250006	07252025 7/10/2025	100.000.0000.000.2611.411.03502.30.421	\$271.84
WHS IRRIGATION FRONT LAWN		1	24250006	07252025 7/10/2025	100.000.0000.000.2611.411.03502.30.421	\$214.37
WHS IRRIGATION UPPER FIELD		1	24250006	07252025 7/10/2025	100.000.0000.000.2611.411.03502.30.421	\$1,504.16 61
WHS BUS BARN		1	24250006	07252025 7/10/2025	100.000.0000.000.2611.411.03502.30.421	\$196.13
WHS IRRIGATION LOWER FIELD		1	24250006	07252025 7/10/2025	100.000.0000.000.2611.411.03502.30.421	\$2,293.64
WHS IRR ELEM-FIELD		1	24250006	07252025 7/10/2025	100.000.0000.000.2611.411.03502.30.421	\$1,041.60

Check #: 177390

PO/InvoiceTotal: \$6,589.19

Vendor Total: \$6,589.19

EDGAR VARGAS VISION SERVICES

Check Group:

Direct and Consult Services for (2) Visually Impaired Students 8/28/24-6/12/25	79.0132	24254802	20404	20404 7/2/2025	250.000.0000.200.2000.340.03000.50.421	\$13,827.31
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Check #: 177391

PO/InvoiceTotal: \$13,827.31

Vendor Total: \$13,827.31

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FIRE EXTINGUISHER SERVICE CENTER, INC.						
Check Group:						
FIRE SUPPRESSION SERVICE SES		1	24254821	15637S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$200.00
FUSIBLE LINK		2	24254821	15637S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$40.00
FIRE SUPPRESSION SERVICE PWLMS		1	24254821	15638S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$200.00
FUSIBLE LINK		5	24254821	15638S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$100.00
BLOW OFF CAPS		10	24254821	15638S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$100.00
FIRE SUPPRESSION SERVICE CCMES		1	24254821	15639S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$200.00 62
FUSIBLE LINK		3	24254821	15639S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$60.00
FIRE SUPPRESSION SERVICE GES		1	24254821	15640S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$200.00
FUSIBLE LINK		4	24254821	15640S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$80.00
FIRE SUPPRESSION SERVICE CVMS		1	24254821	15641S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$200.00
FUSIBLE LINK		5	24254821	15641S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$100.00
BLOW OFF CAPS		9	24254821	15641S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$90.00
BLOW OFF CAPS		8	24254821	15643S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$80.00
FIRE SUPPRESSION SERVICE MES		1	24254821	15643S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$200.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FUSIBLE LINK		4	24254821	15643S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$80.00
FIRE SUPPRESSION SERVICE DHS		1	24254821	15644S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$200.00
FUSIBLE LINK		6	24254821	15644S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$120.00
FIRE SUPPRESSION SERVICE DHS		1	24254821	15645S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$200.00
FUSIBLE LINK		3	24254821	15645S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$60.00
BLOW OFF CAPS		11	24254821	15645S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$110.00
FIRE SUPPRESSION SERVICE DHS		1	24254821	15646S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$200.00 63
FUSIBLE LINK		7	24254821	15646S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$140.00
FUSIBLE LINK		3	24254821	15647S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$60.00
BLOW OFF VALVE		7	24254821	15647S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$70.00
FIRE SUPPRESSION SERVICE PHES		1	24254821	15647S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$200.00
FIRE SUPPRESSION SERVICE JVES		1	24254821	15648S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$200.00
FUSIBLE LINK		3	24254821	15648S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$60.00
ACTUATION CARTRIDGE		1	24254821	15648S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$25.00
FIRE SUPPRESSION SERVICE GWHS		1	24254821	15653S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$200.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FUSIBLE LINK		4	24254821	15653S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$80.00
FIRE SUPPRESSION SERVICE AF		1	24254821	15654S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$200.00
FUSIBLE LINK		2	24254821	15654S 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$40.00
Check #: 177392						
PO/InvoiceTotal:						\$4,095.00
Vendor Total:						\$4,095.00
FIRST CHOICE SERVICES						
Check Group:						
Water for warehouse		5	24254840	RE-488491 7/10/2025	100.000.0000.000.2520.610.03000.50.421	\$54.75
Check #: 177393						64
PO/InvoiceTotal:						\$54.75
Check Group:						
Water cooler rental at warehouse		1	24254841	RE-528433 7/10/2025	100.000.0000.000.2520.442.03000.50.421	\$14.95
Check #: 177393						
PO/InvoiceTotal:						\$14.95
Vendor Total:						\$69.70
FLORENCE FENCE INC						
Check Group:						
MATERIALS		1	24254578	BF250618 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$25.00
Check #: 177394						
PO/InvoiceTotal:						\$25.00
Vendor Total:						\$25.00

FLYERS ENERGY LLC

Check Group:

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
REG CONV (#556)		12.95	24254620	CFS-4282302 6/24/2025	100.000.0000.000.2650.626.03000.50.421	\$40.88
Check #: 177395						
PO/InvoiceTotal:						\$40.88
Check Group:						
CARB REG 10% ETH (WHITTELL HS 6/15/25)		310	24254671	25-393643 6/26/2025	100.000.0000.000.2650.626.03000.50.421	\$975.45
FED EXCISE ETH 10% (INC LUST)		1	24254671	25-393643 6/26/2025	100.000.0000.000.2650.626.03000.50.421	\$57.05
FED OIL SPILL/SUPERFUND E10		1	24254671	25-393643 6/26/2025	100.000.0000.000.2650.626.03000.50.421	\$1.73
NEVADA EXCISE GAS		1	24254671	25-393643 6/26/2025	100.000.0000.000.2650.626.03000.50.421	\$71.30
NEVADA ENVIRONMENTAL GAS		1	24254671	25-393643 6/26/2025	100.000.0000.000.2650.626.03000.50.421	65 \$2.33
STATE GAS INSPECTION FEE		1	24254671	25-393643 6/26/2025	100.000.0000.000.2650.626.03000.50.421	\$0.17
DOUGLAS CO EXCISE TAX GAS		1	24254671	25-393643 6/26/2025	100.000.0000.000.2650.626.03000.50.421	\$31.00
ULSD CARB DYED #2 DSL (WHITTELL HS 6/15/25)		223.4	24254671	25-393643 6/26/2025	100.000.0000.000.2730.626.03000.50.421	\$769.41
FED OIL SPILL/SUPERFUND DSL		1	24254671	25-393643 6/26/2025	100.000.0000.000.2730.626.03000.50.421	\$1.39
FEDERAL LUST		1	24254671	25-393643 6/26/2025	100.000.0000.000.2730.626.03000.50.421	\$0.22
NV COMMERCE FEE SALES		1	24254671	25-393643 6/26/2025	100.000.0000.000.2730.626.03000.50.421	\$1.77
NEVADA ENVIRONMENTAL DIESEL		1	24254671	25-393643 6/26/2025	100.000.0000.000.2730.626.03000.50.421	\$1.68
REGULATORY COMPLIANCE FEE		1	24254671	25-393643 6/26/2025	100.000.0000.000.2730.626.03000.50.421	\$8.97

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 177395						
PO/InvoiceTotal:						\$1,922.47
Check Group:						
CARB REG 10% ETH (WHITTELL HS 6/22/25)		400	24254703	25-398166 6/26/2025	100.000.0000.000.2650.626.03000.50.421	\$1,280.96
FED EXCISE ETH 10% (INC LUST)		1	24254703	25-398166 6/26/2025	100.000.0000.000.2650.626.03000.50.421	\$73.60
FED OIL SPILL/SUPERFUND E10		1	24254703	25-398166 6/26/2025	100.000.0000.000.2650.626.03000.50.421	\$2.23
NEVADA EXCISE GAS		1	24254703	25-398166 6/26/2025	100.000.0000.000.2650.626.03000.50.421	\$92.00
NV COMMERCE FEE SALES		1	24254703	25-398166 6/26/2025	100.000.0000.000.2650.626.03000.50.421	\$1.29
NEVADA ENVIRONMENTAL GAS		1	24254703	25-398166 6/26/2025	100.000.0000.000.2650.626.03000.50.421	66 \$3.00
STATE GAS INSPECTION FEE		1	24254703	25-398166 6/26/2025	100.000.0000.000.2650.626.03000.50.421	\$0.22
DOUGLAS CO EXCISE TAX GAS		1	24254703	25-398166 6/26/2025	100.000.0000.000.2650.626.03000.50.421	\$40.00
REGULATORY COMPLIANCE FEE		1	24254703	25-398166 6/26/2025	100.000.0000.000.2650.626.03000.50.421	\$8.97
Check #: 177395						
PO/InvoiceTotal:						\$1,502.27
Vendor Total:						\$3,465.62
FOLLETT CONTENT SOLUTIONS, LLC						
Check Group:						
Dirt bike Racers		1	24253837	568277F 6/23/2025	100.031.0000.000.2220.640.03301.20.421	\$20.57
Off Season		1	24253837	568277F 6/23/2025	100.031.0000.000.2220.640.03301.20.421	\$18.26

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Girl who Sang		1	24253837	568277F 6/23/2025	100.031.0000.000.2220.640.03301.20.421	\$25.59
Kareem Between		1	24253837	568277F 6/23/2025	100.031.0000.000.2220.640.03301.20.421	\$18.29
Check #: 177396						
PO/InvoiceTotal:						\$82.71
Vendor Total:						\$82.71
GARDNERVILLE RANCHOS GID-267632	267632					
Check Group:						
CCMES WATER SEWER ACCT 792-0024-00-01		1	24250009	07312025 7/10/2025	100.000.0000.000.2611.411.03205.10.421	\$1,176.92
SES WATER SEWER ACCT 792-00-42-00-01		1	24250009	07312025 7/10/2025	100.000.0000.000.2611.411.03207.10.421	\$1,835.20
PWLMS WATER SEWER ACCT 792-0060-00-01		1	24250009	07312025 7/10/2025	100.000.0000.000.2611.411.03302.20.421	\$2,400.35
RANCHOS PARK ACCT 792-0022-00-01		1	24250009	07312025 7/10/2025	100.000.0000.000.2611.411.03205.10.421	\$359.00
Check #: 177397						
PO/InvoiceTotal:						\$5,771.47
Vendor Total:						\$5,771.47
GOPHER	263428					
Check Group:						
QuickTurn Segmented Jump Ropes		2	24254442	IN451445 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$40.86
QuickTurn Speed Jump Ropes		2	24254442	IN451445 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$51.54
UltraPlay Tetherballs		3	24254442	IN451445 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$75.51
Gopher Performer Rubber Basketballs		2	24254442	IN451445 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$21.28

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Gopher Performer Rubber Basketballs		4	24254442	IN451445 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$42.56
Gopher Performer Rubber Soccer Balls		2	24254442	IN451445 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$19.50
Gopher Performer Rubber Soccer Balls		4	24254442	IN451445 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$39.00
Check #: 177398						
PO/InvoiceTotal:						\$290.25
Check Group:						
DISCatcher Traveler Disc Golf Target - 9 Target course		1	24254750	IN452539 7/2/2025	100.017.0000.100.1000.610.03210.10.421	\$1,672.31
QuickTurn Segmented Jump Ropes, set of 6		1	24254750	IN452539 7/2/2025	100.017.0000.100.1000.610.03210.10.421	\$35.56
Rainbow Playground balls, 6", set of 6		1	24254750	IN452539 7/2/2025	100.017.0000.100.1000.610.03210.10.421	\$35.56
Rainbow Playground balls, 7", set of 6		1	24254750	IN452539 7/2/2025	100.017.0000.100.1000.610.03210.10.421	\$40.01
Rainbow Playground balls, 8.5", set of 6		1	24254750	IN452539 7/2/2025	100.017.0000.100.1000.610.03210.10.421	\$44.46
Rainbow UltraPlay Kickballs, set of 6		1	24254750	IN452539 7/2/2025	100.017.0000.100.1000.610.03210.10.421	\$96.95
Check #: 177398						
PO/InvoiceTotal:						\$1,924.85
Vendor Total:						\$2,215.10
GRAINGER	267233					
Check Group:						
CONTACTOR		1	24254793	9555599431 7/7/2025	100.000.0000.000.2620.610.03000.50.421	\$118.00
Check #: 177399						
PO/InvoiceTotal:						\$118.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$118.00
HOME DEPOT/GEFCF	303240					
Check Group:						
FIBER DISC		2	24254569	8011469 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$15.94
FIBER DISC		2	24254569	8011469 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$15.94
CUT OFF DISC		1	24254569	8011469 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$29.97
FLAT PLATE		1	24254569	9011379 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$14.93
ROD AND STEEL		1	24254569	9011379 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$13.93
Check #: 177400						69
PO/InvoiceTotal:						\$90.71
Check Group:						
SALVIA HARDY		3	24254570	4252987 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$32.94
BOWL BRUSH CADDY		1	24254570	4514857 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$6.97
1KW SS PCTRL		1	24254570	4514857 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$20.98
DUSTER		2	24254570	5012842 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$16.44
BLADE		1	24254570	5012842 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$20.97
SCREWDRIVER SET		1	24254570	5012842 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$9.97
BIT		1	24254570	5012842 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$8.47

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BIT HOLDER		1	24254570	5012842 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$8.47
BIT		1	24254570	5012842 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$7.47
SCREWDRIVER		1	24254570	5012842 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$29.97
Check #: 177400						
PO/InvoiceTotal:						\$162.65
Check Group:						
045242568864 MKE M18 GEN 3 1/2" COMPACT IW FR		1	24254611	4012071 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$219.00
045242601554 M18 FUEL 18V 1/2 CMPT IMPT WRCH		2	24254611	4012071 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$598.00
887480134247 HUSKY HVY DUTY HOOK AND RAIL		1	24254611	4012071 6/24/2025	100.000.0000.000.2730.619.03000.50.421	70 \$13.98
045242150458 MILWAUKEE WET/DRY VAC FILTER		1	24254611	4012071 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$19.97
045242610457 MKE AIR-TIP CLAW UTIL NOZZLE W/BR		1	24254611	4012071 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$19.97
045242610426 MKE AIR TIP LR FLEX HOSE SET		1	24254611	4012071 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$39.97
051643473706 KEEPER RATCH JJ 3333LB 2"X16' CAMO		2	24254611	4012071 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$43.96
840254200401 HDX 7G TOUGH TOTE		5	24254611	4012071 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$42.40
Check #: 177400						
PO/InvoiceTotal:						\$997.25
Check Group:						
Lock Nuts and Bolts		1	24254631	9011346 6/26/2025	100.033.0000.000.2620.610.03302.20.421	\$43.55

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 177400						
PO/InvoiceTotal:						\$43.55
Check Group:						
BLINDS		5	24254690	6013297 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$177.40
BLINDS		1	24254690	6013297 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$50.48
GREY TILES		1	24254690	7011694 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$52.98
EPOXY		1	24254690	7011694 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$8.98
GORILLA GLUE		1	24254690	7011694 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$9.28
Check #: 177400						71
PO/InvoiceTotal:						\$299.12
Check Group:						
HESS PORT EVAP		1	24254691	2022691 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$415.00
FAN		1	24254691	3012132 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$19.98
PLUG IN EXTREME		1	24254691	3012132 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$19.98
BAR FLAT STL		8	24254691	3012185 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$167.84
Check #: 177400						
PO/InvoiceTotal:						\$622.80
Check Group:						
PAINTERS TAPE		1	24254692	4022462 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$8.98

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SCOTCH BLUE		1	24254692	4022462 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$6.88
TRAY LINER		10	24254692	4022462 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$19.80
HAMMERDRILL BIT		1	24254692	7011660 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$23.97
EPOXY		2	24254692	7011660 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$77.94
RETURN CREDIT		1	24254692	7162508 6/26/2025	100.000.0000.000.2620.610.03000.50.421	(\$77.94)
Check #: 177400						
PO/InvoiceTotal:						\$59.63
Check Group:						72
ROD ROUND STL		2	24254693	7013175 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$13.30
BAR FLAT STL		5	24254693	7013175 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$64.90
ROD ROUND		2	24254693	7013175 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$10.96
SANDED CAULK		1	24254693	7013196 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$10.97
BLINDS		2	24254693	7023161 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$70.96
Check #: 177400						
PO/InvoiceTotal:						\$171.09
Check Group:						
CABLE TIE		3	24254694	2010597 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$39.63
CABLE TIE		2	24254694	2010597 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$77.02

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
GROUNDING PLUG		1	24254694	6010184 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$3.98
CONNECTOR		1	24254694	6010184 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$6.86
WIRE PLUG		1	24254694	6010184 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$3.96
WIRE CONN		1	24254694	6010184 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$5.98
Check #: 177400						
PO/InvoiceTotal:						\$137.43
Check Group:						
WALL PLATE		3	24254730	3615501 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$7.14
WALL PLATE		6	24254730	3615501 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$10.08
OUTLET		2	24254730	7616086 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$15.96
OUTLET		1	24254730	7616086 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$2.61
OUTLET COVER		1	24254730	7616086 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$3.40
SQ BOX		2	24254730	7616086 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$4.94
EXT BOX		1	24254730	7616086 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$6.57
Check #: 177400						
PO/InvoiceTotal:						\$50.70
Check Group:						
BAR FLAT		3	24254731	6013352 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$83.76

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BAR FLAT		1	24254731	6013352 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$29.98
BAR FLAT		2	24254731	6013352 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$44.00
TAPCON		1	24254731	6023291 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$9.97
TAPCON		3	24254731	6023291 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$23.91
ANGLE GUAGE		2	24254731	6023315 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$39.30
Check #: 177400						
PO/InvoiceTotal:						\$230.92
Check Group:						74
WIRE ROPE		4	24254751	6010302 6/30/2025	100.000.0000.000.2630.610.03000.50.421	\$2.28
FLUSH CLAMP		1	24254751	6010302 6/30/2025	100.000.0000.000.2630.610.03000.50.421	\$5.62
VELCRO		1	24254751	9011279 6/30/2025	100.000.0000.000.2630.610.03000.50.421	\$19.93
Check #: 177400						
PO/InvoiceTotal:						\$27.83
Check Group:						
BAR FLT STL		4	24254752	5013431 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$88.00
BAR FLAT ALUM		8	24254752	5013431 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$102.64
BIT SET		1	24254752	5013452 2025 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$69.97
24T FRAM CSB		1	24254752	5013452 2025 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$12.88

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
5TPI NAIL EMBED WOOD		1	24254752	5013452 2025 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$29.97
Check #: 177400						
PO/InvoiceTotal:						\$303.46
Check Group:						
877164001842 WALLCLAW 25 PK		1	24254767	5013439 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$15.81
038902105592 DUOPOWER (#4-6 X 1 IN)		1	24254767	5013439 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$10.42
852808007947 FLEX TAPE 4 IN X 5 FT CLEAR		2	24254767	5013439 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$29.96
052427016423 GORILLA PATCH & SEAL CLEAR 4 X 8		2	24254767	5013439 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$29.94
079340652842 LOCTITE POWER GRAB ULT CLEAR 9 OZ		1	24254767	5013439 7/1/2025	100.000.0000.000.2730.619.03000.50.421	75 \$12.98
052427605504 GORILLA HEAVY DUTY MOUNTING TAPE		1	24254767	5013439 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$9.78
052427606501 GORILLA 60IN CLEAR MOUNTINTAPE		1	24254767	5013439 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$6.98
045242198948 MKE SHOCKWAVE 2: SQ2 5PC		2	24254767	5013439 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$18.94
045242195626 MKE SHOCKWAVE 2: PH2 5PC		2	24254767	5013439 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$18.94
045242605958 MKE SHOCKWAVE 3-1/2" PH2 BIT 2PK		2	24254767	5013439 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$14.94
04524605927 MKE SHOCKWAVE 3-1/2" SQ2 BIT 2PK		2	24254767	5013439 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$14.94
045242479818 INKZALL BLACK ULTRA FINE POINT PENS		1	24254767	5013439 7/1/2025	100.000.0000.000.2730.610.03000.50.421	\$6.97

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
058060003905 WALLDRILLER PLUS #6 + SCREWS		1	24254767	5013439 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$19.44
1012-622-225 FRIG GALLERY NUGGET ICEMAK BK		1	24254767	5013439 7/1/2025	100.000.0000.000.2730.610.03000.50.421	\$199.00
Check #: 177400						
PO/InvoiceTotal:						\$409.04
Check Group:						
820909574767 ANVIL 500 FT YELLOW MASON LINE		1	24254780	3013751 7/8/2025	100.000.0000.000.2730.619.03000.50.421	\$10.97
Check #: 177400						
PO/InvoiceTotal:						\$10.97
Check Group:						
FEIT 13W PL TWINTUBE		2	24254794	4013631 7/7/2025	100.000.0000.000.2620.610.03000.50.421	\$179.66
DAL TILE		60	24254794	6900224 NO TAX 7/7/2025	100.000.0000.000.2620.610.03000.50.421	\$37.80
Check #: 177400						
PO/InvoiceTotal:						\$55.76
Check Group:						
RETURN CREDIT		1	24254795	4144957 7/7/2025	100.000.0000.000.2620.610.03000.50.421	(\$402.17)
WOOD BLIND		3	24254795	4901756 7/7/2025	100.000.0000.000.2620.610.03000.50.421	\$375.51
SALES TAX CHARGED		1	24254795	4901756 7/7/2025	100.000.0000.000.2620.610.03000.50.421	\$26.66
MINI BLIND		1	24254795	5901585 NO TAX 7/7/2025	100.000.0000.000.2620.610.03000.50.421	\$270.35
Check #: 177400						
PO/InvoiceTotal:						\$270.35
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FLAT PLATE		4	24254816	0024028 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$70.16
LATH DRILL		1	24254816	0024028 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$32.27
MKE WRECK		1	24254816	0024028 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$19.97
SAWZALL		1	24254816	0024028 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$13.47
SAWZALL		1	24254816	0024028 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$16.47
GG TRAX		1	24254816	3253173 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$9.97
DOORSTOP		5	24254816	3253173 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$34.65 77
Check #: 177400						
PO/InvoiceTotal:						\$196.96
Check Group:						
BOLT		4	24254817	13576 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$1.84
WASHER		8	24254817	13576 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$1.44
NUT		4	24254817	13576 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$0.80
TIME DELAY CARTRIDGE		1	24254817	6010357 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$27.97
EDGE 20A 125V LOCKING PLUG		1	24254817	9623625 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$16.97
OUTLET		1	24254817	9623625 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$5.98
WALLPLATE		1	24254817	9623625 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$2.23

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HITCH PIN		1	24254817	9623625 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$2.25
WALLPLATE		1	24254817	9623625 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$2.23
HITCH PIN		1	24254817	9623625 7/8/2025	100.000.0000.000.2620.610.03000.50.421	\$2.25
Check #: 177400						
PO/InvoiceTotal:						\$63.96
Vendor Total:						\$4,204.18
INDIAN HILLS GID	341032					
Check Group:						
JVES DOMESTIC		1	24250012	07312025 7/7/2025	100.000.0000.000.2611.411.03206.10.421	\$1,498.85
JVES SPRINKLERS		1	24250012	07312025 7/7/2025	100.000.0000.000.2611.411.03206.10.421	\$5,684.38
Check #: 177401						
PO/InvoiceTotal:						\$7,183.23
Vendor Total:						\$7,183.23
INDUSTRIAL MINERALS COMPANY						
Check Group:						
CERAMIC BAG		1	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$1,828.75
GRAY GLAZE		1	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$17.42
LAVENDAR GLAZE		1	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$18.51
TOURQUOISE		1	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$19.59
BLUE GLAZE		2	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$74.02

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BLUE STEEL		1	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$21.77
CLEAR GLAZE		1	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$70.76
WHITE GLAZE		2	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$26.13
RUBY GLAZE		1	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$20.68
PINK		2	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$37.01
DEEP GREEN		2	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$34.83
LT BLUE		2	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$32.66 79
GRIZZLY BEAR BROWN		1	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$18.51
AZURE BLUE		1	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$19.59
LT BEIGE		2	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$34.83
DEEP PURPLE		2	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$43.54
RED BROWN		2	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$37.01
BLACK		2	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	\$30.48
DISCOUNT		1	24252619	50843 6/23/2025	100.051.0000.100.1000.610.03501.30.421	(\$603.49)

Check #: 177402

PO/InvoiceTotal: \$1,782.60

Vendor Total: \$1,782.60

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890 07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
INLAND CHEMICAL AND SUPPLY						
Check Group:						
Proteam Supercoach Pro6 107310 W/ X rover floor tool kit rdc 107314, 107374	341500	2	24254759	1106356 7/1/2025	100.000.0000.000.2610.612.03000.50.421	\$918.00
Check #: 177403						
PO/InvoiceTotal:						\$918.00
Vendor Total:						\$918.00
JOHN LAMBIRTH TRUCKING INC						
Check Group:						
PGF MINDEN		110	24254580	47139 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$1,870.00
FREIGHT		1	24254580	47139 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$920.00 80
Check #: 177404						
PO/InvoiceTotal:						\$2,790.00
Vendor Total:						\$2,790.00
JOHNSON PROMOTIONS INC						
Check Group:						
BAMBOO CUTTING BOARD WITH DRIP RING		1	24254619	22793 6/26/2025	100.000.0000.000.2570.610.03000.50.421	\$75.96
LASER SET UP CHARGE		1	24254619	22793 6/26/2025	100.000.0000.000.2570.610.03000.50.421	\$25.00
Check #: 177405						
PO/InvoiceTotal:						\$100.96
Vendor Total:						\$100.96
JOSTENS IN SPARKS						
Check Group:						
STAFF GRAD GOWN		6	24254365	2346 6/23/2025	100.051.0000.000.2400.610.03501.30.421	\$159.00
Check #: 177406						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$159.00</u>
						Vendor Total: <u>\$159.00</u>
KINGSBURY HARDWARE LLC						
Check Group:						
ANCHOR BOX		1	24254704	0000029616 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$6.49
						Check #: 177407
						PO/InvoiceTotal: <u>\$6.49</u>
						Vendor Total: <u>\$6.49</u>
LAKESIDE GLASS INC						
440720						
Check Group:						
RESCREEN		5.3	24254695	48931 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$14.31
WINDOW SCREEN		1	24254695	48931 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$45.22
						Check #: 177408
						PO/InvoiceTotal: <u>\$59.53</u>
						Vendor Total: <u>\$59.53</u>
MAUPIN COX AND LEGOY						
880776						
Check Group:						
Review and respond to email from Hearing Officer Oldenburg regarding dismissal. Review email from Petitioner Stephanie Smith requesting dismissal of the case. Review order of dismissal entered by Hearing Officer Oldenburg and email copy of Order to Superintendent Alvarado and to Cheryl Mayfield.		0.75	24254818	17387 7/7/2025	250.000.0000.200.2000.341.03000.50.421	\$262.50
						Check #: 177409
						PO/InvoiceTotal: <u>\$262.50</u>
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
6/10/2025 Review email from Cheryl Mayfield attaching correspondence, documentation and copy of State Complaint filed by Erin Palmer with the NDE, and respond to email.		0.75	24254819	17386	250.000.0000.200.2000.341.03000.50.421	\$262.50
				7/7/2025		
6/11/2025 Telephone conference with Cheryl Mayfield regarding issues pertaining to student special education matter.		0.25	24254819	17386	250.000.0000.200.2000.341.03000.50.421	\$87.50
				7/7/2025		
6/16/2025 Review email from Cheryl Mayfield regarding request for dyslexia IEE, conduct legal research as to consent requirements in situations where parents are divorced and have equal educational rights, and respond to email.		1.25	24254819	17386	250.000.0000.200.2000.341.03000.50.421	\$437.50
				7/7/2025		
6/18/2025 Review email from Cheryl Mayfield regarding IEE requests and respond. Zoom conference with Cheryl Mayfield to discuss IEE issues, and review Status Conference Order in the EB matter regarding consent of both parents to proceed with Due Process.		1	24254819	17386	250.000.0000.200.2000.341.03000.50.421	\$350.00
				7/7/2025		82
6/23/2025 Review email from Robert Closson to Cheryl Mayfield regarding IEE request, research legal authorities included with his demand, and email response to Cheryl Mayfield.		1	24254819	17386	250.000.0000.200.2000.341.03000.50.421	\$350.00
				7/7/2025		
6/24/2025 Review and respond to email from Cheryl Mayfield regarding the EB IEE request.		0.25	24254819	17386	250.000.0000.200.2000.341.03000.50.421	\$87.50
				7/7/2025		
					Check #: 177409	
					PO/InvoiceTotal:	\$1,575.00
					Vendor Total:	\$1,837.50
MAXIM HEALTHCARE SERVICES						
Check Group:						
LPN School Hourly A. Schumacher6/11/25 9:00am-10:00am		1	24254646	V27459058	250.000.0000.200.2000.340.03000.50.421	\$56.65
				6/23/2025		

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LPN School Hourly A. Schumacher 6/4/25 10:05am-11:05am		1	24254646	V27459058 6/23/2025	250.000.0000.200.2000.340.03000.50.421	\$56.65
LPN School Hourly A. Schumacher 6/13/25 9:00am-10:00am		1	24254646	V27459058 6/23/2025	250.000.0000.200.2000.340.03000.50.421	\$56.65
Check #: 177410						
PO/InvoiceTotal:						\$169.95
Vendor Total:						\$169.95
MEEK LUMBER	486741					
Check Group:						
SCREW		1	24254571	15047292-049 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$10.97
FORM STAKES		9	24254571	15047292-049 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$88.56 83
TREATED DF		2	24254571	15047292-049 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$22.42
SEALANT		2	24254571	15047325-049 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$25.98
MOUSE TRAP		2	24254571	15047334-049 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$4.38
RAT TRAP		1	24254571	15047334-049 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$6.99
CAT COLOR CODE ORANGE		1	24254571	15047580-049465 .09 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$465.09
Check #: 177411						
PO/InvoiceTotal:						\$624.39
Check Group:						
HARDBOARD		1	24254696	15048625-049 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$19.42

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MECH SCREW		1	24254696	15048625-049 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$6.79
HEX NUT		1	24254696	15048625-049 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$4.19
WASHER		1	24254696	15048625-049 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$3.69
HG FINISH		1	24254696	15048625-049 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$3.09
XL FLAT PHIL		1	24254696	15048659-049 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$5.29
Check #: 177411						
PO/InvoiceTotal:						\$42.47
Check Group:						84
JOINT COMPOUND		1	24254732	15049318-049 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$10.99
Check #: 177411						
PO/InvoiceTotal:						\$10.99
Vendor Total:						\$677.85
MIDSTATE AUTOMOTIVE EQUIPMENT						
Check Group:						
MOHMP-0400-A-007 JACK ASSEMBLY		1	24254529	25020455 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$495.00
MOHMP-0400-P-004-P BRACKET		1	24254529	25020455 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$110.00
FREIGHT CHARGES		1	24254529	25020455 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$135.00
Check #: 177412						
PO/InvoiceTotal:						\$740.00
Vendor Total:						\$740.00
MOUNTAIN STATE SCHOOLBOOK DEPO	503753					

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
WTW CLASSROOM EMERGENT EARLY LETTER NAME		42	24254347	514-260-316 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$378.00
WTW CLSM 2019 LETTER NAME VOL 1		25	24254347	514-260-316 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$225.00
WTW CLSM 2019 WITHIN WORD PATTERN VOL 1		50	24254347	514-260-316 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$450.00
WTW CLSM 2019 SYLLABLES AND AFFIXES VOL 1		20	24254347	514-260-316 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$180.00
WTW CLSRM 2019 SYLLABLES AND AFFIXES VOL 2		60	24254347	514-260-316 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$540.00
WTW CLSM 2019 DERIVATIONAL RELATIONS		70	24254347	514-260-316 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$630.00
SHIPPING		1	24254347	514-260-316 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$108.93
Check #: 177413						
PO/InvoiceTotal:						\$2,509.93
Check Group:						
WTW EMERGENT EARLY LETTER NAME		55	24254348	514-260-317 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$495.00
WTW CLSM 2019 LETTER NAME VOL 1		5	24254348	514-260-317 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$45.00
WTW CLSM 2019 LETTER NAME VOL 2		30	24254348	514-260-317 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$270.00
WTW CLSM 2019 WITHIN WORD PATTERN		55	24254348	514-260-317 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$495.00
WTW CLSM 2019 WITHINN WORD PATTERNS VOL 2		25	24254348	514-260-317 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$225.00
WTW 2019 SYLLABLES AND AFFIXES VOL 1		8	24254348	514-260-317 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$72.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SHIPPING		1	24254348	514-260-317 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$71.29
Check #: 177413						
PO/InvoiceTotal:						\$1,673.29
Check Group:						
WTW CLSM 2019 LETTER NAME VOL 1		26	24254370	514-260-318 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$234.00
WTW CLSM 2019 LETTER NAME VOL 2		7	24254370	514-260-318 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$63.00
WTW CLSM 2019 WITHIN WORD PATTERNS VOL 1		24	24254370	514-260-318 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$216.00
WTW CLSM 2019 SYLLABLES AND AFFIXES VOL 1		7	24254370	514-260-318 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$63.00
WTW CLSM 2019 SYLLABLES AND AFFIXES VOL 2		10	24254370	514-260-318 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$90.00
SHIPPING		1	24254370	514-260-318 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$29.64
Check #: 177413						
PO/InvoiceTotal:						\$695.64
Check Group:						
WTW CLSM 2019 LETTER NAME VOL 1		10	24254371	514-260-319 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$90.00
WTW CLSM 2019 LETTER NAME VOL 2		10	24254371	514-260-319 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$90.00
WTW CLSM 2019 WITHIN WORD PATTERNS VOL 1		10	24254371	514-260-319 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$90.00
SHIPPING		1	24254371	514-260-319 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$12.02
Check #: 177413						
PO/InvoiceTotal:						\$282.02

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
WTW CLASSROOM ENERAGENT EARLY LETTER NAME		30	24254372	514-260-320 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$270.00
WTW CLSM 2019 LETTER NAME VOL 1		30	24254372	514-260-320 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$270.00
WTW CLSM 2019 LETTERNAME VOL 2		20	24254372	514-260-320 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$180.00
WTW CLSM 2019 WITHIN WORD PATTERNS VOL 1		50	24254372	514-260-320 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$450.00
WTW CLSM 2019 WITHIN WORD PATTERNS VOL 2		50	24254372	514-260-320 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$450.00
WTW CLSM 2019 SYLLABLES VOL 1		10	24254372	514-260-320 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$90.00
WTW CLSM 2019 SYLLABLES VOL 2		10	24254372	514-260-320 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$90.00
WTW CLSM 2019 DERIVATIONAL RELATIONS		10	24254372	514-260-320 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$90.00
SHIPPING		1	24254372	514-260-320 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$84.11
Check #: 177413						
PO/InvoiceTotal:						\$1,974.11
Check Group:						
WTW CLSM 2019 LETTER NAME VOL 1		20	24254373	514-260-321 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$180.00
WTW CLSM 2019 LETTER NAME VOL 2		10	24254373	514-260-321 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$90.00
WTW CLSM 2019 WITHIN WORD PATTERNS VOL 1		75	24254373	514-260-321 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$675.00
WTW CLSM 2019 WITHIN WORD PATTERNS VOL 2		100	24254373	514-260-321 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$900.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WTW CLSM 2019 SYLLABLES VOL 1		15	24254373	514-260-321 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$135.00
WTW CLSM 2019 SYLLABLES VOL 2		15	24254373	514-260-321 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$135.00
WTW CLSM 2019 DERIVATIONAL RELATIONS		20	24254373	514-260-321 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$180.00
SHIPPING		1	24254373	514-260-321 6/27/2025	100.000.0000.100.1000.641.03000.50.421	\$102.13
Check #: 177413						
PO/InvoiceTotal:						\$2,397.13
Vendor Total:						\$9,532.12
NAPA						
Check Group:						
16067 PX WINDSHLD REPAIR KI		1	24254618	198895 6/24/2025	100.000.0000.000.2730.619.03000.50.421	88 \$17.99
4070 COOLANT		4	24254618	198912 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$42.40
Check #: 177414						
PO/InvoiceTotal:						\$60.39
Check Group:						
7548 2YR WTY BAT (#529)		1	24254668	199812 6/26/2025	100.000.0000.000.2650.619.03000.50.421	\$143.48
7548 CORE DEPOSIT		1	24254668	199812 6/26/2025	100.000.0000.000.2650.619.03000.50.421	\$18.00
600451 FUEL FLTR (#569)		1	24254668	199851 6/26/2025	100.000.0000.000.2650.619.03000.50.421	\$37.24
Check #: 177414						
PO/InvoiceTotal:						\$198.72
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SF75E OIL DRY		10	24254669	199880 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$124.90
Check #: 177414						
PO/InvoiceTotal:						\$124.90
Check Group:						
25-080878HD V-RIBBED BELT (#7)		1	24254700	199966 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$110.04
Check #: 177414						
PO/InvoiceTotal:						\$110.04
Check Group:						
25618 FAST ORANGE XTRM 1GAL		2	24254701	199987 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$28.44
25618 FAST ORANGE XTRM 1GAL		1	24254701	199987 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$14.92
105631 TAPE		2	24254701	199991 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$17.98
26340 233 MASKING TAPE		2	24254701	199991 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$37.78
4172-CA 3 GAL UTILITYJUG WHITE		1	24254701	199991 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$29.99
720-1087 FUNNEL		1	24254701	199991 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$7.19
24010 PX BLUE THREADLOCKER		1	24254701	199991 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$19.49
37643 BLUETHLSTICK 9GM		1	24254701	199991 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$13.49
770-1755 TAPE		2	24254701	199991 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$5.58
24240 PX BLUE THREADLOCKER		1	24254701	199991 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$22.49

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
30302 FUEL TANK FLUSH		1	24254701	199994 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$22.99
3046B JUG HOSE STANDARD		1	24254701	199994 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$9.99
Check #: 177414						
PO/InvoiceTotal:						\$229.63
Check Group:						
3157NA-N BOXED MINIATURES		6	24254702	199974 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$13.44
Check #: 177414						
PO/InvoiceTotal:						\$13.44
Check Group:						
47TD REFLECTR (#58)		2	24254718	200054 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$17.08
Check #: 177414						
PO/InvoiceTotal:						\$17.08
Check Group:						
8K1223 AUTOMOTIVE V-RIBBED BELT (#7)		1	24254728	199989 6/27/2025	100.000.0000.000.2730.619.03000.50.421	\$33.09
Check #: 177414						
PO/InvoiceTotal:						\$33.09
Check Group:						
2323 AIR FILTER		1	24254745	200163 6/27/2025	100.000.0000.000.2650.619.03000.50.421	\$15.86
7131 SPARK PL		1	24254745	200163 6/27/2025	100.000.0000.000.2650.619.03000.50.421	\$4.94
BLA506 LEAK DETECT DYE-AC		1	24254745	200163 6/27/2025	100.000.0000.000.2650.619.03000.50.421	\$10.49
Check #: 177414						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$31.29
Check Group:						
8K1223 SERPENTINE BELT		1	24254769	200150 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$33.09
						Check #: 177414
						PO/InvoiceTotal: \$33.09
Check Group:						
6930 AIR FIL (#123)		1	24254770	200349 7/1/2025	100.000.0000.000.2650.619.03000.50.421	\$28.50
4579 NAPA CABIN AIR FILTER (#123)		1	24254770	200349 7/1/2025	100.000.0000.000.2650.619.03000.50.421	\$10.89
7060 OIL FILTER (#123)		1	24254770	200349 7/1/2025	100.000.0000.000.2650.619.03000.50.421	\$5.45
						91
						Check #: 177414
						PO/InvoiceTotal: \$44.84
Check Group:						
2323 AIR FILTER, PURCHASED ON ORIGINAL INVOICE #200163, 6/25/25		1	24254786	200209 7/8/2025	100.000.0000.000.2650.619.03000.50.421	(\$15.86)
UJ358-10 BEARING		1	24254786	200434 7/8/2025	100.000.0000.000.2650.619.03000.50.421	\$19.07
						Check #: 177414
						PO/InvoiceTotal: \$3.21
						Vendor Total: \$899.72
NEVADA DEPARTMENT OF EDUCATION						
Check Group:						
5/9/25-6/23/25 Hearing Officer Victoria Oldenburg for Due Process RW		1	24254799	050225VO-DO 7/2/2025	250.000.0000.200.2000.340.03000.50.421	\$332.90
						Check #: 177415
						PO/InvoiceTotal: \$332.90

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$332.90
NEVADA EXHAUST CLEANING INC						
Check Group:						
ANNUAL HOOD CLEANING		11	24254800	34024667 7/7/2025	100.000.0000.000.2620.430.03000.50.421	\$4,675.00
GWHS CULINARY		1	24254800	34024667 7/7/2025	100.000.0000.000.2620.430.03000.50.421	\$425.00
DHS PIZZA HOOD		1	24254800	34024667 7/7/2025	100.000.0000.000.2620.430.03000.50.421	\$1,125.00
FIRE DEPARTMENT FEE		4	24254800	34024667 7/7/2025	100.000.0000.000.2620.430.03000.50.421	\$120.00
Check #: 177416						
PO/Invoice Total:						\$6,345.00
Vendor Total:						\$6,345.00
OFFICE DEPOT 568350						
Check Group:						
Office Depot Brand Side-Application Correction Tape- Pk of 12		1	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$11.75
Crayola Washable Watercolor Set with Brush, Assorted Colors		125	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$181.05
Office Depot Brand Standard Staples 1/4", 5000, Box of 5 Packs		3	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$11.43
Bostitch Office No-Jam Premium Desktop Stapler- Black		5	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$33.45
Crayola Colored Pencils, Assorted Colors, Set of 12 Color Pencils		280	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$301.63
Scotch Greener Magic Tape- Invisible, 10 Rolls		3	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$46.14

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Office Depot Brand Heavyweight Sheet Protectors, 8 1/2x11, Pk of 100		10	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$67.44
EXPO Dry Erase Markers- Assorted Colors- Pk of 8		2	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$15.37
BIC Round Stic Ballpoint Pens, Medium Point, Red Ink- Pk of 12		1	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$0.95
PaperMate Flair Point Pens- Medium- Blue- Pk of 12		3	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$37.18
PaperMate Flair Point Pens, Medium Point, Black- Pk of 12		7	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$86.75
PaperMate Flair Point Pen, Medium Point- Red- Pk of 36		1	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$27.15
PaperMate Flair Point Pen- Medium Point- Purple- Pk of 12		3	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$39.18
Office Depot Brand File Folders, 1/3 Cut, Letter Size Manilla Folder- Pk of 100		1	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$6.46
Office Depot Brand Ruled Index Cards, 3x5, White Pk of 300		10	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$15.84
Office Depot Brand Blank Index Cards, 3x5, White Pk of 300		2	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$3.17
Office Depot Brand Ruled Index Cards, 4x6, White Pk of 300		5	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$11.18
Office Depot Brand Primary Composition Books, Unruled/Primary Ruled, 100 Sheets		50	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$63.37
Just Basics Wirebound Notebook, 8x10 1/2, Wide Ruled, 70 Sheets, Assorted Colors, Pk of 6		15	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$71.83

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Westcott Titanium Bonded Scissors- 8", Pointed-2 pk		2	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$26.32
EXPO Dry Erase Markers, Fine Point, Black- Pk of 36		1	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$19.82
Crayola Education Oval Pans Watercolor Set, 16 Colors- Pk of 2		13	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$335.27
Crayola Crayons, Assorted Colors, Pk of 24 Crayons		35	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$24.71
Tru-Ray Construction Paper- 12"x18"- White- Pk of 50		20	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$81.29
Tru-Ray Construction Paper 9"x12"- White Pk of 50		2	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$69.69
Office Depot Brand 2 Pocket Poly Folder- Letter Size, Green		69	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$51.84
Office Depot Brand 2 Pocket Poly Folder- Letter Size, Blue		69	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$52.47
Office Depot Brand 2 Pocket Poly Folder- Letter Size, Red		69	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$53.09
Office Depot Brand 2 Pocket Poly Folder- Letter Size, Yellow		69	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$51.84
Office Depot Brand Legal Size Wood Clipboards- Pk of 2		1	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$4.38
Astrobrights Card Stock, Stardust White, Letter Pk of 250		8	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$144.77
Office Depot Brand Round Head Fasteners 1" Pk of 100		1	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$1.09
Office Depot Brand Brass Fasteners, 1 1/2" Pk of 60		1	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$1.01
BIC Brite Liner Highlighters- Yellow- Box of 12		1	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$3.61

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Office Depot Brand Paper Clips, Jumbo, Silver, Box of 100, Pack of 10 boxes		1	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$6.15
Office Depot Brand 2 Pocket Poly Folder- Letter Size, Orange		57	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$44.37
Office Depot Brand 2 Pocket Poly Folder- Letter Size, Purple		57	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$42.83
Westcott Student Scissors, 7", Pk of 2		10	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$40.55
Office Depot Brand Durable View 3 Ring Binder, 2", White		4	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$19.44
Office Depot Brand Durable View 3 Ring Binder, 1" White- Pk of 6		1	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$23.98
3M Highland Masking Tape- 2"x60 yd.		5	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$22.36
3M Highland Masking Tape, 1"x60 yd.		2	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$3.17
Office Depot Brand Durable 3 Ring Binder- 1/2"- White		10	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$23.08
Office Depot Brand Dry-Erase Magnetic Eraser		12	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$16.40
Office Depot Brand Insertable Dividers with Tabs Pk of 4 sets		4	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$13.38
Ticonderoga My First Beginners' Elementary Pencils, Pk of 12- Staff/Office Order for 2025-2026 School Year		7	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$25.66
Ticonderoga #2 Pre-Sharpened Pencils- Pk of 72		40	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$549.30
Office Depot Brand Pink Bevel Erasers, Large- Pk of 12		5	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$9.73

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Office Depot Brand Eraser Caps- Bx of 144		15	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$29.87
Office Depot Brand #10 Security Envelopes- Gummed Seal, White- Bx of 500		1	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$10.75
Office Depot Brand Rubber Bands- Assorted Sizes		5	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$4.21
Office Depot Brand Push Pins, Assorted Colors- Pk of 250		1	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$1.30
Office Depot Brand Glue Sticks- Pk of 12		23	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$55.59
Elmers Washable School Glue		45	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$28.11
EXPO Dry Erase Markers- Blue- Pk of 12		12	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$150.67
EXPO Dry Erase Markers- Black- Pk of 12		40	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$361.73
EXPO Dry Erase Markers- Red- Pk of 12		4	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$50.22
EXPO Dry Erase Markers- Green- Pk of 12		5	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$62.78
Post-It Super Sticky Notes 3in x 3in-24 Pads		4	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$61.52
Post-It Notes 1 3/8in x 1 7/8in- 24 Pads		3	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$27.13
Office Depot Brand Composition, Wide Ruled-100 Sheets- Pk of 3		35	24254227	423703103001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$97.90
EXPO Vis-a-Vis Wet Erase Markers, Fine Point, Assorted Ink Colors- Pk of 4		3	24254227	423703103002 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$24.20
Office Depot Brand Glue Sticks- Pk of 12		47	24254227	423703103003 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$123.61

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Office Depot Brand Heavyweight Sheet Protectors, 8 1/2x11, Pk of 100		10	24254227	423703103005 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$73.38
Crayola Crayons-Assorted Colors, Box of 16 Crayons		325	24254227	423707364001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$195.00
Sharpie Highlighters, Yellow= Pk of 12		1	24254227	423707364001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$6.49
CLI Multipurpose Book Rings- 100 per box		1	24254227	423707382001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$16.99
Tru-Ray Construction Paper 9"x12"- White Pk of 50		2	24254227	425905631001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$76.98
Crayola Crayons, Assorted Colors, Classpack of 400 Crayons		1	24254227	425905631001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$22.49
Ticonderoga My First Beginners' Elementary Pencils, Pk of 12- Staff/Office Order for 2025-2026 School Year		3	24254227	427153842001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$69.47
Check #: 177417						
PO/InvoiceTotal:						\$4,339.31
Check Group:						
Ticonderoga Pre-sharpened #2 Pencils- pk of 72- Office Restock Order		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$15.17
Office Depot Brand Glue Sticks- pk of 30		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$8.79
Elmer's Washable School Glue		12	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$8.28
EXPO Dry Erase Markers, Purple- pk of 12		2	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$27.76
EXPO Dry Erase Markers, Blue- pk of 12		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$13.87

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Crayola Washable Watercolor Set with Brush, Assorted Colors		26	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$41.60
Office Depot Primary Composition Books		28	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$39.20
Office Depot Brand Ruled Index Cards, 4x6, White- pk of 300		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$2.47
Mr. Sketch Watercolor Markers, Scented Assorted Colors- Set of 12		16	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$68.64
Post-It Super Sticky Mini Easel Pads- 15x18- pk of 2		10	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$279.90
Crayola Broad Line Markers, Assorted Colors, Box of 10		14	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$25.06
Crayola Fine Line Markers, Assorted Colors- Bx of 10		6	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	98 \$14.34
Office Depot Brand 2 Pocket Poly Folders with Prongs		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$18.74
Post-It Super Sticky Lined Notes 4x6-pk of 5		5	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$71.15
Post-It Super Sticky Lined Notes- 4x4- pk of 6		5	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$59.95
PaperMate InkJoy Gel Pens, Medium Point, Assorted Colors- pk of 14		2	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$31.98
PaperMate Flair Pens, Medium Point, Assorted Colors- pk of 2		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$21.65
Sharpie Retractable Highlighters- Assorted Colors- pk of 8		2	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$17.82
Dixie Paper Plates, 10"- 500 Plates		2	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$178.36

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Highmark Plastic Utensils, Med. Size Forks, White- Box of 1,000		2	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$67.98
Highmark Plastic Utensils Med. Size Knives, white- bx of 1,000		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$34.21
Clorox Disinfecting Bleach Free Cleaning Wipes- pk of 3		2	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$33.00
Crayola Tempera Paint- Blue		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$2.80
Crayola Tempera Paint- Yellow		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$2.80
Crayola Tempera Paint- White		2	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$5.60
Crayola Tempera Paint- Orange		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$2.80
Crayola Tempera Paint- Brown		2	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$5.60
Crayola Tempera Paint- Black		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$2.80
Crayola Tempera Paint- Green		4	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$11.20
Sharpie Retractable Premanent Markers, Fine Point, Black- bx of 12		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$24.19
C-Line Vinyl Horizontal ID Badge Holders-pk of 100		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$39.29
Pilot G2 Retractable Gel Pen, Fine Point, Blue Ink- Tub of 36 Pens		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$39.50
Post-It Super Sticky Notes, Messages- pk of 4		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$13.59

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Office Depot Brand Insertable Binder Dividers, 5-tab-pk of 4		4	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$14.76
Office Depot Brand Pen Style Highlighters-Assorted Colors- pk of 6		20	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$25.40
Just Basics 3 Ring Binder-1/2"- White- pk of 12		5	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$148.85
Just Basics 3 Ring Binder-1"- White		10	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$21.30
Sharpie S-Gel Retractable Pens, Medium Point, Green- pk of 12		1	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$19.79
Sharpie S Gel Pens, Medium Point, Blue- pk of 12		2	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$18.98
Sharpie S-Gel Pens, Medium Point, Purple- pk of 12		2	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	100 \$27.38
Kleenex Soothing Lotion Tissues- case of 4		4	24254364	426607233001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$39.94
Pentel EnerGel Liquid Steel Tip Gel Pens- Medium Point, Assorted Colors- pk of 6		1	24254364	426607233002 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$16.49
Crayola Crayons Assorted Colors, Box of 16 Crayons		26	24254364	426607233003 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$15.60
Crayola Premier Tempera Paints- Yellow- pk of 3		1	24254364	426608406001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$31.69
Crayola Premier Tempera Paints- Black- pk of 3		1	24254364	426608406001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$31.69
Crayola Premier Tempera Paints, Green- pk of 3		1	24254364	426608406001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$31.69
Crayola Premier Tempera Paints- Turquoise- pk of 3		1	24254364	426608406001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$31.69

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Crayola Premier Tempera Paints- Blue-pk of 3		1	24254364	426608406001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$31.69
Crayola Premier Tempera Paints - Red- pk of 3		1	24254364	426608406001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$31.69
Crayola Premier Tempera Paints, Violet- pk of 3		1	24254364	426608406001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$31.69
Crayola Premier Tempera Paints- Magenta- pk of 3		1	24254364	426608406001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$31.69
Crayola Premier Tempera Paints- White- pk of 3		1	24254364	426608406001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$31.69
Post-It Notes Lined- 3x3-pk of 3		3	24254364	426608409001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$17.67
Sharpie Permanent Ultra Fine Point Markers- Assorted Colors- pk of 12		2	24254364	426608411001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$16.00 101
uni-ball Retractable Gel Pens, Medium Point, Assorted Colors- pk of 8		1	24254364	426608424001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$9.89
Clorox Disinfecting Mist Sanitizing Spray- pk of 2		2	24254364	427330891001 6/24/2025	280.633.0000.100.1000.610.03000.50.421	\$47.58
Check #: 177417						
PO/InvoiceTotal:						\$1,954.93
Check Group:						
Elmer's® Washable School Glue, 4 Oz.		125	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$86.25
Elmer's® Glue Stick Classroom Pack, All-Purpose Clear, Box Of 30		12	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$99.00
Westcott® Kids School Pack Scissors, 5", Blunt, Assorted Colors, Pack Of 12		19	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$250.61

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Westcott® Kids School Pack Scissors, 5", Blunt, Assorted Colors, Pack Of 12		200	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$156.00
Crayola® Large Crayon Set, Assorted Colors, Box Of 8		75	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$93.75
Ticonderoga® #2 Pencils, #2 Lead, Soft, Pack of 72		4	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$57.36
Crayola® Colored Pencils, Assorted Colors, Set Of 12 Color Pencils		200	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$238.00
Office Depot® Brand Eraser Caps, Red, Box Of 144		1	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$2.20
Office Depot® Brand Pink Bevel Erasers, Small, Box Of 36		7	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$25.62
Ticonderoga® Laddie Tri-Write Triangular No. 2 Pencils, #2 Lead, Soft, Pack of 36		3	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$38.67
Office Depot® Brand Notebook Filler Paper, 8" x 10 1/2", Wide Ruled, Pack of 500 Sheets		4	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$19.96
FORAY® Red & Blue Ruled Storybook Paper, Conforms To D'Nealian - Grade K, 4 1/2" Picture Story Heading, Pack		1	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$3.48
FORAY® Red & Blue Ruled Storybook Paper, Conforms To D'Nealian - Grade K, 4 1/2" Picture Story Heading, Pack o		1	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$3.48
Office Depot® Brand Composition Books, 7-1/2" x 9-3/4", Wide Ruled, 100 Sheets, Black/White, Case Of 24		5	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$94.95
Office Depot® Brand Composition Books, 7-1/2" x 9-3/4", College Ruled, 100 Sheets, Black/White, Case Of 24		2	24254443	427927596001 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$38.27

Check #: 177417

PO/InvoiceTotal: \$1,207.60

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
9x12 Blue Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$10.45
9x12 Yellow Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$13.45
9x12 Orange Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$13.45
9x12 Black Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$13.45
9x12 Brown Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$10.45
9x12 Red Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$13.45
9x12 Holiday Green Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$13.45
9x12 White Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$13.45
12x18 Blue Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$16.45
12x18 Yellow Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$22.45
12x18 Orange Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$22.45
12x18 Black Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$22.45
12x18 Brown Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$22.45
12x18 White Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$13.95

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
12x18 Holiday Red Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$22.45
12x18 Festive Green Construction Paper - 50 Sheets Per Pack		5	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$22.45
Paper Mate Pink Pearl Erasers - Medium - Box of 24		6	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$45.54
Ticonderoga 3 2 Pencils - Soft - Pack of 72		25	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$358.50
Paper Mate Porous-Point Medium Point - Blue		12	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$164.28
Paper Mate Porous-Point Medium Point - Red		9	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$123.21
Paper Mate Porous-Point Medium Point - Black		9	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$123.21
Paper Mate Porous Point - Medium Point - Green		9	24254591	428731936001 6/26/2025	100.054.0000.100.1000.610.03501.30.421	\$123.20
Check #: 177417						
						PO/InvoiceTotal: \$1,204.64
Check Group:						
Office Depot Brand Glue Sticks- Pk of 12- Remaining Staff Order for 2025-2026		2	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$5.26
Crayola Washable Watercolor Set		20	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$31.52
Crayola Colored Pencils- 12 colors		10	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$11.72
Office Depot Brand White Blank Index Cards- 3x5-pk of 300		5	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$8.62
Westcott Kids School Pack Scissors- 5" Blunt- pk of 12		2	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$25.98

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Tru Ray Construction Paper- 9x12, Red- pk of 50		10	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$26.50
Tru Ray Constuction Paper- 9x12, Orange- pk of 50		10	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$26.50
Tru Ray Construction Paper- 9x12, Yellow- pk of 50		10	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$26.50
Tru Ray Construction Paper- 9x12, Green- pk of 50		10	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$26.50
Tru Ray Construction Paper- 9x12, White- pk of 50		20	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$52.99
Tru Ray Constuction Paper- 9x12, Royal Blue- pk of 50		5	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$13.25
Tru Ray Construction Paper- 9x12, Sky Blue- pk of 50		20	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$52.99 105
Tru Ray Construction Paper- 12x18, Yellow- pk of 50		15	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$66.34
Prang Construction Paper- 12x18, White- pk of 50		15	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$41.22
Prang Construction Paper- 12x18, Gray- pk of 50		10	24254592	428749572001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$44.22
Crayola Box of Crayons- 16 colors		10	24254592	428749866001 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$5.91
Check #: 177417						
PO/InvoiceTotal:						\$466.02
Check Group:						
Office Depot® Brand Ruled Index Cards, 4" x 6", White, Pack Of 300		10	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$24.33
Office Depot® Brand Standard Staples, 1/4", 5,000 Staples Per Pack, Box Of 5 Packs		3	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$12.44

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Bostitch® Premium Heavy Duty Staples, 5/8" Full Strip, Box Of 1,000		1	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$10.92
Scotch® Magic™ Tape, Invisible, 10 Tape Rolls, 3/4 in x 1000 in, Home Office Supplies and School Supplies for		2	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$39.38
Office Depot® Brand Liquid Ink Highlighters With Chisel Tips, Assorted Colors, Pack Of 12		10	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$33.69
Rainbow® Super Value Construction Paper, 9" x 12", Assorted Colors, Pack Of		1	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$12.60
Tru-Ray® Construction Paper, 50% Recycled, 12" x 18", Sky Blue, Pack Of 50		6	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$26.54
Tru-Ray® Construction Paper, 50% Recycled, 12" x 18", White, Pack Of 50		10	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$44.23 106
Tru-Ray® Construction Paper, 50% Recycled, 12" x 18", Yellow, Pack Of 50		6	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$26.54
Tru-Ray® Construction Paper, 50% Recycled, 12" x 18", Blue, Pack Of 50		6	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$26.54
Tru-Ray® Construction Paper, 50% Recycled, 9" x 12", Purple, Pack Of 50		6	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$15.90
Tru-Ray® Construction Paper, 50% Recycled, 9" x 12", Festive Red, Pack Of 50		6	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$15.88
Office Depot® Brand Composition Books, 7-1/2" x 9-3/4", College Ruled, 100 Sheets, Black/White, Case Of 24		5	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$94.26
Office Depot® Brand Non-Skid Paper Clips, Jumbo, Silver, Pack Of 10 Boxes, 100 Clips Per Box, 1,000 Total		2	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$13.81

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Office Depot® Brand Ruled Index Cards, 3" x 5", White, Pack Of 300		10	24254607	428393593001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$17.24
Sharpie® Permanent Markers, Fine Point Markers in Canister, Black, 36 Count		1	24254607	428394753001 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$29.54
Check #: 177417						
PO/InvoiceTotal:						\$443.84
Check Group:						
Chair, 90000 Series, Black		2	24254833	429527306001 7/10/2025	100.000.0000.000.2720.610.03000.50.421	\$780.67
Check #: 177417						
PO/InvoiceTotal:						\$780.67
Vendor Total:						\$10,397.07
OTIS ELEVATOR COMPANY						
Check Group:						
ELEVATOR TESTING -10%		1	24254758	SCT16271001 6/30/2025	100.000.0000.000.2620.340.03000.50.421	\$3,560.63
Check #: 177418						
PO/InvoiceTotal:						\$3,560.63
Vendor Total:						\$3,560.63
PACIFIC SHREDDING						
Check Group:						
SERVICES		1	24254617	5265143 6/26/2025	100.051.0000.000.2400.360.03501.30.421	\$66.00
FUEL		1	24254617	5265143 6/26/2025	100.051.0000.000.2400.360.03501.30.421	\$4.62
Check #: 177419						
PO/InvoiceTotal:						\$70.62
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
6/17/2025 Service 64 Gal Tote		1	24254675	5265866 7/2/2025	100.000.0000.430.1000.421.03504.30.421	\$33.00
Fuel Surcharge		1	24254675	5265866 7/2/2025	100.000.0000.430.1000.421.03504.30.421	\$2.31
Check #: 177419						
PO/InvoiceTotal:						\$35.31
Check Group:						
Services- 64 gallon Tote		1	24254717	5265197 6/26/2025	100.033.0000.000.2400.421.03302.20.421	\$28.00
Fuel Surcharge		1	24254717	5265197 6/26/2025	100.033.0000.000.2400.421.03302.20.421	\$1.96
Check #: 177419						
PO/InvoiceTotal:						\$29.96
Check Group:						
fuel surcharge		1	24254776	5265874 7/2/2025	100.017.0000.100.1000.610.03210.10.421	\$1.96
shredding - Invoice #5265874		1	24254776	5265874 7/2/2025	100.017.0000.100.1000.610.03210.10.421	\$28.00
Check #: 177419						
PO/InvoiceTotal:						\$29.96
Vendor Total:						\$165.85
PITNEY BOWES RESERVE ACCOUNT						
Check Group:						
CCMES POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.011.0000.000.2400.531.03205.10.421	\$74.43
GES POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.012.0000.000.2400.531.03201.10.421	\$45.29
ZCES POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.013.0000.000.2400.531.03202.10.421	\$2.73

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
JVES POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.014.0000.000.2400.531.03206.10.421	\$122.81
SES POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.015.0000.000.2400.531.03207.10.421	\$31.70
PHES POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.016.0000.000.2400.531.03209.10.421	\$10.35
MES POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.017.0000.000.2400.531.03210.10.421	\$53.25
CVMS POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.031.0000.000.2400.531.03301.20.421	\$537.76
PWLMS POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.033.0000.000.2400.531.03302.20.421	\$598.72
DHS POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.051.0000.000.2400.531.03501.30.421	\$2,550.54 109
WHS POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.052.0000.000.2400.531.03502.30.421	\$27.30
SUPERINTENDENT POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.000.0000.000.2320.531.03000.50.421	\$48.49
BUSINESS SERVICES POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.000.0000.000.2510.531.03000.50.421	\$48.49
ED SERVICES POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.000.0000.000.2210.531.03000.50.421	\$48.49
HR POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.000.0000.000.2570.531.03000.50.421	\$48.49
GRANTS POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.000.0000.000.2191.531.03000.50.421	\$48.49
CURRICULUM POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.000.0000.000.2212.531.03000.50.421	\$48.49
FOOD SERVICES POSTAGE		1	24250018	JUNE 2025 7/1/2025	600.000.0000.000.3100.531.03000.50.421	\$44.40

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SPED POSTAGE		1	24250018	JUNE 2025 7/1/2025	250.000.0000.200.2000.531.03000.50.421	\$68.12
ASPIRE POSTAGE		1	24250018	JUNE 2025 7/1/2025	100.000.0000.430.1000.531.03901.30.421	\$8.97
DNO POSTAGE ACCOUNT CODE UPDATE		1	24250018	JUNE 2025 7/1/2025	100.036.0000.100.1000.531.03601.30.421	\$1.38

Check #: 177420

PO/InvoiceTotal: \$4,468.69

Vendor Total: \$4,468.69

PSI SERVICES LLC

Check Group:

5/29/2025: H0283216 HiSET Science CBT; H0283216 HiSET Social Studies CBT; H0272358 HiSET Math CBT; H0272359 HiSET Math CBT; H0230632 HiSET Language Arts Writing CBT		5	24254645	5875 6/26/2025	100.000.0000.430.1000.810.03504.30.421	\$75.00 110
5/1/2025: H0272359 HiSET Language Arts-Reading CBT; H0274492 HiSET Science PBT		2	24254645	5875 6/26/2025	100.000.0000.430.1000.810.03504.30.421	\$30.00
5/6/2025: H0272359 HiSET Science CBT; H0272358 HiSET Science CBT		2	24254645	5875 6/26/2025	100.000.0000.430.1000.810.03504.30.421	\$30.00
5/8/2025: H0274492 HiSET Math PBT; H0272358 HiSET Language Arts-Writing CBT; H0272359 HiSET Language Arts-Writing CBT		3	24254645	5875 6/26/2025	100.000.0000.430.1000.810.03504.30.421	\$45.00
5/13/2025: H0274534 HiSET Social Studies PBT		1	24254645	5875 6/26/2025	100.000.0000.430.1000.810.03504.30.421	\$15.00
5/15/2025: H0274534 HiSET Science PBT		1	24254645	5875 6/26/2025	100.000.0000.430.1000.810.03504.30.421	\$15.00
5/20/2025: H0274534 HiSET Language Arts-Reading PBT; H0274534 HiSET Math PBT; H0286422 HiSET Math CBT; H0286422 HiSET Science CBT; H0286422 HiSET Social Studies CBT		5	24254645	5875 6/26/2025	100.000.0000.430.1000.810.03504.30.421	\$75.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890 07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
5/22/2025: H0276063 HiSET Science CBP; H0276063 HiSET Social Studies CBT; H0230632 HiSET Science CBT; H0286422 HiSET Language Arts-Reading CBT; H0286422 HiSET Language Arts-Writing CBT		5	24254645	5875 6/26/2025	100.000.0000.430.1000.810.03504.30.421	\$75.00
					Check #: 177421	
						PO/InvoiceTotal: <u>\$360.00</u>
						Vendor Total: \$360.00
QUILL CORPORATION-672544	672544					
Check Group:						
INVOICE#44530791 LASER TONER, BATTERIES & GREEN TEA		1	24254715	44530791 6/26/2025	100.000.0000.000.2570.610.03000.50.421	\$341.21
					Check #: 177422	
						PO/InvoiceTotal: <u>\$341.21</u>
Check Group:						
INVOICE# 44668707 #10 WHITE ENVELOPES WITH PULL & SEAL - 100 & BIC WITE-OUT CORRECT TAPE - 4		1	24254775	44668707 6/30/2025	100.000.0000.000.2570.610.03000.50.421	\$21.82
					Check #: 177422	
						PO/InvoiceTotal: <u>\$21.82</u>
						Vendor Total: \$363.03
QXO						
Check Group:						
WOOD SCREWS		1	24254589	SB53713 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$10.88
					Check #: 177423	
						PO/InvoiceTotal: <u>\$10.88</u>
						Vendor Total: \$10.88
RALEYS	680718					
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
COKE 12 PK		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$7.98
DAISY SQUEEZE SOUR		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$3.79
F/LAY FRITO CORN C		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$5.49
GROCERY		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$0.04
MISSION THIN & CRI		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$2.99
MISSION TORTILLAS		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$4.99 112
PEPSI		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$7.98
RAL MAYONNAISE		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$4.98
RAL MILD DICED GRE		4	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$7.92
RAL YELLOW CUT COR		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$3.98
SPINDRIFT LIME		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$5.99
SPINDRIFT WATER		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$5.99

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TEJAVA		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$2.29
TEJAVA LEMON		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$2.29
TEJAVA PEACH		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$2.29
TEJAVA TEA		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$2.29
CLASSIC GUACAMOLE		2	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$15.98
HEAD LETTUCE		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$2.89 113
RALEY'S YLLW ONION		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$2.99
GARLIC HUMMUS		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$4.99
LA BANDERITA WHITE		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$2.99
LA MEX MILD SALSA		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$8.99
MISSION CORN TORT		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$2.99
RAL FOUR CHEESE MX		3	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$20.94

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
RALEYS CRM CHEESE		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$3.99
RALEYS SHRED MILD		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$4.49
RED PEPPER HUMMUS		1	24254782	826048-5000005 NOTX 7/8/2025	100.000.0000.000.2730.610.03000.50.421	\$4.99
Check #: 177424						
PO/InvoiceTotal:						\$147.51
Vendor Total:						\$147.51
RAPTOR PEST CONTROL						
Check Group:						
MONTHLY PEST SERVICE ZCES		1	24254712	55350 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$129.00
MONTHLY PEST SERVICE jves		1	24254712	55503 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$129.00
CCMES		1	24254712	55504 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$129.00
MONTHLY PEST SERVICE GES		1	24254712	55505 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$258.00
MONTHLY PEST SERVICE MES		1	24254712	55506 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$129.00
MONTHLY PEST SERVICE		1	24254712	55507 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$129.00
MONTHLY PEST SERVICE phes		1	24254712	55508 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$129.00
MONTHLY PEST SERVICE CVMS		1	24254712	55509 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$258.00
MONTHLY PEST SERVICE PWLMS		1	24254712	55510 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$129.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MONTHLY PEST SERVICE DHS		1	24254712	55511 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$141.00
MONTHLY PEST SERVICE gwhs		1	24254712	55512 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$129.00
MONTHLY PEST SERVICE AA		1	24254712	55513 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$129.00
MONTHLY PEST SERVICE DO		1	24254712	55514 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$129.00
MONTHLY PEST SERVICE AF		1	24254712	55515 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$903.00
Check #: 177425						
PO/InvoiceTotal:						\$2,850.00
Check Group:						115
MONTHLY PEST SERVICE CCMES		1	24254832	54946 7/8/2025	100.000.0000.000.2620.430.03000.50.421	\$129.00
MONTHLY PEST SERVICE SES		1	24254832	54949 7/8/2025	100.000.0000.000.2620.430.03000.50.421	\$129.00
MONTHLY PEST SERVICE PWLMS		1	24254832	54952 7/8/2025	100.000.0000.000.2620.430.03000.50.421	\$129.00
Check #: 177425						
PO/InvoiceTotal:						\$387.00
Vendor Total:						\$3,237.00
RENO DRAIN OIL SERVICE						
Check Group:						
FLAT FEE SERVICE CHARGE		1	24254744	210887 6/27/2025	100.000.0000.000.2730.613.03000.50.421	\$100.00
Check #: 177426						
PO/InvoiceTotal:						\$100.00
Vendor Total:						\$100.00

ROBERT BROOKE AND ASSOCIATES

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
SS SHOE		1	24254756	351149 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$17.71
SS SHOE		2	24254756	351149 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$25.30
CAP		3	24254756	351149 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$8.70
SHIPPING		1	24254756	351149 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$18.50
Check #: 177427						
PO/InvoiceTotal:						\$70.21
Vendor Total:						\$70.21
						116
RONS REFRIGERATION INC						
Check Group:						
LABOR MES		1	24254735	42486 6/30/2025	100.000.0000.000.2620.340.03000.50.421	\$110.00
TRUCK FEE		1	24254735	42486 6/30/2025	100.000.0000.000.2620.340.03000.50.421	\$25.00
CONDENSING UNIT		1	24254735	42521 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$4,237.00
EVAPORATOR COIL		1	24254735	42521 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$2,185.00
HARDWARE		1	24254735	42521 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$150.00
REFRIGERANT		1	24254735	42521 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$608.00
FREIGHT		1	24254735	42521 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$126.00
LABOR PHES		18	24254735	42521 6/30/2025	100.000.0000.000.2620.340.03000.50.421	\$1,980.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TRUCK FEE		1	24254735	42521 6/30/2025	100.000.0000.000.2620.340.03000.50.421	\$25.00
					Check #: 177428	
						PO/InvoiceTotal: \$9,446.00
						Vendor Total: \$9,446.00
RUSSELL MUNYAN						
Check Group:						
TIMING SERVICES		1	24254661	TIMING 6/26/2025	100.051.0000.920.1000.580.03501.30.421	\$900.00
					Check #: 177429	
						PO/InvoiceTotal: \$900.00
						Vendor Total: \$900.00
STANLEY ACCESS TECHNOLOGIES						117
Check Group:						
SERVICE TECH CVMS		1	24254713	90015489 no tax 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$150.00
SERVICE TECH		3	24254713	90015489 no tax 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$450.00
KIT CONTROLLER		1	24254713	90015489 no tax 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$843.00
KIT ENCODER		1	24254713	90015489 no tax 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$251.00
TRANSPORTATION		1	24254713	90015489 no tax 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$93.00
					Check #: 177430	
						PO/InvoiceTotal: \$1,787.00
						Vendor Total: \$1,787.00
T MOBILE						
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890 07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CARES ACT STUDENTS INTERNET HOTSPOTS - MOVED TO 99 CODE		1	24250023	07202025 6/30/2025	100.099.0000.000.2580.533.03000.50.421	\$353.75
					Check #: 177431	
						PO/InvoiceTotal: <u>\$353.75</u>
						Vendor Total: <u>\$353.75</u>
TAHOE DOUGLAS DISTRICT	760558					
Check Group:						
WHS QUARTERLY SEWER		1	24250024	07302025 7/8/2025	100.000.0000.000.2611.411.03502.30.421	\$7,899.66
ZCES QUARTERLY SEWER		1	24250024	07302025 7/8/2025	100.000.0000.000.2611.411.03202.10.421	\$5,898.41
					Check #: 177432	
						PO/InvoiceTotal: <u>\$13,798.07</u>
						Vendor Total: <u>\$13,798.07</u>
TAHOE SUPPLY						
Check Group:						
FEATHER DUSTER		20	24254286	1137463-01 6/27/2025	100.000.0000.000.2900.610.03000.50.421	\$280.00
					Check #: 177433	
						PO/InvoiceTotal: <u>\$280.00</u>
Check Group:						
Kit-Caster		1	24254576	1138111 6/24/2025	100.000.0000.000.2610.610.03302.20.421	\$127.73
					Check #: 177433	
						PO/InvoiceTotal: <u>\$127.73</u>
Check Group:						
Clutch plate aluminum 92"		1	24254637	1138841 6/30/2025	100.000.0000.000.2610.610.03209.10.421	\$12.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
19" Short trim pad driver		1	24254637	1138841 6/30/2025	100.000.0000.000.2610.610.03209.10.421	\$78.00
Check #: 177433						
PO/InvoiceTotal:						\$90.00
Check Group: IPC I-MOP LITE GREEN COMPACT SCRUBBER BATTERY AND CHARGER		1	24254762	1139671 7/1/2025	100.000.0000.000.2610.612.03000.50.421	\$3,753.00
Check #: 177433						
PO/InvoiceTotal:						\$3,753.00
Vendor Total:						\$4,250.73
THE [RE]DESIGN GROUP						
Check Group: (105) Dell Pro 27 Plus USB-C Hub Monitor		1	24254463	11238 - tax exempt 6/30/2025	300.007.0000.000.2580.734.03000.50.421	\$28,408.80
Check #: 177434						
PO/InvoiceTotal:						\$28,408.80
Vendor Total:						\$28,408.80
THE DOOR COMPANY, LLC						
Check Group: DOORMERICA DHSP		4	24254586	7029 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$55.20
Check #: 177435						
PO/InvoiceTotal:						\$55.20
Vendor Total:						\$55.20
THE GILMORE LAW GROUP						
Check Group: Outstanding invoices for Writ of Mandamus		1	24254809	1-1022 7/7/2025	100.000.0000.000.2316.341.03000.50.421	\$467.50

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Outstanding invoices for Writ of Mandamus		1	24254809	1-1109 7/7/2025	100.000.0000.000.2316.341.03000.50.421	\$255.00
Outstanding invoices for Writ of Mandamus		1	24254809	1-1143 7/7/2025	100.000.0000.000.2316.341.03000.50.421	\$127.50
Outstanding invoices for Writ of Mandamus		1	24254809	1-1185 7/7/2025	100.000.0000.000.2316.341.03000.50.421	\$212.50
Outstanding invoices for Writ of Mandamus		1	24254809	1-1212 7/7/2025	100.000.0000.000.2316.341.03000.50.421	\$1,275.00
Outstanding invoices for Writ of Mandamus		1	24254809	1-888 7/7/2025	100.000.0000.000.2316.341.03000.50.421	\$2,380.00
Legal services for Writ of Mandamus		1	24254809	1321 7/7/2025	100.000.0000.000.2316.341.03000.50.421	\$127.50
Check #: 177436						
						120
						PO/InvoiceTotal: \$4,845.00
						Vendor Total: \$4,845.00
TOWN OF MINDEN-493614	493614					
Check Group:						
DHS FRONT LANDSCAPE WATER		1	24250025	07252025 6/30/2025	100.000.0000.000.2611.411.03501.30.421	\$115.40
DHS SOCCER FIELD		1	24250025	07252025 6/30/2025	100.000.0000.000.2611.411.03501.30.421	\$1,824.70
DHS NORTH DRIVEWAY		1	24250025	07252025 6/30/2025	100.000.0000.000.2611.411.03501.30.421	\$1,917.20
DHS FIRE/SPRINKLER/HYDRANT		1	24250025	07252025 6/30/2025	100.000.0000.000.2611.411.03501.30.421	\$540.70
MES WATER/FIRE SPRINKLER/HYDRANT		1	24250025	07252025 6/30/2025	100.000.0000.000.2611.411.03210.10.421	\$3,047.20
MES TRASH		1	24250025	07252025 6/30/2025	100.000.0000.000.2611.421.03210.10.421	\$761.99
DISTRICT OFFICE TRASH		1	24250025	07252025 6/30/2025	100.000.0000.000.2611.421.03000.50.421	\$132.52

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DISTRICT OFFICE SPRINKLER		1	24250025	07252025 6/30/2025	100.000.0000.000.2611.411.03000.50.421	\$100.90
DISTRICT OFFICE FRONT LANDSCAPING		1	24250025	07252025 6/30/2025	100.000.0000.000.2611.411.03000.50.421	\$365.05
Check #: 177437						
PO/InvoiceTotal:						\$8,805.66
Vendor Total:						\$8,805.66
VERIZON WIRELESS						
Check Group:						
IT		1	24250026	07132025 6/30/2025	100.000.0000.000.2580.534.03000.50.421	\$47.50
Check #: 177438						
PO/InvoiceTotal:						\$47.50
Vendor Total:						\$47.50
VISION SERVICE PLAN						
Check Group:						
2024/2025 CLAIMS		1	24250028	823114937 7/8/2025	702.000.0000.000.2900.591.03000.50.421	\$5,613.80
Check #: 177439						
PO/InvoiceTotal:						\$5,613.80
Vendor Total:						\$5,613.80
VOIP SUPPLY, LLC						
Check Group:						
Fanvil X6U-V2 Executive level IP Phone		10	24254487	SI-517561 7/2/2025	100.000.0000.000.2580.652.03000.50.421	\$1,828.60
Discount (10th free)		1	24254487	SI-517561 7/2/2025	100.000.0000.000.2580.652.03000.50.421	(\$178.80)
Check #: 177440						
PO/InvoiceTotal:						\$1,649.80
Vendor Total:						\$1,649.80

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8890 07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WATERS VACUUM TRUCK SVC INC	881258					
Check Group:						
6/17/25 ANALYTICAL TESTING-STANDARD NEVADA , 1126 AIRPORT ROAD, MINDEN, NV 89423		1	24254667	36256 6/26/2025	100.000.0000.000.2730.340.03000.50.421	\$495.00
PUMPINGOF SAND/OIL SEPARATOR WASTE		2000	24254667	36256 6/26/2025	100.000.0000.000.2730.340.03000.50.421	\$1,520.00
Check #: 177441						
						PO/InvoiceTotal: \$2,015.00
Check Group:						
ANNUAL TESTING		1	24254698	36347 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$495.00
PUMPING		1000	24254698	36347 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$760.00 122
Check #: 177441						
						PO/InvoiceTotal: \$1,255.00
						Vendor Total: \$3,270.00
						Grand Total: \$296,188.79

End of Report

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ALLISON MACKENZIE, LTD						
Check Group:						
Legal Counsel for June 2025		1	24254837	14731	100.000.0000.000.2318.341.03000.50.421	\$7,840.00
P-Card Payee: COMMERCE BANK				7/8/2025		
Check #: 0						
PO/InvoiceTotal:						\$7,840.00
Vendor Total:						\$7,840.00
BRANDED SCREEN PRINTING						
Check Group:						
WORK TEE		24	24254587	1314637	100.000.0000.000.2620.610.03000.50.421	\$576.00
P-Card Payee: COMMERCE BANK				6/26/2025		
WORK TEE		6	24254587	1314637	100.000.0000.000.2620.610.03000.50.421	\$144.00
P-Card Payee: COMMERCE BANK				6/26/2025		
WORK TEE		2	24254587	1314637	100.000.0000.000.2620.610.03000.50.421	123 \$60.00
P-Card Payee: COMMERCE BANK				6/26/2025		
LARGE SIZE		4	24254587	1314637	100.000.0000.000.2620.610.03000.50.421	\$8.00
P-Card Payee: COMMERCE BANK				6/26/2025		
LARGE SIZE		2	24254587	1314637	100.000.0000.000.2620.610.03000.50.421	\$8.00
P-Card Payee: COMMERCE BANK				6/26/2025		
SCREEN PRINT		32	24254587	1314637	100.000.0000.000.2620.610.03000.50.421	\$265.28
P-Card Payee: COMMERCE BANK				6/26/2025		
SHIPPING		1	24254587	1314637	100.000.0000.000.2620.610.03000.50.421	\$17.99
P-Card Payee: COMMERCE BANK				6/26/2025		
Check #: 0						
PO/InvoiceTotal:						\$1,079.27
Check Group:						
Port Authority (Steel Grey) - Port Authority Silk Touch		2	24254772	1314925	100.000.0000.000.2580.610.03000.50.421	\$28.00
Performance Polo K540 - Medium				7/2/2025		
P-Card Payee: COMMERCE BANK						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Port Authority (Steel Grey) - Port Authority Silk Touch Performance Polo K540 - Extra Large P-Card Payee: COMMERCE BANK		4	24254772	1314925 7/2/2025	100.000.0000.000.2580.610.03000.50.421	\$56.00
Port Authority (Steel Grey)- Port Authority Silk Touch Performance Polo K540 - 2-Extra Large (2XL) P-Card Payee: COMMERCE BANK		2	24254772	1314925 7/2/2025	100.000.0000.000.2580.610.03000.50.421	\$28.00
Port Authority (Steel Grey) - Port Authority Silk Touch Performance Polo K540 - 3 Extra Large (3XL) P-Card Payee: COMMERCE BANK		2	24254772	1314925 7/2/2025	100.000.0000.000.2580.610.03000.50.421	\$28.00
Port Authority (Steel Grey) - Port Authority Women's Silk Touch Performance Polo L540 - Medium P-Card Payee: COMMERCE BANK		2	24254772	1314925 7/2/2025	100.000.0000.000.2580.610.03000.50.421	\$28.00
Port Authority (Steel Grey) - Port Authority Women's Silk Touch Performance Polo L540 - Extra Large (XL) P-Card Payee: COMMERCE BANK		2	24254772	1314925 7/2/2025	100.000.0000.000.2580.610.03000.50.421	\$28.00
2xLarge - Additional Charge for larger size P-Card Payee: COMMERCE BANK		2	24254772	1314925 7/2/2025	100.000.0000.000.2580.610.03000.50.421	\$4.00 124
3XLarge - Additional Charge for larger size P-Card Payee: COMMERCE BANK		2	24254772	1314925 7/2/2025	100.000.0000.000.2580.610.03000.50.421	\$6.00
Embroidery - Material and labor P-Card Payee: COMMERCE BANK		14	24254772	1314925 7/2/2025	100.000.0000.000.2580.610.03000.50.421	\$105.00
Digitizing - Convert artwork to stitches P-Card Payee: COMMERCE BANK		1	24254772	1314925 7/2/2025	100.000.0000.000.2580.610.03000.50.421	\$30.00

Check #: 0

PO/InvoiceTotal: \$341.00

Vendor Total: \$1,420.27

CDW GOVERNMENT INC 86010

Check Group:

Lenovo ThinkPad E16 Gen 2-16" - AMD Ryzen 7 - 7735U - 16 GB Ram - 512 GB P-Card Payee: COMMERCE BANK		1	24254436	AE4TA7T 6/26/2025	300.007.0000.000.2580.652.03000.50.421	(\$1,000.00)
Lenovo ThinkCentre M75g Gen 5 - tiny Ryzen 5 Pro 8500GE 3.4GHz - 16 GB - S P-Card Payee: COMMERCE BANK		25	24254436	AE5HX6I 6/26/2025	300.007.0000.000.2580.652.03000.50.421	\$20,737.75

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Lenovo ThinkPad E16 Gen 2-16" - AMD Ryzen 7 - 7735U - 16 GB Ram - 512 GB		105	24254436	AE5N49A 6/26/2025	300.007.0000.000.2580.652.03000.50.421	\$90,842.85
P-Card Payee: COMMERCE BANK						
CDW 3-Year Standard Product Protection-Laptop-Device Value \$700-\$999.99		105	24254436	AE5U41A 6/26/2025	300.007.0000.000.2580.652.03000.50.421	\$3,933.30
P-Card Payee: COMMERCE BANK						
CDW 3 Year Standard Product Protection-Desktop-Device Value \$650 - \$899.99		25	24254436	AE5U41A 6/26/2025	300.007.0000.000.2580.652.03000.50.421	\$647.50
P-Card Payee: COMMERCE BANK						
Check #: 0						
						PO/InvoiceTotal: \$115,161.40
Check Group:						
Lenovo ThinkBook 16 Gu ARP-16"		2	24254471	AE5L71T 6/24/2025	100.017.0000.100.1000.610.03210.10.421	\$1,652.30
P-Card Payee: COMMERCE BANK						
Check #: 0						125
						PO/InvoiceTotal: \$1,652.30
Check Group:						
BenQ BL2790 27" 1080p L ED Monitor		30	24254505	AE5765U 6/24/2025	100.000.0000.000.2580.652.03000.50.421	\$3,989.40
P-Card Payee: COMMERCE BANK						
APC Replacement Battery Cartridge RBC43		1	24254505	AE5765U 6/24/2025	100.000.0000.000.2580.652.03000.50.421	\$510.75
P-Card Payee: COMMERCE BANK						
StarTech.com DisplayPort to VGA Adapter with Audio - Active DP to VGA Video		30	24254505	AE5765U 6/24/2025	100.000.0000.000.2580.652.03000.50.421	\$254.10
P-Card Payee: COMMERCE BANK						
Check #: 0						
						PO/InvoiceTotal: \$4,754.25
Check Group:						
i-Pro WV QWL501 W Camera mounting bracket		5	24254590	AE6K71H 6/26/2025	100.000.0000.000.2580.651.03000.50.421	\$348.30
P-Card Payee: COMMERCE BANK						
i-Pro WV QSR503-W camera mounting bracket - white		5	24254590	AE6K71H 6/26/2025	100.000.0000.000.2580.651.03000.50.421	\$261.90
P-Card Payee: COMMERCE BANK						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
i-Pro WV-S8544 Network surveillance camera - dome P-Card Payee: COMMERCE BANK		5	24254590	AE6SQ1K 6/26/2025	100.000.0000.000.2580.651.03000.50.421	\$11,213.15
Check #: 0						
PO/InvoiceTotal:						\$11,823.35
Vendor Total:						\$133,391.30
CINTAS CORPORATION						
Check Group:						
BLANKET PO FOR FLEET MAINTENANCE UNIFORMS, 2024-2025, 51 WEEKS, ESTIMATED AT \$134.00/WK P-Card Payee: COMMERCE BANK		1	24250357	4234233279 6/26/2025	100.000.0000.000.2730.610.03000.50.421	\$136.85
BLANKET PO FOR FLEET MAINTENANCE UNIFORMS, 2024-2025, 51 WEEKS, ESTIMATED AT \$134.00/WK P-Card Payee: COMMERCE BANK		1	24250357	4234968703 7/1/2025	100.000.0000.000.2730.610.03000.50.421	\$136.85
Check #: 0						
PO/InvoiceTotal:						126
Vendor Total:						\$273.70
DOUGLAS DISPOSAL SERVICE INC						
	125372					
Check Group:						
CVMS TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061076 7/2/2025	100.000.0000.000.2611.421.03301.20.421	\$636.25
DHS TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061077 7/2/2025	100.000.0000.000.2611.421.03501.30.421	\$636.25
GES TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061078 7/2/2025	100.000.0000.000.2611.421.03201.10.421	\$357.50
CCMES TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061103 7/2/2025	100.000.0000.000.2611.421.03205.10.421	\$715.44
AIRPORT TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061114 7/2/2025	100.000.0000.000.2611.421.03000.50.421	\$130.08
AIRPORT TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061117 7/2/2025	100.000.0000.000.2611.421.03000.50.421	\$130.08

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
JVES TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061118 7/2/2025	100.000.0000.000.2611.421.03206.10.421	\$1,040.64
SES TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061125 7/2/2025	100.000.0000.000.2611.421.03207.10.421	\$682.92
PWLMS TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061129 7/2/2025	100.000.0000.000.2611.421.03302.20.421	\$457.50
PHES TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061142 7/2/2025	100.000.0000.000.2611.421.03209.10.421	\$967.47
GVILL TRANSFER STATION P-Card Payee: COMMERCE BANK		1	24250007	3061144 7/2/2025	100.000.0000.000.2611.421.03000.50.421	\$314.36
AIRPORT TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061150 7/2/2025	100.000.0000.000.2611.421.03000.50.421	\$260.16
DHS TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061166 7/2/2025	100.000.0000.000.2611.421.03501.30.421	\$48.78 127
AIRPORT TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061167 7/2/2025	100.000.0000.000.2611.421.03000.50.421	\$97.56
PWLMS TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061181 7/2/2025	100.000.0000.000.2611.421.03302.20.421	\$24.39
GES TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061195 7/2/2025	100.000.0000.000.2611.421.03201.10.421	\$786.00
JVES TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061325 7/1/2025	100.000.0000.000.2611.421.03206.10.421	\$393.00
PHES TRASH P-Card Payee: COMMERCE BANK		1	24250007	3061329 7/1/2025	100.000.0000.000.2611.421.03209.10.421	\$393.00

Check #: 0

PO/Invoice Total:	\$8,071.38
Vendor Total:	\$8,071.38

EDGEWOOD PRESS INC

Check Group:

SHF Folders P-Card Payee: COMMERCE BANK		350	24254608	131891 6/30/2025	100.015.0000.100.1000.610.03207.10.421	\$904.00
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Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$904.00</u>
						Vendor Total: <u>\$904.00</u>
EWING IRRIGATION	195000					
Check Group:						
REPAIR COUP		1	24254568	26305552	100.000.0000.000.2630.610.03000.50.421	\$108.54
P-Card Payee: COMMERCE BANK				6/26/2025		
RED GLUE		1	24254568	26305552	100.000.0000.000.2630.610.03000.50.421	\$49.98
P-Card Payee: COMMERCE BANK				6/26/2025		
TEE SSS		1	24254568	26305552	100.000.0000.000.2630.610.03000.50.421	\$16.49
P-Card Payee: COMMERCE BANK				6/26/2025		
BUSHING		1	24254568	26305552	100.000.0000.000.2630.610.03000.50.421	\$2.18
P-Card Payee: COMMERCE BANK				6/26/2025		
BUSHING		1	24254568	26305552	100.000.0000.000.2630.610.03000.50.421	128 \$5.45
P-Card Payee: COMMERCE BANK				6/26/2025		
QCV 2 PC		1	24254568	26305552	100.000.0000.000.2630.610.03000.50.421	\$71.72
P-Card Payee: COMMERCE BANK				6/26/2025		
QCV KEY		1	24254568	26305552	100.000.0000.000.2630.610.03000.50.421	\$64.23
P-Card Payee: COMMERCE BANK				6/26/2025		
HOSE SWIVEL		1	24254568	26305552	100.000.0000.000.2630.610.03000.50.421	\$44.74
P-Card Payee: COMMERCE BANK				6/26/2025		
ADAPTOR		1	24254568	26305552	100.000.0000.000.2630.610.03000.50.421	\$0.87
P-Card Payee: COMMERCE BANK				6/26/2025		
PAINT		1	24254568	26305552	100.000.0000.000.2630.610.03000.50.421	\$14.01
P-Card Payee: COMMERCE BANK				6/26/2025		
GREEN BOX		1	24254568	26305552	100.000.0000.000.2630.610.03000.50.421	\$54.58
P-Card Payee: COMMERCE BANK				6/26/2025		
SAWZALL		1	24254568	26305552	100.000.0000.000.2630.610.03000.50.421	\$53.62
P-Card Payee: COMMERCE BANK				6/26/2025		
BUBBLER		1	24254568	26305552	100.000.0000.000.2630.610.03000.50.421	\$22.30
P-Card Payee: COMMERCE BANK				6/26/2025		

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PRES REG P-Card Payee: COMMERCE BANK		1	24254568	26305552 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$20.14
PVC BE PIPE P-Card Payee: COMMERCE BANK		1	24254568	26305700 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$8.84
Check #: 0						
PO/InvoiceTotal:						\$537.69
Check Group:						
RAINBIRD ROTOR X24 P-Card Payee: COMMERCE BANK		1	24254689	26320739 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$897.11
RAINBIRD ROTOR X 12 P-Card Payee: COMMERCE BANK		1	24254689	26320739 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$448.56
RAINBIRD MODULE P-Card Payee: COMMERCE BANK		1	24254689	26320739 6/26/2025	100.000.0000.000.2630.610.03000.50.421	\$40.92
Check #: 0						129
PO/InvoiceTotal:						\$1,386.59
Vendor Total:						\$1,924.28
FAST GLASS INC						
Check Group:						
LABOR BUS W/S LEFT (#4), INSTALL 6/25/25 P-Card Payee: COMMERCE BANK		1	24254785	ICA106275 7/8/2025	100.000.0000.000.2730.619.03000.50.421	\$300.00
Check #: 0						
PO/InvoiceTotal:						\$300.00
Vendor Total:						\$300.00
INTERMOUNTAIN LOCK AND SECURITY SUPPLY 342055						
Check Group:						
CLOSER P-Card Payee: COMMERCE BANK		12	24254753	4602346 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$5,098.20
CLOSER P-Card Payee: COMMERCE BANK		4	24254753	4602346 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$904.88

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SCHLAGE PIN P-Card Payee: COMMERCE BANK		4	24254753	4602346 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$24.84
					Check #: 0	
						PO/InvoiceTotal: \$6,027.92
						Vendor Total: \$6,027.92
LEARNING WITHOUT TEARS Check Group:	280858					
Keyboard Liscences for K-5 25-26 P-Card Payee: COMMERCE BANK		300	24254362	SO501434 6/26/2025	100.015.0000.000.2220.651.03207.10.421	\$993.00
Digital Integration Fee P-Card Payee: COMMERCE BANK		1	24254362	SO501434 6/26/2025	100.015.0000.000.2220.610.03207.10.421	\$149.00
					Check #: 0	
						PO/InvoiceTotal: \$1,142.00
						Vendor Total: \$1,142.00
MAC GILL AND CO Check Group:	480224					
ELASTIC BANDAGE P-Card Payee: COMMERCE BANK		1	24254256	IN0901037 6/23/2025	100.051.0000.000.2130.610.03501.30.421	\$10.50
FABRIC BANDAGES P-Card Payee: COMMERCE BANK		1	24254256	IN0901037 6/23/2025	100.051.0000.000.2130.610.03501.30.421	\$45.50
ZINC OINTMENT P-Card Payee: COMMERCE BANK		2	24254256	IN0901037 6/23/2025	100.051.0000.000.2130.610.03501.30.421	\$7.16
HOT/COLD PACK P-Card Payee: COMMERCE BANK		1	24254256	IN0901037 6/23/2025	100.051.0000.000.2130.610.03501.30.421	\$20.90
					Check #: 0	
						PO/InvoiceTotal: \$84.06
						Vendor Total: \$84.06
OREILLY AUTO PARTS Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
S2839 ELC TB CN P-Card Payee: COMMERCE BANK		1	24254771	3530-287536 7/1/2025	100.000.0000.000.2650.619.03000.50.421	\$33.51
ETB0043 THROTTLE BDY P-Card Payee: COMMERCE BANK		1	24254771	3530-287536 7/1/2025	100.000.0000.000.2650.619.03000.50.421	\$219.59
Check #: 0						
PO/InvoiceTotal:						\$253.10
Check Group:						
18B5486 BRACKET CAL (#520) P-Card Payee: COMMERCE BANK		1	24254788	3530-288477 7/8/2025	100.000.0000.000.2650.619.03000.50.421	\$82.98
18B5486 CORE CHARGE P-Card Payee: COMMERCE BANK		1	24254788	3530-288477 7/8/2025	100.000.0000.000.2650.619.03000.50.421	\$50.00
Check #: 0						
PO/InvoiceTotal:						\$132.98
Vendor Total:						\$386.08
OVERHEAD FIRE PROTECTION INC						
Check Group:						
DHS SUPERVISORY SIGNAL P-Card Payee: COMMERCE BANK		3	24254708	224182 6/26/2025	100.000.0000.000.2620.492.03000.50.421	\$375.00
TRUCK FEE P-Card Payee: COMMERCE BANK		1	24254708	224182 6/26/2025	100.000.0000.000.2620.492.03000.50.421	\$10.00
Check #: 0						
PO/InvoiceTotal:						\$385.00
Check Group:						
CVMS TELCO FAULTS P-Card Payee: COMMERCE BANK		7	24254739	224184-R 6/30/2025	100.000.0000.000.2620.492.03000.50.421	\$875.00
ATT TG7 RF FAULT P-Card Payee: COMMERCE BANK		4	24254739	224184-R 6/30/2025	100.000.0000.000.2620.492.03000.50.421	\$500.00
TG7FM P-Card Payee: COMMERCE BANK		1	24254739	224184-R 6/30/2025	100.000.0000.000.2620.492.03000.50.421	\$500.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TRUCK		1	24254739	224184-R 6/30/2025	100.000.0000.000.2620.492.03000.50.421	\$10.00
P-Card Payee: COMMERCE BANK						
Check #: 0						
PO/InvoiceTotal:						\$1,885.00
Check Group:						
ANNUAL FIRE SPRINKLER SYSTEM AND BACKFLOW INSPECTIONS		1	24254822	220096 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$6,750.00
P-Card Payee: COMMERCE BANK						
REPORTING FEE		20	24254822	220096 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$400.00
P-Card Payee: COMMERCE BANK						
COMPLIANCE REPORTING FEE		13	24254822	220096 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$260.00
P-Card Payee: COMMERCE BANK						
ANNUAL INSPECTION FIRE ALARM SYSTEM		1	24254822	220096 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$9,975.00
P-Card Payee: COMMERCE BANK						132
COMPLIANCE REPORTING FEE		20	24254822	220096 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$400.00
P-Card Payee: COMMERCE BANK						
Check #: 0						
PO/InvoiceTotal:						\$17,785.00
Check Group:						
ANNUAL BACKFLOW TEST CCMES		7	24254824	12456213 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$420.00
P-Card Payee: COMMERCE BANK						
Check #: 0						
PO/InvoiceTotal:						\$420.00
Check Group:						
5 YR OBSTRUCTION TESTING OF FSS DO		1	24254825	12456215 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$888.00
P-Card Payee: COMMERCE BANK						
GAUGE 0-300 AIR/WATER		2	24254825	12456215 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$60.00
P-Card Payee: COMMERCE BANK						
REPORTING FEE		1	24254825	12456215 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$20.00
P-Card Payee: COMMERCE BANK						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TRUCK FEE P-Card Payee: COMMERCE BANK		1	24254825	12456215 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$10.00
Check #: 0						
PO/InvoiceTotal:						\$978.00
Check Group:						
RECHARGE FIRE EXTINGUISHER P-Card Payee: COMMERCE BANK		4	24254826	116036 NO TAX 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$72.00
RECHARGE FIRE EXTINGUISHER P-Card Payee: COMMERCE BANK		1	24254826	116036 NO TAX 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$18.00
RECHARGE FIRE EXTINGUISHER P-Card Payee: COMMERCE BANK		1	24254826	116036 NO TAX 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$18.00
RECHARGE FIRE EXTINGUISHER P-Card Payee: COMMERCE BANK		343	24254826	116036 NO TAX 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$6,174.00
RECHARGE FIRE EXTINGUISHER P-Card Payee: COMMERCE BANK		59	24254826	116036 NO TAX 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$1,062.00
FSC P-Card Payee: COMMERCE BANK		2	24254826	116036 NO TAX 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$30.00
VOS COLLARS & SEALS P-Card Payee: COMMERCE BANK		408	24254826	116036 NO TAX 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$816.00
NEW 5 LB EXT P-Card Payee: COMMERCE BANK		7	24254826	116036 NO TAX 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$595.00
NEW 10 LB EXT P-Card Payee: COMMERCE BANK		1	24254826	116036 NO TAX 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$125.00
10% MISC CHARGE P-Card Payee: COMMERCE BANK		1	24254826	116036 NO TAX 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$891.00
Check #: 0						
PO/InvoiceTotal:						\$9,801.00
Check Group:						
5 YR SPRINKLER INSPECTION P-Card Payee: COMMERCE BANK		1	24254827	12456229 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$888.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
GAUGE P-Card Payee: COMMERCE BANK		4	24254827	12456229 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$120.00
REPORTING FEE P-Card Payee: COMMERCE BANK		1	24254827	12456229 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$20.00
TRUCK FEE P-Card Payee: COMMERCE BANK		1	24254827	12456229 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$10.00
Check #: 0						
PO/InvoiceTotal:						\$1,038.00
Check Group:						
ANNUAL BACKFLOW TESTING P-Card Payee: COMMERCE BANK		4	24254828	12455488 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$240.00
TRUCK FEE P-Card Payee: COMMERCE BANK		1	24254828	12455488 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$10.00
Check #: 0						134
PO/InvoiceTotal:						\$250.00
Check Group:						
5 YR FIRE SPRINKLER INSPECTION P-Card Payee: COMMERCE BANK		1	24254829	12456228 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$2,960.00
GAUGE P-Card Payee: COMMERCE BANK		16	24254829	12456228 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$480.00
REPORTING FEE P-Card Payee: COMMERCE BANK		1	24254829	12456228 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$20.00
TRUCK FEE P-Card Payee: COMMERCE BANK		1	24254829	12456228 7/8/2025	100.000.0000.000.2620.492.03000.50.421	\$10.00
Check #: 0						
PO/InvoiceTotal:						\$3,470.00
Vendor Total:						\$36,012.00

PACIFIC OFFICE AUTOMATION

Check Group:

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Riso Master roll P-Card Payee: COMMERCE BANK		3	24253737	167717 1 7/8/2025	100.012.0000.100.1000.610.03201.10.421	\$83.85
Check #: 0						
PO/InvoiceTotal:						\$83.85
Check Group: INV 367910 5/13-6/13 P-Card Payee: COMMERCE BANK		1	24254681	367910 6/26/2025	100.014.0000.100.1000.611.03206.10.421	\$553.65
Check #: 0						
PO/InvoiceTotal:						\$553.65
Vendor Total:						\$637.50
R&S OPTIMUM OFFSET	710150					
Check Group: GRAD PROGRAMS P-Card Payee: COMMERCE BANK		2000	24254614	25-17494 6/26/2025	100.051.0000.000.2400.550.03501.30.421	\$1,469.00
Check #: 0						
PO/InvoiceTotal:						\$1,469.00
Check Group: 25-26 Bus Permission Slips. 3,400 @ 0.09382 each. Double Sided with 3 Hole Punch P-Card Payee: COMMERCE BANK		1	24254834	25-17526 7/10/2025	100.000.0000.000.2720.610.03000.50.421	\$319.00
4-part Bus Citations P-Card Payee: COMMERCE BANK		200	24254834	25-17526 7/10/2025	100.000.0000.000.2720.610.03000.50.421	\$125.00
Check #: 0						
PO/InvoiceTotal:						\$444.00
Vendor Total:						\$1,913.00
RECORDS CONSULTANTS INC						
Check Group: Annual renewal and support fee for the On-line Cloud P-Card Payee: COMMERCE BANK		1	24254687	53810 6/24/2025	100.000.0000.000.2510.340.03000.50.421	\$300.00
Check #: 0						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
						PO/InvoiceTotal: <u>\$300.00</u>	
						Vendor Total: <u>\$300.00</u>	
SCHOLASTIC MAGAZINES							
Check Group:							
Sciencespin		1	24254520	M7495693 9 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$19.56	
P-Card Payee:	COMMERCE BANK						
						Check #: 0	
						PO/InvoiceTotal: <u>\$19.56</u>	
						Vendor Total: <u>\$19.56</u>	
SHERWIN-WILLIAMS							
Check Group:							
Winter Cloud		20	24254742	OE0205373A7080 39 6/30/2025	100.000.0000.000.2610.610.03301.20.421	\$607.80	
P-Card Payee:	COMMERCE BANK						136
Tricorn Black		5	24254742	OE0205373A7080 39 6/30/2025	100.000.0000.000.2610.610.03301.20.421	\$261.00	
P-Card Payee:	COMMERCE BANK						
						Check #: 0	
						PO/InvoiceTotal: <u>\$868.80</u>	
						Vendor Total: <u>\$868.80</u>	
SILVER STATE INTL TRUCKS							
	733587						
Check Group:							
201B/RK5152201 WIF SENSOR		1	24254615	X201173625:01 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$93.74	
P-Card Payee:	COMMERCE BANK						
201E/BX109493PG AIR DRYER CARTRIDGE		6	24254615	X201173723:01 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$774.24	
P-Card Payee:	COMMERCE BANK						
201E/BX109493PG-CORE AIR DRYER CARTRIDGE		6	24254615	X201173723:01 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$300.00	
P-Card Payee:	COMMERCE BANK						
						Check #: 0	
						PO/InvoiceTotal: <u>\$1,167.98</u>	
Check Group:							

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
2011/GAB85030 SHOCK ABSORBER, SUSPENSION, F1 P-Card Payee: COMMERCE BANK		2	24254616	X201173726:01 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$107.98
Check #: 0						
PO/InvoiceTotal:						\$107.98
Check Group:						
201B/RK5152201 WIF SENSOR P-Card Payee: COMMERCE BANK		2	24254665	X201173625:02 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$187.48
201B/4ZGN1 AIR FILTER REST KIT P-Card Payee: COMMERCE BANK		2	24254665	X201173741:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$184.96
201B/4ZGN1 AIR FILTER REST KIT P-Card Payee: COMMERCE BANK		1	24254665	X201173741:02 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$92.48
201E/BALCA5514 AIR FILTER, CHANNEL FLOW PRIMA P-Card Payee: COMMERCE BANK		3	24254665	X201173820:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$293.19
201E/UF106 DEF FILTER REPLACES MERCEDES B P-Card Payee: COMMERCE BANK		3	24254665	X201173913:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$390.39
201E/FF63041NN FUEL MODULE P-Card Payee: COMMERCE BANK		4	24254665	X201173913:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$232.40
201E/FS20176 FUEL/WATER SEPARATOR CARTRIDGE P-Card Payee: COMMERCE BANK		5	24254665	X201173913:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$205.00
201K/1R1807 LUBE FILTER P-Card Payee: COMMERCE BANK		1	24254665	X201173913:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$22.04
201E/LF3970 OIL FILTER FULL FLOW SPIN ON P-Card Payee: COMMERCE BANK		3	24254665	X201173913:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$35.73
201E/CV50628 FILTER, CRANKCASE VENTILATION P-Card Payee: COMMERCE BANK		2	24254665	X201173913:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$169.68
201E/BALP106HD POWER STEERING ELEMENT P-Card Payee: COMMERCE BANK		2	24254665	X201173913:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$27.80
201C/6382096RX KIT, TURBOCHARGER ACTUATOR P-Card Payee: COMMERCE BANK		1	24254665	X201174010:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$1,463.61

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
201C/6382096RX-CORE (4034090D) KIT, TURBOCHARGER AC P-Card Payee: COMMERCE BANK		1	24254665	X201174010:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$250.00
201C/6411508RX KIT, TURBOCHARGER P-Card Payee: COMMERCE BANK		1	24254665	X201174010:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$3,413.01
201C/6411508RX-CORE (3780074D) KIT, TURBOCHARGER P-Card Payee: COMMERCE BANK		1	24254665	X201174010:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$625.00
ORIGINAL INVOICE: X201174010:01 201C/6382096RX KIT, TURBOCHARGER ACTUATOR P-Card Payee: COMMERCE BANK		1	24254665	X201174213:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	(\$1,463.61)
201C/6382096RX-CORE (4034090D) KIT, TURBOCHARGER AC P-Card Payee: COMMERCE BANK		1	24254665	X201174213:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	(\$250.00)
201C/6411508RX KIT, TURBOCHARGER P-Card Payee: COMMERCE BANK		1	24254665	X201174213:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	(\$3,413.01) 138
201C/6411508RX-CORE (3780074D) KIT, TURBOCHARGER P-Card Payee: COMMERCE BANK		1	24254665	X201174213:01 6/26/2025	100.000.0000.000.2730.619.03000.50.421	(\$625.00)
Check #: 0						
PO/InvoiceTotal:						\$1,841.15
Check Group:						
201C/6382096RX KIT, TURBOCHARGER ACTUATOR P-Card Payee: COMMERCE BANK		1	24254768	X201174506:01 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$1,463.61
201C/6382096RX-CORE (4034090D) KIT, TURBOCHARGER AC P-Card Payee: COMMERCE BANK		1	24254768	X201174506:01 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$250.00
201C/6411508RS KIT, TURBOCHARGER P-Card Payee: COMMERCE BANK		1	24254768	X201174506:01 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$3,413.01
201C/6411508RX-CORE (3780074D) KIT, TURBOCHARGER P-Card Payee: COMMERCE BANK		1	24254768	X201174506:01 7/1/2025	100.000.0000.000.2730.619.03000.50.421	\$625.00
Check #: 0						
PO/InvoiceTotal:						\$5,751.62

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
201B/RK6166302 KIT-BOWL HEATED (#88)		2	24254783	X201174632:01	100.000.0000.000.2730.619.03000.50.421	\$285.80
P-Card Payee: COMMERCE BANK				7/8/2025		
				Check #: 0		
					PO/InvoiceTotal:	\$285.80
					Vendor Total:	\$9,154.53
SNAP ON INDUSTRIAL	740860					
Check Group:						
APS357C 1 1/4IN-3IN ADJ PIN SPNR WR		1	24254666	ARV/65033721	100.000.0000.000.2730.619.03000.50.421	\$64.16
P-Card Payee: COMMERCE BANK				7/1/2025		
				Check #: 0		
					PO/InvoiceTotal:	\$64.16
					Vendor Total:	\$64.16
SOUTH TAHOE REFUSE CO INC	743776					
Check Group:						
WHS TRASH		1	24250020	3049424	100.000.0000.000.2611.421.03502.30.421	\$778.80
P-Card Payee: COMMERCE BANK				7/2/2025		
				Check #: 0		
					PO/InvoiceTotal:	\$778.80
					Vendor Total:	\$778.80
SUMMIT PLUMBING AND HEATING	6094					
Check Group:						
COUPLING		1	24254699	829085	100.000.0000.000.2620.340.03000.50.421	\$26.14
P-Card Payee: COMMERCE BANK				6/26/2025		
L PIPE		1	24254699	829085	100.000.0000.000.2620.340.03000.50.421	\$45.30
P-Card Payee: COMMERCE BANK				6/26/2025		
90PP		1	24254699	829085	100.000.0000.000.2620.340.03000.50.421	\$7.20
P-Card Payee: COMMERCE BANK				6/26/2025		
JOSH LABOR CVMS WATER HEATER		1.5	24254699	829085	100.000.0000.000.2620.340.03000.50.421	\$232.50
P-Card Payee: COMMERCE BANK				6/26/2025		

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TRIP FEE P-Card Payee: COMMERCE BANK		1	24254699	829085 6/26/2025	100.000.0000.000.2620.340.03000.50.421	\$20.00
Check #: 0						
PO/InvoiceTotal:						\$331.14
Check Group:						
INSTALLED NEW WATERLINE DO P-Card Payee: COMMERCE BANK		1	24254734	816632 6/30/2025	100.000.0000.000.2620.340.03000.50.421	\$13,056.70
CORBRE PAVING CREDIT P-Card Payee: COMMERCE BANK		1	24254734	816632 6/30/2025	100.000.0000.000.2620.340.03000.50.421	(\$3,000.00)
Check #: 0						
PO/InvoiceTotal:						\$10,056.70
Vendor Total:						\$10,387.84
WEDCO INC	886608					140
Check Group:						
K KEYSTONE T8 4' X21 P-Card Payee: COMMERCE BANK		1	24254796	S100175495.001 7/7/2025	100.000.0000.000.2620.610.03000.50.421	\$28.80
KEYSTONE T8 4' LAMP X19 P-Card Payee: COMMERCE BANK		1	24254796	S100175495.002 7/7/2025	100.000.0000.000.2620.610.03000.50.421	\$273.60
Check #: 0						
PO/InvoiceTotal:						\$302.40
Check Group:						
SIGNIFY LAMPS 30PK X30 P-Card Payee: COMMERCE BANK		1	24254797	S100176814.001 7/7/2025	100.000.0000.000.2620.610.03000.50.421	\$156.25
Check #: 0						
PO/InvoiceTotal:						\$156.25
Vendor Total:						\$458.65
WESTERN NEVADA SUPPLY CO	887678					
Check Group:						
CHAT 1-H FAUCET X4 P-Card Payee: COMMERCE BANK		1	24254733	41793044 6/30/2025	100.000.0000.000.2620.610.03000.50.421	\$487.40

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8891

07/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$487.40
Check Group:						
METERING FAUCET		1	24254798	41793047 7/7/2025	100.000.0000.000.2620.610.03000.50.421	\$493.32
P-Card Payee: COMMERCE BANK						
MIXING VALVE		1	24254798	41803796 7/7/2025	100.000.0000.000.2620.610.03000.50.421	\$257.58
P-Card Payee: COMMERCE BANK						
AERATOR		1	24254798	41803796 7/7/2025	100.000.0000.000.2620.610.03000.50.421	\$160.44
P-Card Payee: COMMERCE BANK						
FREIGHT		1	24254798	41803796 7/7/2025	100.000.0000.000.2620.610.03000.50.421	\$57.32
P-Card Payee: COMMERCE BANK						
Check #: 0						
PO/InvoiceTotal:						\$968.46
Vendor Total:						\$1,456.06
Grand Total:						\$223,815.89

End of Report

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8892

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HUNT & SONS INC						
Check Group:						
REGULAR UNLEADED GASOLINE (6/18/25)		7935	24254673	688289	100.000.0000.000.2650.626.03000.50.421	\$21,464.18
P-Card Payee: COMMERCE BANK				6/30/2025		
NEVADA GAS		1	24254673	688289	100.000.0000.000.2650.626.03000.50.421	\$1,825.05
P-Card Payee: COMMERCE BANK				6/30/2025		
NEVADA PETROLEUM CLEANUP FEE		1	24254673	688289	100.000.0000.000.2650.626.03000.50.421	\$59.51
P-Card Payee: COMMERCE BANK				6/30/2025		
FEDERAL LUST & OIL SPILL		1	24254673	688289	100.000.0000.000.2650.626.03000.50.421	\$23.25
P-Card Payee: COMMERCE BANK				6/30/2025		
NEVADA LOCAL OPTION - GAS		1	24254673	688289	100.000.0000.000.2650.626.03000.50.421	\$714.15
P-Card Payee: COMMERCE BANK				6/30/2025		
NEVADA COUNTY OPTION - GAS		1	24254673	688289	100.000.0000.000.2650.626.03000.50.421	\$79.35
P-Card Payee: COMMERCE BANK				6/30/2025		142
NEVADA INSPECTION FEE		1	24254673	688289	100.000.0000.000.2650.626.03000.50.421	\$4.36
P-Card Payee: COMMERCE BANK				6/30/2025		
FEDERAL SUPERFUND (G)		1	24254673	688289	100.000.0000.000.2650.626.03000.50.421	\$28.96
P-Card Payee: COMMERCE BANK				6/30/2025		

Check #: 0

PO/Invoice Total:	\$24,198.81
Vendor Total:	\$24,198.81
Grand Total:	\$24,198.81

End of Report

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMAZON BUSINESS CAPITAL SVCS						
Check Group:						
sentence strips		3	24253822	1MP6-CV3N-FR7 6 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$35.97
duct tape		2	24253822	1MP6-CV3N-FR7 6 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$47.90
4 rolls blue tape		4	24253822	1MP6-CV3N-FR7 6 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$22.76
24 pack desk tape		1	24253822	1MP6-CV3N-FR7 6 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$10.77
pack 36 scissors		5	24253822	1MP6-CV3N-FR7 6 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$132.90 143
sentence strips		1	24253822	1Q1M-XGRF-4DK 4 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$11.99
masking tape		1	24253822	1Q1M-XGRF-4DK 4 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$16.98
birthday cards		3	24253822	1Q1M-XGRF-4DK 4 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$80.91
					Check #: 177329	
						PO/InvoiceTotal: \$360.18
Check Group:						
6 pocket organizer folders		24	24254375	113D-XGNF-79W H 6/23/2025	100.012.0000.100.1000.610.03201.10.421	\$354.96
					Check #: 177329	
						PO/InvoiceTotal: \$354.96
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
144 Tubes of Freshmint® 1.5 oz. Anticavity Fluoride Toothpaste, Tubes do not Have Individual Boxes for Extra Savings		1	24254376	1G3H-79X1-V1G C 6/23/2025	100.015.0000.000.2220.610.03207.10.421	\$54.40
Check #: 177329						
PO/InvoiceTotal:						\$54.40
Check Group:						
REPLACEMENT FOR INCORRECT PRODUCT RECIEVED ON ORIGIAL PO#24253754		1	24254403	137W-3KT4-RXR J 6/26/2025	100.051.0000.910.1000.610.03501.30.421	(\$260.91)
REPLACEMENT FOR INCORRECT PRODUCT RECIEVED ON ORIGIAL PO#24253754		1	24254403	16R1-31D6-DL74 6/26/2025	100.051.0000.910.1000.610.03501.30.421	\$449.85
REPLACEMENT FOR INCORRECT PRODUCT RECIEVED ON ORIGIAL PO#24253754		1	24254403	1H4H-K3KF-6443 6/26/2025	100.051.0000.910.1000.610.03501.30.421	(\$30.70)
Check #: 177329						144
PO/InvoiceTotal:						\$158.24
Check Group:						
Set of 30 Dry Erase Boards, Double Sided Small Whiteboards with Lines for Kids, Students, Teacher & Classroom Pack, 9"x12" Mini Individual		2	24254449	1GCJ-3YNL-DQG R 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$99.96
Mead Primary Journal, 12 Pack, Half Page Ruled, Grades K-2, 7-1/2" x 9-3/4", 100 Sheets per Journal, Assorted Colors (610052-ECM)		1	24254449	1GCJ-3YNL-DQG R 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$35.99
Gueevin 50 Pcs Plastic Folders with Pockets, Two Pocket Folder Fit Letter Size, Heavy Duty School Business Card Holder for Home Office...		2	24254449	1GCJ-3YNL-DQG R 6/23/2025	100.015.0000.100.1000.610.03207.10.421	\$85.98
Check #: 177329						
PO/InvoiceTotal:						\$221.93
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
girls jewelry		2	24254451	17PL-41K9-LGGC 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$27.00
moon balls		2	24254451	17PL-41K9-LGGC 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$33.26
baseball cards		1	24254451	17PL-41K9-LGGC 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$114.35
12 pack binders		1	24254451	17PL-41K9-LGGC 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$32.00
claw clips		4	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$26.26
hair clips		1	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$10.95
bows		1	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$10.95 145
bubbles		1	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$21.90
fidget toy pack		1	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$18.62
water color		3	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$18.05
jenga		3	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$33.83
uno		5	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$32.82
card games		4	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$52.56
dinosaur eggs		1	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$16.41
volleyball		2	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$41.36

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
basketball		2	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$43.82
football		2	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$21.46
wall ball 7 pack		4	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$56.77
moon balls		2	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$35.05
playdough		1	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$17.52
dividers		225	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$278.66
12 pack binders		16	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$539.58 146
high table chairs		2	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$309.05
dr. grip pens		1	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$16.82
white board adhesive		1	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$126.96
cool down cubes		1	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.000.2120.610.03209.10.421	\$10.95
sounds of rain		1	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.000.2120.610.03209.10.421	\$18.62
roll with it game		1	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.000.2120.610.03209.10.421	\$30.18
feelings mirror		1	24254451	196T-YDHY-9931 6/24/2025	100.016.0000.000.2120.610.03209.10.421	\$14.81

Check #: 177329

PO/InvoiceTotal: \$2,010.57

Check Group:

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Cotton Rope Woven Baskets for Storage- 6 pcs		2	24254473	179N-PLYG-44M4 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$75.98
Original Ferrite Putty Colorful, Fidget Toy Magnetic Stones for Stress Relief		23	24254473	179N-PLYG-44M4 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$229.77
Liquid Motion Spiral Fidget Calming Sensory Toy		22	24254473	179N-PLYG-44M4 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$228.36
Stretchy Banana, Carrot, and Dough Ball, Fidget Calming Toy- 3 pk		4	24254473	179N-PLYG-44M4 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$64.00
8 oz Clear Plastic Jars Containers with Screw on Lids-Refillable Empty Storage Containers- Supplies for Calming Corners in Classrooms-		1	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$28.40
Cotton Rope Woven Baskets for Storage- 6 pcs		2	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$75.74 147
Original Ferrite Putty Colorful, Fidget Toy Magnetic Stones for Stress Relief		1	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$9.96
Liquid Motion Spiral Fidget Calming Sensory Toy		2	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$20.69
Dachshund Stretchable, Squeezy Dogs- 4 pk		3	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$48.71
Pushpeel Sensory Activity Board- Silicone Fidget Toy for Calming and Stress Relief		4	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$79.34
Sensory Activity Board- Double Sided Silicone Fidget Toy		20	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$242.22
Mini Water Artist Board Drawing Set		5	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$74.71

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Dazzle Putty Toy Goody Putty Mini Tins- 8 pk		8	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$101.67
Decorably 22 Calming Corner Posters		1	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$9.96
9 Calming Corner Posters for Classroom		1	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$19.53
hand2mind Orange Jumbo Sand Timer- 5 min. Sand Timer		24	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$331.09
Gigilli Pop-It Fidget Spinners for Kids- 24 pk		1	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$26.80
Squishy Sensory Fidget Toys for Kids Goo Filled Maze for Calming- 6 pk		4	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$60.29 148
Sensory Toy for Kids- Textured Stretchy Strings- 8 pk		6	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$73.92
Yrissmiss Sensory Toy- Roller Ball Fidget Toy		24	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$129.18
CAILINK Liquid Motion Bubbler Timer- 10 pk		3	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$113.27
Inflatable Ball Pop It Fidget Toys- 16 pcs		2	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$33.83
Fidget Toys Sensory Rings for Kids- 12 pk		4	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$44.50
Spiral Cone Fidget Toy- Impossible Cone Pyramid- 6 pcs		4	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$67.74

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Mini Fidget Worm Toy- 3 pcs		8	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$55.74
Slow Rising Stress Cube Fidget Toy- 40 pk		2	24254473	1HX4-VTKC-GHC 7 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$39.86
Check #: 177329						
PO/InvoiceTotal:						\$2,285.26
Check Group:						
Typewriter Ribbon Combo Pack		3	24254510	196T-YDHY-R3X C 6/23/2025	100.012.0000.100.1000.610.03201.10.421	\$38.25
Dry Erase Markers		4	24254510	196T-YDHY-R3X C 6/23/2025	100.012.0000.100.1000.610.03201.10.421	\$96.28
Check #: 177329						149
PO/InvoiceTotal:						\$134.53
Check Group:						
Brother printer for library		1	24254525	194F-QCMR-NH MQ 6/23/2025	100.031.0000.100.1000.610.03301.20.421	\$159.99
Check #: 177329						
PO/InvoiceTotal:						\$159.99
Check Group:						
standard staples		2	24254526	14PF-P4N1-NNQ 4 6/23/2025	100.031.0000.100.1000.610.03301.20.421	\$35.98
yellow post it notes		3	24254526	14PF-P4N1-NNQ 4 6/23/2025	100.031.0000.100.1000.610.03301.20.421	\$56.07
tape		3	24254526	14PF-P4N1-NNQ 4 6/23/2025	100.031.0000.100.1000.610.03301.20.421	\$31.35

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
11x14 poster paper		4	24254526	14PF-P4N1-NNQ 4 6/23/2025	100.031.0000.100.1000.610.03301.20.421	\$152.84
Check #: 177329						
PO/InvoiceTotal:						\$276.24
Check Group:						
my first pencil		2	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$42.76
tri write pencils		3	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$43.71
mesh bags		1	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$24.79
spiral notebooks		2	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$67.82 ¹⁵⁰
pencil boxes		5	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$264.90
whiteboard clipboards		1	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$32.50
4 inch binder		1	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$14.89
lg. binder ring		3	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$20.52
water color		4	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$115.96
math journal		3	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$19.47

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
scrunchie		2	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$36.08
bows		2	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$27.98
butterfly clips		2	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$19.98
dry erase spots		1	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$15.99
25 ft hose		2	24254527	14YX-D4DM-7XF D 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$51.98
math journal		47	24254527	16R1-31D6-DGTY 6/24/2025	100.016.0000.100.1000.610.03209.10.421	\$305.03 151
					Check #: 177329	
						PO/InvoiceTotal: \$1,104.36
Check Group:						
Move It!: Motion, Forces and You (Primary Physical Science)		2	24254560	17jl-n4dd-4hvv 6/24/2025	100.011.0000.100.1000.610.03205.10.421	\$10.53
Motion: Push and Pull, Fast and Slow (Amazing Science)		2	24254560	17jl-n4dd-4hvv 6/24/2025	100.011.0000.100.1000.610.03205.10.421	\$13.31
Me On The Map		2	24254560	17jl-n4dd-4hvv 6/24/2025	100.011.0000.100.1000.610.03205.10.421	\$14.45
CATawampus!: A Story of Shapes (A Catastrophe Tale)		1	24254560	17jl-n4dd-4hvv 6/24/2025	100.011.0000.100.1000.610.03205.10.421	\$13.31
Arithmechicks Take Away: A Math Story		1	24254560	17jl-n4dd-4hvv 6/24/2025	100.011.0000.100.1000.610.03205.10.421	\$10.85
Arithmechicks Add Up: A Math Story		1	24254560	17jl-n4dd-4hvv 6/24/2025	100.011.0000.100.1000.610.03205.10.421	\$15.38

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Professional Chaos Coordinator: 6x9 Blank Lined Notebook Journal		1	24254560	17jl-n4dd-4hvv 6/24/2025	100.011.0000.100.1000.610.03205.10.421	\$4.97
First Grade Teacher Notebook for Teachers		3	24254560	17jl-n4dd-4hvv 6/24/2025	100.011.0000.100.1000.610.03205.10.421	\$21.08
Helpers in the Neighborhood (National Geographic Kids Readers)- Kinder Book Order- N. Menicucci/Literacy Acct.		2	24254560	17jl-n4dd-4hvv 6/24/2025	100.011.0000.100.1000.610.03205.10.421	\$6.99
Do You Want To Be a Community Helper?: Teach Children About Community Service Careers Engagaing Educational Reading Picture Book		2	24254560	17jl-n4dd-4hvv 6/24/2025	100.011.0000.100.1000.610.03205.10.421	\$16.92
Forces: Physical Science for Kids		2	24254560	17jl-n4dd-4hvv 6/24/2025	100.011.0000.100.1000.610.03205.10.421	\$16.00
Check #: 177329						
PO/InvoiceTotal:						<u>152</u> \$143.79
Check Group:						
GASKET		1	24254581	16HP-RN9M-TVP G 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$69.66
SEAL KIT		1	24254581	16HP-RN9M-TVP G 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$83.88
Check #: 177329						
PO/InvoiceTotal:						<u>153.54</u> \$153.54
Check Group:						
Medipoint stainless steel lancet - 200ct		1	24254582	1JY7-141P-CWF N 6/26/2025	100.017.0000.100.1000.610.03210.10.421	\$9.21
Band-Aid antiseptic cleansing liquid		1	24254582	1JY7-141P-CWF N 6/26/2025	100.017.0000.100.1000.610.03210.10.421	\$5.37
American White Cross adhesive bandanges 1"X3", 1300ct		1	24254582	1JY7-141P-CWF N 6/26/2025	100.017.0000.100.1000.610.03210.10.421	\$44.60

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Children's Benadryl Dye-free allergy relief liquid		1	24254582	1JY7-141P-CWF N 6/26/2025	100.017.0000.100.1000.610.03210.10.421	\$6.48
Curist Childrens's allergy medicine chewable 60 count		1	24254582	1JY7-141P-CWF N 6/26/2025	100.017.0000.100.1000.610.03210.10.421	\$17.99
Quality choice regular strength 500 mg antacid chewable tablets, 150 count - pack of 3		1	24254582	1JY7-141P-CWF N 6/26/2025	100.017.0000.100.1000.610.03210.10.421	\$16.98
Amazon Basic Care children's ibuprofen oral suspension 100 mg		3	24254582	1JY7-141P-CWF N 6/26/2025	100.017.0000.100.1000.610.03210.10.421	\$20.43
Check #: 177329						
PO/InvoiceTotal:						\$121.06
Check Group: WORK SHORT		1	24254583	1GDD-GYRJ-LV4 X 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$39.99 153
Check #: 177329						
PO/InvoiceTotal:						\$39.99
Check Group: WORK SHORT		8	24254585	1PGF-736H-XMC C 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$309.44
WORK SHORT		2	24254585	1WFL-W33G-VV3 1 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$89.98
PLATES		1	24254585	1XHJ-3G6C-Y3Y W 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$12.13
PLATES		1	24254585	1XHJ-3G6C-Y3Y W 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$39.00
Check #: 177329						
PO/InvoiceTotal:						\$450.55

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Amazon Basics 3 Ring Binders, 1.5 Inch, 4 Pack, D-Ring Organizer for School, Home Office, White		12	24254610	1D4F-MTL1-CDW K 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$184.56
Cardinal Economy 3-Ring Binders, 1", Round Rings, Holds 225 Sheets, ClearVue Presentation View, Non-Stick, White, Carton of 12 (90621)Cardinal Economy 3-Ring Binders, 1", Round Rings, Holds 225 Sheets, ClearVue Presentation View, Non-Stick, White, Carton of 12 (90621)		7	24254610	1D4F-MTL1-CDW K 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$178.78
SUNEE 1/2 Inch Binders 3 Ring 12 Pack Bulk, 3 Ring Binders Clear View PVC-Free (Fit 8.5x11 Inches) for School or Office Supplies, White		5	24254610	1D4F-MTL1-CDW K 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$153.40
CIXILDTS 0.5-inch Round Ring Binder, Durable 1/2' 3 Ring Binder Fit Letter Size Paper, Presentation View Binders, Black,12-Pack		5	24254610	1D4F-MTL1-CDW K 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$184.25 154
1 inch 3-Ring Binder, 1" Round Ring Binder with 2 Inside Pockets, Bulk Basic Binders, Clear View Cover 1-inch Binders Holds 8.5' x 11'Paper...		3	24254610	1D4F-MTL1-CDW K 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$107.13
Prang (Formerly SunWorks) Construction Paper, Bright Green, 9" x 12", 100 Sheets		5	24254610	1D4F-MTL1-CDW K 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$22.85
Prang (Formerly SunWorks) Construction Paper, Blue, 9" x 12", 100 Sheets		5	24254610	1D4F-MTL1-CDW K 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$22.85
Prang (Formerly SunWorks) Construction Paper, White, 9" x 12", 100 Sheets		5	24254610	1D4F-MTL1-CDW K 6/26/2025	100.015.0000.100.1000.610.03207.10.421	\$22.85
Check #: 177329						
PO/InvoiceTotal:						\$876.67
Check Group:						
DESIGN YOUR OWN CUSTOM WEATHERPROOF DECAL BUMPER STICKER FOR...(4X4 SQUARE)		1	24254626	1KWD-JMLX-RNF 3 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$32.97

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SHIPPING & HANDLING		1	24254626	1KWD-JMLX-RNF 3 6/24/2025	100.000.0000.000.2730.619.03000.50.421	\$4.99
Check #: 177329						
PO/InvoiceTotal:						\$37.96
Check Group:						
Amazon Basics Storage/Filing Boxes with Lift-Off Lid - Letter/Legal Size, Sturdy, Easy Assembly, White, 16.2" L x 12.5" W x 10.5" H, Pack...		1	24254627	1VC6-41TC-Y4D W 6/27/2025	100.015.0000.100.1000.610.03207.10.421	\$44.19
Check #: 177329						
PO/InvoiceTotal:						\$44.19
Check Group:						
WORK PANT		2	24254634	1XHJ-3G6C-YQC P 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$98.94 155
WORK PANT		2	24254634	1XHJ-3G6C-YQC P 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$99.98
Check #: 177329						
PO/InvoiceTotal:						\$198.92
Check Group:						
80 Morning Meeting Ideas for Grades K - 2		8	24254651	1XD7-F4X6-RCW 1 6/30/2025	280.633.0000.100.1000.640.03000.10.421	\$147.04
80 Morning Meeting Ideas for Grades 3 - 6		8	24254651	1XD7-F4X6-RCW 1 6/30/2025	280.633.0000.100.1000.640.03000.10.421	\$152.00
Check #: 177329						
PO/InvoiceTotal:						\$299.04
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Pendaflex Classification Folders, Standard, 2 Dividers, Embedded Fasteners, 2/5 Cut Tab, Dark Green, Legal, 10/BX (29033)		2	24254653	1VHG-VK1H-Y9X D 6/30/2025	100.000.0000.000.2510.610.03000.50.421	\$36.10
Check #: 177329						
PO/InvoiceTotal:						\$36.10
Check Group:						
2-Pack Bat & Ball Homerun Set		1	24254659	1VC6-41TC-WQF F 6/26/2025	100.054.0000.100.1000.610.03302.20.421	\$31.79
Spalding Excel TF-500 29.5" Basketballs		4	24254659	1VC6-41TC-WQF F 6/26/2025	100.054.0000.100.1000.610.03302.20.421	\$121.57
Wilson NCAA Composite Footballs		4	24254659	1VC6-41TC-WQF F 6/26/2025	100.054.0000.100.1000.610.03302.20.421	\$93.24
Tachikara Composite High Performance Volleyballs		4	24254659	1VC6-41TC-WQF F 6/26/2025	100.054.0000.100.1000.610.03302.20.421	\$174.19
9 Square Castle Squares Portable Metal Height Adjustable & Waterproof		1	24254659	1VC6-41TC-WQF F 6/26/2025	100.054.0000.100.1000.610.03302.20.421	\$740.99
PowerNet Four Square Volleyball Net - 4-Sided		1	24254659	1VC6-41TC-WQF F 6/26/2025	100.054.0000.100.1000.610.03302.20.421	\$259.71
Check #: 177329						
PO/InvoiceTotal:						\$1,421.49
Check Group:						
CROWN AWARDS 9.75" CUSTOM SCHOOL BUS TROPHY, PATRIOTIC		1	24254672	1LRT-JYTD-FK34 6/26/2025	100.000.0000.000.2730.610.03000.50.421	\$14.99
SHIPPING AND HANDLING		1	24254672	1LRT-JYTD-FK34 6/26/2025	100.000.0000.000.2730.610.03000.50.421	\$14.99
WINKIO MINI TROPHIES, 24 PK GOLD TROPHY AWARD		1	24254672	1VXQ-7HL1-393F 6/26/2025	100.000.0000.000.2730.610.03000.50.421	\$13.99

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SILVER MILK CHOCOLATE COINS, 1LB BAG, 91 COINS		1	24254672	1VXQ-7HL1-393F 6/26/2025	100.000.0000.000.2730.610.03000.50.421	\$21.40
DARUNAXY HAPPY WORKIVERSARY PARTY DECORATION, 31 PCS		1	24254672	1VXQ-7HL1-393F 6/26/2025	100.000.0000.000.2730.610.03000.50.421	\$21.99
NKAISO 141 PC BLACK GOLD PARTY SUPPLIES, DINNERWARE, SET INCLUDES PAPER PLATES, NAPKINS, CUPS, SILVERWARE		1	24254672	1VXQ-7HL1-393F 6/26/2025	100.000.0000.000.2730.610.03000.50.421	\$22.99
BIG BUCKS PRINT-FETTI PARTY ASSESSORY 1 COUNT		1	24254672	1VXQ-7HL1-393F 6/26/2025	100.000.0000.000.2730.610.03000.50.421	\$5.49
WHITMAN & DAUGHTER 20 YEAR WORK ANNIVERSARY CARD		1	24254672	1VXQ-7HL1-393F 6/26/2025	100.000.0000.000.2730.610.03000.50.421	\$6.95
Check #: 177329						157
PO/InvoiceTotal:						\$122.79
Check Group:						
SHELF CLIP		1	24254711	14WD-7CDT-RX M9 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$8.69
EMERGANCY LIGHTS		24	24254711	14X3-GX1D-CFC Q 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$525.36
SAWHORSE		2	24254711	1G94-3KKV-9KT6 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$126.00
SAW BLADE		1	24254711	1H1W-7Q6N-79J F 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$345.67
SHIPPING		1	24254711	1H1W-7Q6N-79J F 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$2.22
WORK SHORT		4	24254711	1J3Y-JDGW-RKF Y 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$154.72

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WORK SHORT		4	24254711	1J3Y-JDGW-RKF Y 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$154.72
WORK SHORT		1	24254711	1J3Y-JDGW-RKF Y 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$38.68
COPY PAPER		2	24254711	1J3Y-JDGW-RKF Y 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$81.92
SMART SIGN		1	24254711	1MTT-PWK1-37G Q 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$19.94
REFUND CREDIT		1	24254711	1TC4-3YNK-JNG K 6/26/2025	100.000.0000.000.2620.610.03000.50.421	(\$345.67)
REFUND CREDIT		1	24254711	1TC4-3YNK-JNG K 6/26/2025	100.000.0000.000.2620.610.03000.50.421	(\$2.22) 158

Check #: 177329

PO/InvoiceTotal: \$1,110.03

Vendor Total: \$12,176.78

AMERICAN EXPRESS

Check Group: BS

BUSINESS SERVICES - BITWARDEN - PASSWORD DATABASE FOR IT		1	24254765	07102025 6/26/2025	100.098.0000.000.2580.651.03000.50.421	\$405.00
BUSINESS SERVICES - COJALI - BENDIX AE LICENSE		1	24254765	07102025 6/26/2025	100.000.0000.000.2730.651.03000.50.421	\$459.00
BUSINESS SERVICES - GODADDY - DCSDNV.COM 2 YR RENEWAL & SSL RENEWAL 2 YR		1	24254765	07102025 6/26/2025	100.098.0000.000.2580.651.03000.50.421	\$944.32
BUSINESS SERVICES - SIERRA GATE & CONTROL		1	24254765	07102025 6/26/2025	100.000.0000.000.2580.610.03000.50.421	\$180.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BUSINESS SERVICES - HARBOR FREIGHT - VEHICLE MAINTENANCE SUPPLIES INCLUDING SOCKETS, WELDER, & CABINET		1	24254765	07102025 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$2,139.90
BUSINESS SERVICES - SNAP-ON - UTILITY CART		1	24254765	07102025 6/26/2025	100.000.0000.000.2730.619.03000.50.421	\$2,350.00
BUSINESS SERVICES - FLOWROUTE - IP PHONES SVCS - PHES		1	24254765	07102025 6/26/2025	100.016.0000.000.2400.533.03209.10.421	\$30.00
BUSINESS SERVICES - FLOWROUTE - IP PHONES SVCS - ASPIRE		1	24254765	07102025 6/26/2025	100.000.0000.430.1000.533.03504.30.421	\$30.00
BUSINESS SERVICES - FLOWROUTE - IP PHONES SVCS - CVMS		1	24254765	07102025 6/26/2025	100.031.0000.000.2400.533.03301.20.421	\$40.00
BUSINESS SERVICES - FLOWROUTE - IP PHONES SVCS - JVES		1	24254765	07102025 6/26/2025	100.014.0000.000.2400.533.03206.10.421	\$25.00
BUSINESS SERVICES - FLOWROUTE - IP PHONES SVCS - MES		1	24254765	07102025 6/26/2025	100.017.0000.000.2400.533.03210.10.421	\$20.00
BUSINESS SERVICES - FLOWROUTE - IP PHONES SVCS - CCMES		1	24254765	07102025 6/26/2025	100.011.0000.000.2400.533.03205.10.421	\$30.00
BUSINESS SERVICES - FLOWROUTE - IP PHONES SVCS - SES		1	24254765	07102025 6/26/2025	100.015.0000.000.2400.533.03207.10.421	\$35.00
BUSINESS SERVICES - FLOWROUTE - IP PHONES SVCS - DHS		1	24254765	07102025 6/26/2025	100.051.0000.000.2400.533.03501.30.421	\$100.00
BUSINESS SERVICES - FLOWROUTE - IP PHONES SVCS - PWL		1	24254765	07102025 6/26/2025	100.033.0000.000.2400.533.03302.20.421	\$50.00
BUSINESS SERVICES - FLOWROUTE - IP PHONES SVCS - GES		1	24254765	07102025 6/26/2025	100.012.0000.000.2400.533.03201.10.421	\$50.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BUSINESS SERVICES - FLOWROUTE - IP PHONES SVCS - ALARMS		1	24254765	07102025 6/26/2025	100.099.0000.000.2620.491.03000.50.421	\$60.00
BUSINESS SERVICES - FLOWROUTE - IP PHONES SVCS - ZCES & WHS		0.5	24254765	07102025 6/26/2025	100.052.0000.000.2400.533.03502.30.421	\$25.00
BUSINESS SERVICES - FLOWROUTE - IP PHONES SVCS - ZCES & WHS		0.5	24254765	07102025 6/26/2025	100.013.0000.000.2400.533.03202.10.421	\$25.00
BUSINESS SERVICES - ZOOM		1	24254765	07102025 6/26/2025	100.000.0000.000.2580.651.03000.50.421	\$10.00
Check #: 177331						
PO/InvoiceTotal:						\$7,008.22
Check Group: ADMIN						
CHERYL - OTC - SUPPLIES FOR ESY - 4TH OF JULY CRAFTS		1	24254766	JUNE 2025 ADMIN 6/30/2025	280.639.0000.200.1000.610.03000.50.421	\$100.00
SEAN - CARSON VALLEY BOUNCE - FIELD DAY - WATER SLIDE - REIMBURSED WITH SAF		1	24254766	JUNE 2025 ADMIN 6/30/2025	100.052.0000.100.1000.610.03502.30.421	\$280.00
SEAN - AMERICAN FLAGS.COM - NEVADA STATE FLAG		1	24254766	JUNE 2025 ADMIN 6/30/2025	100.052.0000.000.2400.610.03502.30.421	\$212.65
SHANNON - NASA - PBIS BEHAVIOR CONFERENCE - ASHLEY GOERING		1	24254766	JUNE 2025 ADMIN 6/30/2025	100.000.0000.000.2210.330.03000.50.421	\$76.88
SHANNON - USPS - SAFETY PLANS TO PARENTS - PWLMS		1	24254766	JUNE 2025 ADMIN 6/30/2025	100.000.0000.000.2210.610.03000.50.421	\$39.86
SHANNON - CAFE GARISOL - PDC LUNCH		1	24254766	JUNE 2025 ADMIN 6/30/2025	100.000.0000.000.2210.610.03000.50.421	\$66.76
SHANNON - WALMART - BREAKFAST FOR SUMMER SCHOOL KICKOFF		1	24254766	JUNE 2025 ADMIN 6/30/2025	100.000.0000.440.1000.610.03000.50.421	\$93.44

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HAILEY - FACEBOOK - JOB ADS		1	24254766	JUNE 2025 ADMIN 6/30/2025	100.000.0000.000.2320.540.03000.50.421	\$252.09
HAILEY - DESCRIPT - TRANSCRIBING SVC FOR DCSD WEBSITE		1	24254766	JUNE 2025 ADMIN 6/30/2025	100.000.0000.000.2322.610.03000.50.421	\$24.00
ASHLEY - POCKETALK - TRANSLATORS- TITLE !!!		1	24254766	JUNE 2025 ADMIN 6/30/2025	280.660.0000.420.1000.654.03000.50.421	\$8,068.35
HAILEY - ADOBE WEB WIDGETS		1	24254766	JUNE 2025 ADMIN 6/30/2025	100.000.0000.000.2322.610.03000.50.421	\$49.99
SHANNON - AMAZON - LEADERSHIP 2025 SUPPLIES		1	24254766	JUNE 2025 ADMIN 6/30/2025	100.000.0000.000.2210.610.03000.50.421	\$270.83
FRANKIE - RALEY'S - BOARD DINNER		1	24254766	JUNE 2025 ADMIN 6/30/2025	100.000.0000.000.2310.610.03000.50.421	\$181.66 161
ASHLEY - WARDSCIENCE - CTE STATE ALLOC. -CLASSROOM SKELETON		1	24254766	JUNE 2025 ADMIN 6/30/2025	240.300.0000.300.1000.610.03501.30.421	\$739.79
ASHLEY - EDVOTEK - PIPETTING BY NUMBERS & SAFE DNA STAIN		1	24254766	JUNE 2025 ADMIN 6/30/2025	240.300.0000.300.1000.610.03501.30.421	\$198.69
ASHLEY - OFFICE DEPOT - PDC SUPPLIES - STICKY NOTES, OFFICE TOOL KITS W/SCISSORS		1	24254766	JUNE 2025 ADMIN 6/30/2025	280.709.0000.100.2213.610.03000.50.421	\$141.85
ASHLEY - SCHOLASTIC - TITLE 1-A - CCMES BOOKS - NONFICTION PNONICS READERS		1	24254766	JUNE 2025 ADMIN 6/30/2025	280.633.0000.100.2213.640.03000.50.421	\$416.87
ASHLEY - GOPHER - 4-WAY VOLLEYBALL SYSTEM		1	24254766	JUNE 2025 ADMIN 6/30/2025	280.719.0000.100.1000.610.03000.50.421	\$105.91

Check #: 177330

PO/InvoiceTotal: \$11,320.58

Vendor Total: \$18,328.80

ANDREW FROMDAHL

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Soccer ball		1	24254638	WALM06182025 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$35.50
Footballs		2	24254638	WALM06182025 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$54.00
Footballs		3	24254638	WALM06182025 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$62.82
Pee Wee footballs		3	24254638	WALM06182025 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$25.50
Jr footballs		2	24254638	WALM06182025 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$15.00
NBA basketballs		2	24254638	WALM06182025 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$30.00
Spalding basketballs		2	24254638	WALM06182025 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$12.00
Spalding basketballs		2	24254638	WALM06182025 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$17.00
Soccer balls		5	24254638	WALM06182025 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$74.85
Volleyballs		2	24254638	WALM06182025 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$29.94
Volleyballs		2	24254638	WALM06182025 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$41.88
Soccer balls		2	24254638	WALM06182025 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$49.94
Soccer balls		2	24254638	WALM06182025 6/23/2025	100.017.0000.100.1000.610.03210.10.421	\$30.00

Check #: 177332

PO/InvoiceTotal: \$478.43

Vendor Total: \$478.43

AT&T LONG DISTANCE

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
BUSINESS SERVICES		1	24250000	07142025 6/26/2025	100.000.0000.000.2510.533.03000.50.421	\$4.00
ED SERVICES		1	24250000	07142025 6/26/2025	100.000.0000.000.2210.533.03000.50.421	\$4.00
HUMAN RESOURCES/JOBLINE		1	24250000	07142025 6/26/2025	100.000.0000.000.2570.533.03000.50.421	\$4.00
GRANTS COORDINATOR		1	24250000	07142025 6/26/2025	100.000.0000.000.2570.533.03000.50.421	\$4.00
CURRICULUM		1	24250000	07142025 6/26/2025	100.000.0000.000.2212.533.03000.50.421	\$0.60
Check #: 177333						
PO/InvoiceTotal:						\$16.60
Vendor Total:						\$16.60
AT&T MOBILITY						
Check Group:						
Superintendent's budget [27x\$50x12 months]		35	24250001	07082025 6/23/2025	100.000.0000.000.2320.534.03000.50.421	\$1,786.53
Custodial [2x\$50x12 months]		2	24250001	07082025 6/23/2025	100.000.0000.000.2610.534.03000.50.421	\$102.09
IT [4X\$50X12]		4	24250001	07082025 6/23/2025	100.000.0000.000.2580.534.03000.50.421	\$204.17
BLLDGS & GROUND [4X\$50X12]		5	24250001	07082025 6/23/2025	100.000.0000.000.2620.534.03000.50.421	\$255.22
HR DIRECTOR CELL PHONE		1	24250001	07082025 6/23/2025	100.000.0000.000.2570.534.03000.50.421	\$51.04
BOARD CELL PHONES		2	24250001	07082025 6/23/2025	100.000.0000.000.2310.534.03000.50.421	\$102.09
IED DIRECTOR, ASST DIR, NURSE, FACULTY MITCHELL CELL PHONE		4	24250001	07082025 6/23/2025	250.000.0000.200.2000.534.03000.50.421	\$204.17

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AREA 2 DIRECTOR CELL PHONE		1	24250001	07082025 6/23/2025	100.000.0000.000.2191.534.03000.50.421	\$51.04
AREA 4 DIRECTOR & ASST DIR CELL PHONES		2	24250001	07082025 6/23/2025	100.000.0000.000.2210.534.03000.50.421	\$102.09
SNP DIRECTOR & STUDENT NUTRITION COORD CELL PHONE		2	24250001	07082025 6/23/2025	600.000.0000.000.3100.534.03000.50.421	\$102.09
TRANSP DIRECTOR & LAKE COORD CELL PHONES		2	24250001	07082025 6/23/2025	100.000.0000.000.2720.534.03000.50.421	\$102.09
VEHICLE MAINTENANCE SHOP FOREMAN		1	24250001	07082025 6/23/2025	100.000.0000.000.2730.534.03000.50.421	\$51.04
IT [4X\$50X12]		1	24250001	07082025 VL 6/26/2025	100.000.0000.000.2580.534.03000.50.421	\$100.77
Check #: 177334						<u>164</u>
PO/InvoiceTotal:						\$3,214.43
Vendor Total:						\$3,214.43
BLAINE SPIRES						
Check Group:						
Office Decor- Dist. General		1	24254641	PETS06172025 6/23/2025	100.011.0000.100.1000.610.03205.10.421	\$366.00
Check #: 177335						<u>\$366.00</u>
PO/InvoiceTotal:						\$366.00
Vendor Total:						\$366.00
C C MENELEY ELEMENTARY 487216						
Check Group:						
Reimburse Principal Student Activity Acct.- Garden Art Landscape & Design, Erik Friedman- Maple Tree 10-14' Tall for CCMES Garden Area		1	24254682	PRIN SA 6/26/2025	100.011.0000.100.1000.610.03205.10.421	\$275.00
Check #: 177336						<u>\$275.00</u>
PO/InvoiceTotal:						\$275.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$275.00
CANON FINANCIAL SERVICES						
Check Group:						
COPIER LEASE CURRICULUM		1	24250002	41205120 6/23/2025	100.000.0000.000.2212.442.03000.50.421	\$39.77
COPIER LEASE GRANTS		1	24250002	41205120 6/23/2025	100.000.0000.000.2191.442.03000.50.421	\$39.77
COPIER LEASE SUPERINTENDENT		1	24250002	41205120 6/23/2025	100.000.0000.000.2320.442.03000.50.421	\$39.77
COPIER LEASE BUSINESS SERVICES		1	24250002	41205120 6/23/2025	100.000.0000.000.2510.442.03000.50.421	\$39.77
COPIER LEASE HUMAN RESOURCES		1	24250002	41205120 6/23/2025	100.000.0000.000.2570.442.03000.50.421	\$39.77
COPIER LEASE ED SERVICES		1	24250002	41205120 6/23/2025	100.000.0000.000.2210.442.03000.50.421	\$39.77 ¹⁶⁵
COPIES CURRICULUM		1	24250002	41205120 6/23/2025	100.000.0000.000.2212.611.03000.50.421	\$31.00
COPIES GRANTS		1	24250002	41205120 6/23/2025	100.000.0000.000.2191.611.03000.50.421	\$5.00
COPIES SUPERINTENDENT		1	24250002	41205120 6/23/2025	100.000.0000.000.2320.611.03000.50.421	\$150.00
COPIES BUSINESS SERVICES		1	24250002	41205120 6/23/2025	100.000.0000.000.2510.611.03000.50.421	\$35.00
COPIES HUMAN RESOURCES		1	24250002	41205120 6/23/2025	100.000.0000.000.2570.611.03000.50.421	\$200.00
COPIES AREA 4		1	24250002	41205120 6/23/2025	100.000.0000.000.2210.611.03000.50.421	\$69.62
COPIER LEASE CURRICULUM		1	24250002	41205139 6/23/2025	100.000.0000.000.2212.442.03000.50.421	\$23.84
COPIER LEASE GRANTS		1	24250002	41205139 6/23/2025	100.000.0000.000.2191.442.03000.50.421	\$23.84

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
COPIER LEASE SUPERINTENDENT		1	24250002	41205139 6/23/2025	100.000.0000.000.2320.442.03000.50.421	\$23.84
COPIER LEASE BUSINESS SERVICES		1	24250002	41205139 6/23/2025	100.000.0000.000.2510.442.03000.50.421	\$23.84
COPIER LEASE HUMAN RESOURCES		1	24250002	41205139 6/23/2025	100.000.0000.000.2570.442.03000.50.421	\$23.84
COPIER LEASE ED SERVICES		1	24250002	41205139 6/23/2025	100.000.0000.000.2210.442.03000.50.421	\$23.84
COPIES CURRICULUM		1	24250002	41205139 6/23/2025	100.000.0000.000.2212.611.03000.50.421	\$1.37
COPIES GRANTS		1	24250002	41205139 6/23/2025	100.000.0000.000.2191.611.03000.50.421	\$1.38
COPIES SUPERINTENDENT		1	24250002	41205139 6/23/2025	100.000.0000.000.2320.611.03000.50.421	\$1.37 166
COPIES BUSINESS SERVICES		1	24250002	41205139 6/23/2025	100.000.0000.000.2510.611.03000.50.421	\$1.38
COPIES HUMAN RESOURCES		1	24250002	41205139 6/23/2025	100.000.0000.000.2570.611.03000.50.421	\$1.37
COPIES AREA 4		1	24250002	41205139 6/23/2025	100.000.0000.000.2210.611.03000.50.421	\$1.37

Check #: 177337

PO/InvoiceTotal: \$880.52

Check Group:

Rental of Copy Machine Contracted at \$180.98 for July 2024 to June 2025		1	24250252	41205138 6/27/2025	100.000.0000.100.2213.442.03000.50.421	\$106.66
Copy Charges July 2024 through June 2025		1	24250252	41205138 6/27/2025	100.000.0000.100.2213.611.03000.50.421	\$28.56

Check #: 177337

PO/InvoiceTotal: \$135.22

Check Group:

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TOTAL CONTRACT IS \$50.03 PER MONTH FOR 60 MONTHS - \$600.36 ANNUALLY		1	24250323	41205122 6/26/2025	100.000.0000.000.2730.442.03000.50.421	\$50.03
Copies		1	24250323	41205122 6/26/2025	100.000.0000.000.2730.611.03000.50.421	\$15.85
Check #: 177337						
PO/InvoiceTotal:						\$65.88
Check Group:						
Contract Charge June 25		1	24254609	41205130 6/27/2025	100.015.0000.100.1000.442.03207.10.421	\$584.98
Color Copies - May 25		3112	24254609	41205130 6/27/2025	100.015.0000.100.1000.611.03207.10.421	\$152.49
BW Copies - Office May 25		6370	24254609	41205130 6/27/2025	100.015.0000.100.1000.611.03207.10.421	\$35.04 167
BW Copies Lounge May 25		27269	24254609	41205130 6/27/2025	100.015.0000.100.1000.611.03207.10.421	\$149.98
BW Copies Lounge May 25		31476	24254609	41205130 6/27/2025	100.015.0000.100.1000.611.03207.10.421	\$173.12
Check #: 177337						
PO/InvoiceTotal:						\$1,095.61
Check Group:						
INV 41220336		1	24254650	41220336 6/26/2025	100.014.0000.100.1000.442.03206.10.421	\$550.00
Check #: 177337						
PO/InvoiceTotal:						\$550.00
Check Group:						
BW Maint Copies May 2025 5840		1	24254657	41205128 6/27/2025	100.012.0000.100.1000.611.03201.10.421	\$14.01
CL copies May 2025 5840		1	24254657	41205128 6/27/2025	100.012.0000.100.1000.611.03201.10.421	\$104.10

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Contract Charge June 2025 5840		1	24254657	41205128 6/27/2025	100.012.0000.100.1000.442.03201.10.421	\$168.78
Check #: 177337						
PO/InvoiceTotal:						\$286.89
Check Group:						
Canon copier contract charge 6/1/25-6/30/25		1	24254677	41205123 6/26/2025	100.017.0000.100.1000.442.03210.10.421	\$524.63
C5840i Clr copies 3097@.0456		1	24254677	41205123 6/26/2025	100.017.0000.100.1000.611.03210.10.421	\$141.22
C5840i BW copies 3486@.005		1	24254677	41205123 6/26/2025	100.017.0000.100.1000.611.03210.10.421	\$17.43
6855i BW copies 24151@.0049		1	24254677	41205123 6/26/2025	100.017.0000.100.1000.611.03210.10.421	\$118.34
68551i BW copies 26608@.0049		1	24254677	41205123 6/26/2025	100.017.0000.100.1000.611.03210.10.421	\$130.38
Check #: 177337						
PO/InvoiceTotal:						\$932.00
Check Group:						
Contract Charge 6/1-6/30		1	24254680	41205131 6/26/2025	100.031.0000.100.1000.442.03301.20.421	\$729.68
Copy Charges 5/1-5/31		1	24254680	41205131 6/26/2025	100.031.0000.100.1000.611.03301.20.421	\$433.87
Check #: 177337						
PO/InvoiceTotal:						\$1,163.55
Check Group:						
BW Maintenance Overage 5/1/25-5/31/25		1	24254683	41205117 6/24/2025	250.000.0000.200.2000.611.03000.50.421	\$4.00
CL Maintenance Overage 5/1/25-5/31/25		1	24254683	41205117 6/24/2025	250.000.0000.200.2000.611.03000.50.421	\$25.29

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Contract Charge 6/1/25-6/30/25 Mono		1	24254683	41205117 6/24/2025	250.000.0000.200.2000.442.03000.50.421	\$171.40
Check #: 177337						
PO/InvoiceTotal:						\$200.69
Check Group:						
BW Overage Maintenance		1	24254684	41205126 6/24/2025	250.000.0000.200.2000.611.03000.50.421	\$6.26
CL Overage Mainenance		1	24254684	41205126 6/24/2025	250.000.0000.200.2000.611.03000.50.421	\$93.48
Contract Charge 6/1/25-6/30/25 Heritage		1	24254684	41205126 6/24/2025	250.000.0000.200.2000.442.03000.50.421	\$168.43
Check #: 177337						
PO/InvoiceTotal:						\$268.69
Check Group:						
Contract Charge- 6/1/2025-6/30/2025 Inv#:41205134		1	24254685	41205134 6/26/2025	100.011.0000.100.1000.442.03205.10.421	\$575.16
BW Overage Charge- 5/1/2025-5/31/2025		1	24254685	41205134 6/26/2025	100.011.0000.100.1000.611.03205.10.421	\$12.36
BW Overage Charge- 5/1/2025-5/31/2025		1	24254685	41205134 6/26/2025	100.011.0000.100.1000.611.03205.10.421	\$97.65
BW Overage Charge- 5/1/2025-5/31/2025		1	24254685	41205134 6/26/2025	100.011.0000.100.1000.611.03205.10.421	\$114.96
Color Overage Charge- 5/1/2025-5/31/2025		1	24254685	41205134 6/26/2025	100.011.0000.100.1000.611.03205.10.421	\$62.82
Check #: 177337						
PO/InvoiceTotal:						\$862.95
Check Group:						
Contract Charge- 6/1/2025-6/30/2025 Inv#: 41205116		1	24254686	41205116 6/26/2025	100.011.0000.100.1000.442.03205.10.421	\$119.63

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BW Overage Charge- 5/1/2025-5/31/2025		1	24254686	41205116 6/26/2025	100.011.0000.100.1000.611.03205.10.421	\$11.23
Check #: 177337						
PO/InvoiceTotal:						\$130.86
Check Group:						
June Rent		1	24254719	41205137 6/26/2025	100.016.0000.100.1000.442.03209.10.421	\$497.34
b/w charges		1	24254719	41205137 6/26/2025	100.016.0000.100.1000.611.03209.10.421	\$204.32
color charge		1	24254719	41205137 6/26/2025	100.016.0000.100.1000.611.03209.10.421	\$444.72
Check #: 177337						
PO/InvoiceTotal:						\$1,146.78
Check Group:						
Contract charge 5/1/2025-5/31/2025		1	24254720	40508432 6/26/2025	100.033.0000.100.1000.442.03302.20.421	\$574.03
CL maintenance overage		1	24254720	40508432 6/26/2025	100.033.0000.100.1000.611.03302.20.421	\$142.74
BW Maintenance Overage		1	24254720	40508432 6/26/2025	100.033.0000.100.1000.611.03302.20.421	\$14.60
BW Maintenance overage		1	24254720	40508432 6/26/2025	100.033.0000.100.1000.611.03302.20.421	\$32.84
BW Maintenance Overage		1	24254720	40508432 6/26/2025	100.033.0000.100.1000.611.03302.20.421	\$86.98
BW Maintenance Overage		1	24254720	40508432 6/26/2025	100.033.0000.100.1000.611.03302.20.421	\$187.15
Check #: 177337						
PO/InvoiceTotal:						\$1,038.34
Check Group:						

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Contract Charge 6/1/2025-6/30/2025		1	24254721	41267060 6/26/2025	100.033.0000.100.1000.442.03302.20.421	\$268.50
Insurance Charge		1	24254721	41267060 6/26/2025	100.033.0000.100.1000.442.03302.20.421	\$21.87
Check #: 177337						
PO/InvoiceTotal:						\$290.37
Check Group:						
Contract Charge 5/1/2025-5/31/2025		1	24254722	40859085 6/26/2025	100.033.0000.100.1000.442.03302.20.421	\$268.50
Insurance charge		1	24254722	40859085 6/26/2025	100.033.0000.100.1000.442.03302.20.421	\$21.87
NV 2024 Property tax		1	24254722	40859085 6/26/2025	100.033.0000.100.1000.442.03302.20.421	\$117.13
Check #: 177337						171
PO/InvoiceTotal:						\$407.50
Check Group:						
BW Maintenance Overage		1	24254723	41205121 6/26/2025	100.033.0000.100.1000.611.03302.20.421	\$135.40
BW Maintenance Overage		1	24254723	41205121 6/26/2025	100.033.0000.100.1000.611.03302.20.421	\$129.44
BW Maintenance Overage		1	24254723	41205121 6/26/2025	100.033.0000.100.1000.611.03302.20.421	\$39.09
BW Maintenance Overage		1	24254723	41205121 6/26/2025	100.033.0000.100.1000.611.03302.20.421	\$31.87
CL Maintenance Overage		1	24254723	41205121 6/26/2025	100.033.0000.100.1000.611.03302.20.421	\$182.43
Contract Charge 6/1/2025-6/30/2025		1	24254723	41205121 6/26/2025	100.033.0000.100.1000.442.03302.20.421	\$574.03
Check #: 177337						
PO/InvoiceTotal:						\$1,092.26

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
BW Copy charges		1	24254737	41205125 6/30/2025	100.000.0000.000.2610.611.03000.50.421	\$4.83
CL Copy charges		1	24254737	41205125 6/30/2025	100.000.0000.000.2610.611.03000.50.421	\$15.60
Contract Charge		1	24254737	41205125 6/30/2025	100.000.0000.000.2610.442.03000.50.421	\$46.55
					Check #: 177337	
					PO/InvoiceTotal:	\$66.98
Check Group:						
BW COPIES		1	24254738	41205129 6/30/2025	100.000.0000.000.2620.611.03000.50.421	\$10.74
CL COPIES		1	24254738	41205129 6/30/2025	100.000.0000.000.2620.611.03000.50.421	\$13.80 172
COPIER RENTAL		1	24254738	41205129 6/30/2025	100.000.0000.000.2620.442.03000.50.421	\$82.74
					Check #: 177337	
					PO/InvoiceTotal:	\$107.28
					Vendor Total:	\$10,721.45
CARSON VALLEY MEDICAL CENTER	114417					
Check Group:						
VISIT #1 6/17/2025 WR CDL RENEWAL		1	24254714	VISIT#1 6/17/2025 WR 6/26/2025	100.000.0000.000.2570.340.03000.50.421	\$100.00
					Check #: 177338	
					PO/InvoiceTotal:	\$100.00
					Vendor Total:	\$100.00
DCSD - SCHOOL NUTRITION PROGRAM						
Check Group:						
1 case Cheese Puffs, Pirate Booty,		1	24254727	06172025 6/26/2025	250.000.0000.200.1000.610.03000.50.421	\$37.99

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
1 case Goldfish crackers, french toast		1	24254727	06172025 6/26/2025	250.000.0000.200.1000.610.03000.50.421	\$76.48	
1 case Fruit Snacks, Berries and Cherries		1	24254727	06172025 6/26/2025	250.000.0000.200.1000.610.03000.50.421	\$54.88	
1 case Pretzels, tiny twists		1	24254727	06172025 6/26/2025	250.000.0000.200.1000.610.03000.50.421	\$27.68	
2 cases Rick Krispy Bar, choc. chip		2	24254727	06172025 6/26/2025	250.000.0000.200.1000.610.03000.50.421	\$74.18	
Check #: 177339							
						PO/InvoiceTotal: <u>\$271.21</u>	
						Vendor Total: <u>\$271.21</u>	
DICK BLICK	133040						
Check Group:							
Crayola Premier Tempera - Green, 16 oz bottle		4	24254606	ORD # 33902038 6/27/2025	100.015.0000.100.1000.610.03207.10.421	173 \$34.92	
Crayola Premier Tempera - Yellow, 16 oz bottle		4	24254606	ORD # 33902038 6/27/2025	100.015.0000.100.1000.610.03207.10.421	\$34.92	
Crayola Premier Tempera - Red, 16 oz bottle		4	24254606	ORD # 33902038 6/27/2025	100.015.0000.100.1000.610.03207.10.421	\$34.92	
Crayola Premier Tempera - White, 16 oz bottle		4	24254606	ORD # 33902038 6/27/2025	100.015.0000.100.1000.610.03207.10.421	\$34.92	
Check #: 177340							
						PO/InvoiceTotal: <u>\$139.68</u>	
						Vendor Total: <u>\$139.68</u>	
DONNA BUDDINGTON							
Check Group:							
Counseling Services - 15421, 15399, 20123, 20562 - April, May, June, 2025		1	24254674	06122025 6/24/2025	280.688.0000.100.2213.340.03000.50.421	\$600.00	

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Counseling Services - 15421, 15399, 20123, 20562 - April, May, June, 2025		1	24254674	06122025 15399 6/24/2025	280.688.0000.100.2213.340.03000.50.421	\$560.00
Counseling Services - 15421, 15399, 20123, 20562 - April, May, June, 2025		1	24254674	06122025 15421 6/24/2025	280.688.0000.100.2213.340.03000.50.421	\$460.00
Counseling Services - 15421, 15399, 20123, 20562 - April, May, June, 2025		1	24254674	06122025 20123 6/24/2025	280.688.0000.100.2213.340.03000.50.421	\$600.00
Check #: 177341						
PO/InvoiceTotal:						\$2,220.00
Vendor Total:						\$2,220.00
DOUGLAS HIGH SCHOOL						
Check Group:						
TO REIMB BASEBALL		1	24254629	TRANS REIMB 6/26/2025	100.051.0000.920.1000.580.03501.30.421	\$1,500.00
VOLLEYBALL		1	24254629	TRANS REIMB 6/26/2025	100.051.0000.920.1000.580.03501.30.421	\$1,500.00
BOYS BASKETBALL		1	24254629	TRANS REIMB 6/26/2025	100.051.0000.920.1000.580.03501.30.421	\$1,500.00
GIRLS BASKETBALLCO		1	24254629	TRANS REIMB 6/26/2025	100.051.0000.920.1000.580.03501.30.421	\$1,500.00
CROSS COUNTRY		1	24254629	TRANS REIMB 6/26/2025	100.051.0000.920.1000.580.03501.30.421	\$423.00
Check #: 177342						
PO/InvoiceTotal:						\$6,423.00
Vendor Total:						\$6,423.00
JENNIFER MORTENSEN						
Check Group:						
Student Loan Reimbursement - Jennifer Mortensen		1	24254545	LOAN & DUES 6/23/2025	280.732.0000.000.2140.256.03000.50.421	\$2,000.00

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DUES		1	24254545	LOAN & DUES 6/23/2025	280.732.0000.000.2140.810.03000.50.421	\$50.00
					Check #: 177343	
						PO/InvoiceTotal: \$2,050.00
						Vendor Total: \$2,050.00
JENTRI L HAMES						
Check Group:						
Internship Supervision - Stacy Highes		1	24254628	PRACTICUM 6/23/2025	280.732.0000.000.2140.256.03000.50.421	\$500.00
					Check #: 177344	
						PO/InvoiceTotal: \$500.00
						Vendor Total: \$500.00
LEADING LEARNING LLC						175
Check Group:						
NEPF training - October 1, 2024 through May 1, 2025		1	24254663	0003 24-25 6/24/2025	100.000.0000.000.2510.340.03000.50.421	\$5,000.00
					Check #: 177345	
						PO/InvoiceTotal: \$5,000.00
						Vendor Total: \$5,000.00
LEXIA LEARNING SYSTEMS LLC						
Check Group:						
Lexia Core5 Reading Student Subscription Renewal		150	24254662	Q-687036-1 6/27/2025	100.015.0000.100.1000.610.03207.10.421	\$6,900.00
					Check #: 177346	
						PO/InvoiceTotal: \$6,900.00
						Vendor Total: \$6,900.00
MINDEN ELEMENTARY-493608	493608					
Check Group:						
Stakes for EZ-ups		28	24254572	STAKES 6/26/2025	100.017.0000.100.1000.610.03210.10.421	\$55.44

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 177347						
						PO/InvoiceTotal: <u>\$55.44</u>
						Vendor Total: <u>\$55.44</u>
NV ENERGY	733170					
Check Group:						
ZCES		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03202.10.421	\$2,049.44
JVES		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03206.10.421	\$3,258.83
SES		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03207.10.421	\$5,134.85
MES		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03210.10.421	\$5,076.27
PHES		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03209.10.421	\$4,173.97 ¹⁷⁶
CVMS		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03301.20.421	\$6,278.77
PWLMS		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03302.20.421	\$9,221.81
DHS		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03501.30.421	\$18,367.09
WHS		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03502.30.421	\$3,959.50
DISTRICT OFFICE		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03000.50.421	\$642.97
AIRPORT FACILITIES - INCLUDING FREEZER		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03000.50.421	\$3,912.82
HERITAGE		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03000.50.421	\$569.14
ASPIRE		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03504.30.421	\$138.62

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
GES		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03201.10.421	\$3,791.81
CCMES		1	24250015	07152025 6/30/2025	100.000.0000.000.2611.622.03205.10.421	\$4,698.43
Check #: 177348						
PO/InvoiceTotal:						\$71,274.32
Vendor Total:						\$71,274.32
OFFICE DEPOT	568350					
Check Group:						
Office Depot® Brand Lamination Rolls, 27" x 500', Clear, Pack Of 2		2	24254655	429864612001 6/27/2025	100.015.0000.100.1000.610.03207.10.421	\$161.52
Office Depot® Brand 1/2" Binding Combs, 90-Sheet Capacity, Black, Pack Of 100		1	24254655	429864612001 6/27/2025	100.015.0000.100.1000.610.03207.10.421	\$17.33 177
Fellowes® Letter-Size Plastic Comb Bindings, 5/8", 120-Sheet Capacity, Black, Box Of 100		1	24254655	429864612001 6/27/2025	100.015.0000.100.1000.610.03207.10.421	\$30.62
Fellowes® Letter-Size Plastic Comb Bindings, 1/4", 20-Sheet Capacity, Black, Box Of 100		1	24254655	429864612001 6/27/2025	100.015.0000.100.1000.610.03207.10.421	\$15.75
Check #: 177349						
PO/InvoiceTotal:						\$225.22
Vendor Total:						\$225.22
PACIFIC SHREDDING						
Check Group:						
Service 64 Gal tote pick up		1	24254755	5266923 6/27/2025	100.031.0000.100.1000.421.03301.20.421	\$33.00
Check #: 177350						
PO/InvoiceTotal:						\$33.00
Vendor Total:						\$33.00
QUILL CORPORATION-672544	672544					

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Standard Envelopes (CVMS logo)		1	24254647	44551499 6/27/2025	100.031.0000.100.1000.610.03301.20.421	\$249.40
Check #: 177351						
PO/InvoiceTotal:						\$249.40
Vendor Total:						\$249.40
RALEYS	680718					
Check Group:						
BANG		1	24254573	101050-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$2.25
BANG		1	24254573	101050-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$2.25
BODYARMOR		10	24254573	101050-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$24.90 178
GATORADE		3	24254573	101050-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$23.94
LA CROIX		2	24254573	101050-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$7.34
PURE LEAF		1	24254573	101050-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$8.99
PURIFIED WATER		2	24254573	101050-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$8.98
BIA		4	24254573	101059-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$9.16
BAVARIAN SPICY		1	24254573	101059-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$14.99
DAVID SEEDS		1	24254573	101059-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$2.50
PRETZLS		1	24254573	101059-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$6.99

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
GATORADE		1	24254573	101059-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$7.98
WATER		1	24254573	101059-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$3.69
SANZO		1	24254573	101059-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$7.99
VITAMINWATER		2	24254573	101059-5000005 6/26/2025	100.000.0000.000.2620.610.03000.50.421	\$3.34
Check #: 177352						
PO/InvoiceTotal:						\$135.29
Check Group:						
Grocery items for ESY cooking instruction Buma's class		1	24254725	101159-5000005 6/26/2025	250.000.0000.200.1000.610.03000.50.421	\$82.63
Check #: 177352						179
PO/InvoiceTotal:						\$82.63
Vendor Total:						\$217.92
SOUTHWEST GAS CORP	743781					
Check Group:						
GES		1	24250021	07072025 6/23/2025	100.000.0000.000.2611.621.03201.10.421	\$349.31
PHES		1	24250021	07072025 6/23/2025	100.000.0000.000.2611.621.03209.10.421	\$732.18
MES		1	24250021	07072025 6/23/2025	100.000.0000.000.2611.621.03210.10.421	\$635.37
CVMS		1	24250021	07072025 6/23/2025	100.000.0000.000.2611.621.03301.20.421	\$771.32
AIRPORT FACILITIES		1	24250021	07072025 6/23/2025	100.000.0000.000.2611.621.03000.50.421	\$689.46
HERITAGE		1	24250021	07072025 6/23/2025	100.000.0000.000.2611.621.03000.50.421	\$85.72

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 177353						
						PO/InvoiceTotal: <u>\$3,263.36</u>
						Vendor Total: \$3,263.36
STACY HUGHES						
Check Group:						
Clincial Intern Stipend - Stacy Hughes - 05/13/25 - 07/31/25		1	24254678	clinical int 24-25 6/24/2025	280.732.0000.000.2213.151.03000.50.421	\$2,000.00
Check #: 177354						
						PO/InvoiceTotal: <u>\$2,000.00</u>
						Vendor Total: \$2,000.00
SUSAN MC NEALL						
Check Group:						
Ace: Living Accents Black Steel Welcome Park Bench		1	24254709	ace06272025 6/27/2025	100.015.0000.100.1000.610.03207.10.421	\$169.99
Check #: 177355						
						PO/InvoiceTotal: <u>\$169.99</u>
						Vendor Total: \$169.99
TASHA HAMILTON						
Check Group:						
Licensing, CEUs, Student Loan, Conference Reimbursements - Tasha Hamilton		1	24254551	license/loan 6/23/2025	280.732.0000.000.2140.256.03000.50.421	\$2,634.50
Check #: 177356						
						PO/InvoiceTotal: <u>\$2,634.50</u>
Check Group:						
Practicum Student Supervision - Katie Emm - Fall, 2024		1	24254630	PRACTICUM 6/23/2025	280.732.0000.000.2140.256.03000.50.421	\$500.00
Check #: 177356						
						PO/InvoiceTotal: <u>\$500.00</u>
						Vendor Total: \$3,134.50

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TRANSPORTATION DCSD						
Check Group:						
6th grade field trip		1	24254601	cvms 24-25 fld trips 6/23/2025	100.031.0000.100.1000.610.03301.20.421	\$528.00
Outdoor Science field trip		1	24254601	cvms 24-25 fld trips 6/23/2025	100.031.0000.100.1000.610.03301.20.421	\$134.00
Sanitation station field trip		1	24254601	cvms 24-25 fld trips 6/23/2025	100.031.0000.100.1000.610.03301.20.421	\$55.00
					Check #: 177357	
					PO/InvoiceTotal:	\$717.00
Check Group:						
10/9/2024 Taylor Creek - PBIS Reward		1	24254639	FLD TRIPS 24-25 6/26/2025	100.000.0000.430.1000.510.03504.30.421	\$224.00
3/28/2025 Half of DHS trip to VIP Plastics & Rubber Company		1	24254639	FLD TRIPS 24-25 6/26/2025	100.000.0000.430.1000.510.03504.30.421	\$45.00
5/2/2025 Sierra View Lanes - PBIS Reward		1	24254639	FLD TRIPS 24-25 6/26/2025	100.000.0000.430.1000.510.03504.30.421	\$90.00
6/4/2025 Chichester House - PBIS Reward		1	24254639	FLD TRIPS 24-25 6/26/2025	100.000.0000.430.1000.510.03504.30.421	\$183.00
					Check #: 177357	
					PO/InvoiceTotal:	\$542.00
Check Group:						
Covering coverage of Field Trips for Special Education Students		1	24254640	24-25 fld trips 6/23/2025	250.000.0000.200.1000.610.03000.50.421	\$278.97
Special Education Field trips 9/25/24-6/5/25		1	24254640	24-25 fld trips 6/23/2025	280.639.0000.200.2700.510.03000.50.421	\$2,022.42
					Check #: 177357	
					PO/InvoiceTotal:	\$2,301.39

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8893

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
MV Transportation - 28006, 25688, 28062, 23963, 23438, 16104 - January - April, 2025		1	24254670	APR 25 SIT 6/24/2025	280.688.0000.100.2710.510.03000.50.421	\$1,965.13
MV Transportation - 28006, 25688, 28062, 23963, 23438, 16104 - January - April, 2025		1	24254670	FEB 25 SIT 6/24/2025	280.688.0000.100.2710.510.03000.50.421	\$1,085.74
MV Transportation - 28006, 25688, 28062, 23963, 23438, 16104 - January - April, 2025		1	24254670	JAN 25 SIT 6/24/2025	280.688.0000.100.2710.510.03000.50.421	\$1,017.94
MV Transportation - 28006, 25688, 28062, 23963, 23438, 16104 - January - April, 2025		1	24254670	MAR 25 SIT 6/24/2025	280.688.0000.100.2710.510.03000.50.421	\$3,522.69
Check #: 177357						
						PO/InvoiceTotal: \$7,591.50
						182
						Vendor Total: \$11,151.89
TRUCKEE MEADOWS COMMUNITY COLLEGE						
Check Group:						
Reimb for students attending Willow Springs Residential Treatment Center		1	24254778	00038 6/30/2025	100.000.0000.000.2111.360.03000.50.421	\$1,937.92
Check #: 177358						
						PO/InvoiceTotal: \$1,937.92
						Vendor Total: \$1,937.92
						Grand Total: \$162,894.34

End of Report

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8894 06/27/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LEX TECNICA, LTD						
Check Group:						
IEP MATTER - 00886 - SETTLEMENT		1	24254761	6271 6/26/2025	250.000.0000.200.2000.341.03000.50.421	\$21,496.13

Check #: 177327

PO/InvoiceTotal:	\$21,496.13
Vendor Total:	\$21,496.13
Grand Total:	\$21,496.13

End of Report

Douglas County School District

Voucher Detail Listing

Voucher Batch Number: 8895

06/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CDW GOVERNMENT INC	86010					
Check Group:						
Newline Q Pro Series 75" 4K UHD LED-Backlit LCD Display with Native Google		1	24254044	QUOTE #PJXL510 6/23/2025	100.013.0000.100.1000.652.03202.10.421	\$1,959.00
P-Card Payee: COMMERCE BANK						
Check #: 0						
PO/InvoiceTotal:						\$1,959.00
Vendor Total:						\$1,959.00
CINTAS CORPORATION						
Check Group:						
BLANKET PO FOR FLEET MAINTENANCE UNIFORMS, 2024-2025, 51 WEEKS, ESTIMATED AT \$134.00/WK		1	24250357	4233539313 6/16/2025	100.000.0000.000.2730.610.03000.50.421	\$136.85
P-Card Payee: COMMERCE BANK						
Check #: 0						
PO/InvoiceTotal:						184
Vendor Total:						\$136.85
HUNT & SONS INC						
Check Group:						
ULTRA LOW SULFUR DYED DIESEL #2 (6/9/25)		8795	24254521	684002 6/18/2025	100.000.0000.000.2730.626.03000.50.421	\$24,186.25
P-Card Payee: COMMERCE BANK						
NEVADA PETROLEUM CLEANUP FEE		1	24254521	684002 6/18/2025	100.000.0000.000.2730.626.03000.50.421	\$65.96
P-Card Payee: COMMERCE BANK						
FEDERAL LUST & OIL SPILL		1	24254521	684002 6/18/2025	100.000.0000.000.2730.626.03000.50.421	\$27.62
P-Card Payee: COMMERCE BANK						
FEDERAL SUPERFUND		1	24254521	684002 6/18/2025	100.000.0000.000.2730.626.03000.50.421	\$35.62
P-Card Payee: COMMERCE BANK						
Check #: 0						
PO/InvoiceTotal:						\$24,315.45
Vendor Total:						\$24,315.45
Grand Total:						\$26,411.30

End of Report

Classified Personnel

HIRING RECOMMENDATIONS FOR CLASSIFIED PERSONNEL

Name	Position/Location	Effective Date	Replacing
Marggie Solis	Secretary I – Zephyr Cove Elementary	08-06-2025	Ashlyn Altringer

CLASSIFIED RESIGNATIONS

Name	Position/Location	Last Day Worked / End of Contract	
Rebecca Brock	Instructional Para IV – Minden Elementary	06-13-2025	07-31-2025
Sarah Barbero	Cashier Helper II – Jacks Valley Elementary	06-13-2025	07-31-2025

CLASSIFIED CHANGES

Name	Former Position/Location	New Position/Location	Effective Date	Replacing
Renee Bidart	Secretary II – ASPIRE High	Executive Secretary to the Superintendent & Board of Trustees	07-28-2025	Annie Lopez
Rachel Radach	Special Education Para II – Pau Wa Lu Middle	Teacher Assistant PAES Lab – Pau Wa Lu Middle	08-18-2025	New Position

CLASSIFIED RETIREMENTS

Name	Position/Location	Last Day Worked / End of Contract

CLASSIFIED POSITIONS ELIMINATED

Name	Position / Location	Effective Date
PC#3073	Secretary I – Facilities	06-30-2025

CLASSIFIED REQUEST FOR UNPAID LEAVE-BOARD REQUIRED APPROVAL

Name	Position/Location	Reason	DATES

Certified Personnel

CERTIFIED NEW HIRES			
Name	Position/Location	Information	School Year
Jaime Weideman	Math / PWLMS	Coming from CO	25-26
Alison Lee	Fine Arts / JVES	Coming from WCSD	25-26

CERTIFIED CHANGES			
Name	From Position/Location	To Position/Location	School Year

CERTIFIED RESIGNATIONS/RETIREMENT/LOA			
Name	Position/Location	Last Day Worked/End of Contract	School Year
Mike Arraiz	Counselor / PWLMS	7/31/2025	25-26
Abby Vasquez	Classroom Teacher / DHS	7/31/2025	25-26

CERTIFIED POSITIONS ELIMINATED		
Position	Location	Effective Date

CERTIFIED POSITIONS ENDING		
Name	Position / Location	Effective Date

CERTIFIED TERMINATIONS		
Employee ID #	Position	Effective Date

CERTIFIED REQUEST FOR UNPAID LEAVE – BOARD APPROVAL REQUIRED		
Name	Position/Location	Dates



Douglas County School District

EMPOWER • PREPARE • INSPIRE • CONNECT

1638 Mono Avenue
Minden, NV 89423
P: 775 • 782 • 5134
F: 775 • 782 • 3162
www.dcsd.net

DATE: July 11, 2025
To: Board Members, Cabinet
From: Susan Estes, Director of Business Services
Re: 2024-2025 and FY25-26 Budget Adjustment Vouchers

The majority of budget adjustment submittals are due to grant budgets that are adjusted outside of the normal budget submittals to the board due to changes in grant funding (e.g., by state or federal agencies), request by responsible grantee to move budget categories, etc. Additionally, many of the grant submittals do not run on the same budget cycle as the district, and funding allocations are revised as approved by grantor.

All budget journal entries are completed by the Director of Business Services upon the approval of the Administrator that is responsible for that budget. This aligns with our purchasing policy adopted by the Board of Trustees.

Budget journal entries 49-51 for 2024-25 were completed in June and are included for review. Journal entries 1-3 From 2025-26 are also included that were completed in June. Journal entry #1 is not included because it is a budget load journal entry into the system with the changes from the June amendment.

ADMINISTRATION

Frankie Alvarado - Superintendent
P: 775 • 782 • 5134

BOARD OF TRUSTEES

David Burns
Katherine Dickerson
Melinda Gneiting
Susan Jansen
Erinn Miller
Yvonne Wagstaff
Marcus Zinke
E: board@dcsd.k12.nv.us

EDUCATION SERVICES

Shannon Brown - Executive Director
Leslie Peters - Assistant Director
P: 775 • 782 • 7170

INCLUSIVE EDUCATION

Dr. Cheryl Mayfield - Executive Director
Amy Kidman-Delaney - Assistant Director
P: 775 • 265 • 5262

GRANTS & ACCOUNTABILITY

Ashley Mitchell - Coordinator of Grants
P: 775 • 782 • 5160

HUMAN RESOURCES

Jeannie Dwyer - Executive Director
P: 775 • 782 • 7177



Douglas County School District

Budget Journal Entry

Journal Entry Number 2

Fiscal Year: 2025-2026

Journal Type: Adjustment

GL Entry Date: 07/01/2025 **Memo:** Add budget for Title III - Immigrant - FY23-24 funds

Budget Type: FY25-26 WORKING

User ID: sestest

Reference: BUDGET JOURNAL ENTRY **Voucher:** 0

Originator: sestest

Line #	Account	Description	Debit	Credit
1	280.660.0000.420.1000.654.03000.50.421	IT Related Supplies - Value under \$999	\$8,293.74	\$0.00
2	280.000.4560.000.0000.000.03000.50.107	Title III Immigrant - FY23-24 funds	\$0.00	(\$8,293.74)
Total Items Printed: 2			\$8,293.74	(\$8,293.74)

Master Account Entries

Fund	Debits	Credits
280	8,293.74	(8,293.74)
Totals:	8,293.74	(8,293.74)

End of Report

Douglas County School District

Budget Journal Entry

Journal Entry Number 3

Fiscal Year: 2025-2026

Journal Type: Adjustment

GL Entry Date: 06/30/2025 **Memo:** Reversing journal entry for journal entry 2

Budget Type: FY25-26 WORKING

User ID: sestest

Reference: BUDGET JOURNAL ENTRY **Voucher:** 0

Originator: sestest

Line #	Account	Description	Debit	Credit
1	280.000.4560.000.0000.000.03000.50.107	Title III Immigrant - FY23-24 funds	\$8,293.74	\$0.00
2	280.660.0000.420.1000.654.03000.50.421	IT Related Supplies - Value under \$999	\$0.00	(\$8,293.74)
Total Items Printed: 2			\$8,293.74	(\$8,293.74)

Master Account Entries

Fund	Debits	Credits
280	8,293.74	(8,293.74)
Totals:	8,293.74	(8,293.74)

End of Report

Douglas County School District

Budget Journal Entry

Journal Entry Number 49

Fiscal Year: 2024-2025

Journal Type: Adjustment

GL Entry Date: 06/30/2025 **Memo:** Title III Immigrant - FY23-24 funds Budget

Budget Type: FY24-25 WORKING

User ID: sestest

Reference: BUDGET JOURNAL ENTRY

Voucher: 0

Originator: sestest

Line #	Account	Description	Debit	Credit
1	280.660.0000.420.1000.654.03000.50.421	IT Related Supplies - Value under \$999	\$8,293.74	\$0.00
2	280.000.4560.000.0000.000.03000.50.107	Title III - FY23-24 Funds	\$0.00	(\$8,293.74)
Total Items Printed: 2			\$8,293.74	(\$8,293.74)

Master Account Entries

Fund	Debits	Credits
280	8,293.74	(8,293.74)
Totals:	8,293.74	(8,293.74)

End of Report

Douglas County School District

Budget Journal Entry

Journal Entry Number **50**

Fiscal Year: **2024-2025**

Journal Type: Adjustment

GL Entry Date: 06/30/2025 Memo: Amend Early Childhood for additional allocation in June

Budget Type: FY24-25 WORKING

User ID: sestest

Reference: BUDGET JOURNAL ENTRY

Voucher: 0

Originator: sestest

Line #	Account	Description	Debit	Credit	
1	280.000.4575.000.0000.000.03000.50.107	Early Childhood	\$0.00	(\$23,515.00)	
2	280.665.0000.200.1000.161.03000.50.421	Extra Duty Pd to Teachers	\$1,560.00	\$0.00	
3	280.665.0000.200.1000.157.03000.50.421	Additional Comp Paid to Other Classified/Support	\$728.91	\$0.00	
4	280.665.0000.200.1000.221.03000.50.421	Social Security Contributions	\$96.72	\$0.00	
5	280.665.0000.200.1000.241.03000.50.421	Medicare	\$22.62	\$0.00	
6	280.665.0000.200.1000.271.03000.50.421	Workers' Compensation	\$14.04	\$0.00	
7	280.665.0000.200.1000.227.03000.50.421	Social Security Contributions	\$45.19	\$0.00	
8	280.665.0000.200.1000.247.03000.50.421	Medicare	\$10.57	\$0.00	
9	280.665.0000.200.1000.277.03000.50.421	Workers' Compensation	\$6.56	\$0.00	
10	280.665.0000.200.1000.330.03000.50.421	Employee Training & Development Services	\$1,100.00	\$0.00	
11	280.665.0000.200.1000.610.03000.50.421	General Supplies	\$7,933.39	\$0.00	191
12	280.665.0000.200.1000.653.03000.50.421	Web-based Programs	\$11,997.00	\$0.00	
Total Items Printed: 12			\$23,515.00	(\$23,515.00)	

Master Account Entries

Fund	Debits	Credits
280	23,515.00	(23,515.00)
Totals:	23,515.00	(23,515.00)

End of Report

Douglas County School District

Budget Journal Entry

Journal Entry Number 51

Fiscal Year: 2024-2025

Journal Type: Adjustment

GL Entry Date: 06/30/2025 **Memo:** Amend Bipartisan Safer Communities Act

Budget Type: FY24-25 WORKING

User ID: sestest

Reference: BUDGET JOURNAL ENTRY **Voucher:** 0

Originator: sestest

Line #	Account	Description	Debit	Credit
1	280.686.0000.000.4600.610.03501.30.421	General Supplies	\$22,830.00	\$0.00
2	280.686.0000.000.4600.612.03501.30.421	Supplies/Equipment	\$0.00	(\$22,830.00)
Total Items Printed: 2			\$22,830.00	(\$22,830.00)

Master Account Entries

Fund	Debits	Credits
280	22,830.00	(22,830.00)
Totals:	22,830.00	(22,830.00)

End of Report

1 OFFICE OF THE ATTORNEY GENERAL
2 STATE OF NEVADA

3
4 In the Matter of:

A.G. FILE NO.:13897-508

5 DOUGLAS COUNTY SCHOOL
6 DISTRICT BOARD OF TRUSTEES.

7 FINDINGS OF FACT
8 AND CONCLUSIONS OF LAW

9 Maeleen Hiatt filed a Complaint with the Office of the Attorney General (“OAG”) pursuant to Nevada Revised Statutes (“NRS”) 241.039 alleging violations of the Nevada Open Meeting Law (“OML”) by the Douglas County School District Board of Trustees (“Board”) regarding its January 9 and February 6, 2024, meetings. The Complaint alleges that the Board improperly narrowed the applicant pool for its superintendent in between the public meetings and failed to meet the OML’s requirements with respect to supporting material.

16 The OAG has statutory enforcement powers under the OML and the authority to investigate and prosecute violations of the OML. NRS 241.037; NRS 241.039; NRS 241.040. The OAG’s investigation of the Complaint included a review of the Complaint; the Response on behalf of the Board; and the agenda, minutes and audio/video recordings for the Board’s January 9 and February 6, 2024, meetings. The OAG finds that the Board violated the OML by taking action to narrow the applicant pool outside of a public meeting. The OAG does not find any violations of the OML with respect to the other allegations.

23 FINDINGS OF FACT

24 1. The Board held a public meeting on January 9, 2024. Item #9 on the public notice agenda read:

26 **Update on Superintendent Search Process SG_G (Discussion and For Possible Action) Description:** The Board will discuss and approve the format and process used for the interview and evaluation of all applications submitted to the District on or before January 6, 2024, for the position of Superintendent of

1 Schools, whereby the Board shall interview, evaluate, and may select a new
2 Superintendent of Schools at a Special Meeting on January 22, 2024, at the
3 Airport Training Center at 11:00 a.m.

4 RECOMMENDATION: Approve the format and process provided, for the
5 interview and evaluation of all applications submitted to the District on or before
6 January 6, 2024, for the position of Superintendent, to be used at the Special
7 Meeting where the Board shall interview, evaluate, and select a Superintendent,
8 that shall take place on January 22, 2024, at the Airport Training Center at 11:00
9 a.m.

10 2. The following statement was also included in the January 9 agenda: "If copies
11 of the complete agenda (and supporting materials) are desired in advance, they may be
12 obtained at the District Office on the Friday or Monday preceding a regular Tuesday meeting
13 of the Board. Please contact Caryn Harper at 775-782-5134 or Charper@dcsd.k12.nv.us."

14 3. When Item #9 was called, the Chair of the meeting announced a process where
15 each trustee would rank the candidates for the superintendent position and send the results
16 to the Board's legal counsel who would tally the results and bring the top three candidates
17 forward for an interview. The candidates would then be interviewed in public at a meeting
18 and the Board would vote during the meeting who to select. Discussion under the item
19 included a plan to have a meet and greet with the top three candidates prior to the meeting
20 in which interviews would occur.

21 4. The Board moved and approved this process by a vote of 5-2.

22 5. After the January 6 meeting, the Board members individually scored the
23 applications and sent their results to the Board's counsel who invited the top three candidates
24 for the meet and greet and interview.

25 6. On or about February 5, 2024, the Board conducted a meet and greet with two
26 of the top three candidates as one had already taken another position.

27 7. The Board held a public meeting on February 6, 2024. The materials from all
28 superintendent applicants were made available to the public prior to and/or at this meeting.

8. Shortly after the first public comment period, the Board addressed allegations
that their process for choosing the superintendent violated the OML. One member made a
motion to adjourn the meeting and reschedule it with a process that complied with the OML.

1 The motion was seconded but was not brought to a vote. After a discussion regarding late
2 submitted materials from a candidate, the Board conducted full interviews of both candidates.

3 9. A motion was made to continue the search process, which failed, and then a
4 motion to hire one of the candidates was made and passed. The Board further voted to
5 authorize the Chair and legal counsel to negotiate a contract with the applicant to be approved
6 at a future meeting.¹

7 10. Complainant filed the instant complaint alleging (1) the Board acted outside of
8 a public meeting by narrowing the applicant pool via their scoring process; (2) the agenda for
9 the January 9 meeting failed to list how supporting material could be acquired; and (3) the
10 candidate applications, as supporting material for the January 9 meeting, were not available
11 to the public.

12 LEGAL STANDARDS AND CONCLUSION OF LAW

13 The Douglas County School District Board of Trustees is a “public body” as defined in
14 NRS 241.015(5); therefore, the Board is subject to the OML.

15 **A. The Board violated the OML by taking action to narrow the applicant pool** 16 **outside of a public meeting.**

17 The intent of the OML is that actions of public bodies be taken openly and that their
18 deliberations be conducted openly. NRS 241.010. Action taken by a public body outside of a
19 meeting violates the OML. NRS 241.015(4); 241.020(1). “Action” is defined in the OML as:

- 20 (a) A decision made by a majority of the voting members present, whether in
21 person, by use of a remote technology system or by means of electronic
22 communication, during a meeting of a public body;
23 (b) A commitment or promise made by a majority of the voting members present,
24 whether in person, by use of a remote technology system or by means of
25 electronic communication, during a meeting of a public body;
26 (c) If a public body may have a member who is not an elected official, an
affirmative vote taken by a majority of the voting members present, whether
in person, by use of a remote technology system or by means of electronic
communication, during a meeting of the public body; or

27 ¹ The OAG notes that no contract was ever entered into and the superintendent candidate
28 approved at the February 6 meeting was ultimately not hired thus making any potential
suit by the OAG to have the action declared void moot.

1 (d) If all the members of a public body must be elected officials, an affirmative
2 vote taken by a majority of all the members of the public body.

3 NRS 241.015(1).

4 In this matter, the Board members individually scored the candidate applications and
5 sent those scores to the Board's counsel so that he could tally them. The Board's counsel then
6 narrowed the candidate pool based upon those scores. This process treated the scores as votes
7 by the Board members as to which candidates should be invited to the meet and greet and to
8 an interview with the Board. Thus, the Board took action to narrow the candidate pool, albeit
9 via their counsel, outside of a public meeting and in violation of the OML.

10 **B. The agenda for the January 9 meeting listed how supporting material**
11 **could be requested.**

12 The notice of a public meeting must include "The name, contact information and
13 business address for the person designated by the public body from whom a member of the
14 public may request supporting material for the meeting . . . and: (1) A list of locations where
15 the supporting material is available to the public; or (2) Information about how the supporting
16 material may be found on the Internet website of the public body." NRS 241.020(3)(c). The
17 agenda for the January 9 meeting listed contact information for a person from whom
18 supporting material could be requested and a location where it was available to the public.
19 The OAG finds this notice sufficient and does not find a violation of the OML in this respect.

20 **C. While the Board failed to make all supporting material available to the**
21 **public at the time it was given to members, it cured that violation within**
22 **30 days and prior to the February 6 meeting.**

23 Supporting material for a public meeting must be available to the public at the time it
24 is provided to members of the public body. NRS 241.020(8). Under the OML, "supporting
25 material" means "material that is provided to at least a quorum of the members of a public
26 body by a member of or staff to the public body and that the members of the public body would
27 reasonably rely on to deliberate or take action on a matter contained in a published agenda."

28 NRS 241.015(8).

1 It is unclear when the superintendent applications were provided to members of the
2 Board, but the evidence indicates it was near in time to the January 9 meeting or shortly
3 thereafter as the applications were scored by the members enough prior to the February 6
4 meeting for the Board's counsel to narrow the applicant pool. Upon receiving notice of the
5 instant OML complaint, the Board ensured that all application materials were available to
6 the public prior to the February 6 meeting. The OAG finds that the Board was required to
7 make the application materials available to the public at the time they were provided to the
8 Board as the Board was immediately taking action on them, although outside of a meeting.
9 However, the Board's quick corrective action cured the violation pursuant to NRS 241.0365.

10 **SUMMARY**

11 Upon investigating the present Complaint, the OAG makes findings of fact and
12 conclusions of law that the Douglas County School District Board of Trustees violated the
13 OML as described above. If the Attorney General investigates a potential OML violation
14 and makes findings of fact and conclusions of law that a public body has taken action in
15 violation of the OML, "the public body must include an item on the next agenda posted for
16 a meeting of the public body which acknowledges the findings of fact and conclusions of
17 law." NRS 241.0395. The public body must treat the opinion of the Attorney General as
18 supporting material for the agenda item(s) in question for the purpose of NRS 241.020. *Id.*
19 Accordingly, the Board must place an item on its next meeting agenda in which is
20 acknowledges the present Findings of Fact and Conclusions of Law ("Opinion") resulting
21 from the OAG's investigation in this matter. The Board must also include the OAG Opinion
22 in the supporting materials for its next meeting.

23 Dated: June 23, 2025.

24 AARON FORD
25 Attorney General

26
27 By: /s/ Rosalie Bordelove
28 ROSALIE BORDELOVE
Chief Deputy Attorney General

CERTIFICATE OF SERVICE

I hereby certify that on the 26th of June 2025, I served the foregoing **FINDINGS OF FACT AND CONCLUSIONS OF LAW** by depositing a copy of the same in the United States mail, properly addressed, postage prepaid, **CERTIFIED MAIL** addressed as follows:

Maeleen Hiatt
2928 La Cresta Cir.
Minden, NV 89423

Certified Mail No. 7016 2070 0000 9713 6937

Ryan Russell, Esq.
Allison MacKenzie Law Firm
P.O. Box 646
Carson City, NV 89702
Attorneys for the Board

Certified Mail No. 7016 2070 0000 9713 6555

/s/ Debra Turman
An employee of the Office of the
Nevada Attorney General



Public Employees Retirement System of Nevada
693 W. Nye Lane, Carson City, NV 89703 (775) 687-4200 Fax (775) 687-5131
5740 S. Eastern Ave. Suite 120, Las Vegas, NV 89119 (702) 486-3900 Fax (702) 678-6934
Toll Free 1-866-473-7768 Website: www.nvpers.org Email: nvpers@nvpers.org

Critical Need Position Designation Form

Reemployment of a retired public employee pursuant to NRS 286.523 is limited to positions of extreme need. An employer who desires to employ a retired public employee to fill a position for which there is a critical labor shortage must make the determination of reemployment based upon appropriate and necessary delivery of services to the public. The critical need designation must be made by the designating authority of the agency in an open meeting. The designated authority shall not designate a position for more than 2 years. To be redesignated, the designating authority must consider and make new findings in an open public meeting as to whether the position continues to meet the criteria established by law. PERS will compile the forms received from each designating authority and provide a biennial report to the Interim Retirement and Benefits Committee (IRBC) of the Legislature.

Agency Contact: Jeannie Dwyer Agency Phone: (775) 782-7177

Agency Name: Douglas County School District

Critical Need Position Title: Teacher of the Visually Impaired

Effective Date of Critical Need Designation: 9/14/2025

In an open meeting the designating authority shall make findings based upon the below criteria that supports the designation using this form provided by PERS. Before making a designation, the designating authority shall consider all efforts made by the public employer to fill the position through other means. The written findings to be made by the designating authority must include:

History of the rate of turnover for the position: Over the last seven years, DCSD's hiring and retention efforts have been limited to contracted and critical-need employees.

Number of openings for the position and the number of qualified candidates for those openings after all other efforts of recruitment have been exhausted: DCSD has one open position and no qualified applicants have applied since 01/2020.

Length of time the position has been vacant: This position has been vacant of a DCSD employee since 04/2021.

Difficulty in filling the position due to special circumstances, including special education or experience required for the position: A teacher of the visually impaired needs specialized education, experience, and skills to effectively support students with visual impairments.

Requirements include relevant degree, teaching license, experience working with students who are visually impaired, with a strong understanding of their unique needs.

History and success of the efforts to recruit for the position, including advertising, out-of-state recruitment and all other efforts made (include copies of advertising or electronic recruitment notices, specifying targeted geographic areas): We have actively engaged in both local and out of state recruitment efforts, utilizing on-line job platforms, professional networks,

and partnerships with university systems offering visual impairment programs. Our team has placed targeted advertisements

in prominent education journals/websites as well as shared the position through social media channels to reach a broader audience.



JOB DESCRIPTION

TITLE:	VISUAL IMPAIRMENT SPECIALIST
REPORTS TO:	EXECUTIVE DIRECTOR OF INCLUSIVE EDUCATION
TERMS OF EMPLOYMENT:	MINIMUM 185 DAYS/YEAR
SALARY RANGE: LICENSED PERSONNEL SALARY SCHEDULE	\$50,033 - \$90,212
BENEFITS:	Nevada State Public Employees Retirement System (PERS) Employer paid Medical, Dental, Vision and Life Insurance No State Tax
FLSA STATUS	EXEMPT

SUMMARY OF POSITION

Provides direct services program coordination to students, parents and staff for issues related to visual impairment and assistive technology for all grade levels from preschool through secondary. Provides technical assistance and training to school staff working with students regarding all facets of Special Education programming and compliance. Responsible for an abbreviated caseload for case management.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- ★ Under the direction of the Director of Special Services, the Visual Impairment Specialist shall be primarily responsible for the following functions:
- ★ Develops, implements, provides and evaluates educational training and programs for student programs, and parents and staff regarding Special Education programs and compliance.
- ★ Supports the continued improvement of special education program through training and piloting various programs.
- ★ Collects, analyzes, and reports on data for select state and district reports.
- ★ Provides assistive technology assessments, planning, and counseling for students and families of students for whom school sites require additional assistance due to specialized needs.
- ★ Perform such other duties and associated responsibilities as the Director of Special Services may assign.
- ★ Keep informed on the latest research, trends, and developments in all areas of education, particularly research-based co teaching and inclusionary practices.

- ★ Conduct research, analyze findings, develop sound conclusions, and prepare district reports for use in district-wide improvement plans with effective training and professional development in Special Education.
- ★ Consistently communicate and collaborate with the school site principals and special education staff regarding support programs for select first year special education teachers and continuing special education staff.
- ★ Provides training and modeling in research-based Special Educational Practices and compliance.
- ★ Provides brailing services for students which will allow the student to participate in general education curriculum.
- ★ Facilitates the District Assistive Technology Team and maintains the inventory of the District Lending Library.
- ★ Develops and maintains student files as required, according to Board policy and appropriate laws.
- ★ Serves as a liaison between families and outside agencies as appropriate.

NON-ESSENTIAL FUNCTIONS

Perform related duties as assigned.

WORK CONTACTS

Frequent contacts with administrators, district staff, students, parents, other agencies, and the public to provide and obtain information and facilitate smooth coordination of agencies for post-high school placement.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Valid Nevada Special Education Generalist Endorsement.

Thorough knowledge and experience in various areas of visual impairment and assistive technology.

Successful experience in teaching students (preferably at the high school, middle school and elementary school level) who qualify under the Individuals with Disabilities Educational Improvement Act.

Demonstrated ability to work effectively with others.

ABILITY TO

The ability to perform the following work activities with or without reasonable accommodation:

- ★ Communicate effectively, both orally and in writing.
- ★ Conduct research, analyze findings, develop sound conclusions, and prepare comprehensive reports and plans.
- ★ Work independently and handle multiple priorities.
- ★ Meet deadlines.
- ★ Establish and maintain effective working relationships with school officials, administrators, board members, outside agencies, school staff, and the general public.
- ★ Maintain regular attendance.

SUPERVISION RECEIVED

Work is performed under the administrative direction of the Executive Director of Inclusive Education – Area 1, who will annually evaluate the performance of the Visual Impairment Specialist with input from

other school administrators. Work is reviewed through the standard teacher evaluation model related to teacher training and effectiveness of service delivery to school sites.

SUPERVISION EXERCISED

None

CONDITIONS OF WORK

Work is performed under the following conditions:

- ★ Exposure to climate controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.
- ★ Hazards: Office/Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

SAFETY SENSITIVE:

YES NO

ACCEPTABLE EXPERIENCE AND TRAINING

Responsible teaching experience in a variety of grade levels. A college degree in education is required. Must possess a valid Professional Teaching License for Educational Personnel issued by the State of Nevada.

LICENSES/CERTIFICATES

Valid Nevada Special Education Generalist Endorsement.

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Those requirements include:

- ★ Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Sedentary to heavy exertion of force involving 10-25 pounds frequently with up to 50 pounds occasionally. May involve negligible up to significant stand/walk/push/pull/carry. May involve climbing, standing, walking, pushing, pulling, carrying, and balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical classroom setting and use standard classroom equipment. The ability to interact professionally, communicates effectively, and exchange information accurately with all internal and external members of the school community.
- ★ In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

EMPLOYEE PUNCTUALITY AND APPEARANCE

In order for DCSD schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. All employees are required to report to work dressed in a manner that reflects a positive image of DCSD and is appropriate for their position.

NOTICE OF NON-DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYER

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act. The Douglas County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment, which includes recruiting and hiring practices, working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling (775) 782-7177.

The Superintendent of Douglas County School District has designated the following position to handle inquiries regarding student and employee non-discrimination policies:

Executive Director of Human Resources

1638 Mono Avenue
Minden, Nevada 89423
Phone: (775) 782-7177

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read the above job description and have received a copy for my records.

Signature of Employee: _____

Date: _____

INTERLOCAL AGREEMENT BETWEEN THE DOUGLAS COUNTY SCHOOL DISTRICT AND THE BOARD OF REGENTS
OF THE NEVADA SYSTEM OF HIGHER EDUCATION ON BEHALF OF WESTERN NEVADA COLLEGE

INTERLOCAL AGREEMENT FOR THE DELIVERY OF DUAL ENROLLMENT COURSEWORK

This Interlocal Agreement (Agreement) is entered into between the Douglas County School District (District) and the Board of Regents of the Nevada System of Higher Education on behalf of Western Nevada College (WNC). (Individually, a "Party" and collectively, the "Parties.")

TERM AND TERMINATION

The term of this Agreement shall be for three (3) years, commencing on July 1, 2025, and ending on June 30, 2028. Either party may terminate the Agreement for any reason following written notice to the other Party of the intent to terminate, delivered not less than 90 days prior to the intended date of termination.

RECITALS

WNC has determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school level.

The District desires that WNC provide high school students with college level courses that may be counted toward both high school and college graduation requirements.

The District students are authorized under Nevada Revised Statutes to enroll in college level courses that may be counted toward both high school and college graduation requirements.

Now therefore, in consideration of the mutual promises contained herein, the Parties agree as follows:

I. PURPOSE AND SCOPE OF DUAL ENROLLMENT PROGRAM

A. PURPOSE

1. The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing access to dual credit through dual enrollment opportunities, as those terms are defined in Section B below, to eligible students at high schools in the District. The District and WNC shall mutually determine parameters of participation on an annual basis.

B. SCOPE

1. This Agreement is limited to courses offered during the academic school year, as defined by the District, and does not extend to courses offered during the summer.
2. Any additions to this Agreement will be made through mutual agreement and added in the form of an Addendum or Amendment to be signed by both parties.

C. DEFINITIONS

For the purposes of this agreement, the following definitions apply:

1. Dual Enrollment Programs:

- a. Jump Start: A prescribed set of degree or certificate of achievement applicable courses where credit is applied to both a high school diploma and college transfer credits in the pursuit of an Associate's degree or, for CTE students, the pursuit of a Certificate of Achievement where credits may or may not transfer to another institution.
- b. Concurrent: College courses taught on a high school campus by a WNC approved high school teacher ("Affiliate") to high school students only where college credit is earned and may apply toward a college certificate or degree, as well as applied to a high school diploma (some courses may transfer to another institution while others may not).
- c. General Dual: College courses taught by a college instructor on a college campus or online to the general public and high school students or to high school students only (as in a cohort model) where college credit is earned and may apply toward a college certificate or degree, as well as applied to a high school diploma (some courses may transfer to another institution while others may not).

2. Dual Enrollment Instructional Modes:

- a. Online/Remote:
 - i. College instructor to general public and high school students
 - ii. College instructor to high school students only
- b. In person:
 - i. On a high school campus to high school students only
 - Taught by a high school teacher ("Affiliate")
 - Taught by a college instructor
 - ii. On college campus
 - College instructor taught to general public and high school students
 - College instructor taught to high school students only

3. Dual Enrollment Students:

- a. Jump Start Students: A cohort of qualified junior and/or senior students enrolled in the Jump Start Program taking dual credit courses taught by a WNC instructor and/or a WNC approved high school teacher ("Affiliate").
- b. Independent Students: A student who enrolls in concurrent or general dual credit courses taught by a WNC instructor and/or a WNC approved high school teacher ("Affiliate") independently from any dual enrollment program.

4. **Dual Credit Courses:** College or university courses offered to high school students that have been approved by the Nevada Department of Education to satisfy specific high school graduation requirements.

5. **Affiliate Support Model:** A model utilized to ensure consistent and quality college experience across classrooms, schools, and districts. This approach encompasses, but is not limited to, regular communication, training and professional development, classroom observation, and evaluation of program effectiveness.

D. ELIGIBILITY

1. Initial Eligibility

- a. Students must be enrolled at a District high school.
- b. Students must be in grades 9 or above.
- c. Students must be in good academic and behavioral standing.
- d. Students must be academically prepared, socially mature, and ready for dual enrollment coursework.
- e. Students are not eligible for federal financial aid through Free Application for Federal Student Aid (FAFSA) but may be eligible for institutional scholarship funds designated for Dual Enrollment, when available.
- f. WNC and the District will follow any district or NSHE requirements with respect to eligibility, tracking and reporting.

2. Application

- a. Students and parents/guardians shall complete an online application using the WNC Application for Admission.
- b. Students and parents/guardians shall complete and submit a High School Authorization Form for each academic year. This must be completed prior to registering for classes.
- c. Students must obtain written approval from the appropriate principal, counselor, or other designee that may be required for enrollment in a specific course or program of study.
- d. Approval from the secondary school official indicates that the student has demonstrated academic talent, social maturity and readiness for college classes.

3. Continuing Eligibility

- a. To earn a degree, students must maintain a minimum cumulative WNC grade point average (GPA) of 2.0. Thus, to continue eligibility in the Dual Enrollment program, students must maintain this threshold. Students with a GPA below this minimum threshold may be allowed to continue upon meeting with a WNC advisor and approval from the Executive Director of Student Services or the Vice President of Academic and Student Affairs.

E. COURSES AND CREDIT

1. Courses

- a. The District and WNC agree that college level courses are rigorous and demanding; the standards and criteria of any dual credit course shall meet statutory and WNC criteria; and such criteria shall not be diminished for the purpose of the Dual Enrollment program.
- b. The District may request dual credit courses, but WNC will make the final determination of the dual credit courses to be offered at any time during the term of this Agreement.

- c. Dual Credit courses taught by the District (concurrent enrollment) shall comply with WNC's student learning objectives, content, syllabi and assessment criteria.
 - i. Course content will be provided in WNC's Learning Management System, which includes required components as well as areas that can be customized through WNC's collaborative process.
 - ii. Districts must use the provided content which is designed to support instruction and ensure a college level experience in alignment with WNC student learning outcomes.
 - iii. Student progress must be documented in WNC's Learning Management System to track progress toward learning outcomes.
 - iv. Active Dual Enrollment courses may be accessed and reviewed at any time by appropriate WNC academic and administrative faculty.

2. Credit

- a. College courses may be taken for college credit only, high school credit only (in the case of remedial college courses) or for dual credit whereby credits are applied toward high school graduation requirements and college credit attainment simultaneously.
- b. Dual credit may be used for any course offered through WNC and approved by both the District and the Nevada State Board of Education. The District will maintain a list of Approved Dual Credit Courses and the course equivalencies. Note: Community service courses are not available for dual credit.
- c. Depending on the specific WNC course, when the student satisfactorily completes the course with a grade of D- or higher, WNC shall award credit toward earning a credential, certificate or degree, as applicable. Note: Some college courses have a prerequisite of earning a C or better, for progression in a sequence of courses.

II. PROGRAM MANAGEMENT

A. TUITION, FEES and SUPPLIES

1. Tuition and Fees

- a. The application fee for students participating in the Dual Enrollment program will be waived.
- b. The payment of tuition and all applicable course fees to WNC are determined in Exhibit C (attached)
- c. For dual enrollment courses, students shall be charged fees established by the Board of Regents and outlined in the Nevada System of Higher Education Procedures and Guidelines Manual, Chapter 7, Section 2.
 - i. These course fees shall be paid by the District through a third-party billing process, when applicable.
 - ii. The District agrees to remit payment for tuition invoices within thirty (30) days of receipt.
- d. The District understands and agrees that the charges for tuition and course fees may vary from student to student depending upon the total number of credit hours for which each student has enrolled each term.
- e. For students who withdraw from a course that qualifies under an established school program (reference Definitions) no later than the end of WNC's third week of instruction for a full-term class, WNC shall not charge tuition or fees to the District.
 - i. No adjustments or refunds of tuition or fees shall be made after this date.
 - ii. For classes scheduled outside the standard instructional term, the time frame for withdrawal without charge will be determined mutually by the District and WNC.

B. STUDENTS

1. Enrollment

- a. Each student enrolled in the Dual Enrollment program, even though enrolled as a WNC student during the term of the dual credit course, shall remain a student of the District.
- b. The District and WNC will collaboratively determine the timeline for the Dual Enrollment program and dual credit courses offered. These may occur within or outside of the established District calendar.
- c. The District shall retain the right to refuse to allow a student to enroll in a Dual Enrollment program and/or dual credit course.
- d. Students shall complete an Enrollment Form each semester or self-enroll through their myWNC student center account.

2. Removal or Withdrawal of Students

- a. Student course withdrawal dates shall be as follows:
 - i. Standard instructional term (full-term): Withdrawal by the end of the 3rd week of the WNC term. Removal from the course, no documentation of course enrollment will be on the student transcript.

- ii. Non-standard instructional term: Withdrawal by a mutually agreed upon date. Removal from the course, no documentation of course enrollment will be on the student transcript.
 - iii. After the standard and/or agreed upon withdrawal period: Course will remain on the student transcript with an assignment of a "W" grade.
- b. Student withdrawal procedures shall be as follows:
- i. Schedule changes: When a student makes a schedule change out of a high school class in which he/she is also dually enrolled in a college course, the school counselor or another high school designee will meet with the student to facilitate the withdrawal process from the WNC course.
 - Course withdrawal must be completed using the WNC Dual Enrollment Withdrawal form.
 - Within one week of separation from the course, the high school counselor or another high school designee will notify the dual enrollment instructor, WNC coach/liaison and/or WNC Dual Enrollment Program Manager.
 - Withdrawals after WNC's identified drop dates will not be approved except in extenuating circumstances with appropriate documentation.
 - ii. School separation: When a student leaves the high school for reasons such as transfer or relocation, the school shall act on behalf of the student to withdraw the student from a high school class in which he/she is dually enrolled in a college course.
 - The school counselor or high school designee shall withdraw the students within one week of school separation.
 - The school counselor or high school designee will facilitate the withdrawal through the WNC designee, in conjunction with Admissions and Records.
 - Withdrawals after WNC's identified drop dates will not be approved except in extenuating circumstances with appropriate documentation.
 - Expulsion or imprisonment will not be considered extenuating circumstances.
- c. Student removal shall be handled as follows:
- i. The District shall retain the right to remove any student from a Dual Enrollment Program and/or a dual credit course in accordance with District policies.
 - ii. WNC shall retain the right to remove any District student from a Dual Enrollment Program and/or dual credit course in accordance with WNC student conduct or academic dishonesty policies.
 - iii. Removing a student from a Dual Enrollment Program and/or dual credit course by either party requires a written explanation to be provided to the other party.

3. Academic Advising and Ancillary Services

- a. Academic advising shall be the joint responsibility of the District and WNC. Both parties shall support students enrolled in a Dual Enrollment Program and/or dual credit courses, as may be needed, including but not limited to counseling, guidance and placement assistance.
- b. The District shall provide student success support for academic achievement in dual credit courses.

4. Records and Transcripts

Upon completion of a dual credit course, credit and grades shall be assigned to the student's high school and college transcripts in their respective formats. Courses will not be identified as Dual Enrollment or Dual Credit on college transcripts.

C. INSTRUCTORS

1. Affiliate Employment Status

- a. Throughout the term of this Agreement, an instructor provided by the District shall remain an employee of the District and shall be covered under the District's workers' compensation insurance. Instructors shall be subject to the terms and conditions of the instructor's employment contract and the District policy but shall also be subject to continuing approval by WNC.
- b. Because the instructor provided by the District is not a WNC employee but is, under some circumstances, conducting work for WNC outside of the District contracted workday, upon mutual agreement between the District and WNC, WNC may provide compensation to the District for the Affiliate Instructor's additional workload. See Exhibit D for a description of additional responsibilities. When additional compensation is provided:

- i. It is agreed the District will compensate the Affiliate at the agreed upon rate in addition to the Affiliate's regular teaching salary.
- ii. WNC shall be responsible for providing an itemized list of instructors identified to receive compensation to the District at least six (6) weeks prior to the end of each WNC semester.
- iii. The District shall be responsible for providing an invoice for instructors identified to receive compensation to WNC at least four (4) weeks prior to the end of each WNC semester.
- iv. Prior to the end of the semester, the District shall compensate the identified instructors in an amount equal to the invoiced amount received from WNC.

2. Selection of Concurrent/Affiliate Instructors

- a. The District shall nominate an instructor for each dual credit course and submit the instructor's name, phone number and email to the identified WNC designee.
- b. To be considered for an Affiliate role, potential Affiliate Instructors must complete and submit required documents for review by the appropriate Division Director that administers the specific discipline at WNC.
- c. Affiliates are approved by WNC based on education, credentials, dual enrollment experience, and input from high school administrators.
- d. WNC has the final approval for any new or continuing Affiliate instructor nominated by the District to teach Dual Credit courses.

3. Concurrent/Affiliate Instructional Rigor

- a. To ensure dual credit courses are taught to WNC standards –
 - i. Affiliate instructors may be paired with a qualified WNC faculty member who will guide content and delivery of the curriculum.
 - ii. The course may be accessed and reviewed by the appropriate WNC academic and administrative faculty at any time.
 - iii. WNC will ensure continuity of curriculum and learning outcomes across schools and districts by
 - Utilizing common curriculum, assessments and rubrics for each course in each school
 - Collecting assessment data each semester
 - Evaluating student outcomes annually

4. Concurrent/Affiliate Instructor Responsibilities

- a. All Affiliate instructors shall attend all WNC required training.
- b. All Affiliate instructors shall work with the WNC designee to ensure student enrollment is accurate and complete.
- c. All Affiliate instructors shall manage day to day course delivery and instruction. Affiliate instructors shall follow the guidance provided by WNC.
- d. All Affiliate instructors shall assess, grade and provide feedback on student work in a timely manner.
- e. All Affiliate instructors shall regularly check rosters and submit information in compliance with WNC dates and deadlines.
- f. All Affiliate instructors shall enter course data and grades in WNC's Learning Management System and myWNC in compliance with WNC dates and deadlines.
- g. All Affiliate instructors shall respond in a timely manner to communications from WNC.
- h. All Affiliates must use the WNC provided course content.

III. RESPONSIBILITIES AND OBLIGATIONS

A. Mutual Responsibilities

1. Student Identification Numbers: The District shall assign a unique identification number to each pupil who is enrolled in a Dual Enrollment course. WNC shall retain the unique identification number assigned to each student by the District.
2. FERPA Compliance: The District and WNC agree to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), upon the terms and conditions set forth in Exhibit A of this Agreement.
3. Insurance: The District and WNC shall procure and maintain, during the term of this Agreement, General Liability insurance or provide for their respective obligations through a program of self-insurance in compliance with NRS Chapter 41. The parties shall maintain Workers Compensation insurance as required by Nevada law.
4. Indemnification: Neither party waives the right or defense to indemnification that may exist in law or equity. The parties shall not waive and intend to assert available NRS Chapter 41 liability limitations in all cases.

5. Data Sharing: WNC shall have direct access to Dual Enrollment program students and prospective students' identifiable information, to include courses taken, GPA, class rankings, and standardized placement assessment, which is protected as "educational records" under both state and federal laws, for the purposes and intentions of WNC direct contact. Release, sharing, or any other disclosure of student identifiable information is prohibited. Appropriate WNC academic and administrative faculty will have full access to Affiliate-taught courses in WNC's Learning Management System (LMS) for the purpose of observing dual credit course instruction and assessing student learning in the dual credit course and the Dual Enrollment program.

B. District Obligations

1. Facilities, Equipment and Materials

- a. The District shall provide, at its own expense, classroom/laboratory space in which the Dual Enrollment Program and dual credit courses and activities shall be conducted. Facilities and ancillary services provided for the delivery of Dual Enrollment Program courses shall comply with all applicable provisions of the state Fire Marshal Code and applicable state and federal laws.
- b. The District shall provide, at its own expense, all course materials, specialized equipment, and other necessary equipment for District students participating in Dual Enrollment program courses.
- c. The District shall provide a fully equipped and functional classroom that meets the standards of any other high school classroom within the building for Dual Enrollment faculty. This classroom will include, but is not limited to, a teacher workstation, teacher computer, presentation screen, whiteboard, and other necessary resources.
- d. The District shall ensure Dual Enrollment faculty receive necessary building access and are provided with emergency procedure instructions
- e. The District shall adopt and utilize WNC approved textbooks and resources applicable to the Dual Enrollment program courses being taught.
- f. The District shall require each high school to identify a dual enrollment designee who is responsible for coordinating efforts, facilitating clear and timely communication, tracking student progress, and addressing any issues related to the Dual Enrollment programs.
- g. Each student shall be responsible for purchasing the required textbooks, supplies or materials for the dual credit course in which he/she is enrolled if it is not otherwise provided by the District.

2. Enrollment

- a. The District shall ensure that each student seeking enrollment in a Dual Enrollment course:
 - i. Completes the necessary documents according to established deadlines in effect for each semester of enrollment.
 - ii. Meets any required prerequisites before enrolling.
 - iii. Understands the number of credits required for graduation and the number of credits to be awarded for the successful completion of the dual credit course.
 - iv. Establishes an academic program that includes, as applicable, the academic plan developed for the student pursuant to NRS 388.205.
- b. The District shall ensure that the parent/guardian of the student seeking enrollment in a Dual Enrollment program and/or Dual Credit course is aware of the following:
 - i. The student is subject to both the District policies and procedures, as well as WNC and Nevada System of Higher Education policies and procedures.
 - ii. The student is participating in a college level course.
 - iii. The opportunities and requirements for remaining eligible and participating in co-curricular and/or interscholastic activities of the District.
- c. The District shall ensure that each student who enrolls in a Dual Enrollment program and/or Dual Credit course pursuant to this Agreement:
 - i. Is a full-time District student currently enrolled in the participating high school.
 - ii. Satisfies any prerequisites for the dual credit course in which he/she is enrolling, as published in the WNC catalog.
 - iii. Complies with WNC policies and the tenets of this Agreement.
- d. The District shall ensure that for each student completing a dual credit course:
 - i. The title of the course taken is entered into the District's Student Management System (SMS).
 - ii. The course is posted to the student's high school transcript within 3 weeks of completing the course.

iii. The student's earned grade is posted to the high school transcript upon receiving it from WNC.

3. Americans with Disabilities Act (ADA) Accommodations

- a. The District acknowledges that WNC is governed by, operates, and provides services in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requirements. The District shall work with WNC in determining appropriate accommodations or special education services.
- b. For students with disabilities, Schools shall educate students that they must contact WNC's Disability Support Services office to self-identify and request access to necessary and reasonable program and service accommodations.
- c. WNC Disability Support Services (DSS) shall have the primary financial and administrative responsibility for providing and implementing accommodations or services for students who qualify.

4. Affiliate Instructors

- a. The District shall ensure that high school administrators oversee Affiliate instructors, ensuring instruction is delivered in compliance with the policies, regulations, and instructional standards set forth by WNC
- b. The District shall ensure that high school administrators support WNC in addressing issues with Affiliate instructors.
- c. The District shall provide, at its own expense, a substitute teacher, as necessary and agreed upon by WNC, to cover the absence of a District instructor who teaches a dual credit course. In the case of substitutions exceeding 10 consecutive school days, the District shall provide WNC, in writing, the name and credentials of the substitute teacher.
- d. When mutually agreed upon, the District shall compensate Affiliate instructors in the amount of the stipend payment received from WNC.

5. Student Responsibilities

- a. The District shall ensure that students seeking enrollment in the Dual Enrollment Program and/or dual credit course understand their responsibilities, which include:
 - i. Completing and submitting appropriate forms within the assigned deadlines.
 - ii. Meeting all college prerequisites for the dual credit course they wish to enroll in.
 - iii. Abiding by all WNC institutional policies and procedures.
 - iv. Informing the school if he/she wishes to drop or has dropped the dual credit college class during the semester to ensure that his/her academic load requirement is met.
 - v. Determining if dual credit earned through the Dual Enrollment Program will transfer to another institution of higher education.
 - vi. For students with disabilities, notifying WNC DSS to self-identify and request access to necessary and reasonable program and service accommodations.

C. WNC Obligations

1. Course Requirements

- a. WNC shall determine, in collaboration with the District, which dual credit courses to offer during the term of this Agreement.
 - i. WNC will make the final decision for courses offered based on available resources and institutional priorities.
 - ii. WNC seeks to maintain alignment with The National Alliance of Concurrent Enrollment Partnerships (NACEP) standards.
- b. WNC shall ensure that the Dual Enrollment program and dual credit courses offered to students are:
 - i. Of quality and depth to qualify for college credit as determined by WNC.
 - ii. Evaluated and approved through the WNC curriculum adoption process.
 - iii. Transferable to a college or university in the Nevada System of Higher Education, whenever possible.
 - iv. Compliant with standards applied to all college courses.

2. Americans with Disabilities Act (ADA)

- a. WNC is not required to provide Free Appropriate Public Education for students with disabilities.
- b. WNC is governed by, operates, and provides services in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requirements.

- c. WNC's DSS will be responsible for working with students to identify and access necessary and reasonable program and service accommodations.

3. Tuition and Fees

- a. WNC shall follow fees approved by the Board of Regents as outlined in the Nevada System of Higher Education Procedures and Guidelines Manual, Chapter 7, Section 2.
- b. WNC shall follow established refund policies and/or policies established in this Agreement if/when a student elects to drop a college course, is administratively dropped or is removed by either party.

4. Enrollment

- a. WNC shall grant college credit toward earning a credential, certificate or degree, as applicable for a dual credit course, when a student satisfactorily completes the course with a grade of D- or higher.
- b. WNC shall provide official grades to the students' high school no less than 3 weeks after the end of the term in which the dual credit course was taken.

5. Instruction

- a. WNC shall provide appropriate support for high school Affiliate instructors to allow them to meet the rigor and standards that are applied to all college courses.
- b. WNC shall ensure that college-provided Dual Enrollment faculty follow the same standards of expectation and assessment that are applied to all college courses.
- c. When mutually agreed upon, WNC may provide a stipend to the District to be paid to Affiliate instructors.

IV. JOINT AGREEMENTS

- A. **Entire Agreement:** This agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relation to such subject matter. This Agreement may not be amended, supplemented or modified except by mutual written agreement by the parties.
- B. **Invalid Provisions:** If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms, disregarding such unenforceable or invalid provisions.
- C. **Further Negotiations:** If this Agreement omits or is ambiguous as to a material term, the parties agree to negotiate the term in good faith and, if they are unable to reach an agreement on that term, it shall be supplied by a court of competent jurisdiction according to the standard of what is reasonable under the circumstances.
- D. **Additional Documents:** The parties agree to execute any and all other documents reasonably necessary to effectuate this Agreement.
- E. **Force Majeure:** Neither party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, governmental restrictions, governmental regulations, governmental controls, act of public enemy, pandemics, epidemics or other outbreaks of diseases or infections, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.
- F. **Governing Law:** This Agreement shall be governed, interpreted, construed, and enforced in accordance with the laws of the State of Nevada. All activities undertaken pursuant to this Agreement shall be in compliance with all applicable state and federal laws.
- G. **Assignment:** A party may not assign or transfer any of its rights, duties, or obligations under this Agreement, in whole or in part, without the written consent of the other party.
- H. **Binding Effect:** This Agreement shall be binding upon and inure to the benefit of the parties hereto, and their respective successors and assigns, and no other party shall be a beneficiary hereunder.
- I. **Notice:** Notices required by this Agreement shall be in writing, delivered personally, by certified or registered mail, or by overnight courier, and shall be deemed to have been given when delivered personally or when deposited in the United States mail, postage prepaid, or with an overnight courier.
- J. **No Joint Venture:** In no event shall this Agreement be construed as establishing a partnership, joint venture or similar relationship between the parties hereto. Each party is an independent contractor, and neither is the agent, employee or servant of the other, and each is responsible for its own conduct.
- K. **Use of Name or Logo:** Nothing contained in this Agreement confers on either party the right to use the other party's name without prior written permissions or constitutes an endorsement of any commercial product or service.

- L. **Compliance with Non-Discrimination Laws:** Both parties agree to fully comply with all applicable state and federal non-discrimination laws.
- M. **Counterparts:** This Agreement may be signed in counterparts, each of which may be deemed an original, but all of which, together, shall be deemed to be one and the same agreement.
- N. **Signatory:** A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission, which delivery has been acknowledged by the recipient, shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.
- O. **Effective Term:** This Agreement will not be in effect unless and until it is approved by the legal designees of each party.

V. Signatures

On behalf of Douglas County School District:

Board of Regents, Nevada System of Higher Education
on behalf of Western Nevada College:

Date _____

Date 01/10/25 _____

By _____
Superintendent or designee

By J. Kyle Dalpe _____
J. Kyle Dalpe, President, or designee

Included Exhibits:

- Exhibit A: Family Educational Rights and Privacy Act (FERPA)
- Exhibit B: Nevada System of Higher Education Dual Enrollment Fee Schedule
- Exhibit C: Financial Provisions
- Exhibit D: Affiliate Instructor Qualifications, Responsibilities and Stipends

EXHIBIT A

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In order for the Parties to obtain access to the data set forth in this Agreement, the following terms must be followed:

1. The Parties agree to protect student education records and other personally identifiable and/or confidential information in accordance with the Family Education Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g; 34 C.F.R. Part 99; NRS 392.029; NRS 388.272. The Parties agree that they shall require all employees and third-party contractors/vendors to comply with the same FERPA protections as set forth in this Agreement.
 - a. Personally identifiable information has the same meaning as defined under FERPA at 34 C.F.R. § 99.3.
 - b. Education record has the same meaning as defined under FERPA at 34 C.F.R. § 99.3.
 - c. School official has the same meaning as defined under FERPA at 34 C.F.R. § 99.31(a)(1), and includes contractors, consultants, volunteers, or other parties to which an educational institution has outsourced institutional services or functions.
 - d. Deidentified data, as used in this Agreement, means data from which all personally identifiable information has been removed or obscured so that a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, would not be able to identify any individual student or parent with reasonable certainty. 34 C.F.R. § 99.31(b)(1); 34 C.F.R. § 99.3.
2. The Parties will only share student education records with each other that are necessary to enrollment and participation in the Dual Enrollment program as set forth in the Agreement. The School/District and WNC may disclose education records of students to each other as "officials of another school system" where the student is enrolled. 20 U.S.C. §1232g; 34 C.F.R. Part 99.
3. The Parties will not collect, use or disclose student personally identifiable information related to enrollment and participation in Dual Credit Courses except as permitted by this Agreement or as required by law.
4. The Parties will conduct the services described in the Agreement in a manner that does not permit personal identification of parents and students by anyone other than representatives of the Parties with legitimate educational interests. 20 U.S.C. §1232g; 34 C.F.R. § 99.31.
5. The Parties warrant and agree that they will each limit the use of, or access to, personally identifiable information from education records of students to the limited scope of information actually needed to complete the duties and/or services under the Agreement.
6. The Parties shall not use any of the personally identifiable information from education records of students that is provided under this Agreement in violation of any applicable federal or state law, rule, regulation, School/District policy, or WNC policy.
7. Each Party is subject to the requirements of 34 C.F.R. § 99.33(a) governing the use and redisclosure of personally identifiable information from education records. 20 U.S.C. § 1232g; 34 C.F.R. § 99.31; 34 C.F.R. § 99.33; NRS 388.272.
8. The Parties will not (i) use student personally identifiable information for advertising purposes; (ii) use student personally identifiable information to amass a profile about a student except in furtherance of the services provided under this Agreement; or (iii) sell student personally identifiable information.
9. The Parties have a right to conduct audits or other monitoring activities of the other Party's procedures and systems, subject to the agreement for frequency and schedule, not to be unreasonably withheld.
10. The Parties acknowledge that they provide training for their employees about FERPA and how to protect education records, and shall instruct applicable employees/agents to avoid accessing personally identifiable information from education records of students, except for the legitimate purposes recognized under this Agreement. The Parties also acknowledge that they have appropriate disciplinary policies for employees that violate FERPA.
11. Each Party agrees that it will only share the information obtained pursuant to this Agreement with the individuals affiliated with the Party as officers, directors, employees, contractors/vendors, subcontractors, and agents under the direct control of the Party who actually have a legitimate educational interest in the information.
12. Each Party is independently required to comply with the requirements of FERPA. Each Party agrees that it shall not be liable for any violation of any provision of FERPA directly or indirectly relating to, arising out of, or resulting from, or in any manner attributable to, the actions of the other Party.
13. The Parties agree that all copies of data of any type, including any modifications or additions, are subject to the provisions of the Agreement in the same manner as the original information.
14. Each Party represents and warrants that it has a sound data security plan and data stewardship program. Specifically, the Parties will implement and maintain reasonable administrative, physical and technical safeguards for the purpose of

preventing any collection, use or disclosure of, or access to the data shared under this Agreement, including, without limitation, an information security program that meets commercially reasonable industry practice to safeguard the student data. Such information security program includes: (a) physical security of all premises in which the data will be processed and/or stored; and (b) reasonable precautions taken with respect to the employment of, access given to, and education and training of any and all personnel furnished or engaged by the Parties to perform any part of the services hereunder.

15. Upon the discovery by either Party of a breach of security, defined as unauthorized access, that results in the unauthorized release, disclosure, or acquisition of student data, or the suspicion that such a breach may have occurred, the Party who discovered the breach shall provide Notice to the other Party as soon as possible, but not more than 48 hours after such discovery. The Notice shall be delivered to the School/District by electronic mail to the appropriate party and to WNC by electronic mail to its Admissions & Records Director at Chelsie.hamtak@wnc.edu and shall include the following information, to the extent known at the time of notification. (Please provide Chelsie Hamtak the contact information for the appropriate party at the School):
 - a. Date and time of the breach; and
 - b. Names of student(s) whose student data was released, disclosed or acquired; and
 - c. The nature and extent of the breach; and
 - d. The Party's proposed plan to investigate and remediate the breach.
16. Upon discovery of a breach, the Party shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not later than 30 days after discovery of the breach, provide the other Party with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.
17. The Parties agree that all rights belonging to each Party, including all intellectual property rights, shall remain the exclusive property of each Party.
18. If either Party is required by subpoena or other court order to disclose any data, the Party will provide immediate notice of the request to the other Party and will use reasonable efforts to resist disclosure until an appropriate protective order can be sought or a waiver of compliance with the relevant provisions of the Agreement granted.
19. The obligations under the provisions in support of data breach, indemnification and insurance, FERPA requirements, and data security shall survive six years after termination of the Agreement.

Nevada System of Higher Education Dual Enrollment Fee Schedule Dual and Concurrent Enrollment Fees

Procedures and Guidelines Manual, Chapter 7, Section 2

<https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/PGManual/COMPLETEPGREV92.pdf>

1. Fees established in this section are effective for academic years 2023-24, 2024-25, 2025-26, 2026-27 and 2027-28

2. All NSHE institutions will charge the following per course fees for concurrent enrollment with no additional student and/or special course fees:

Concurrent Enrollment Registration Fees

	2023-24	2024-25	2025-26	2026-27	2027-28
UNLV, UNR, NSU, CSN, GBC, TMCC, WNC*	\$75.00/ per course	\$75.00/ per course	\$100.00/ per course	\$110.00/ per course	\$114.50/ per course

3. Except as otherwise provided, the following schedule will be utilized for dual enrollment courses:

Dual Enrollment Registration Fees

	2023-24	2024-25	2025-26	2026-27	2027-28
UNLV, UNR	\$150.00/ per credit	\$150.00/ per credit	\$154.00/ per credit	\$162.00/ per credit	\$168.50/ per credit
NSU	\$118.00/ per credit	\$118.00/ per credit	\$121.25/ per credit	\$127.50/ per credit	\$132.50/ per credit
CSN, GBC, TMCC, WNC* (lower-division)	\$85.00/ per credit	\$85.00/ per credit	\$87.50/ per credit	\$92.00/ per credit	\$95.75/ per credit
Other fees	Technology fee (regular and iNegrade); any special course fees associated with an individual course				

Institutions may utilize this pricing for Nevada high school students who are independently enrolled in an NSHE course that is not offered through a formally established dual enrollment program.

4. The following reduced pricing schedule for dual enrollment courses may be utilized for high school students qualifying for free and reduced lunch:

Dual Enrollment Registration Fees for Free and Reduced Lunch Qualifying Students

	2023-24	2024-25	2025-26	2026-27	2027-28
UNLV, UNR	\$102.00/ per credit	\$102.00/ per credit	\$104.75/ per credit	\$110.25/ per credit	\$114.75/ per credit
NSU	\$80.00/ per credit	\$80.00/ per credit	\$82.25/ per credit	\$86.50/ per credit	\$90.00/ per credit
CSN, GBC, TMCC, WNC* (lower- division)	\$58.00/ per credit	\$58.00/ per credit	\$59.50/ per credit	\$62.50/ per credit	\$65.00/ per credit
Other fees	Technology fee (regular and iNegrade); any special course fees associated with an individual course				

5. For the purpose of this section, the term:

- a. "Concurrent enrollment course" means a postsecondary course taught to high school students by a high school instructor ("Affiliate") mutually agreed upon by the NSHE institution and high school.
- b. "Dual enrollment course" means a postsecondary course taught by an NSHE instructor to high school students through a formally established dual enrollment program.

6. Students enrolled in dual or concurrent enrollment courses and/or programs will not be charged an application fee.

(Added 12/21; A. 7122, 12/22)

Notes:

- € This fee structure does not apply to WNC courses offered during the summer session.
- € For the purpose of WNC, Dual Enrollment Programs may include Dual and/or Concurrent courses.
- € Description of Dual Enrollment Program provided in I.C.1-3, a-h.

EXHIBIT C

FINANCIAL PROVISIONS

1. PAYMENTS OF TUITION AND FEES

- a. WNC adheres to the fees established by the Nevada System of Higher Education for dual and concurrent enrollment (NSHE Policies and Guidelines, Chapter 7, Section 1). See Exhibit B.
- b. Students enrolled in dual or concurrent courses and/or programs will not be charged an application fee (NSHE Policies and Guidelines, Chapter 7, Section 2).

2. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

Check the appropriate box:

The School/District is responsible for all payment of tuition and registration fees to WNC.
For any tuition and registration fees/cost payments required to be made by the School/District to WNC, the School/District is authorized and retains the discretion to collect tuition/registration fees/cost payments from its students to the extent the School/District deems appropriate.

The student is responsible for all payment of tuition and registration fees to WNC.
For any tuition and registration fees/cost payment required to be made by the student to WNC, WNC shall establish an individual billing account for that student and the billing for such tuition and registration fees and costs shall occur in accordance with WNC policies and procedures.

Both the School/District and the student share responsibility for payment of a portion of tuition and registration fees to WNC.

For any tuition and registration fees/cost payments required to be made by the School/District to WNC, the School/District is authorized and retains the discretion to collect tuition/registration fees/cost payments from its students to the extent the School/District deems appropriate.

The School/District will be responsible for the following payments to WNC:

100% of tuition and fees for students in EDU and AUTO courses

For any tuition and registration fees/cost payment required to be made by the student to WNC, WNC shall establish an individual billing account for that student and the billing for such tuition, registration fees, course fees, late fees, and costs shall occur in accordance with WNC policies and procedures.

3. TEXTBOOKS AND REQUIRED COURSE MATERIALS

Check the appropriate box:

- The School/District is responsible for purchase of textbooks and required course materials (such as licenses, lab equipment, personal protective equipment, supplies, etc.)
- Each student is responsible for purchase of textbooks and required course materials (such as licenses, lab equipment, personal protective equipment, supplies, etc.)
- The School/District and the student share responsibility for purchase of textbooks and required course materials, as denoted below by a "D" for the District, an "S" for student or "NA" for not applicable:

- ___ Textbooks
- ___ Curriculum License, please specify type: _____
- ___ Lab Equipment, please specify type: _____
- ___ Personal Protective Equipment, please specify type: _____
- ___ Supplies, please specify type: _____
- ___ Other, please specify: _____

4. AFFILIATE INSTRUCTOR COMPENSATION

As noted in section II.C.1.a, an instructor provided by the School/District shall remain an employee of the School/District and shall be subject to the terms and conditions of the instructor's employment contract and the School/District policy. Under some circumstances, these instructors may conduct work for WNC outside of the School/District contracted workday. WNC will provide compensation to the School for the Affiliate Instructor's additional workload with the expectation that the School will compensate the Affiliate at the agreed upon rate in addition to the Affiliate's regular teaching salary.

Check the appropriate box:

The District and WNC agree that WNC will provide additional instructor compensation to the District to compensate the Instructor directly, as outlined in section 2.C.1.b. This rate is determined individually for each instructor based on their total enrollment at the end of WNC's 7th week of the semester. The stipend amounts are as follows:

- \$250 per semester for an instructor with a total enrollment of 35 students or fewer
(Enrollment under 12 will be evaluated for feasibility)
- \$500 per semester for an instructor with a total enrollment of 36-70 students
- \$750 per semester for an instructor with a total enrollment of 71-105 students
- \$1000 per semester for an instructor with a total enrollment of 106 students or more

The District and WNC agree that WNC will not provide additional instructor compensation to the District, School, or the Instructor.

5. FINANCIAL AID

WNC will not offer Federal Financial Aid through FAFSA for the Dual Enrollment Program.

6. FORMAT OF INVOICES BETWEEN THE SCHOOL AND WNC

The School and WNC shall send invoices to the other to the attention and the address listed below no later than 30 days after the end of each semester or as otherwise defined in this Agreement. Each invoice shall detail any payments due. Payments shall be made due within 30 days of the receipt of an invoice.

Invoice to be sent to WNC:

Western Nevada College
Attn: Cashier's Office
2201 W. College Parkway

Invoices to be sent to the District:

Douglas County School District
1638 Mono Avenue
Minden, NV 89423

Exhibit D

WNC Affiliate Instructor Position Description

A *WNC Affiliate Instructor* (Affiliate) is responsible for teaching WNC classes as an instructor of record. Affiliates are formally employed by partner institutions (typically a partner high school) and teach college courses through a dual enrollment agreement.

Within the *WNC Affiliate Model*, high school instructors work closely with a WNC academic and/or administrative faculty. WNC will develop and provide the curriculum that is to be used and will share the curriculum with the Affiliate through WNC's Learning Management System (LMS). A WNC designee will help orient the Affiliate with their course within the LMS; guides the general approach to the curriculum and its delivery; supports timely and accurate enrollment of students; and supports Affiliate instruction, assessment and execution of required processes throughout the semester.

The *WNC Affiliate Model* leverages the content, curricular, and pedagogical expertise of the college faculty and high school instructors to provide the best opportunity for student success. In this model, collaboration is key to providing a high-quality educational experience for students.

Affiliate Qualifications

- Preferred: Valid Nevada teaching license, master's degree, minimum of 18 graduate credits in the discipline, and experience teaching in the discipline or a closely related field at a similar level.

Minimum requirements for consideration:

- Current high school teacher with a valid Nevada teaching license OR a bachelor's or higher degree in secondary education from an accredited institution.
 - *Note: Specialty licenses that require less than a bachelor's degree are excluded except in specific circumstances. These will be evaluated on a case-by-case basis.*
- Experience teaching in the discipline or a closely related field and at a similar level
- Willingness to collaborate with WNC administrative and academic faculty to provide a quality educational experience for students.
- Instructors with only a substitute teaching license may, in special circumstances, be approved as affiliates only if they
 - a) meet the minimum requirements for college faculty teaching in the specific discipline and
 - b) have demonstrated competency in successfully delivering curriculum to high school students.

Non-transferable Disciplines

- Current high school teacher with a valid Nevada teaching license or substitute license
- Relevant industry experience and certifications as applicable
- Willingness to collaborate with WNC administrative and academic faculty to provide a quality educational experience for students.

Affiliate Responsibilities

1. Attending all WNC required training.
2. Meet regularly with WNC faculty to review curriculum, assessments, grading, and course management.
3. Work with WNC staff to ensure student enrollment is accurate and complete; collect and submit forms as received.
4. Deliver and manage day to day course instruction following guidance provided by WNC.
5. Educate and remind students of requirements and procedures associated with dual credit participation.
6. Assess, grade, and provide feedback on student work in a timely manner.
7. Enter course data and grades in the assigned WNC Learning Management System and myWNC in compliance with WNC dates and deadlines.
8. Regularly check rosters in myWNC for accuracy.
9. Provide program and course feedback to assist in continuous improvement.
10. Provide course access to the appropriate WNC academic and administrative faculty at any time for review.
11. Maintain regular contact with WNC.

12. Respond in a timely manner to communications from WNC.
13. Must use WNC provided course content.

Compensation

- Affiliates may receive a stipend, when agreed upon by the district, to complete additional work associated with WNC requirements (See Exhibit C).

ADDENDUM

AGREEMENT FOR DUAL ENROLLMENT COURSEWORK AT ASPIRE HIGH SCHOOL

This is an Addendum to the Interlocal Agreement for the Delivery of Dual Enrollment Coursework between the Douglas County School District's **Aspire High School (School)** and the Board of Regents of the Nevada System of Higher Education on behalf of Western Nevada College (WNC). (Individually, a "Party" and collectively, the "Parties.")

TERM AND TERMINATION

The term of this Addendum shall be for one year, commencing on July 1, 2025, and ending on June 30, 2026. Either party may terminate the Addendum for any reason following written notice to the other Party of the intent to terminate, delivered no less than 90 days prior to the intended date of termination. The Addendum may be extended, by mutual agreement, to coincide with the dates of the initial Agreement.

I. PURPOSE AND SCOPE

A. PURPOSE

The purpose of this Addendum is to set forth the understanding of the Parties as to their respective responsibilities and rights in delivering Dual Enrollment courses at Aspire High School.

B. SCOPE

This Addendum is subject to the terms and conditions as defined in the Interlocal Agreement for the Delivery of Dual Enrollment Coursework.

II. DEFINITIONS

For the purposes of this Addendum, the following definitions apply:

A. Dual Enrollment Programs:

1. Jump Start: A prescribed set of degree or certificate of achievement applicable courses where credit is applied to both a high school diploma and college transfer credits in the pursuit of an Associate's degree or, for CTE students, the pursuit of a Certificate of Achievement where credits may or may not transfer to another institution.
2. Concurrent: College courses taught on a high school campus by a WNC approved high school teacher ("Affiliate") to high school students only where college credit is earned and may apply toward a college certificate or degree, as well as applied to a high school diploma (some courses may transfer to another institution while others may not).
3. General Dual: College courses taught by a college instructor on a college campus or online to the general public and high school students or to high school students only (as in a cohort model) where college credit is earned and may apply toward a college certificate or degree, as well as applied to a high school diploma (some courses may transfer to another institution while others may not).

B. Dual Enrollment Instructional Modes:

1. Online/Remote:
 - a. College instructor to general public and high school students
 - b. College instructor to high school students only
2. In person:
 - a. On a high school campus to high school students only
 - i. Taught by a high school teacher ("Affiliate")
 - ii. Taught by a college instructor
 - b. On college campus
 - i. College instructor taught to general public and high school students
 - ii. College instructor taught to high school students only

C. Dual Enrollment Students:

INTERLOCAL AGREEMENT BETWEEN DOUGLAS COUNTY SCHOOL DISTRICT AND THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION ON BEHALF OF WESTERN NEVADA COLLEGE

1. Jump Start Students: A cohort of qualified junior and/or senior students enrolled in the Jump Start Program taking dual credit courses taught by a WNC instructor and/or a WNC approved high school teacher ("Affiliate").
 2. Independent Students: A student who enrolls in concurrent or traditional dual credit courses taught by a WNC instructor and/or a WNC approved high school teacher ("Affiliate") independently from any dual enrollment program.
- D. Dual Credit Courses:** College or university courses offered to high school students that have been approved by the Nevada Department of Education to satisfy specific high school graduation requirements.
- E. Affiliate Support Model:** A model utilized to ensure consistent and quality college experience across classrooms, schools, and districts. This approach encompasses, but is not limited to, regular communication, training and professional development, classroom observation, and evaluation of program effectiveness.

III. RESPONSIBILITIES AND OBLIGATIONS

A. MUTUAL OBLIGATIONS

1. The School and WNC agree that qualified students may participate in the WNC Dual Enrollment program based on the terms and definitions set forth in this Agreement.
2. The School and WNC agree that college level courses are rigorous and demanding; the standards and criteria of any dual credit course shall meet statutory and WNC criteria; and such criteria shall not be diminished for the purpose of the Dual Enrollment program.
3. The School and WNC agree that courses offered for dual enrollment must be mutually agreed upon.
4. The School and WNC agree that WNC will make the final decision for courses offered based on available resources and institutional priorities.

B. WNC OBLIGATIONS

1. WNC will charge the District fees as designated by the Board of Regents as outlined in the Nevada System of Higher Education Procedures and Guidelines Manual, Chapter 7, Section 2.
2. WNC will maintain regular communication with the School and the District in order to address challenges, resolve issues and evaluate effectiveness.
3. WNC will begin invoicing after the third week of the WNC fall and spring semesters until the balance is paid in full.
4. WNC has final approval for any new or continuing Affiliate instructor nominated by the School to teach Dual Credit courses.

C. SCHOOL AND DISTRICT OBLIGATIONS

1. The School will adhere to the agreements and obligations outlined in the Interlocal Agreement for the Delivery of Dual Enrollment Coursework.
2. The School will ensure the concurrent enrollment courses taught by Affiliate instructors comply with WNC's student learning objectives, content, syllabi and assessment criteria, as well as meeting all the instructor responsibilities outlined in the Interlocal Agreement for the Delivery of Dual Enrollment Coursework.
3. The School will ensure that students enrolled in the dual enrollment classes have the academic talent, social maturity and readiness to be successful in the dual enrollment course.
4. The School will maintain regular communication with WNC dual enrollment personnel to facilitate the activities and requirements associated with dual enrollment in support of student success.
5. The School will support Affiliate attendance at trainings and meetings with consideration of the duties and obligations these individuals have to WNC.
6. The District will be responsible for the following payments to WNC:
 - a. 100% of the college tuition and fees incurred for both fall and spring semester for the agreed upon courses.

INTERLOCAL AGREEMENT BETWEEN DOUGLAS COUNTY SCHOOL DISTRICT AND THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION ON BEHALF OF WESTERN NEVADA COLLEGE

7. The School will be responsible for the purchase of textbooks and required materials (such as licenses, lab equipment, personal protective equipment, supplies, etc.) for the Jump Start program, General Dual enrollment courses and Concurrent enrollment courses.
8. The School will assist students in understanding and completing the college admission and dual credit course enrollment process.
9. The School will identify a dual enrollment designee who is responsible for coordinating efforts, facilitating clear and timely communication, tracking student progress, and addressing any issues related to the Dual Enrollment programs. The name and contact information of the designee shall be provided and updated as necessary.
10. The District will submit invoice payments within thirty (30) days of receipt.

IV. ACADEMIC OFFERINGS

A. INDEPENDENT DUAL ENROLLMENT STUDENTS:

1. Students interested in taking general and/or online/remote dual enrollment courses taught by WNC instructors may enroll in regular course offerings from the WNC catalog with approval from both WNC and the School.

B. Courses may be added or changed upon mutual agreement

- V.** All other provisions of the Interlocal Agreement for the Delivery of Dual Enrollment remain in full force and effect, other than any provision that conflicts with the terms and spirit of this Agreement, which shall be deemed to be amended appropriately in order to be consistent with this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first written above.

Board of Regents, Nevada System of Higher Education on behalf of Western Nevada College:

By J. Kyle Dalpe
J. Kyle Dalpe, President, or designee

Date 9/10/25

On behalf of Aspire High School:

By _____
Superintendent or designee

Date _____

High School Dual Enrollment Designee Name(s): _____

Title: _____

Email: _____

Phone: _____

By _____
High School Principal or designee

Date _____

ADDENDUM

AGREEMENT FOR THE DELIVERY OF CAREER & TECHNICAL EDUCATION DUAL ENROLLMENT PROGRAMS

This is an Addendum to the Interlocal Agreement for the Delivery of Dual Enrollment Coursework between the Douglas County School District (District) and the Board of Regents of the Nevada System of Higher Education on behalf of Western Nevada College (WNC). (Individually, a "Party" and collectively, the "Parties.")

TERM AND TERMINATION

The term of this Addendum shall be for one year, commencing on July 1, 2025, and ending on June 30, 2026. Either party may terminate the Addendum for any reason following written notice to the other Party of the intent to terminate, delivered not less than 90 days prior to the intended date of termination. The Addendum may be extended, by mutual agreement, to coincide with the dates of the initial Agreement.

I. PURPOSE AND SCOPE

A. PURPOSE

The purpose of this Addendum is to set forth the understanding of the Parties as to their respective responsibilities and rights in delivering Career and Technical Education (CTE) Dual Enrollment programs at Douglas High School.

For school year 2025 - 2026, this agreement is limited to Automotive Technology.

B. SCOPE

This Addendum is subject to the terms and conditions as defined in the Interlocal Agreement for the Delivery of Dual Enrollment Coursework.

II. ACADEMIC RESPONSIBILITIES AND OBLIGATIONS

A. MUTUAL OBLIGATIONS

1. The District and WNC will mutually determine the parameters of the programs to include structure and sequence of the high school CTE program and associated college courses to be taught each semester.
2. The District and WNC will mutually select the instructors to teach dual enrollment courses to high school students which will be offered concurrently with high school CTE courses.
3. The District and WNC will consider the instructors to be high school teachers for the purposes of this Addendum.
4. The District and WNC will work collaboratively to support the success of the instructors in the high school classroom.
5. The District and WNC will consider the dual enrollment courses taught under this Addendum as concurrent courses.

B. WNC OBLIGATIONS

1. WNC will employ the selected instructor for Automotive Technology.
2. WNC will consider the instructor to be a high school teacher.
3. WNC will charge the fees associated with Concurrent enrollment.
4. The instructor will:
 - a. be assigned to Douglas High School as the primary work site.
 - b. Work the same daily and yearly schedule as a certified District employee.
 - c. Participate in training, meetings, activities and events, as deemed necessary by the District in collaboration with WNC, with consideration for the instructor's duties and obligations to WNC.
 - d. Follow the District policies and procedures that apply to a certified District employee.
 - e. Teach the high school Automotive Technology CTE program in conjunction with the college Automotive Technology courses as a concurrent program.
 - f. Ensure that college learning outcomes are met, as well as high school standards, for each course taught.
 - g. Be supervised on-site by the District CTE Director.
5. WNC will provide support(s) for the instructor as needed, in consultation and collaboration with the District.
6. WNC will maintain regular communication with the District CTE Director to facilitate support for the instructor, address challenges, resolve issues, plan, and conduct regular evaluation of the program effectiveness.

INTERLOCAL AGREEMENT BETWEEN THE DOUGLAS COUNTY SCHOOL DISTRICT AND THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION ON BEHALF OF WESTERN NEVADA COLLEGE

C. DISTRICT OBLIGATIONS

1. The District will consider the WNC employed instructor as the equivalent of a certified District employee. As such, the District will -
 - a. Ensure the instructor is oriented to the policies, procedures and requirements of a certified District employee.
 - b. Provide access to facilities, technology and resources consistent with those of a certified District employee.
 - c. Identify the faculty training(s), meetings, activities and events in which the instructors will be requested to participate, with consideration of the duties and obligations to WNC.
 - d. Provide a substitute teacher when the WNC instructor must be absent.
2. The District will offer a dual credit college course concurrent with each semester that a high school CTE class is taught. As such, the District will -
 - a. Limit the enrollment in each CTE class and concurrently offered dual credit college course to no more than 26 students each to ensure safety and quality instruction.
 - b. Ensure that students enrolled in the CTE classes have the academic talent, social maturity and readiness to be successful in the concurrently taught dual enrollment course.
 - c. Register all students enrolled in the high school CTE class in the concurrently offered dual credit college course.
 - d. Provide appropriate classroom and lab facilities, maintaining safety and functionality at all times.
 - e. Provide necessary equipment, textbooks, on-line curriculum, materials and other resources necessary to deliver instruction to meet the high school standards and the college learning outcomes.

III. ACADEMIC OFFERINGS

A. AUTOMOTIVE TECHNOLOGY

1. The following courses will be offered as dual enrollment at each high school CTE level:
 - a. Auto Tech Level 1: AUTO 101 (3 credits), AUTO 115 (4 credits)
 - b. Auto Tech Level 2: AUTO 155 (4 credits), AUTO 145 (4 credits)
 - c. Courses may be added or changed upon mutual agreement.
2. Students who complete the appropriate coursework with a final college grade of C or better may be eligible to earn the following WNC Skills Certificates:
 - a. Automotive Brakes
 - b. Automotive Steering and Suspension
3. Students who satisfactorily complete courses with a grade of D- or higher shall be awarded credit toward earning a credential, certificate or degree, as applicable.
 - a. Some courses have a prerequisite of earning a C or better for progression in a sequence of courses.
 - b. Courses with earned grades below a C may have to be repeated, upon matriculation to a Nevada community college, to meet program requirements.

IV. FISCAL RESPONSIBILITIES AND OBLIGATIONS

A. MUTUAL OBLIGATIONS

1. The District and WNC mutually agree that the instructor who has been selected to teach CTE dual enrollment Automotive will be employed by WNC and subject to the contractual expectations of an NSHE employee.
2. The District and WNC mutually agree that the cost of the instructor salary will be shared as noted below.
3. The District and WNC mutually agree that the instructor will be assigned full time to the District CTE program and, for the purposes of the work being performed, will be considered as a high school instructor.

B. WNC OBLIGATIONS

1. WNC shall be responsible for hiring and compensating the identified instructor in compliance with NSHE rules and regulations, as well as the WNC Collective Bargaining Agreement (CBA).
2. WNC will provide the District with instructor qualification documents to assist the District in determining the salary equivalency based on the DCSD Licensed Personnel Salary Schedule.
3. WNC will invoice the District for concurrent tuition and instructional costs twice annually.
 - a. Separate invoices will be issued for tuition fees and instructional costs.
 - b. Invoices will be sent no later than December 1 for fall semester and May 1 for spring semester.

INTERLOCAL AGREEMENT BETWEEN THE DOUGLAS COUNTY SCHOOL DISTRICT AND THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION ON BEHALF OF WESTERN NEVADA COLLEGE

C. DISTRICT OBLIGATIONS

1. The District shall be responsible for payment of concurrent tuition for all students enrolled in designated Dual Enrollment CTE courses as outlined in the Interlocal Agreement for the Delivery of Dual Enrollment Coursework.
2. The District shall reimburse WNC for the cost of instruction at a rate equivalent to the salary of a District-hired instructor with the equivalent qualifications based on the DCSD Licensed Personnel Salary Schedule, to include calculated fringe associated with each position minus the PERS contribution.
 - a. The District will conduct a review of qualifications and determine salary placement for each instructor hired by WNC for the dual enrollment programs included in this agreement.
 - b. The District will provide WNC with written notice of salary placement and fringe calculation for each instructor no later than September 30. Documentation will include an explanation of salary placement procedures and a statement that practices were consistent with those used for all certified staff.
3. The District will submit invoice payments within thirty (30) days of receipt.

V. All other provisions of the Interlocal Agreement for the Delivery of Dual Enrollment remain in full force and effect, other than any provision that conflicts with the terms and spirit of this Agreement, which shall be deemed to be amended appropriately in order to be consistent with this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first written above.

On behalf of Douglas County School District:
Date _____

By _____
Douglas High School Principal or designee

Date _____

By _____
Superintendent or designee

Board of Regents, Nevada System of Higher Education
on behalf of Western Nevada College:

Date 4/10/20 _____

By J. Kyle Dalpe _____
J. Kyle Dalpe, President, or designee

ADDENDUM

AGREEMENT FOR DUAL ENROLLMENT COURSEWORK AT DOUGLAS HIGH SCHOOL

This is an Addendum to the Interlocal Agreement for the Delivery of Dual Enrollment Coursework between the Douglas County School District's **Douglas High School (School)** and the Board of Regents of the Nevada System of Higher Education on behalf of Western Nevada College (WNC). (Individually, a "Party" and collectively, the "Parties.")

TERM AND TERMINATION

The term of this Addendum shall be for one year, commencing on July 1, 2025, and ending on June 30, 2026. Either party may terminate the Addendum for any reason following written notice to the other Party of the intent to terminate, delivered no less than 90 days prior to the intended date of termination. The Addendum may be extended, by mutual agreement, to coincide with the dates of the initial Agreement.

I. PURPOSE AND SCOPE

A. PURPOSE

The purpose of this Addendum is to set forth the understanding of the Parties as to their respective responsibilities and rights in delivering Dual Enrollment courses at Douglas High School.

B. SCOPE

This Addendum is subject to the terms and conditions as defined in the Interlocal Agreement for the Delivery of Dual Enrollment Coursework.

II. DEFINITIONS

For the purposes of this Addendum, the following definitions apply:

A. Dual Enrollment Programs:

1. Jump Start: A prescribed set of degree or certificate of achievement applicable courses where credit is applied to both a high school diploma and college transfer credits in the pursuit of an Associate's degree or, for CTE students, the pursuit of a Certificate of Achievement where credits may or may not transfer to another institution.
2. Concurrent: College courses taught on a high school campus by a WNC approved high school teacher ("Affiliate") to high school students only where college credit is earned and may apply toward a college certificate or degree, as well as applied to a high school diploma (some courses may transfer to another institution while others may not).
3. General Dual: College courses taught by a college instructor on a college campus or online to the general public and high school students or to high school students only (as in a cohort model) where college credit is earned and may apply toward a college certificate or degree, as well as applied to a high school diploma (some courses may transfer to another institution while others may not).

B. Dual Enrollment Instructional Modes:

1. Online/Remote:
 - a. College instructor to general public and high school students
 - b. College instructor to high school students only
2. In person:
 - a. On a high school campus to high school students only
 - i. Taught by a high school teacher ("Affiliate")
 - ii. Taught by a college instructor
 - b. On college campus
 - i. College instructor taught to general public and high school students
 - ii. College instructor taught to high school students only

C. Dual Enrollment Students:

INTERLOCAL AGREEMENT BETWEEN DOUGLAS COUNTY SCHOOL DISTRICT AND THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION ON BEHALF OF WESTERN NEVADA COLLEGE

1. Jump Start Students: A cohort of qualified junior and/or senior students enrolled in the Jump Start Program taking dual credit courses taught by a WNC instructor and/or a WNC approved high school teacher ("Affiliate").
 2. Independent Students: A student who enrolls in concurrent or traditional dual credit courses taught by a WNC instructor and/or a WNC approved high school teacher ("Affiliate") independently from any dual enrollment program.
- D. Dual Credit Courses:** College or university courses offered to high school students that have been approved by the Nevada Department of Education to satisfy specific high school graduation requirements.
- E. Affiliate Support Model:** A model utilized to ensure consistent and quality college experience across classrooms, schools, and districts. This approach encompasses, but is not limited to, regular communication, training and professional development, classroom observation, and evaluation of program effectiveness.

III. RESPONSIBILITIES AND OBLIGATIONS

A. MUTUAL OBLIGATIONS

1. The School and WNC agree that qualified students may participate in the WNC Dual Enrollment program based on the terms and definitions set forth in this Agreement.
2. The School and WNC agree that college level courses are rigorous and demanding; the standards and criteria of any dual credit course shall meet statutory and WNC criteria; and such criteria shall not be diminished for the purpose of the Dual Enrollment program.
3. The School and WNC agree that courses offered for dual enrollment must be mutually agreed upon.
4. The School and WNC agree that WNC will make the final decision for courses offered based on available resources and institutional priorities.

B. WNC OBLIGATIONS

1. WNC will charge the District fees as designated by the Board of Regents as outlined in the Nevada System of Higher Education Procedures and Guidelines Manual, Chapter 7, Section 2.
2. WNC will maintain regular communication with the School and the District in order to address challenges, resolve issues and evaluate effectiveness.
3. WNC will begin invoicing after the third week of the WNC fall and spring semesters until the balance is paid in full.
4. WNC has final approval for any new or continuing Affiliate instructor nominated by the School to teach Dual Credit courses.

C. SCHOOL AND DISTRICT OBLIGATIONS

1. The School will adhere to the agreements and obligations outlined in the Interlocal Agreement for the Delivery of Dual Enrollment Coursework.
2. The School will ensure the concurrent enrollment courses taught by Affiliate instructors comply with WNC's student learning objectives, content, syllabi and assessment criteria, as well as meeting all the instructor responsibilities outlined in the Interlocal Agreement for the Delivery of Dual Enrollment Coursework.
3. The School will ensure that students enrolled in the dual enrollment classes have the academic talent, social maturity and readiness to be successful in the dual enrollment course.
4. The School will maintain regular communication with WNC dual enrollment personnel to facilitate the activities and requirements associated with dual enrollment in support of student success.
5. The School will support Affiliate attendance at trainings and meetings with consideration of the duties and obligations these individuals have to WNC.
6. The District will be responsible for the following payments to WNC:
 - a. 100% of the college tuition and fees incurred for both fall and spring semester for students enrolled in EDU courses.

INTERLOCAL AGREEMENT BETWEEN DOUGLAS COUNTY SCHOOL DISTRICT AND THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION ON BEHALF OF WESTERN NEVADA COLLEGE

7. The student/parent will be responsible for the purchase of textbooks and required materials (such as licenses, lab equipment, personal protective equipment, supplies, etc.) for the Jump Start program, General Dual enrollment courses and Concurrent enrollment courses.
8. The School will assist students in understanding and completing the college admission and dual credit course enrollment process.
9. The School will identify a dual enrollment designee who is responsible for coordinating efforts, facilitating clear and timely communication, tracking student progress, and addressing any issues related to the Dual Enrollment programs. The name and contact information of the designee shall be provided and updated as necessary.
10. The District will submit invoice payments within thirty (30) days of receipt.

IV. ACADEMIC OFFERINGS

A. JUMP START STUDENTS:

1. Year 1 Juniors - 1 cohort on high school campus
 - a. WNC instructor taught
 - i. Semester 1: COM 101(early start online), ENG 101, EPY 150, MATH 126, PSC 101
 - ii. Semester 2: ART 160 (winter session online), ECON 100, MATH 127, CH 202, ENG
2. Year 2 students
 - a. Courses are to be determined based on each students' chosen pathway and can be a combination of in person and/or online/remote selected from WNC's regular course offerings, taught by WNC instructors.

B. INDEPENDENT DUAL ENROLLMENT STUDENTS:

1. Students interested in taking concurrent enrollment courses may enroll in the following courses with approval from both WNC and the School.
 - a. Affiliate taught
 - i. Semester 1: EDU 110
 - ii. Semester 2: EDU 112
2. WNC instructor taught
 - a. Semester1: AUTO 101, AUTO 155
 - b. Semester 2: AUTO 115, AUTO 145
3. Students interested in taking general and/or online/remote dual enrollment courses taught by WNC instructors may enroll in regular course offerings from the WNC catalog with approval from both WNC and the School.

C. Courses may be added or changed upon mutual agreement

- V. All other provisions of the Interlocal Agreement for the Delivery of Dual Enrollment remain in full force and effect, other than any provision that conflicts with the terms and spirit of this Agreement, which shall be deemed to be amended appropriately in order to be consistent with this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first written above.

Board of Regents, Nevada System of Higher Education on behalf of Western Nevada College:

By J. Kyle Dalpe
J. Kyle Dalpe, President, or designee

Date 6/10/25

On behalf of Douglas High School:

INTERLOCAL AGREEMENT BETWEEN DOUGLAS COUNTY SCHOOL DISTRICT AND THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION ON BEHALF OF WESTERN NEVADA COLLEGE

By _____
Superintendent or designee

Date _____

High School Dual Enrollment Designee Name(s): _____

Title: _____

Email: _____

Phone: _____

By _____
High School Principal or designee

Date _____

ADDENDUM

AGREEMENT FOR DUAL ENROLLMENT COURSEWORK AT GEORGE WHITTELL HIGH SCHOOL

This is an Addendum to the Interlocal Agreement for the Delivery of Dual Enrollment Coursework between the Douglas County School District's **George Whittell High School (School)** and the Board of Regents of the Nevada System of Higher Education on behalf of Western Nevada College (WNC). (Individually, a "Party" and collectively, the "Parties.")

TERM AND TERMINATION

The term of this Addendum shall be for one year, commencing on July 1, 2025, and ending on June 30, 2026. Either party may terminate the Addendum for any reason following written notice to the other Party of the intent to terminate, delivered no less than 90 days prior to the intended date of termination. The Addendum may be extended, by mutual agreement, to coincide with the dates of the initial Agreement.

I. PURPOSE AND SCOPE

A. PURPOSE

The purpose of this Addendum is to set forth the understanding of the Parties as to their respective responsibilities and rights in delivering Dual Enrollment courses at George Whittell High School.

B. SCOPE

This Addendum is subject to the terms and conditions as defined in the Interlocal Agreement for the Delivery of Dual Enrollment Coursework.

II. DEFINITIONS

For the purposes of this Addendum, the following definitions apply:

A. Dual Enrollment Programs:

1. Jump Start: A prescribed set of degree or certificate of achievement applicable courses where credit is applied to both a high school diploma and college transfer credits in the pursuit of an Associate's degree or, for CTE students, the pursuit of a Certificate of Achievement where credits may or may not transfer to another institution.
2. Concurrent: College courses taught on a high school campus by a WNC approved high school teacher ("Affiliate") to high school students only where college credit is earned and may apply toward a college certificate or degree, as well as applied to a high school diploma (some courses may transfer to another institution while others may not).
3. General Dual: College courses taught by a college instructor on a college campus or online to the general public and high school students or to high school students only (as in a cohort model) where college credit is earned and may apply toward a college certificate or degree, as well as applied to a high school diploma (some courses may transfer to another institution while others may not).

B. Dual Enrollment Instructional Modes:

1. Online/Remote:
 - a. College instructor to general public and high school students
 - b. College instructor to high school students only
2. In person:
 - a. On a high school campus to high school students only
 - i. Taught by a high school teacher ("Affiliate")
 - ii. Taught by a college instructor
 - b. On college campus
 - i. College instructor taught to general public and high school students
 - ii. College instructor taught to high school students only

C. Dual Enrollment Students:

INTERLOCAL AGREEMENT BETWEEN DOUGLAS COUNTY SCHOOL DISTRICT AND THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION ON BEHALF OF WESTERN NEVADA COLLEGE

1. Jump Start Students: A cohort of qualified junior and/or senior students enrolled in the Jump Start Program taking dual credit courses taught by a WNC instructor and/or a WNC approved high school teacher ("Affiliate").
 2. Independent Students: A student who enrolls in concurrent or traditional dual credit courses taught by a WNC instructor and/or a WNC approved high school teacher ("Affiliate") independently from any dual enrollment program.
- D. Dual Credit Courses:** College or university courses offered to high school students that have been approved by the Nevada Department of Education to satisfy specific high school graduation requirements.
- E. Affiliate Support Model:** A model utilized to ensure consistent and quality college experience across classrooms, schools, and districts. This approach encompasses, but is not limited to, regular communication, training and professional development, classroom observation, and evaluation of program effectiveness.

III. RESPONSIBILITIES AND OBLIGATIONS

A. MUTUAL OBLIGATIONS

1. The School and WNC agree that qualified students may participate in the WNC Dual Enrollment program based on the terms and definitions set forth in this Agreement.
2. The School and WNC agree that college level courses are rigorous and demanding; the standards and criteria of any dual credit course shall meet statutory and WNC criteria; and such criteria shall not be diminished for the purpose of the Dual Enrollment program.
3. The School and WNC agree that courses offered for dual enrollment must be mutually agreed upon.
4. The School and WNC agree that WNC will make the final decision for courses offered based on available resources and institutional priorities.

B. WNC OBLIGATIONS

1. WNC will charge the District fees as designated by the Board of Regents as outlined in the Nevada System of Higher Education Procedures and Guidelines Manual, Chapter 7, Section 2.
2. WNC will maintain regular communication with the School and the District in order to address challenges, resolve issues and evaluate effectiveness.
3. WNC will begin invoicing after the third week of the WNC fall and spring semesters until the balance is paid in full.
4. WNC has final approval for any new or continuing Affiliate instructor nominated by the School to teach Dual Credit courses.

C. SCHOOL AND DISTRICT OBLIGATIONS

1. The School will adhere to the agreements and obligations outlined in the Interlocal Agreement for the Delivery of Dual Enrollment Coursework.
2. The School will ensure the concurrent enrollment courses taught by Affiliate instructors comply with WNC's student learning objectives, content, syllabi and assessment criteria, as well as meeting all the instructor responsibilities outlined in the Interlocal Agreement for the Delivery of Dual Enrollment Coursework.
3. The School will ensure that students enrolled in the dual enrollment classes have the academic talent, social maturity and readiness to be successful in the dual enrollment course.
4. The School will maintain regular communication with WNC dual enrollment personnel to facilitate the activities and requirements associated with dual enrollment in support of student success.
5. The School will support Affiliate attendance at trainings and meetings with consideration of the duties and obligations these individuals have to WNC.
6. The District will be responsible for the following payments to WNC:
 - a. 100% of the college tuition and fees incurred for both fall and spring semester for the agreed upon courses.

INTERLOCAL AGREEMENT BETWEEN DOUGLAS COUNTY SCHOOL DISTRICT AND THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION ON BEHALF OF WESTERN NEVADA COLLEGE

7. Student/parents will be responsible for the purchase of textbooks and required materials (such as licenses, lab equipment, personal protective equipment, supplies, etc.) for the Jump Start program, General Dual enrollment courses and Concurrent enrollment courses.
8. The School will assist students in understanding and completing the college admission and dual credit course enrollment process.
9. The School will identify a dual enrollment designee who is responsible for coordinating efforts, facilitating clear and timely communication, tracking student progress, and addressing any issues related to the Dual Enrollment programs. The name and contact information of the designee shall be provided and updated as necessary.
10. The District will submit invoice payments within thirty (30) days of receipt.

IV. ACADEMIC OFFERINGS

A. INDEPENDENT DUAL ENROLLMENT STUDENTS:

1. Students interested in taking general and/or online/remote dual enrollment courses taught by WNC instructors may enroll in regular course offerings from the WNC catalog with approval from both WNC and the School.

B. Courses may be added or changed upon mutual agreement

- V.** All other provisions of the Interlocal Agreement for the Delivery of Dual Enrollment remain in full force and effect, other than any provision that conflicts with the terms and spirit of this Agreement, which shall be deemed to be amended appropriately in order to be consistent with this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first written above.

Board of Regents, Nevada System of Higher Education on behalf of Western Nevada College:

By J. Kyle Dalpe
J. Kyle Dalpe, President, or designee

Date 6/10/25

On behalf of George Whittell High School:

By _____
Superintendent or designee

Date _____

High School Dual Enrollment Designee Name(s): _____

Title: _____

Email: _____

Phone: _____

By _____
High School Principal or designee

Date _____

Board of Trustees Douglas County School District

STAFF

Political Activities

The Board of Trustees recognizes the rights of its employees, as citizens, to engage in political activity. However, the Board also recognizes that school property and school time should not be used for partisan political purposes, except as provided for in policies pertaining to the use of school buildings by civic and political organizations.

With approval from the Superintendent or designee, elected or appointed local, state, or federal officials who are acting in their official capacity may address students and employees on matters relevant to the educational environment, or of interest to the audience.

School district employees must, with all other citizens, share the responsibility for the development of a sound public body and assume full political and citizenship responsibilities. With that goal in mind, the following guidance has been established for all employees:

Employees should

1. Address political topics as impartially and objectively as possible.
2. Not allow personal biases to intrude or interfere with professional judgment.
3. Handle political issues in a manner relevant to the content of the course and appropriate to the knowledge and maturity of the students.
4. Inform the principal/designee when there is a doubt about the impact of a political topic in planned instruction.
5. Encourage critical thinking by offering multiple perspectives of the issue(s) under discussion, gathering information, considering implications and consequences of varying viewpoints, checking for assumptions, and using questions to guide ideas and clarify thinking.
6. Act consistent with district policy, administrative regulations, and school administration guidance on politics and political policy in

Board of Trustees Douglas County School District

STAFF

the educational environment. Employees are responsible for ensuring guest speakers adhere to the aforementioned expectations.

Employees should not

1. Provide or make any representations that their personal views represent the views of the Douglas County School District. Instead, employees will take adequate precautions to distinguish between personal and instructional views;
2. While engaged in the education of students, present social and political theories as fact;
3. Interfere with another person's exercise of political and citizenship rights and responsibilities while on school district property or during school-sponsored events, unless such activity is inconsistent with applicable policy, regulation, or law; or,
4. Use district privileges, resources, or working time to promote political candidates or partisan political activities.

Nothing in this Policy shall be interpreted as prohibiting the following:

1. Conducting appropriate activities that encourage students to become involved in the political processes of the party of the students' choice, or as a non-partisan.
2. Circulation of literature pertaining to bond referenda for school purposes.
3. Utilization of district mail services, email, and bulletin boards for organizational material by collective bargaining agents and their membership, in accordance with NRS Chapter 288 and current collective bargaining agreements.

Reference:

Date Adopted:

Date Revised:

Board of Trustees Douglas County School District

STUDENTS

Political Activities

The Board of Trustees respects, recognizes, and encourages the rights of students to engage in political speech. This policy is intended to ensure that student political activity is conducted in a manner consistent with the educational mission of the Douglas County School District ("DCSD") and the safe and orderly operation of the learning environment.

POLICY STATEMENT

Students may engage in political expression and activities on school grounds, during non-instructional time, as long as such expression does not:

1. Substantially disrupt the educational process;
2. Interfere with the rights of others;
3. Involve the use of school resources for political advocacy; or
4. Suggest school endorsement of a political candidate, party, or position.

Nothing in this policy shall be construed to limit students from engaging in campaign activities for school leadership offices or other school-based student elections. Should a student-group or an affiliated organization, such as a school-based booster club or a school-sponsored organization such as a PTA or PTO, obtain permission to hold a candidate night, political fair, or similar activity, all candidates for the offices represented must be given an equal opportunity to participate, speak, and/or display materials.

In view of the voting rights of eighteen-year-olds, school facilities may be used as meeting sites for student political groups before or after the regular instructional day or during lunch time, as approved by site administration. A teacher or a community person approved by the principal/designee must be in attendance at such meetings. Voter registration events for eligible students are permitted when approved by the principal/designee.

Reference:

Date Adopted:

Date Revised:

ADMINISTRATIVE REGULATION

No. 529

Board of Trustees Douglas County School District

STUDENTS

PROCEDURES FOR SUSPENSION AND EXPULSION

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this District and one that cannot be imposed without due process since the exclusion may limit or deprive a child of the right to a Free Appropriate Public Education (FAPE).

Except as otherwise provided in NRS 392.466, a pupil who is under the age of 11 must not be permanently expelled from school. In extraordinary circumstances, a school may request an exception to this subsection from the Board.

"Suspension" means the ~~temporary~~ **disciplinary exclusion removal** of ~~the a~~ student by the school principal, or the Disciplinary Panel, from all school programs and school-sponsored activities during which time the student may receive instructional materials as submitted per the requirements in AR 504. A principal may not suspend a student for more than ten school days, while the Disciplinary Panel may suspend a student for any period of time it deems appropriate, **not to exceed one school semester**.

"Expulsion" shall be the **disciplinary exclusion removal** of ~~the a~~ student from the schools of this District by the Disciplinary Panel for a ~~any period of time it deems appropriate~~ **period of time exceeding one school semester**, during which period the student shall not receive instructional materials or credit for work performed. The Disciplinary Panel is comprised of members of the Board of Trustees and/or District level administrators. Each Disciplinary Panel must seat at least one Trustee. The decision of the Disciplinary Panel is a final decision with no right of appeal to the full Board of Trustees.

No student otherwise eligible for attendance at the schools of this District shall be excluded from school unless that student has materially and substantially interfered with the maintenance of good order in the schools or unless it is necessary to protect the physical and emotional safety and well-being of any student, staff, or the public. **Pursuant to NRS 392.467, no student shall be suspended or expelled until the student has been given notice of the charges against him or her, an explanation of the evidence, and an opportunity to schedule a hearing, except that a student who poses a continuing danger to persons or property; is an ongoing threat of disrupting the academic process; is selling or distributing any controlled substance; or is found to be in possession of a firearm or a dangerous weapon as provided by law, may be removed from school immediately upon being given an explanation of the reasons for his or her removal and pending proceedings, to be conducted as soon as practicable after removal, for the student's suspension or expulsion.**

Any pupil who commits a battery which results in the bodily injury of any employee of the school or who sells or distributes any controlled substance shall be provided with In School Support by a site administrator, which could result in a **disciplinary** hearing. However, for a first offense, the school shall meet with his or her parent or legal guardian and provide a plan of action based on restorative justice. The parent or legal guardian of the pupil may choose for the pupil not to participate in the plan. If the parent or legal guardian of the pupil chooses for the pupil not to participate, the school shall inform the parent or legal guardian of the consequences of not participating in the plan.

The pupil may be suspended, expelled from school, or placed in another kind of school during the period of suspension/expulsion. For a second occurrence of one or more of the violations the student may be permanently expelled from that school and ~~receive equivalent instruction authorized by the state board pursuant to subsection 1 of NRS 392.070~~ **enroll in a program of alternative education**.

Should there be substantial safety concerns stemming from the first offense, movement of a student may occur. In these instances, the receiving school would be required to implement a plan of action based on restorative justice.

PROCEDURES FOR HOMELESS PUPILS

Upon removing a pupil from a classroom or any other premises of a public school for more than one (1) school day, the principal of the school must contact the local educational agency liaison for homeless pupils designated in accordance with the McKinney-Vento Homeless Assistance Act of 1987, 42 U.S.C. §§ 11301 et seq., or a contact person at a school, including, without limitation, a school counselor or school social worker, to make a determination of whether the pupil is a homeless pupil, as defined by law.

If the District has notice that the student is homeless or in foster care, the student may be suspended for more than five (5) days only if, following a review of all available information and a meeting with an educational decision maker, if one has been appointed pursuant to NRS 432B.462, the principal determines that the conduct of the pupil poses an ongoing threat to the pupil or other persons at the school and if a determination is made that homelessness or being in foster care was not a factor in the behavior that led to the consideration for suspension and expulsion.

If the principal determines that the behavior that led to the suspension was caused by or had a substantial relationship to the pupil being in foster care or being homeless, the principal shall eliminate the period of suspension and provide the pupil with behavioral and academic support and assign the pupil to a temporary alternative placement for not more than 45 school days.

A student, who is age 11 or older, may be suspended or expelled for commission of one or more of the following offenses committed in school facilities, on school grounds, during lunch and break periods, at any school-sponsored activities, on a school bus, at a school bus stop, or on the way to or from school. This also includes conduct off school property that materially and substantially affects and disrupts school operations or causes school officials to reasonably believe that it will do so. Upon the second suspension the school will design a restorative justice plan for the student.

1. Malicious damage to school property.
2. Willful disobedience to administrators, teachers, or other School District personnel.
3. Hazing in connection with any school function or social activity related to school.
4. Impairing or threatening the health, safety, or welfare of teachers, students, or other persons.
5. Failure to immediately report a situation or incident that could result in impairing or threatening the health, safety, or welfare of teachers, students, or other persons.
6. Use of profane or vulgar language.
7. Possession and/or use of tobacco or electronic nicotine-delivery devices (including but not limited to e-cigarettes, e-hookahs, vapor pens).
8. Any act constituting bullying or cyber-bullying as defined by NRS 388.122 ~~(numbers 1 and 2)~~ **and NRS 388.123**. See DCSD Administrative Regulation 543 for specific definitions.
9. Possession, use, and/or being under the influence of alcohol or other drugs, including, but not limited to, inhalants, designer drugs*, controlled substances (or a substance purported to be a controlled substance or mimic the effect of a controlled substance), prescription

drugs, unless the student has been prescribed the prescription drug by a physician and in accordance with Board Policy 508, or inappropriate use of over-the-counter (OTC) drugs. Refer to Drug & Alcohol Board Policy No. 523

10. Gang activity.
11. Possession and/or use of a weapon.
12. Involvement in cheating or plagiarizing assessments or assignments.
13. Violation of established school or District regulations or Board policies not already covered by this policy, but as may be outlined in school or District handbooks and to be specifically noted in the suspension or expulsion letters and documents sent home to parents.
14. Behavior in a manner that substantially disrupts learning by pupils at the school; causes bodily harm to another person; or places another person in reasonable fear of bodily harm.

Mandatory Expellable Offense

Pursuant to subsections **5 and 6 2** of NRS 392.466, a student found in possession of a firearm or a dangerous weapon as defined by NRS 202.265 **must**, for a first occurrence, be expelled for a period of not less than one year. A student who is found to have possessed a dangerous weapon may, however, be placed in another kind of school during the period of the expulsion. A student who is found to have possessed a firearm is precluded from attending any Douglas County School District school for a period of not less than one year.

For a second occurrence of possession of a firearm or a dangerous weapon, the student **must** be permanently expelled from that school and receive equivalent instruction authorized by the state board ~~pursuant to subsection 1 of NRS 392.070~~.

Habitual Disciplinary Problem

Pursuant to NRS 392.4655, a principal of a school shall deem a student enrolled in the school a habitual disciplinary problem if the school has written evidence, which documents that in one school year the student has:

- (a) ~~The pupil has~~ threatened or extorted, or attempted to threaten or extort, another pupil or a teacher or other personnel employed by the school two or more times, or the pupil has a record of five **significant** suspensions from the school for any reason; and
- (b) ~~The pupil has~~ not entered into and participated in a plan of behavior pursuant to subsection 5 **of NRS 392.4655**.

If a student who is deemed a habitual disciplinary problem is under the age of 11 and the school has made a reasonable effort to complete a plan of action based on restorative justice the student may, be suspended or expelled from school for a period equal to at least one school semester, **provided that no student may be deemed a habitual disciplinary problem unless DCSO has written evidence which documents that the homelessness of the student was not a factor in his or her behavior, as determined after conducting a meeting with the local educational agency liaison for homeless pupils designated in accordance with the McKinney-Vento Homeless Assistance Act of 1987, or a contact person at the school, including, without limitation, a school counselor or school social worker.**

Prior to deeming a student a habitual disciplinary problem, if a student is suspended, the school shall provide written notice to the parent or legal guardian, which includes an explanation that a student who is deemed a habitual disciplinary problem may be:

- 1) Suspended from school of a period not to exceed one school semester as determined by the seriousness of the acts which were the basis for the discipline; or

- 2) Expelled from school under extraordinary circumstances as determined by the principal of the school.

Such notice must be provided at least 7 days before the school deems the pupil a habitual disciplinary problem.

The superintendent, at the Board of Trustees' direction, may, for good cause shown in a particular case, allow a modification to the expulsion requirement as applicable for the violations above if he/she determines that a plan of action based on restorative justice may be used successfully.

Students who have an Individual Education Plan

As with general education students, a student with an IEP who is younger than 11 years old must not be permanently expelled except under extraordinary circumstances, in which case a school may request an exception to this prohibition from the district Board of Trustees (See [NRS 392.466.9](#) NRS 392.467.1).

A student with an IEP who is at least 11 years old may be removed from a school, suspended, or expelled only after the district Board of Trustees **or its designee** has reviewed the circumstances and determined that the action is in compliance with the Individuals with Disabilities Education Act (IDEA) (NRS 392.466.12; NRS 392.467.6), except in the case of possession of a firearm or dangerous weapon by a student.

Suspension of a student with an IEP is limited to 1-5 days for each occurrence of misconduct (NRS 392.466.12; NRS 392.467.6).

The school official that assumes the responsibility for suspension of a student shall also assume the primary responsibility for the initiation of the rehabilitative process of the student. This shall include a satisfactory parent conference at the school and the use of such other special services as may be deemed helpful.

*Designer Drugs – Drugs synthesized in an attempt to create an analogue of a better-known, illegal or legal chemical.

PROCEDURES FOR TEMPORARY SUSPENSION OF TEN DAYS OR LESS

1. Tell the student you are meeting with him/her to investigate the allegations that the student has violated rule(s), policies, or regulations of the District.
2. Tell the student the specific rules, policies, or procedures that are alleged to have been violated and that if the evidence supports the allegations, there will be consequences up to and including suspension from school. Ask if he/she understands the allegation(s).
3. Explain to the student the evidence you have regarding the alleged violation(s).
4. Ask the student if he/she admits or denies the allegation(s). If the student admits to violation(s), assign appropriate consequences. If the student denies the allegation(s), give him/her the chance to explain and present his/her side of the story. The Administrator will consider his/her explanation, and if the Administrator deems it appropriate, may investigate the matter further. (This does not mean that the student can secure counsel, confront and cross-examine witnesses, or call witnesses on his/her behalf to present his/her case).

ADMINISTRATIVE REGULATION

No. 529

Board of Trustees Douglas County School District

STUDENTS

5. After hearing the student's explanation and evidence, the Administrator should determine if she/she needs more information, and, if so, obtain it before making a decision. If not, the Administrator should determine what, if any, violations exist and assign appropriate consequences.
6. If the student has a behavior plan, the administrator should review the plan with the student. If the student does not have a behavior plan and the student is subject to the habitual discipline statute, then a behavior plan may be written.
7. If suspension is appropriate, the Administrator shall notify the student that he/she will be suspended for (number of days) commencing (starting date).

Date Adopted: 9/13/83

Date Revised: 11/87

Date Revised: 7/92

Date Revised: 2/94

Date Revised: 10/2001

Date Revised: 03-18-03

Date Revised: 05-19-03

Date Revised: 03/04

Date Revised: 12/11/07

Date Revised: 7/22/11

Board of Trustees Douglas County School District

STUDENTS

SUSPENSION AND EXPULSION

The Douglas County School District Board of Trustees ("the Board") recognizes that maintaining a safe and productive learning environment is essential to its mission to empower students with the skills, knowledge, values, and opportunities to thrive. To that end, appropriate disciplinary measures, including suspension and expulsion of students, are authorized to address behavior of students that disrupts the learning environment of the Douglas County School District ("the District").

The Board recognizes that exclusion from the educational program of the District is a severe sanction that cannot be imposed without appropriate due process, including timely notification to parents/guardians and a right of appeal. Accordingly, suspension and expulsion of students will occur only in compliance with all state and federal laws and regulations, including NRS Chapter 392 and the Individuals with Disabilities Education Act, as applicable.

All students are expected to follow District policies and regulations, school rules of conduct, and city, state, and federal law. All students are expected to adhere to all applicable standards of conduct while at school, traveling to and from school, during lunch times, and while involved in all school-sponsored activities. Failure to do so subjects a student to discipline, including potential suspension and expulsion. Administrative Regulation 529 establishes detailed guidelines for District administrators to follow in cases where suspension or expulsion is imposed.

A student shall have the right to appeal a suspension or expulsion within five (5) school days of receiving notification of the suspension or expulsion. Within five (5) school days of receiving the appeal, a designee of the Board shall conduct a hearing to determine the seriousness of the acts which were the basis for the suspension or expulsion. The decision of the designee shall be final and no additional appeal may be had.

[See Administrative Regulation related to this Policy](#)

Related Policies: Tobacco Free Schools Policy No. [106](#)
Prescription Drugs at School Policy No. [508](#)
Drug & Alcohol Policy No. [523](#)
Gang Affiliation & Activity Policy No. [540](#)
Weapons Policy [529A](#)
Reference: NRS 392.467, NRS 392.466 and NRS 202.265
Assembly Bill 168

Date Adopted:	8/12/80	04/14/09
Dates Revised:	12/87	08/10/10
	07/97	01/28/11
	10/09/01	05/15/13
	06/01/02	07/09/14
	08/13/02	10/13/15
	03/09/04	03/13/18
	07/12/05	04/9/19
	06/13/06	2/10/2020
	07/08/08	

Board of Trustees Douglas County School District

OPERATIONS

TRANSPORTATION

Transportation of District students to and from school is a privilege wholly within the discretion of the Board of Trustees. The Board may purchase, equip, and maintain vehicles for the transportation of students from home to school and from school to home at the beginning and ending of the school day and for the transportation of students on field trips and extracurricular trips. ~~Transportation may be provided for Kindergarten students to and from school sites with students zoned at ten (10) or more miles from the school of attendance.~~

The Board may provide transportation to District students in any grade level who live more than one mile from their school of attendance; distance from school shall be measured by the shortest safe, convenient walking path. ~~Severely handicapped students and students assigned to special programs for the handicapped may be transported regardless of their distance from school.~~ [Students with disabilities and students assigned to special programs may be transported regardless of their distance from school.](#)

Bus transportation routes shall be built around reasonable collection points. The Board reserves the right to deny transportation along any road that is not maintained.

Students transferred to another school or district at parental request must assume responsibility for their own transportation unless existing routes can accommodate them.

The responsibility of the Board for pupil safety and discipline begins when students enter the bus and ends when students leave the bus. The school bus driver shall be responsible for the discipline of students while they are being transported to or from school. When a problem in pupil conduct requires stringent discipline, the driver shall report it to ~~the building principal~~ [a site administrator](#). A pupil may be suspended from bus transportation by the principal or supervisor of transportation for disciplinary reasons, in which case the parents shall be responsible for the pupil's transportation.

Video cameras ~~may be~~ [are](#) used on school buses to monitor student behavior. The Board believes that such monitoring will deter misconduct and help ensure the safety of students and staff. Students found to be in violation of the District's bus conduct rules shall be subject to discipline in accordance with district policy and regulations.

Board of Trustees Douglas County School District

OPERATIONS

The Superintendent or designee shall notify students, parents/guardians, and staff that video surveillance may occur on any school bus and that video recordings may be used in student disciplinary proceedings. This notification shall include a copy of the District policy and regulations on bus conduct. In addition, a prominent notice shall be placed in each bus stating that the bus is equipped with a video monitoring system.

~~The Superintendent or designee shall routinely review videotapes taken on school buses and shall document any observation of student misconduct. Two weeks after this review, the Superintendent or designee may erase any tapes that do not show incidents of misconduct. Tapes retained as part of an individual student's disciplinary record shall be maintained in accordance with law and Board policy governing the access, review, and release of student records.~~

The Superintendent or designee shall prepare a map of the District indicating each bus stop and bus route or prepare a schedule of bus stops and an itinerary of bus routes to be used in conjunction with a District map, and shall make available rules governing pupil conduct during transport to and from school; such rules shall be binding on all students transported by the Board.

See Administrative Regulation related to this Policy

Reference: NRS ~~388.510, 392.300 et seq~~ [386.790 - 386.830](#)

Date Adopted: 08/12/80

Date Revised: 11/12/96

06/14/11

[07/17/25](#)

ADMINISTRATIVE REGULATION

No. 809 (a)

**Board of Trustees
Douglas County School District**

OPERATIONS

PRACTICE EVACUATION OF SCHOOL BUSES

At least twice during each school year, all students enrolled in the Douglas County School District who ride school buses to and from school must practice the emergency evacuation of a school bus. This practice will be completed by November 1st and May 1st of each year. Prior to every field trip*, the evacuation procedure will be followed. Two evacuations will be conducted for athletic and co-curricular trips** at the beginning of each season.

The Director of Transportation shall:

1. Establish a uniform procedure that is followed by all bus drivers carrying out the practice evacuation of school buses.
2. Establish a uniform procedure for recording all practices of evacuation, and maintain those records for one full year after the practice session.
3. Insure that each school bus driver shall practice an evacuation of the bus prior to each field trip.

*Field trip defined: A continuation of the classroom with a specific educational purpose.

**Athletic or co-curricular trip defined: Football, baseball, band, chorus, etc.

See Policy related to this Administrative Regulation
See also: Administrative Regulations 809(a), 809(b), 809(c), 809(d)

Reference: NRS ~~392.360—392.380~~ [386.790 - 386.830](#)

01/85

Revised: [07/17/2025](#)

ADMINISTRATIVE REGULATION

No. 809 (b)

**Board of Trustees
Douglas County School District**

OPERATIONS

SCHOOL BUS TRANSPORTATION PROCEDURES

In order to provide an efficient and safe school bus transportation program, the following transportation regulations will be in effect:

1. Students who are attending a school outside their assigned attendance area and who utilize existing bus routes to the other school must also utilize existing stops. The District will not create bus stops for students outside an attendance area.
2. The District provides transportation within the attendance area that the students are zoned to attend school. The Transportation Supervisor will establish safe, efficient residential stops within attendance areas. The District will not establish stops at commercial or business establishments. The District may establish stops at day care centers within attendance boundaries of elementary schools. Day care centers will be considered residential stops.
3. If a student is in the District's ~~T.E.D.D.Y.~~ [Preschool](#) Program, transportation will only be provided within ~~T.E.D.D.Y.~~ [the Preschool Program](#) attendance school boundaries. The only exception to this policy will be for students whose IEPs dictate otherwise.
4. Dirt or gravel roads must be maintained by Douglas County or General Improvement Districts to qualify for bus service. The Transportation Supervisor may end service on any road if conditions of the road could cause safety concerns for the drivers and students or cause damage to District buses. In the event hazardous conditions exist, alternate stops may be used on days that buses are unable to make regular stops. The Transportation Department will attempt to inform parents by telephone ([via auto-dialer message, text, and/or email](#)), TV, or ~~radio announcement~~ [social media outlets](#) regarding the time and location of alternate stops if they are to be used.
5. Safety on field trips and all school activity trips including athletics is of the utmost importance. Therefore, if the trip has commenced, the bus driver on the trip, in conjunction with the Transportation Supervisor if possible, will have final determination as to whether or not a trip proceeds due to inclement weather or road conditions. If the trip has not commenced, the Transportation Supervisor will make the decision on whether the trip proceeds.

See Policy related to this Administrative Regulation
See also: Administrative Regulations ~~809~~, [809\(a\)](#), [809\(c\)](#), [809\(d\)](#)

03/98

Revised: 07/17/25

ADMINISTRATIVE REGULATION

No. 809 (c)

**Board of Trustees
Douglas County School District**

OPERATIONS

FIELD TRIP OR EXTRA ACTIVITY TRIP PROCEDURE

Booking Trips

Each school site must use the proper transportation forms necessary for requesting trips. The procedure for booking trips is as follows:

1. All trips require two (2) weeks advance notice to the Transportation Department. If special arrangements are needed, call the Transportation Department to check for availability of the desired date. The chances of approval for the desired dates of trips are greatly increased when trips are planned between the hours of 9:00 a.m. and 1:30 p.m. Paperwork may be submitted via mail or fax with appropriate signatures.
2. Out-of-state trips **must** be pre-approved by the Superintendent's Office **or designee** before submitting the request to the Transportation Department. The Superintendent **or designee** will not approve any requests not signed by the site administrator. Transportation will not pre book any out-of-state trips until proper written authorization is received from the Superintendent's Office.
3. All trips must have at least one sponsor or coach riding on the bus. This includes trips to sporting events including ~~rooters~~/cheerleaders buses. This coach or sponsor must be a current school district employee and must have been approved by the school principal to supervise the trip.

Route Planning

An itinerary is ~~helpful~~ **required** for any trip and ~~essential~~ for long or overnight trips. Communication between the Transportation Department, the driver, and the person who planned the trip is ~~essential~~ **required** and must be done well in advance of the trip. Consideration must be made for the bus driver's hours. (A driver may not be on duty more than 15 hours in a 24-hour period, and no more than 10 hours of this time can be actual driving time.)

Drivers' off-duty time: If a trip is planned for more than 15 hours, then the driver must have off-duty time. In order to be counted as off-duty time, it has to be time spent in a motel resting and is non-paid time for the driver. When a motel is needed for long or overnight trips, it must be arranged and paid for ahead of time as part of the trip request.

ADMINISTRATIVE REGULATION

No. 809 (c)

Board of Trustees Douglas County School District

OPERATIONS

Mode of Transportation

The District's primary mode of transportation for transporting students to and from field trips and extracurricular activities where the distance one way is less than 300 miles is by school bus. However, other forms of transportation, including vans, automobiles, charter buses, or airplanes may be utilized in transporting students if the trip is of significant distance (300 miles or more one way), or if other unusual circumstances exist such as small student numbers, loss of instructional time, or other pertinent factors. Vans are not to be used in lieu of school buses for student groups of more than eight students (reference 809(d)(5)).

~~The District's primary mode of transportation for trips over 300 miles but less than 600 miles one way is by charter bus. The normal criteria for bus chartering are contained in the following section. The Director of Business Services may approve travel by commercial airlines in lieu of charter bus based on trip circumstances including the following:-~~

- ~~• the number of students and chaperones making the trip;-~~
- ~~• the cost of traveling by commercial airlines versus the cost of traveling by charter bus;-~~
- ~~• the need, availability, and cost of ground transportation at the trip destination;-~~
- ~~• the amount of lost instructional time;-~~
- ~~• any relevant factors deemed pertinent.-~~

~~The final authority for decisions regarding the mode of transportation for field and extra-curricular trips rests with the Director of Business Services.~~

Schools are responsible for determining their preferred mode of transportation for trips. However, they must fundraise for any costs exceeding the 60-mile threshold. The standard criteria for chartering a bus, should they choose that option, can be found in the following section.

The Superintendent or designee may approve travel by commercial airlines instead of other modes of transportation based on various trip circumstances, including:

- The number of students and chaperones attending the trip
- A cost comparison between traveling by commercial airlines and other modes of transportation
- The need, availability, and cost of ground transportation at the destination
- The amount of lost instructional time
- Other relevant factors deemed important

ADMINISTRATIVE REGULATION

No. 809 (c)

Board of Trustees Douglas County School District

OPERATIONS

The final authority for determining the mode of transportation for field and extracurricular trips rests with the Superintendent or designee.

Criteria for Charter Busing

The following criteria is to be used in determining whether or not a chartered bus will be taken on a trip:

1. ~~The destination (location of event) must be at least 300 miles (one way) from the school making the trip.~~ The total cost of the charter bus must be funded/fundraised by the chartering team/organization.
2. If the trip requires the charter bus to leave school before 5:00 a.m. in order to participate in the trip event, the trip may, with the principal's approval, leave the day before the trip event. In addition, if the return trip would result in students arriving back at the school after 2:00 a.m., the return trip, with permission of the principal, may return the day following the day of the last event.
3. The trip must be within the limit for trips beyond ~~100~~ 60 miles as controlled by Administrative Regulation 216(a).

~~If any league has crossover games which are required with non-decision opponents, a charter bus will only be allowed under the above criteria if there are no options to play decision opponents closer than the 300-mile limit.~~

The chartering of buses for trips that qualify will be done by the Douglas County School District Transportation Department **only**.

Bus Drivers' Responsibilities

Safety of the passengers is ultimately the driver's responsibility while they are being transported. The bus driver has the final say whether or not to continue on a trip when he/she feels unsafe conditions exist.

Evacuation drills are required before all field trips and twice per season for sporting, music, dance, cheerleading, and drama events.

ADMINISTRATIVE REGULATION

No. 809 (c)

Board of Trustees Douglas County School District

OPERATIONS

Bus Driver/Coach/Chaperone Shared Responsibilities

Discipline of the students is a shared responsibility among the driver, chaperones, and coaches with the driver having the ultimate responsibility. Distractions from

the road are dangerous and the bus driver's attention to the road comes first, especially at night or in adverse weather conditions.

The school administrator must approve chaperones 24 hours prior to the departure of the trip. Duties of the chaperone include reviewing Policy and Administrative Regulation 523 – 529, and supervising students in a positive way. Chaperones must be strategically located throughout the bus.

Some basic rules to know are:

1. Students are to remain seated while the bus is in motion and keep their hands to themselves.
2. Harassment of others, fighting, or violence of any kind will not be tolerated.
3. Noise must be kept to a reasonable level.
4. All regular school bus rules apply.

The basic duty of the chaperone on the bus is to maintain discipline while the bus transports the group to its destination. With assistance in handling discipline, the driver can devote his/her full attention to the roadway thereby providing the safest trip possible.

See Policy related to this Administrative Regulation

See also: Administrative Regulations ~~809~~, 809(a), 809(b), 809(d)

Adopted: 09-2000

Revised: 09-2001

03-2004

08-2022

07/17/2025

ADMINISTRATIVE REGULATION

No. 809 (d)

**Board of Trustees
Douglas County School District**

OPERATIONS

NON-BUS STUDENT TRANSPORTATION REGULATION

District employees transporting students in vehicles other than school buses must be approved by the Vehicle Maintenance Supervisor. Drivers will be put on a master list if they meet the criteria for transporting students in non-bus vehicles and agree to observe the regulations as outlined below:

1. A satisfactory driving record (evidenced by a yearly state DMV printout) and a valid Nevada/California Drivers License. Restrictions noted on an individual's operators license will be considered when approving drivers under this regulation. Newly hired employees must provide a driving record covering the previous three years. All records will be kept confidential.
2. Must be at least 21 years of age, unless employed by the District and assigned to a specific student as a requirement of the position. Only transportation within the District will be allowed for drivers under the age of 21.
3. Drivers may not participate in the program if they have:
 - a. One serious violation (such as reckless or drunk driving) in the last three years.
 - b. Two or more at-fault accidents in the last three years.
 - c. Three or more moving violations in the last three years.
 - d. Continued disregard for policies under the Non-Bus Student Transportation Program.

Confidential warning letters will be sent to individuals when the annual review of their driving records indicates they may reach the limits established above. No warning letter is required to terminate driving privilege if the limits have been reached.

4. Each vehicle will have an established capacity, which is determined by the manufacturer, and must not be exceeded.
5. Any trip over 150 miles involving 8 or more persons may be required to take a school bus in lieu of vans.

ADMINISTRATIVE REGULATION

No. 809 (d)

**Board of Trustees
Douglas County School District**

OPERATIONS

Page 1 of 2

6. A driver may not be on duty more than 15 hours in a 24-hour period. Of this time, the driver may not exceed 10 hours of actual driving time. The time spent operating, loading, unloading, repairing, servicing the vehicle, and waiting for passengers must be included in determining the 15-hour period. After 10 hours of operating a vehicle, the driver must rest for 10 hours before he/she again operates a vehicle for transportation purposes. If on-duty and driving time will exceed these limits, alternate drivers must be obtained and included in the trip request.
7. Transportation shall be in District-owned vehicles except in case of emergencies.
8. Non-bus transportation use will be documented by submitting a Trip Request form. These forms will be kept on file at the Vehicle Maintenance Department.

The Vehicle Maintenance Supervisor or his designee must approve, in writing, any exceptions to the above Regulation.

See Policy related to this Administrative Regulation
See also: Administrative Regulations ~~809~~, 809(a), 809(b), 809(c)

09/2000
Revised: 7/17/25

ADMINISTRATIVE REGULATION

No. 809 (e)

**Board of Trustees
Douglas County School District**

OPERATIONS

School Bus Rules

The Main responsibility of the bus driver is to transport students safely to and from school. The following rules are in place to create a safe and respectful environment for students and staff being transported by bus.

DISCIPLINARY ACTION GUIDELINES:

FIRST OFFENSE - A written warning and phone call to parent. Riding privileges could be suspended on first offense depending on severity.

SECOND OFFENSE - Three to five day suspension of riding privileges on all buses.

THIRD OFFENSE - Two or more week suspension of riding privileges on all buses.

FOURTH OFFENSE – Riding privileges suspended for the remainder of the school year.

1. The driver is in complete charge of the passengers he/she is transporting.
2. Students are to remain seated, facing forward, with hands to themselves at all times when the bus is in motion.
3. Students are to be at the bus stop 5 minutes early, board and exit the bus in a safe manner and follow the driver's directions before crossing.
4. Loud or profane language is not allowed. Students must observe quiet time when the driver feels it is necessary. Personal music may be listened to with headphones.
5. A note from the office is required for any change for stop deviation.
6. Fighting; violence, of any kind; or boisterous activity could result in suspension of riding privileges to all parties involved.
7. Pupils shall be courteous to the driver, to fellow pupils and passers-by.
8. Harassment and/or bullying will not be tolerated.

ADMINISTRATIVE REGULATION

No. 809 (e)

Board of Trustees Douglas County School District

OPERATIONS

9. The following items will not be allowed on the bus: Weapons, skateboards, large objects, live animals, tobacco products, matches, lighters, laser pointers, scooters or any item that could be used as a weapon.
10. Nothing may be thrown inside or out of the bus.
11. No eating or drinking is allowed on the bus.

~~Video surveillance-~~

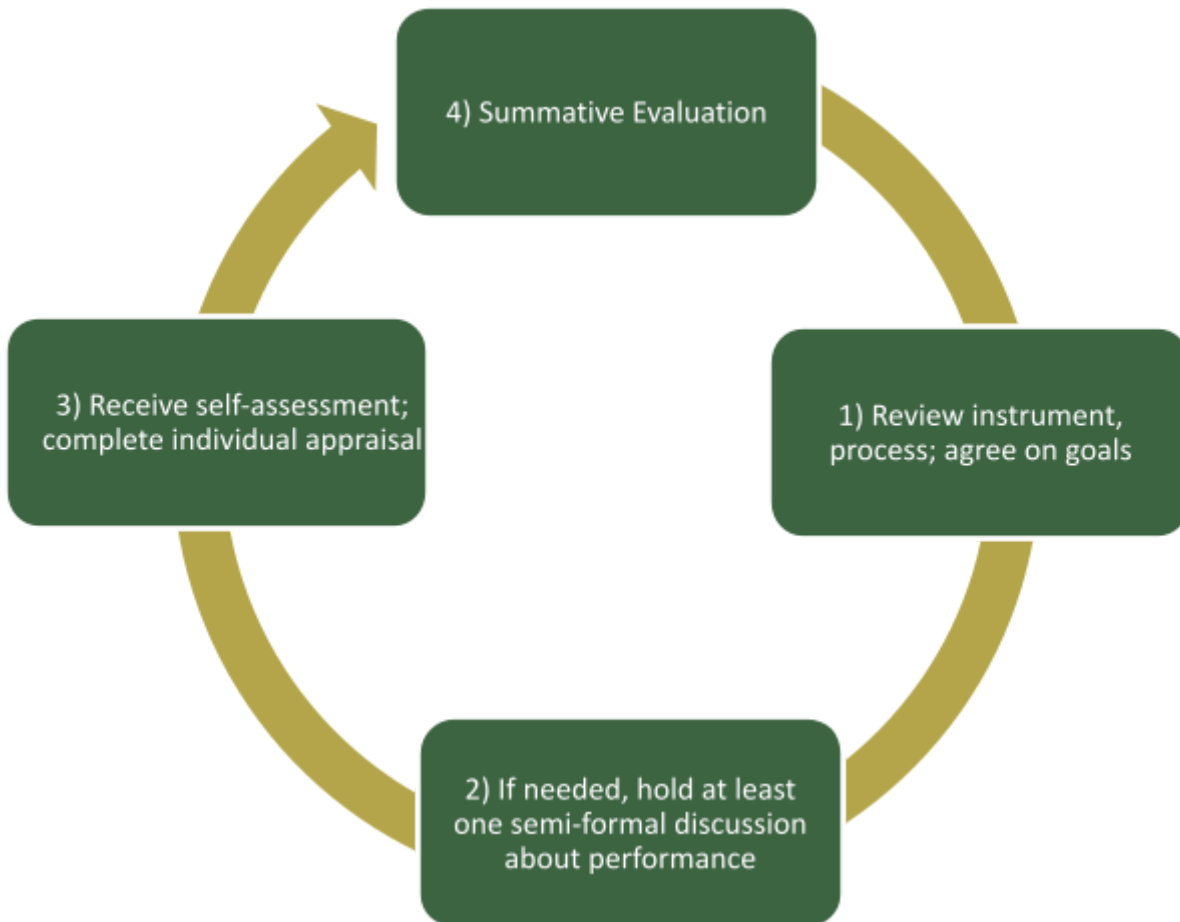
~~Busses may be equipped with video surveillance equipment and surveillance is possible at any time the bus is in use. Busses will be clearly marked so that students will be aware there is a possibility there is a camera in use. The district reserves the right to carry out discipline procedures whether or not video surveillance was used to document the behavior or event.~~

See Policy related to this Administrative Regulation
See also: Administrative Regulations [809\(a\)](#)

Date Adopted: 9/13/17
Revised: 10/19/17
[7/17/25](#)

Superintendent Evaluation

Evaluation Cycle



Process

1. In July, the Trustee Officers, together with the Superintendent, will review the evaluation process, timeline, and instrument to be used. Upon Superintendent agreement, the Board will take action at a Board meeting to consider approval of the process, timeline, and instrument.
2. The Superintendent proposes three to five goals to be used in the evaluation period. The board discusses these with the Superintendent, and together they adopt prospective goals for the Superintendent for the next evaluation cycle.
3. If needed, the Trustees may take action at a regular meeting to schedule a mid-year review.
4. One month before the summative evaluation, the Superintendent provides the Board with a written self-assessment of performance using the evaluation instrument, with a copy of the Superintendent's monthly administrative report.
5. The Board President provides each Trustee a blank copy of the evaluation instrument to complete independently. Each Trustee will meet individually with the Superintendent to deliver an individual evaluation.
6. The Board will follow Nevada Revised Statutes (NRS) and the Open Meeting Law (OML) to complete the formal summative evaluation.
7. The final ratings and comments from the whole board are shared with the Superintendent.

Rating Scale

<u>Excellent (5)</u>	<u>Highly Effective (4)</u>	<u>Effective (3)</u>	<u>Developing (2)</u>	<u>Ineffective (1)</u>
Consistently demonstrates exceptional performance.	Exceeds the requirements and demonstrates outstanding performance.	Meets the basic requirements of the job.	Meets most requirements of the job but could benefit from more experience and or coaching.	Fails to meet essential requirements for job performance in the specific area. A plan of improvement or other progressive action needs to be put in place.

1. Vision and Strategic Leadership

1.1 Develop and Articulate a Vision & Strategic Plan:

Supports the success of students and staff by helping to create, communicate, and manage the strategic plan.

Circle One

Excellent Highly Effective Effective Developing Ineffective

1.2 Goal & Priority Alignment:

Work collaboratively with the Board of Trustees to align Governance goals, strategic plan goals, and Superintendent evaluation goals.

Circle One

Excellent Highly Effective Effective Developing Ineffective

1.3 Oversee and Direct Effective Instructional Programs:

- a. *Ensures standards and assessments are consistently applied and fosters a culture of high expectations for everyone's performance.*

Circle One

Excellent Highly Effective Effective Developing Ineffective

Superintendent Evaluation

b. Growth in the following achievement areas:

- i. Graduation Rates = _____% = +/- _____
- ii. ACT = _____ Average Score = +/- _____
- iii. Chronic Absenteeism = _____% = +/- _____

Circle One

Excellent Highly Effective Effective Developing Ineffective

1.4 Ensure Comprehensive Professional Learning Plans:

Collaborates with staff to enhance student achievement through professional learning plans.

Circle One

Excellent Highly Effective Effective Developing Ineffective

2. Management of Organizational Leadership

2.1 Manage The Organizational Structure:

Stays informed about the needs of school programs, facilities, equipment, and supplies, using good judgment to make decisions and recommendations. When advising the board, they provide enough information for the board to make informed decisions.

Circle One

Excellent Highly Effective Effective Developing Ineffective

2.2 Lead Personnel:

Oversees district employees to ensure compliance with hiring policies, evaluations, and ongoing development, all in support of the district's vision, mission, and goals for educational excellence and equity.

Circle One

Excellent Highly Effective Effective Developing Ineffective

Superintendent Evaluation

2.3 Manage Resources:

- a. *Direct and oversee the development and implementation of a fiscally responsible budget. Educate the Board of Trustees on the Nevada School Funding Model as it relates to the district. Ensure proper financial controls and accounting procedures are followed, in line with audit recommendations.*

Circle One

Excellent Highly Effective Effective Developing Ineffective

- b. *Oversee and direct the allocation of district staffing in alignment with enrollment and anticipated revenue.*

Circle One

Excellent Highly Effective Effective Developing Ineffective

3. Collaboration with Families and Stakeholders

3.1 Collaborate with Families and Other Community Members:

Keeps the public informed about the school district's progress, needs, and operations.

Circle One

Excellent Highly Effective Effective Developing Ineffective

3.2 Community & Organization Engagement:

Develop and maintain strong relationships with community organizations to foster collaboration, strengthen community engagement, and promote district initiatives.

Circle One

Excellent Highly Effective Effective Developing Ineffective

Superintendent Evaluation

3.3 Public Relations:

Direct and oversee the district's public relations activities to promote a positive image of the district to the community.

Circle One

Excellent Highly Effective Effective Developing Ineffective

4. Ethics and Integrity

4.1 Code of Ethics:

Consistently demonstrates a professional code of ethics and conduct.

Circle One

Excellent Highly Effective Effective Developing Ineffective

4.2 Personal and Professional Responsibility:

Takes responsibility for running the district and dedicates the time and effort needed to do the job well.

Circle One

Excellent Highly Effective Effective Developing Ineffective

5. Governance and Advocacy Leadership

5.1 Board Professional Learning:

Develops a training schedule and provides opportunities for Trustees to extend their learning and understanding of their role and responsibility.

Circle One

Excellent Highly Effective Effective Developing Ineffective

Superintendent Evaluation

5.2 Keeps the Board Informed:

In a timely manner, keep the Board informed of major concerns.

Circle One

Excellent Highly Effective Effective Developing Ineffective

5.3 Policy Management:

a. *In consultation with legal counsel, develop, monitor, and update all Board Policies and Administrative regulations to maintain compliance with State and Federal law.*

Circle One

Excellent Highly Effective Effective Developing Ineffective

b. *Administer District programs, activities, and operations in compliance with Federal and State law, the Board's Bylaws, Policies, and Administrative Regulations, and all rules and regulations as provided by the Nevada State Board of Education.*

Circle One

Excellent Highly Effective Effective Developing Ineffective

5.4 Board Agenda Preparation:

Collaborate with the Board Officers and Executive Secretary to develop and prepare the agenda for regular and special meetings in accordance with the Open Meeting Law (OML) . Direct Department leaders in the drafting, presentation, and approval process to the Board of Trustees at a regularly scheduled meeting.

Circle One

Excellent Highly Effective Effective Developing Ineffective

Superintendent Evaluation

Overall Summary of Performance Indicators

<u>Domain</u>	<u>Rating</u>
1. Vision and Strategic Leadership	
2. Management of Organizational Leadership	
3. Collaboration with Families and Stakeholders	
4. Ethics and Integrity	
5. Governance and Advocacy Leadership	

Final Evaluation Rating _____

Rationale:

Areas to Celebrate:

Areas for Growth:

Superintendent Evaluation

Signatures:

Yvonne Wagstaff, President

Date

Melinda Gneiting, Vice President

Date

Katherine Dickerson, Clerk

Date

Frankie Alvarado, Superintendent

Date

Superintendent Evaluation

Goal Attainment (Leave out in 2024-25)

<u>Goal Statement</u>	<u>Goal Progress</u>	<u>Rating</u>
1.		
2.		
3.		
4.		
5.		

Superintendent Evaluation

Douglas County School District Board of Trustees Handbook

A PROCEDURAL GUIDE FOR THE DOUGLAS COUNTY SCHOOL DISTRICT
BOARD OF TRUSTEES

APPROVED BY THE DOUGLAS COUNTY BOARD OF TRUSTEES ON [PLACE DATE
HERE]

Table of Contents

Strategic Goals

Board of Trustees Vision	4
Goal Revision Procedures	4
School Improvement Plans	4
Strategic Goals & Objectives	5
Measurable Outcome Indicators	6
Outcome Strategies	6

Board Organization

Number of Members and Terms of Office	7
Election Preparation.....	7
Trustee Authority.....	7
Resignation	7
Vacancies	8
Oath of Office.....	8
Officer Election.....	8

Board Officers

Annual Organization Meeting	10
Election of Board Officers.....	10
President	11
Vice-President	12
Clerk.....	12
Legislative Representative.....	13
Duties of Individual Trustees.....	13

Committees

Committees	17
Committee Details.....	17
Types of Committees.....	17
Citizens' Advisory Committees	17
Board Advisory Committees.....	18
Community Committees.....	19
Liaison Service on Advisory Committees	20

Goal Progress Monitoring & Reporting

Board Reports.....	22
Report Focus	22
Report Template Content.....	22
Report Narrative.....	23
Report Summary.....	23
Organization and Formatting	23
Board Report Vetting Protocols	23
Report Frequency and Timeline.....	24

Board Response to Board Reports	25
Additional Report Requirements	27

Board/Superintendent Relations

Right to Know	28
Unity of Control	28
Individual Board Member Requests	28
Board member Requests for Information	28
Types of Information Requested	29
Requests for Information Processes	29
Information Request Decline Protocols	30
Available Board Services & Information	31

Board Governance Roles & Responsibilities

School Board Role	34
Superintendent Role	34
Governing Model & Practices	34
Balanced Governance Board Standards.....	36
Board Power & Superintendent Delegation	38
Board Responsibilities	38

Policy Development and Review

Policy Functions.....	40
Policy Revision Guidelines	40
Policy Revision Procedures	41

Principles of Operation

Board Member Code of Conduct	43
Board Members' & Superintendent Progressive Response Protocols	43
Board Member Staff Communications & School Visitation	44
School/District Visitation Procedures	44
Trustee Visitation/Communication with District Personnel	45
Trustee Input on Operations & Maintenance	46
Social Posting of School Events	46

Board Communications

Board Public Communications.....	47
Handling Complaints.....	47
Appropriate Board Deliberations	48
Use of Email and Social Media	49
President as Spokesperson for Board Decisions	50
Community Engagement	51

Board Meetings

Board Meeting Planning.....	52
Effective board Meetings	52
Individual Board Member Authority	53
Types of Meetings.....	53
Board Meeting Agenda Categories	54
Construction of the Agenda	55
Use of Parliamentary Procedure	55
Adding an Agenda Item	55
Creating and Posting an Agenda	57
Agenda Addendum	57
Consent Agenda	57
Closed Session of the Board	58
Open Meeting Law.....	59
Public Comment.....	60

Board Growth and Development

New Trustee Orientation	65
Board Development Opportunities	65
Professional Development Requirements.....	66

Appendices

Appendix A: Oath of Office	67
Appendix B: Board Report Schedule	68
Appendix C: Committee Details	74
Appendix D: Advisory Committee Bylaws Example	77
Appendix E: Policy Cycle	82
Appendix F: Board Self Assessment w/ Descriptions	83
Appendix G: Board Self Assessment Tool.....	93
Appendix H: Individual Board Member Practices.....	95
Appendix I: Board Member Progressive Response Protocols	97
Appendix J: Supt./Board Member Progressive Response Protocols	98
Appendix K: Balanced governance Standards.....	99
Appendix L: Code of Conduct	105
Appendix M: Statement of Assurance.....	107
Appendix N: Meeting Discussion Practices.....	108
Appendix O: Robert's Rules of Order.....	114
Appendix M: Official Board Committees	119

DISTRICT STRATEGIC GOALS

Board of Trustees Vision

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

Goal Revision Procedures (No policy)

- The Superintendent reviews and proposes any revisions to the Vision statement and Performance Outcomes by October 1 each year.
 - Board members will be included and provide input at the beginning of the review process.
 - Community members will be provided opportunities for input within the review process.
- The Superintendent ensures the Vision statement aligns with and fulfills the Performance Outcomes.
- The Superintendent ensures that the Performance Outcomes are goal-oriented rather than activity-oriented.
- The Superintendent ensures that all Performance Outcomes identify measurable and accessible outcome data.
 - These data will be monitored formatively and summatively and be the focus of reports to the board.
- The Board of Trustees reviews and approves any revisions to the Vision statement and Strategic Goals annually by February.

SCHOOL IMPROVEMENT PLANS (No policy)

As per Nevada Statute, the Douglas County school district board of Trustees shall approve an annual plan for each school building that is part of a continuous focus on improving the student performance in the district.

School Improvement Plan Requirements

The annual school improvement plan shall:

1. Be data driven;
2. Include a process to continuously monitor, adjust, and update the plan;
3. Include an annual self-review process that includes active participation and input by building staff, students, families, parents, and community members;
4. At a minimum, include the following criteria that promote a positive impact on student learning:
 - a. **Support the Goal of Basic Education:** Nevada law requires providing students with the opportunity to become responsible citizens, to contribute to their own economic well-being and to that of their families and communities, and to enjoy productive and satisfying lives;
 - b. **Continuous Learner Improvement:** promoting continuous improvement of student achievement of the state learning goals and essential academic learning requirements;
 - c. **Nonacademic Student Learning/Growth:** These may include things like public speaking, leadership, interpersonal relationship skills, teamwork, self-confidence, and resiliency.

5. At a minimum address the following:
 - a. The characteristics of successful school including safe and supportive learning environments.
 - b. Educational equity factors.
 - c. The use of technology to facilitate instruction.
 - d. Parent, family, and community involvement.

Board Oversight Requirements

1. The annual school improvement plan must be reviewed and updated annually no later than October 1 each year.
2. The board of Trustees shall continuously monitor progress toward the goals by utilizing relevant data to measure growth.
 - o The progress shall be included in evaluations of the District Superintendent.
3. The plan shall be made available to the public and shall be posted on the school district website by August 1.
4. The Superintendent shall provide the Board with calendared progress reports on the School Improvement Plans (Appendix A).

Strategic Goals (No policy)

The Board identifies the following Strategic Goals and Objectives for 2022-2027.

Goal 1: Student Success with Opportunity & Access

Every classroom will provide equitable access to rigorous, relevant, and personalized learning opportunities. Each Douglas County School District graduate will be prepared for their life aspirations to include a college or career pathway.

Objective 1: Set high expectations and challenge students with rigorous, personalized, inclusive and blended learning experiences.

Objective 2: Foster a safe, positive, and trusting learner-centered environment.

Goal 2: Highly-Qualified Personnel

Recruit, retain, and develop high-qualified personnel

Objective 1: Provide a compensation package that is competitive with other school districts in the region.

Objective 2: Recruit and retain skilled and qualified candidates.

Objective 3: Provide support for new staff through a comprehensive induction program.

Objective 4: Provide professional learning opportunities tied directly to school and district improvement plans.

Goal 3: Operations Management

Create responsive, effective, and integrated operations to sustain district initiatives, enable continuous improvement of educational programs, and achieve organizational success.

Objective 1: Provide sound, responsible financial stewardship through the management and maintenance of adequate financial reserves.

Objective 2: Ensure the alignment of resources to meet district strategic goals.

- Objective 3: Increase support for educational programs and strategic goals by leveraging community and fiscal partnerships.
- Objective 4: Create effective and efficient operational procedures and systems responsive to the needs of our students, staff, and stakeholders.
- Objective 5: Maintain and improve facilities to provide high-quality and safe learning environments.

Goal 5: Community Engagement

Strengthen family, school, and community partnerships through clear and consistent communication. Provide meaningful feedback and input opportunities toward continuous improvement efforts.

- Objective 1: Schools and facilities will be safe and inviting places for families, staff, and the community
- Objective 2: Build relationships with families to strengthen understanding of state standards, student progress, and the importance of teachers and families working together.
- Objective 3: Coordinate with community stakeholders to support student growth and development.
- Objective 4: Highlight student achievements and school events through a multitude of media outlets.
- Objective 5: Create additional opportunities for students and staff to make a positive impact on the community.

MEASURABLE OUTCOME INDICATORS (No policy)

The Board will monitor the progress of the district towards its vision through measurable outcome indicators.

Measurable outcome indicators are:

- recommended by the Superintendent
- approved by the Board annually by October 1
- developed to fulfill the District Performance Objectives

OUTCOME STRATEGIES (No policy)

The Board will be informed of strategies and activities used to advance progress toward achieving the Performance Objectives.

Strategies and activities are:

- flexible and open to change throughout the school year
- vetted and approved by the Superintendent
- not required outcome criteria in the superintendent's evaluation
- not required for inclusion in board reports
- not the focus of board oversight

BOARD ORGANIZATION

Number of Members and Terms of Office *(Bylaw 040)*

1. The Board shall consist of seven Trustees (NRS 386.120[a]).
2. Board members shall hold office for terms of four years and until their successors are elected and qualified (NRS 186.160). Trustees are subject to a twelve-year term limit per State Constitution (Article 15, Section 3).
3. Before Trustees enter the duties of his/her office they shall take and subscribe to the oaths prescribed by statute and file a copy of the same with the Superintendent of Public Instruction (NRS 386.300).
4. Trustees shall not be financially interested directly or indirectly in any contract with or claim against the Board, except as provided by law (NRS 332.155, NRS 386.305).
5. Trustees shall be a qualified elector and possess the qualifications of residence within the school trustee election area of the county school district for the office for which he/she seeks election (NRS 386.240).

Election Preparation *(No policy)*

The Superintendent will provide all Trustee candidates:

- Public information about the school system and school programs
- A copy of the Board of Trustees Handbook
- A copy of the Governance Policy
- Attendance at any planned governance training session

Trustee Authority

The Board of Trustees as a whole group possess broad authority to adopt and enforce all necessary policies for the management and governance of the public schools (NRS 386.350).

School Board Members, as individuals, have no authority over school affairs or personnel, except as provided by law or as authorized by the Board.

The following guidelines apply:

1. All Trustees participate on an equal basis with other Members in all business transactions.
2. Official action by Board Members must occur at a duly called and legally conducted meeting.

Resignation *(Bylaw 040)*

Resignation of a Trustee must be submitted in writing to the Board President.

Resignation is required if the Board member:

- Ceases to be a permanent resident in the school district
- Ceases to be a registered voter of the district

The Board shall:

- Consider and accept the resignation at any duly convened regular or special meeting
- Recognize the resigning Trustee for their service to the District

Vacancies (Bylaw 040)

A School District Trustee holds office unless he or she:

- Dies
- Resigns as Trustee
- Ceases to be a permanent resident in the county (NRS 386.240)
- Is recalled and discharged from office

REPLACING A VACANCY (Bylaw 040)

In the case of a Trustee vacancy the remaining Trustees shall fill the vacancy by appointment (NRS 386.270). The Board will:

- Receive applications from any qualified persons seeking to fill the position after suitable public notice.
- The appointment is approved, by roll call vote, by a majority of the elected Trustees.
- Appointees must meet the legal requirements for school Trustees and serve until the next regularly scheduled board election.

Oath of Office (Bylaw 050)

The following oath of office is required to be administered to each School Board Trustee prior to the beginning of their term (NRS 386.300):

I [State your Name] do solemnly swear that I will support, protect, and defend the Constitution and government of the United States, and the constitution and government of the State of Nevada, against all enemies, whether domestic or foreign, and I will bear true faith, allegiance, and loyalty to the same, any ordinance, resolution, or law of any state notwithstanding, and that I will well and faithfully perform all the duties of Trustee, District [letter here], on which I am about to enter, so help me God.

- The County Clerk, or other appropriate County official shall administer the oath of office to any new Trustee who has not yet taken the oath.

Officer Elections (Bylaw 050)

Trustees at their first meeting in January:

1. Elect from among its voting members a President and a Vice-President to serve one-(1)-year terms.
2. Appoint a Board Clerk.
3. Elect replacements immediately if an officer can no longer serve.
4. Elect a temporary President if the President and Vice-President are absent at any meeting.
5. Elect a legislative representative in even-numbered years in June.

6. Use the following election process:
 - a. Call for nominations for president to serve during the ensuing year.
 - b. Without presentation or remarks from nominees, use secret ballots to elect a president (roll call vote).
 - c. Assumption of office by the new president.
 - d. Call for nominations for vice president to serve during the ensuing year.
 - e. Without presentation or remarks from nominees, use secret ballots to elect a vice president (roll call vote).

DRAFT

BOARD OFFICERS

Annual Organization Meeting *(Bylaw 050)*

The Board shall organize at a regular meeting held in January (NRS 386.310). At the organization meeting:

1. The Board may acquire and maintain membership in such associations as State and National School Boards Associations and appoint a Trustee to serve as a representative on Association committees.
2. The Board shall designate appropriate newspaper(s) published in the District (or State) for all public printing (NRS 393.210).
3. The Board shall designate a day, place and time for regular meetings, which shall occur at least once per month (NRS 386.330).
4. The Board shall adopt bylaws, Board Handbook, and policies for its own operation.
5. The Board shall elect a President and Vice President and appoint a Clerk to the Board.

Election of Officers *(Bylaw 050)*

The current Board President will preside during the election for President.

- If the current Board President is seeking another term, she or he may choose to appoint another trustee to act as temporary chair during the election for President.

The newly-elected Board president will preside over the elections for Vice President and Clerk.

Election Process:

For each office:

1. The chair opens the floor for nominations.
2. Each Trustee that is nominated and seconded is a candidate for that office.
3. Where two or more candidates are nominated for an office, the Board may choose to ask the candidates to speak to why they desire to serve in that office.
4. The chair calls for a vote in the order of nomination.

Election of officers shall be by a majority vote of the full Board.

- Where no such majority exists on the first vote, a second vote shall be held between the two candidates who received the greatest number of votes.

Board Officer Term

Officers shall serve for one year or until their respective successors are elected and shall qualify.

1. In case any office of the Board becomes vacant, the Board shall fill the vacancy for the unexpired term with an election at the next regular board meeting.
2. The board may, for any reason with a majority vote, delay the election of officers to a later date.

President (Bylaw 050)

The Board elects a President during the annual organization meeting from its members for a one-(1)-year term or until their respective successors are elected and shall qualify.

- If a Board Member is unable to continue to serve as President, a replacement shall be elected immediately.
- In the absence of both the President and the Vice-President, the Board shall elect a temporary President.

Duties and Responsibilities. (No Policy)

The President:

1. Presides over all Board meetings and ensures the Board behaves consistently with its own rules.
2. When called upon, represents the Board to outside parties.
3. Ensures the Board complies with State statute and other State and Federal regulations in their operations and policies.
4. Ensures meeting discussions are focused on agenda items and within the Board's role and oversight responsibilities.
5. Avoids or minimizes information, which is neither for monitoring performance nor Board decisions.
6. Manages Board deliberation to be fair, respectful, open, thorough, timely, orderly, and specific to the issues on the Board Meeting Agenda.
7. Ensures deliberations are congruent with the Balanced Governance Individual Board Member Practices (See Appendix H).
8. Resolves conflicts between Trustees or between the Superintendent and Trustees using the Board Members' & Superintendent Progressive Response Protocols (See Appendices I and J).
9. Is responsible for ensuring the creation of the annual Board Report Schedule (**Appendix B**) by September 30th of each year.
10. Appoints Trustees to Board committees, community committees, and outside agencies as specified by statute, or as designated by **Policy 050**.
11. Sign all papers and documents as required by law or as authorized by action of the Board of School Trustees.
12. Leads the evaluation of the Superintendent as described in **Policy XXXX**: Superintendent Evaluation.
13. Represents the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations within the area delegated to her or him. The President may delegate this authority but remains accountable for its use.
14. Calls special meetings of the Board of Trustees whenever there is sufficient business to come before the Board or upon the written requests of three members of the Board, or with the concurrence of three members of the Board at a regular meeting and in accordance with the Nevada Open Meeting statute.
15. Ensures the delivery of Board-approved annual progress report to the public by the Superintendent (**Policy XXXX**).
16. Ensures Board members who fail to follow governance process policies, either during or outside of a Board meeting are addressed using the Board Members' &

Superintendent Progressive Response Protocols (See Appendix K).

17. Ensures Board members refrain from speaking individually to the media or posting public comment on social media regarding Board or District matters that are under policy or program deliberation, and prior to a discussion and vote by the Board. Individual Board members shall defer Board inquiries on such matters to the Board President, who shall prepare a statement speaking on behalf of the Board. The written statement shall include the vote count and may include reasons behind dissenting votes.
18. Closes Board meetings as prescribed by Nevada law.

President Rights & Limitations. (No Policy)

The President:

1. Has no authority to individually make decisions about policies created by the Board, or operations dictated by federal or state statute or contractual agreement.
2. Has no authority to supervise or direct the Superintendent.
3. Is permitted to participate in all Board meetings in a manner equal to all other Board members, including the right to participate in deliberation and to vote.

Vice-President (Bylaw 050)

The Board elects a Vice President during the annual organization meeting from its members for a one-(1)-year term.

- If a Board Member is unable to continue to serve as Vice-President, a replacement shall be elected immediately.
- The Vice President will assume the duties of the President until a new President is elected.

Duties and Responsibilities.

The Vice-President:

1. Presides at all Board meetings in the absence of the President.
2. Performs all of the duties of the President in case of the President's absence or disability.
3. Serves as President, if the President post is vacated, until the election of a new President.

Clerk (Bylaw 050)

The Board elects a Clerk or selects some other qualified person to serve as clerk (NRS 386.310).

Duties and Responsibilities (NRS 386.325). (No Policy)

The Clerk:

1. Keep the minutes and audio recordings or transcripts of all meetings and transactions of the Board of Trustees.
2. Draw all orders for the payment of money belonging to the school district.

Legislative Representative (No Policy)

The Board elects a Legislative Representative during the annual organization meeting and assumes office July 1 in an even year from its members for a two-(2)-year term.

Duties and Responsibilities. The Legislative Representative:

1. Serves as the board's liaison with the Nevada State School Trustees' Association Legislative Assembly.
2. Attends Nevada State School Trustees' Association Assemblies, conveying local views and concerns to that body and participating in the formulation of state legislative programs.
3. Monitors proposed school legislation and inform the board of the issues during the Board Member Reports section of the Board Meeting Agenda.

Duties and Responsibilities of Individual Trustees (No Policy)

The Douglas County School District Board of Trustees shall follow principles that enable it and its members to operate lawfully, efficiently, respectfully, and strategically focused on District progress toward the Strategic Goals to improve learning for all students.

Balanced Governance Approach

1. Board members shall strive to emulate the Balanced Governance Individual Board Member Practices (Appendix H).
2. Board member discussion should focus on the extent to which Board governance actions support Balanced Governance Standards (Appendix K).
3. Board members who fail to follow governance process policies, either during or outside of a Board meeting shall be addressed using the Board Members' & Superintendent Progressive Response Protocols (Appendices I & J).

Data-Driven Decision-making (No Policy)

1. Board members shall strive to make policy decisions based on information received from the Superintendent and staff that reflects the progress or the need for improvement toward the District Performance Outcomes and Goals.
 - To support this goal, the Superintendent or staff reports presented to the full Board during Board meetings shall, at a minimum, follow a Board Progress Monitoring and Reporting Protocols **(No Policy)**.

Consensus in Decision-making (No Policy)

1. Board members shall respect relationships with other members of the Board by:
 - Recognizing the integrity of predecessors and associates and the merit of their work.
 - Refusing to make statements or promises regarding voting on any matter that should properly come before the Board.
 - Respecting the right of others to their opinions and, while striving for consensus, supporting the majority rule principle.

Professional Communications Regarding Board Decisions (*No Policy*)

1. Board members and the Superintendent shall engage in professional public communications to respect and ensure an unobstructed process of Board deliberation and policy approval. This includes:
 - Suspending decision-making and public comment until proper analysis of data and Board discussion is concluded and a vote is cast.
 - Supporting the integrity of final Board decisions and supporting the implementation of those policy decisions while retaining the right to publicly share one's own reasons for voting against a particular policy or program.
 - Providing appropriate redirection through the proper personnel channels when approached by the public.
 - Public comments or inquiry directed to the Superintendent, regarding Board practices or actions, should be passed on to the Board President who may confer with the Board on such matters during a regular Board meeting, and when directed by the Board, respond on their behalf.

Professional Superintendent and Staff Interaction (*No Policy*)

1. Board members shall respect the authority of the Superintendent of Schools and the staff by:
 - Giving the Superintendent full administrative authority for properly discharging the professional duties of the position and by holding the Superintendent accountable for progress toward the District Strategic Goals.
 - Recognizing individual interactions between Trustees and employees of the Superintendent lack authority except when explicitly authorized by the Board.
 - Refraining from expressing individual judgments of performance of the Superintendent or employees of the Superintendent except as described in the Board Members' & Superintendent Progressive Response Protocols (Appendices I & J).
 - Acting only upon the recommendations of the Superintendent in matters of employment or dismissal of District personnel.
 - Excluding the Superintendent at regular and special meetings of the Board only when the contract, salary, and evaluation of the Superintendent are discussed.
 - Referring all complaints to the Superintendent and discussing such complaints at a regular meeting only after exhausting all other steps described in the Board Members' & Superintendent Progressive Response Protocols (Appendices I & J).
 - Providing an environment in which the Superintendent and staff may function effectively within the community and discharge their educational functions on a thoroughly professional basis.
 - Presenting any criticisms of any employee directly to the Superintendent.
 - Acting with mutual respect for other Trustees and the work of District employees by adhering to the guidelines when visiting individual schools

or school/District employees (See Board Handbook: Staff and School Visitation Protocols).

2. Concerns regarding school Board member/Superintendent communication or implementation of policy and procedures shall be addressed with the Superintendent through a Balanced Governance Progressive Response Protocols (Appendices I & J).
3. Board members shall refrain from individually and privately monitoring the implementation of policy, programs, or operation-processes.

Board Meeting Focus (*No Policy*)

1. Board members shall conduct effective and productive meetings focused on open dialogue and policy actions intended to check the progress and improve achievement of the District Vision and the District Strategic Goals.
2. Board members shall conduct their Board meetings in a professional manner with appropriate decorum through:
 - a. Well-attended meetings and well-prepared participants.
 - b. A well-planned agenda focused on the District Strategic Goals.
 - c. Keeping discussions centered on the agenda and staying focused on progress checking and discussion of the District Strategic Goals.
 - d. Balanced participation with everyone participating and no one dominating.
 - e. Sharing viewpoints in a clear, concise manner.
 - f. Accomplishing work in an atmosphere of trust and openness with respect and courtesy.
 - g. Monitoring policies to facilitate accountability and assurance of policy implementation fidelity.
 - h. Supporting the Superintendent's reasonable interpretation of applicable Board policies or further clarifying Board intention by revising the policies.
 - i. Making decisions based on information garnered from Superintendent and staff reports presented at Board meetings, additional information requested through the Superintendent, and family/community input.

Board Meeting Protocols (*No Policy*)

1. Board members shall recognize that authority rests only with the Board during official meetings and that the individual member has no legal status to bind the Board outside meetings as defined by the Open Meeting Law and the following provisions.
 - a. Except as otherwise provided by Nevada Statute, four members of the Board shall constitute a quorum.
 - b. No action of the Board shall be considered valid without the approval of a quorum of the Board.
 - c. A quorum of members shall only meet, deliberate, or vote regarding matters within the Board's jurisdiction in either an open meeting or a closed meeting in compliance with a specific statute.

- d. Members' interaction with the public, press, or other entities must recognize Board decisions and the inability of any member to speak for the Board.
- e. An agenda item which has previously been considered and decided by the Board within the past year may only be placed on the agenda for reconsideration by a Trustee who was on the prevailing side of the previous decision. A quorum of Trustees must vote to add the item to the agenda.

DRAFT

BOARD COMMITTEES

Committees (*Bylaw 050*)

The Board may appoint members of the District Committees, Standing Committees, Temporary Committees, and the Expulsion Committee.

- The President may appoint such temporary committees as are deemed necessary from time to time.
- District, Standing, and Temporary Committees shall not have executive power but shall serve in an investigative and advisory capacity only, reporting all findings and recommendations to the Board for action.
- All members of the Board are eligible members of the Expulsion Committee.

Committee Detail (*No Policy*)

General guidelines include:

- The Board may create Board or Trustee Advisory committees as deemed necessary (*Policy 903*).
- Trustees are encouraged to serve on a variety of local and State community boards/committees.
- Trustees should serve only as an ex officio liaison to Board Advisory committees.
- Trustees should not serve on internal District committees responsible for the development of programs.
- Trustees should not serve on internal District committees whose recommendations that will later come to the Board for consideration and judgment. This includes committees that recommend the following:
 - Policy approval
 - Program or program materials approval
 - Personnel actions
 - Student disciplinary actions

Types of Committees

Citizens' Advisory Committees (*Policy 903*)

The Board recognizes the utility of citizens' advisory committees in keeping the Board and administration informed with regard to community opinion and in representing the community in the study of specific issues related to the operation and instruction in the schools of the District.

The Board authorizes the establishment of such citizens' advisory committees as may be necessary to comply with state and federal mandate. As the need arises, the Board shall form and support advisory committees on an ad hoc basis.

- Recommendations of advisory committees shall not reduce the responsibility of the Board, which shall retain sole discretion to accept, accept with modifications, or reject any such recommendations.
- Meetings of an advisory committee shall follow Open Meeting Laws and be open to the public.

BOARD ADVISORY COMMITTEES (No Policy)

These procedures apply to any group formed by Board action, whether or not it is called a committee and regardless of whether the group includes Board members.

- It does not apply to committees formed under the authority of the Superintendent.
- Groups or committees formed by the Board shall not include in their membership, members of current District staff, except as allowed in state law.

General Committee Principles (No Policy)

Board Advisory Committees:

1. Support the Board in doing its job, not to help or advise the staff.
 - Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.
2. May not speak or act for the Board except when formally given such authority for specific and time-limited purposes.
 - Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the Superintendent. Decisions made by a committee do not carry the authority of the Board unless it is a Board committee of the whole.
3. Cannot exercise authority over staff.
 - As the Superintendent works for the full Board, he or she shall not be required to obtain approval of a Board committee before taking executive action.
4. Shall avoid over-identification with organizational parts rather than the whole.
 - A Board committee that has helped the Board create policy on some topic will not be used to monitor organizational performance on that same subject.
5. Shall be used sparingly and ordinarily in an ad hoc capacity, with the exception of the Board Community Advisory Committee (Policy XX).
 - The Board shall approve the committee's objectives, determine a timeline, and allocate an appropriate budget. All committee meetings shall comply with Open Meeting Law requirements.
6. Shall be presided over by the committee President, who has the responsibility to:
 - determine meeting schedules,
 - approve agenda items,
 - facilitate the meeting,
 - direct discussion,
 - delegate assignments to committee members,
 - direct the budget to meet the objectives of the committee,
 - assign a facilitator in the absence of the President,
 - work with the President to keep the full Board informed of the committee's progress, and
 - assume the commonly accepted responsibility of the position.

7. Groups or committees formed that include family/community members should be comprised of membership that reflects the diversity of the Douglas County School District (SD) community.

DISTRICT COMMITTEE (No Policy)

District Committees are formed by the Superintendent for the purpose of operations and management of the District. As such, these internal District Committees should NOT include Douglas County School District Board of Trustees. This Committee shall take no action but only provide information and recommendations to the full Board.

TRUSTEE STANDING COMMITTEE (No Policy)

A Trustee Standing Committee (e.g. Audit Finance Committee) is formed by the Board of Trustees and shall include a liaison representative from the Douglas County School District Board of Trustee. This Committee shall take no action but only make recommendations to the full Board.

TRUSTEE TEMPORARY COMMITTEE (No Policy)

A Trustee Temporary Committee (e.g. Attendance Zone Advisory Committee) is formed by the Board of Trustees and shall include a liaison representative from the Douglas County School District Board of Trustee. This Committee shall take no action but only make recommendations to the full Board.

EXPULSION COMMITTEE (No Policy)

An Expulsion Committee is comprised of all members of the Douglas County School District Board of Trustee members and makes the final decision regarding student expulsion.

COMMUNITY COMMITTEES (No Policy)

One of the primary responsibilities of the Douglas County Board of Trustees is for each Trustee to:

- provide the community access to information about the decisions and programs of the Douglas County School District, and
- provide the Douglas County School district with advocacy among community and governmental entities that may benefit or further the goals of the Douglas County School District.

Trustees are encouraged to engage in Community Committee Service on boards, participate in meetings, or attend events sponsored by Douglas County community, institutional, and association entities.

Community Committee Service Defined

Community Committee Service is defined as any committee position, community/District liaison position, or participation in the activities of any association, organization, institute, business, non-profit, or special interest entity that could or does have direct or indirect influence on the District Performance Outcomes and Goals.

Community Committee Service Coordination

In order to best accommodate and strategically coordinate Trustee representation at as many Community meetings, functions, and events as possible the following procedures shall be employed by the Douglas County Board of Trustees:

1. The Superintendent shall provide a list of the important stakeholder associations, organizations, institutes, business, non-profit, and special interest entities to the Board at least annually.
2. Board members should review and adopt a yearly calendar identifying which Trustee(s) will participate in which stakeholder groups and events.
3. The Board shall endeavor to provide representation at most or all key stakeholder events and avoid duplication or exclusion of Trustee participation.
4. The Board shall endeavor to share duties of representation so that the same Trustee does not act as the exclusive Board representative to a stakeholder group.
5. The Trustee shall be responsible for influencing the stakeholder group to support or advance the District Performance Outcomes and Goals.
6. The Trustee shall be prepared to serve as the formal liaison for this stakeholder group to the Board and give periodic reports to the activities of the stakeholder group at a regular Board meeting.
 - These reports shall be delivered under the agenda item "Trustee Reports".
 - These reports shall focus on information relevant to supporting or advancing the District Performance Outcomes and Goals.

Liaison Service on Advisory Committees (No Policy)

The purpose of an Advisory Committees is to provide unbiased input from community members and external experts and stakeholders to the Board. As such, Advisory committees will typically include Trustees and school staff as ex-officio liaisons.

Role of the Liaison

The role of ex-officio liaison includes:

- Attendance at the Advisory Committee meetings
- Oversight of the Advisory Committee meetings
- Selection of the Advisory Committee President
- Selection of community members on the Advisory Committee.

The liaison role excludes:

- Trustees serving as a voting or nonvoting officer on the Advisory Committee.
- Staff member serving as a voting or nonvoting officer on the Advisory Committee.

Why Liaison Service only?

The intent of Trustees and school staff serving only as liaisons on selected Advisory committees is to:

1. Ensure Trustees and staff do not exercise undue influence on the Advisory committee's deliberations, input or recommendations.
2. Trustees or staff serving on an Advisory committee influences committee culture diminishing the likelihood that the Advisory Committee can provide unbiased input to the Board.

3. Ensure Trustees and staff do not exercise *individual* influence over the Advisory Committee.
 - Trustees should not exercise individual influence prematurely over items that will eventually come to the whole Board for discussion and decision-making.
4. Ensure Trustees and staff relations are not negatively affected by the appearance or presumption of the exercise of undue influence prematurely over items that will eventually come to the whole Board for discussion and decision-making.
5. Improve Trustee/community relations by avoiding the appearance that Trustees or staff exercised individual influence on the deliberations, input or recommendations of the Advisory committee.
 - This is also why Advisory Committee presentations to the Board should be led by the Advisory Committee President rather than a Trustee or staff member.

Committee Appointments (No Policy)

The Board President shall make appointments of Trustees to committees where appointment procedures are not otherwise delineated. These Include:

- Douglas County School District (SD) Board Advisory committees
- Boards/committees created by statute
- National or State School Board affiliates
- Local boards/committees on which the Board traditionally participates

General Committee Conditions (No Policy)

1. Committees created by the Board (See Appendix C) shall create and submit for Board approval a set of bylaws and a calendared Action Plan (See Appendix D).
2. For Board Committees, the Board is responsible for providing ongoing training congruent to Balanced Governance.
3. Individual Board members assigned to committees should report to the full Board as indicated by the annual Board meeting calendar (See Appendix B).
4. Trustees serving as liaisons should not overtly influence Advisory Committees to take a position on an issue that has not been officially decided by the Board.
5. Reports, recommendations or proposals from Advisory Committees should be provided at the regular Board meeting as calendered in Appendix B.
6. Trustees shall be reimbursed for reasonable expenses, as determined by the Superintendent, for required committee duties and responsibilities including travel to/from committee meetings and events, and training costs.

Goal Progress Monitoring and Reporting

Board Reports *(No Policy)*

Board members shall strive to make policy decisions based on data and reports:

- Received from the Superintendent and staff.
- Presented to the Board at regular Board meetings and calendared annually **(No Policy)**.
- Made available to the public on the district webpage, to ensure transparency.

All Superintendent or staff reports provided or presented to the Board shall reflect the progress or the need for improvement by:

1. Identifying targeted needs.
2. Describing existing program effectiveness.
3. Analyzing data against targets and goals.
4. Indicating progress on some portion the District Goals and Objectives.
5. Describing processes and specific practices for improvement.

REPORT FOCUS *(No Policy)*

The report should be organized around District Strategic Goals and the corresponding pre-identified measurable outcomes. Specifically, the report should clearly identify:

- the goal(s) being addressed in the report,
- current actual outcome-based measure for each goal/target, or, if unavailable at time of progress report, the actual outcome-based interim measure being used to evaluate whether the goal is on track during the course of the implementation, and
- the timeline for monitoring and assessment of these particular goals.

REPORT TEMPLATE CONTENT *(No Policy)*

Board reports should be created based on a template provided by the Superintendent and including at a minimum the following sections:

1. Ensure that the report clearly identifies the link to the Board Vision and District Strategic Goals.
2. Ensure that measurable outcome criteria are included.
3. Ensure that specific data are identified that directly indicate Goal progress.
4. Ensure all results are disaggregated and reported in alignment with the Nevada School Performance Framework and other agreed upon groups of students.
5. Ensure that problems or challenges are specific, targeted, and clearly communicated in the Board meeting presentation as part of the Board review and oversight.
6. Ensure that new, revised, or existing program components and procedures, or elimination of programs or program components address specific identified problems or challenges.
7. Include modification and specific alternative pathways forward for programs that are not meeting expected progress forward.
8. Include any information that is unique or differentiated between Trustee districts.

9. Ensure any survey data included in the report came from surveys previously previewed and approved by the Board for the purpose of allowing feedback and input to ensure District-specific Goals and community interests are being measured.

Report Narrative *(No Policy)*

Each Board Report should include the following narrative to provide context to the data presented:

- What did the measures reveal?
- What were the greatest challenges to achieving desired outcomes?
- How are the strategies working?
- Are there any other key take-aways?

Report Summary *(No Policy)*

- Identify for the Board any significant next steps that the District will be taking to address goal progress and attainment.
- If any goal presented in the report is not making progress, present a timeline for reporting back to the Board about progress on these goals.
- Identify any recommendations to and/or request of the Board in support of goal progress and attainment.

Organization and Formatting *(No Policy)*

- Format reports to ensure clarity, focus on summary data that is clear to non-educators, include data of interest to the public and that conveys progress on District Strategic Goals.

Board Report Vetting Protocols *(No Policy)*

Each individual report should be prepared and submitted with sufficient time for the following report review and approval process:

- Step 1.** District staff complete the report using the prescribed report template and submits to the Superintendent or designee.
- Step 2.** Superintendent reviews and approves the report ensuring all report criteria are met.
- Step 3.** Trustees receive the report at least 8 business days prior to the Board meeting when the report is posted to the public.
- Step 4.** Trustees review the report and submit related questions and requests for additional information to the Board liaison at least 5 business days prior to the Board meeting. Trustees may provide additional questions/feedback and request additional information at the meeting as appropriate but should endeavor to present the majority of their initial concerns prior to the Board meeting.
- Step 5.** The Board liaison will compile similar report questions and requests into a document and send to the Superintendent. A copy will be sent to the Board President.
- Step 6.** The Superintendent and staff, as designated by the Superintendent, may make revisions and/or post additional reference materials.

Step 7. The Board President and Vice President shall remove the Board Report at the Board meeting if they believe the report does not comply to the Board Report Content requirements.

Board Report Frequency and Timeline *(No Policy)*

Formal reports to the Board shall adhere to the following timelines and according to the dates specified in the Board Report Schedule (See Appendix B).

Strategic Plans Goals

- One Board monitoring report shall be provided each year within 30 days of the State's release of the previous school year's school performance framework data.
- The report shall assess progress on each Strategic Plan goal.
- The report will be considered a formative report in all years except the final year of the plan, when it will be considered a summative report.

Other Long-term Plan goals

This would include, at a minimum, reports added by agreement between the consensus of the Board and the Superintendent, and reports required by the state legislature and the State board of Education.

- The Equity and Accountability commitments and annual goals/target measures shall be included as an annual progress monitoring report.
- One formal summative progress monitoring report reflecting school performance on the Nevada School Performance Framework.

Additional Reports

It is not uncommon for the District to present to the Board a variety of reports that are required by state statute and/or that support transparency and accountability for District operations, but that do not directly monitor progress in the District toward Strategic goals.

- Reports of this type (e.g. field trips, construction progress or change orders, budget updates, etc.) shall generally be included as a Consent Agenda item.
- At least annually the Superintendent will provide the Board with a demographics and enrollment report.
- Note that state, federal, and other legally and contractually (e.g., for grants) required reports not listed under the above list of reports shall first comply with any relevant mandated reporting requirements and shall then address relevant aspects of reporting from this policy, as determined appropriate by the Superintendent, in consultation with the Board.
- The Superintendent will enumerate and maintain a list of all legally required reports and timeline requirements.

Board Response to Board Reports *(No Policy)*

For all reports submitted to the Board, whether in the consent agenda in writing only, or presented in writing and discussed during a Board meeting, the Board must vote on whether to accept the report as fulfilling the given monitoring and reporting requirement established for that goal.

Note that acceptance of the report does not indicate approval of any requests or recommendations to the Board presented within the report, nor does it indicate the Board's approval of the progress on the work itself.

Specifically, the Board should consider the following options:

- A. The Board accepts the report as presented.
- B. The Board accepts the report as presented and requests some additional information be provided at a future time or in a later planned report.
- C. The Board does not accept the report until additional information is provided and accepted by the Board.

Consent Agenda Reports

- If a report is presented only in the consent agenda, and is not presented separately for further discussion, Board passing of the consent agenda will imply that the Board accepts any reports contained within it.
- Any reports explicitly removed from the consent agenda or also included on the Board agenda for additional presentation/discussion will not be considered accepted by the Board as part of the consent agenda approval.

Possible Board Response

In addition, once a report is submitted to the Board, the following actions may ensue:

Request Compliance with Reporting and Monitoring Requirements.

1. Prior to the Board meeting, if a Trustee finds that any of the reporting requirements are not met in a given report, that Trustee should inform the Board President of their concerns.
 - a. The Board President should communicate any such concerns to the Superintendent. The Board President and Superintendent should attempt to come to consensus on any revisions needed for the item to be included at the upcoming Board meeting.
 - b. If the Board President or Superintendent believe that adequate revisions have not been completed in a timely fashion, the Report should be removed from the meeting agenda.
2. If, at the start of a Board meeting, a Trustee is concerned that a report does not meet the reporting requirements, during the approval of the agenda at the relevant Board meeting, a Trustee may make a motion that a report be removed from the agenda for that meeting and be brought back when all reporting requirements are met. If seconded, the Board would vote to remove that report from the agenda.

Remove an Item from the Consent Agenda.

1. If a Trustee would like further discussion and/or a separate vote to consider acceptance of a report in the consent agenda, the Trustee should request to have that item removed from the consent agenda for separate consideration.
 - a. Such a request may be made prior to a Board meeting, or at the agenda approval or consent agenda portions of the Board meeting.
 - b. When possible, as described in section one above, Trustees should raise their questions about reports to the Board President prior to the relevant Board meeting.

Ask Clarifying Questions.

1. The Board may ask questions of clarification of the Superintendent and/or his designated staff members to better understand the content of the report, and most importantly, the impact of the work on students, staff, families, District culture, and desired outcomes.
 - a. When possible, Trustees should submit clarifying questions to the Superintendent prior to the Board meeting.
 - b. Additional time during the Board meeting may or may not be available for clarifying questions during that item's time on the agenda.

Provide Feedback to the Superintendent.

1. The Board may express, to the Superintendent, their individual satisfactions, concerns, and/or feedback about the work in the report.
 - a. All feedback provided by individual Trustees may be considered by the Superintendent and the staff based on its merits. However, such feedback is not considered direction from the Board unless otherwise explicitly indicated, formally or informally, during the discussion.
 - b. Such feedback may be provided to the Superintendent prior to or following the Board meeting and sometimes, time allowing, during the discussion of that agenda item during the Board meeting.

Request Additional Information.

1. The Board may request additional data or information from the Superintendent to be in compliance with reporting requirements, to provide greater clarity and/or to better help inform Board decisions.
 - a. Such requests should be made in consultation with the Superintendent outside the regular Board meeting and should not unreasonably detract from the execution of the work to support students.
 - b. The Superintendent should make clear to the Board the implications of their request is such requests will require significant time, effort, or expense to the District so that the Board can prioritize its requests accordingly.
 - c. When possible, such requests should be made of the Superintendent by Trustees prior to Board meeting.
 - d. Additional time during the Board meeting may or may not be available for clarifying questions during that item's time on the agenda.

Establish a Follow-up Timeline.

1. If the Board does not accept a particular report, the Board or the Board President on behalf of the Board, should consult with Superintendent to determine a timeline for an updated report.
 - a. They should also agree on whether the follow up report will be written only (and included in consent agenda) or will be written and will be discussed during a future Board meeting.
 - b. The Board should also establish a follow up timeline with the Superintendent for receiving any additional follow up data or information. Generally, such timelines will be discussed and determined during Board meetings. However, when the Board President and Superintendent are aware of follow up needs prior to the Board meeting, they should consult with each other to agree on a timeline to propose at the Board meeting.

Additional Reporting Requirements (No Policy)

In addition to the reporting above, the District will ensure that reports to the Board that monitor progress on District Strategic Goals are:

- posted with Board meeting materials,
- made available on the District website in a way that community members may reasonably locate and access them, and
- reported annually in a news release to the local media.

BOARD/SUPERINTENDENT RELATIONS

RIGHT TO KNOW (Bylaw 040)

No Board Trustee shall be denied facts or materials required for the proper performance of the duties of his/her office. If, in the opinion of the Superintendent, a Board Trustee's request for facts and information is administratively unreasonable, the Superintendent may withhold said facts or materials until a ruling is made by the Board. This policy shall be enforced using the following procedures and protocols.

UNITY OF CONTROL (No policy)

The goal of these procedures is to balance providing ready access of information to the Board and the community while avoiding requests by individual Trustees that expend significant district resources and may not be supported by the majority of the Board.

Individual Board Member Requests (No Policy)

Individual Trustee requests for **significant** information should focus on information needed for monitoring progress on strategic goals with a focus on student learning goals rather than operations and management issues.

Accordingly:

1. Decisions or directives of individual Board members, officers, or committees are not binding on the Superintendent except when the Board has specifically authorized such exercise of authority.
2. The Superintendent is the Board's only link to operational management and conduct so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Superintendent.
3. The Board may communicate with but shall not give instructions or request actions from persons who report directly or indirectly to the Superintendent.

Board Member Requests for Information (No Policy)

1. Request for information shall be made through the Board Liaison following the Request of Information Process described below.
2. Trustees shall redirect staff, individuals, and groups in the community to seek information using the available systems starting at the most directly connected entry point based on the information they desire (e.g. teacher/staff, then principal, then Association Superintendent...)
3. In cases where Board members or committees request significant reports, information, assistance or employee action without explicit Board approval, the Superintendent shall obtain Board approval when such requests, in the Superintendent's opinion, have already been provided, are outside the

proper authority or role of the requester, or require a material amount of staff time or funds to fulfill.

4. In cases where a Trustee requests from an employee, significant reports, information, assistance or employee action without explicit Superintendent approval, the employee is directed to report the request to the Superintendent or the Board Liaison, and proceed as follows:
 - a. The Board Liaison shall request that the Trustee(s) complete the Information Request Form.
 - b. If the request comes from a member of any Board sanctioned committee, the Board Liaison will request the form to be filled out by the committee's chair.
 - c. If the Superintendent does not agree with the request of an individual Board member to create reports or commit employee time and energy, the Board member has the option to accept that decision; follow the Progressive Response Protocols (See Appendix J), or Board Meeting Action outlined below.

Types of Information Requested (No Policy)

It is possible that a Trustee may want to ask a staff member for simple or **insignificant** information just as any community may ask. This may be defined as information that is available and readily accessible to the public and can be provided in 10 minutes or less.

In cases where the information would require **significante** time or resources, the staff member should seek direction from the Superintendent or the Board liaison on whether to redirect time and resources to provide the requested information or action.

The staff member determines whether the information requested is significant or insignificant.

Significant information requested should follow the Request for Information Process outlined below. This will allow the Board President and Superintendent to monitor the quantity and nature of Trustee requests for information to avoid duplication of requests and monitor staff work capacity needs.

Request for Information Process (No Policy)

In order for a Trustee, Trustees, or committees to request reports, significant information, assistance or employee action, the request should be made **directly to the Board Liaison**.

1. The Board Liaison shall copy the request for information to the Superintendent and Board President.
2. Within 5 business days, the Superintendent can accommodate the request or decline the request if, in the Superintendent's opinion, the

information:

- has already been provided,
- is outside the proper authority or role of the requester, or
- requires a material amount of staff time or funds to fulfill.
- If the Superintendent declines the request for information, the following shall occur in the sequence listed:
 - i. The Superintendent informs the Board Liaison including the reason(s) for declining.
 - ii. The Board Liaison shall then forward the declination and the reasons listed to the requesting Trustee(s) and send a copy to the Board President.

Protocols when a Request for Information Declined (*No Policy*)

If a request for information is declined, the Trustee has the following options in response to the declination:

1. The Trustee can accept the decision to decline
2. The Trustee can pursue a reversal of the Superintendent's decision through the *Progressive Response Protocols*.
 - a. Trustees(s) making the request shall meet individually with the Superintendent and Board liaison to discuss the request.
 - b. If not satisfied, the Trustee(s) shall meet to discuss the request with the Board President, Board liaison, and Superintendent together
 - c. If the Board President is the requestor, the Superintendent can select another Board member to include in the meeting to discuss the request.
3. After the Trustee completes the Progressive Response Protocols, when the request for information is still denied the Trustee can request *Board Meeting Action* on a request of information governed by the following protocols:
 - a. The request for information shall be listed as a potential Action Item on the next scheduled Board meeting.
 - b. The scope of the agenda item shall be limited to discussion of whether or not the request for information should be granted.
 - c. All Trustees shall be provided the Request for Information form.
 - d. All Trustees shall be provided with the declination explanation from the Superintendent.
 - e. The Board meeting discussion shall allow for the Superintendent to address reasons for the declination of the request.
 - f. The Board discussion shall allow the requesting Trustees(s) to provide further details for items included on the *Information Request Form* categories only.
 - g. The Request for Information can be authorized by a majority vote of the Board of Trustees.

Available Board Services & Information *(No Policy)*

The following Services and information are offered to the Board by Board Services staff. The below is not all inclusive.

- A. District Information (helpful to families/community, etc.)
 The following can be automatically sent to Trustee's individual e-mail lists without Trustee approval each time (after first approval):
1. The Week Ahead (weekly publication sent from the Communications Office).
 2. Information regarding vacancies on Board committees (as necessary and applicable).
 3. Information regarding upcoming special Board events (community linkage meetings, town halls, etc.).
 4. Fast Facts (each time it is updated).
 5. Link to the annual Back to School Reporter.
 6. Link to District Locator Maps.
- B. Monthly Family and Constituent Meetings
1. Have secretary call to secure a host school within the Trustee's individual district.
 2. Contact presenters, as requested.
 3. Offer suggestions for topics.
 4. Prepare meeting agenda.
 5. Prepare and send ParentLink message.
 6. Work with the Communications Office for news release.
 7. Post meeting agenda on Trustee's individual Web page.
- C. Have secretary attend meeting
1. Prepare sign-in sheets and maintain database of contact information.
 2. Have secretary prepare minutes of meetings and send out to families/constituents, principals and others, as requested (after Trustee approval).
 3. Post minutes on the Trustee's individual Web page.
 4. Schedule a Web-based family and/or town hall meeting.
 5. Schedule a phone and/or town hall meeting.
- D. Town Hall Meeting (Community Linkage, 3 or fewer Trustees, held 1-3 times per year)
1. This is a meeting with a target audience within the Trustee's individual district (not an official Board meeting).
 2. Preparation as above (monthly family and constituent meetings).
- E. Individual Monthly Newsletters
1. Prepare monthly newsletters.
 2. Use the second page that is provided each month.
 3. Use the additional information page that is provided each month.
- F. Contact Families/Constituents
1. Contact families/constituents with answers or responses from Trustees or District staff, as requested.
 2. Schedule meetings with Trustees and families/constituents.

3. Assists Trustees with preparation of meetings (documents, research, etc.)
 4. Prep room prior to meeting.
 5. Contact schools on behalf of Trustee for family/constituent concerns.
- G. Contact Elected Officials
1. Contact elected officials, as requested.
 2. Schedule meetings with invited parties.
 3. Assist Trustees with preparation of meetings (documents, research, etc.)
 4. Prep room prior to meeting.
- H. Translation Services
1. Make arrangements for District interpreters at meetings and/or events, when necessary.
 2. Make arrangements with District translators for document translation.
- I. Miscellaneous
1. Agenda Review Meetings
 - a. On a rotating basis, a Trustee will be scheduled to meet with the Board President and Superintendent to review regular meeting agendas prior to the meeting.
 2. Board Meetings
 - a. Schedule meetings as necessary.
 - b. Prepare meeting agenda, including distribution.
 3. Board meeting minutes
 - a. Receive an electronic copy of Board meeting minutes prior to placement on a meeting agenda.
- J. Calendar
1. Assigned secretary will maintain Trustee calendar on InterAct or other calendars.
- K. Certificates/Proclamations
1. Assigned secretary will prepare a certificate/proclamation at Trustee's request.
- L. Conference Calls
1. Conference calls with numerous attendees can be arranged by any Board Office staff member.
- M. Conference Room Availability
1. Trustees have an assigned conference room in the Administrative Center and the Education Center for meetings (contact Board Office staff to reserve).
 2. Meeting locations can also be arranged at other District venues.
- N. Correspondence
1. Assigned secretary will prepare correspondence to families/constituents or others relating to School Board business, as requested.
 2. Assigned secretary will reply to invitations.
- O. Electronic Storage
1. Electronic storage of any official school business document(s) is available.
- P. Events (local)

1. Assigned secretary will RSVP to events.
2. Prepare map to event via Google or MapQuest, upon request.
3. Arrange for parking at events, upon request.
4. Request a Speaking Engagement Request be sent in advance of an event.

Q. Event Planning

1. Plan for Oath of Office meeting.
2. Prepare invitation, create mail list and send invitations out.
3. Arrange for refreshments.
4. Arrange for student entertainment and ROTC.
5. AZAC Luncheon.
6. Plan luncheon.
7. Prepare invitation; invite commission, Trustees, Superintendent, and staff.

R. Graphics

1. Order business cards.
2. Create newsletter templates.
3. Create signs for meetings.
4. Other items as requested.

S. Governance Manual Updates

1. Update manual when requested.

T. InterAct

1. Training.
2. Customize InterAct desktop (could include, but not limited to, icons for phone messages, urgent e-mails, office mail, etc.).

U. List of Trustee School Information

1. This list will have names of the individual Trustee's schools, principals, and phone numbers. Also, includes names of school associate superintendents, performance zones, and their phone numbers. This will be kept up-to-date.

V. Mail

1. Assigned secretary will open and process mail from USPS and District offices.

W. Media

1. Request District photographer for various individual Trustee events.
2. Request District photographer at events of full Board.
3. Work with Communications Office for news releases, Web postings, and media requests.

X. Mileage

1. Preparation of monthly mileage expense forms.

BOARD GOVERNANCE ROLES & RESPONSIBILITIES

School Board Role *(No policy)*

The Board fulfills its mission as the governing oversight body by:

- policy adoption,
- assuring policy implementation fidelity by monitoring data presented in Board Reports.
- Board Trustees have no authority as individuals and do not severally possess the powers that reside in the Board of Trustees except when and as expressly authorized by the Board (**Bylaw 020**).
- The Board has no powers when not in session, except for such powers as may be delegated by the Board to a committee thereof (**Bylaw 020**).

Superintendent Role *(No policy)*

Board members shall respect the authority of the Superintendent of Schools and the staff by:

1. Giving the Superintendent full administrative authority for properly discharging the professional duties of the position and by holding the Superintendent accountable for progress toward the Board Vision and Strategic Goals.
2. Recognizing individual interactions with employees of the Superintendent lack authority except when explicitly authorized by the Board.
3. Refraining from expressing individual judgments of performance of the Superintendent or employees of the Superintendent.
4. Acting only upon the recommendations of the Superintendent in matters of employment or dismissal of District personnel.
5. Referring all complaints to the Superintendent or his/her designee and discussing such complaints at a regular meeting only after exhausting all other steps described in the Balanced Governance™ Progressive Response Protocols (See Appendix I).

Governing Model & Practices *(No policy)*

Board members, with the assistance of the Superintendent, shall endeavor to govern using the Balanced Governance approach. Accordingly, the Board shall:

1. Practice Balanced Governance, by cultivating and enforcing a balance between the oversight role of the Board and the administrative role of the Superintendent.
2. Use its' knowledge of community needs and interests in initiating and requesting new policy and policy revision and when considering policy approval.

3. Focus their efforts on checking the District's progress on the District Vision and Strategic Goals rather than on management inquiries.
4. Consistently use relevant data and expertise provided by the Superintendent in initiating and requesting new policy and policy revision and in consideration of policy approval.
5. Honor diverse viewpoints from the families/community and staff but not substitute individual expertise or interest for the judgement of the Board, although the expertise of individual members may be used to enhance the understanding of the Board as a body.
6. Govern the organization with ***informed oversight*** through the careful establishment of broadly written policies reflecting the needs of the District's students and the families'/community's values and perspectives. The Board's major policy focus shall be on addressing:
 - a. Locally-defined needs and issues.
 - b. Meeting the educational interests of ***all*** students.
 - c. Supporting progress toward the Board Vision and Strategic Goals.
 - d. Improve learning for all students.

In order to provide ***informed oversight***, the Superintendent shall ensure that the Board is knowledgeable of administrative and programmatic means of attaining those effects, but the Board shall delegate the implementation of policy and procedures to the Superintendent. By doing so, the Board shall maintain a balanced role with the Superintendent.

7. Receive information from the Superintendent which reflects the progress or the need for improvement toward the Board Vision and Strategic Goals. This is achieved through the Goal Progress Monitoring and Reporting procedures (***Appendix J***).
8. Request significant information data or reports, report family/community or staff complaints or concerns, and request substantive staff assistance exclusively through the Superintendent or the Superintendent's Liaison to the Board of Trustees.
 - a. The choice between contacting the Superintendent directly or the Superintendent's Liaison to the Board of Trustees, shall be determined by the Board member.
 - b. The Board shall hold the Superintendent responsible for acting on and communicating timely updates to Board members regarding significant or problematic requests for information or reports of family/community or staff concerns.
9. Address concerns regarding Board/Superintendent communication, the timely implementation of policy and procedures, or responses to the staff and

families/community regarding a Board-reported concern through the Balanced Governance™ Progressive Response Protocols (See Appendix J).

10. Govern with excellence in matters such as attendance, preparation for meetings, policymaking principles, respect of roles, adherence to the Balanced Governance™ Standards and personal adherence to the Balanced Governance™ Individual Board Member Practices.
11. Observe the Balanced governance Standards and Practices scrupulously while they are in force.
 - a. Board members who fail to follow governance policies, either during or outside of a Board meeting, shall be addressed using the Balanced Governance™ Progressive Response Protocols (See Appendix J).
12. Participate in Board member orientations before the new member's first Board meeting. Seated Board members shall receive on-going, annual training in Balanced Governance.
13. Conduct a Balanced governance Comprehensive Board Evaluation including self-assessments in Standards and Practices, and observational evaluation at least biannually.

Balanced Governance Standards *(No policy)*

The following Balanced Governance Standards and indicators are further described and delineated in Appendix K.

1. **Vision-Directed Planning.** The Board engages communities and staff in the development of a shared vision focused on student learning. The Board ensures that the vision is the foundation of the mission and strategic goals that direct board policy-making, planning, resource allocation and activities.
2. **Community Engagement.** The Board recognizes that all members of the community are stakeholders in the success of their schools. The Board engages the community using a reciprocal advocacy process that creates and sustains meaningful conversations, systems connections, and feedback loops across the breadth of their community. The Board supports collaborative partnerships and new types and levels of community participation in schools.
3. **Effective Leadership.** The Board practices and supports leadership that is proactive, integrated, and distributed. The Board establishes focus, direction, and expectations that foster student learning. Across the education system, the board ensures the development and implementation of collaborative leadership models and practices guided by student learning goals. Within the district, the board ensures the alignment of authority and responsibility so that decisions can be made at levels closest to implementation.

4. **Accountability.** The Board holds high expectations for the learning of each and every student and holds themselves and their organizations accountable for reaching those results. The Board provides strategic direction in the development of the District's mission, vision, and goals. The Board adopts policy and resources that align with the District's strategic vision and goals. The Board monitors and holds accountable the superintendent to implement the District's strategic vision and goals.
5. **Using Data for Continuous Improvement.** The Board uses meaningful quality data and information, from multiple sources and in various formats, to identify areas for improvement, set priorities, and monitor improvement efforts. At the same time, they support even better ways to do things the organization is already doing well.
6. **Cultural Responsiveness.** The Board recognizes cultural diversity in its many facets. The Board develops an understanding of this diversity and applies perspectives responsive to the cultures in their community in policy and program approvals. Supports effective community engagement and expectancy strategies to build on the strengths of a community's cultural diversity.
7. **Culture & Climate.** Board creates a climate of expectations that all students can learn at their highest level. Board supports policy and procedures that fosters a positive and safe learning environment. The board models professional relationships and a culture of mutual respect with staff and community. The board models and establishes an organizational culture of service.
8. **Learning Organization.** The Board ensures the District functions as a self-renewing professional community that supports reflection, discovery, learning, improvement, and success by staff at all levels. The Board encourages professional development that empowers staff and nurtures leadership capabilities across the organization.
9. **Systems Thinking.** The Board practices and supports systems thinking in its deliberation and approval of policy, programs, and procedures. The Board practices an integrated view of education within and across systems and levels (e.g. K-12, ESD, community college, and university). The Board seeks out collaborative local, state, and national partnerships, coordinated programs, and shared resource models to improve student learning.
10. **Innovation and Creativity.** The Board encourages innovation and creativity as assets to the process of development and change, leading to new types of thinking and better ways of meeting student needs. The Board supports innovation and creativity that supports district vision, values, and goals throughout the organization; engages collaborative partnerships; and encourages dialogue, new ideas, and differing perspectives.

11. **Board Member Conduct, Ethics, and Relationship with Superintendent.** The Board recognizes that it is essential to have a clear, mutual understanding of the respective roles and responsibilities of the Board and the Superintendent. The Board supports and practices team building as an essential part of this relationship.
12. **Budgeting and Financial Accountability.** The Board ensures that strategic educational goals of schools are translated into reality through effective alignment with the budget and making sure the school district is fiscally sound. The Board utilizes fiscal resources based on student needs and district policy and strategic learning goals.

Board Power & Superintendent Delegation (Bylaw 030)

While state law tasks the Board with authority to direct every aspect of the school operations and management (**NRS 386.350**) the Douglas County School Board elects to hire a Superintendent and defines and fixes the powers and duties of the Superintendent (**NRS 391.110**). These powers and duties includes all operations and management aspects of the organization.

The Board shall hold the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed expeditiously about school operations. The administrative staff shall report directly to the Superintendent and not to the Board (**Bylaw 030**).

Board Responsibilities (No policy)

Specific responsibilities of the Douglas County School District Board of Trustees are those that ensure appropriate District progress toward the District Vision and Strategic Goals.

Items not listed are explicitly NOT the responsibility of the Board but the responsibility of the Superintendent. Board responsibilities include the following:

1. Exercise **informed oversight** for the achievement of the District Vision and Strategic Goals focused on improved learning for all students.
2. Retain responsibility for family/community engagement and dialogue relevant to Douglas County School District (DCSD) stakeholders including, but not limited to, reporting progress on the Board Vision and Strategic Goals.
3. Develop written governing policies that shall address:
 - a. Monitoring progress on educational outcomes.
 - b. Balanced Governance™ Standards and Practices.
 - c. Board/Superintendent Roles.
4. Approve all DCSD policies and regulations.

5. Assure successful Superintendent performance by monitoring performance based on achievement of the Board Vision and Strategic Goals.
6. Make final decisions related to capital programs and collective bargaining agreements.
7. Review and approve items of significant increased expenditure prior to the District agreeing to conditions in the collective bargaining negotiation process.
8. Participate in such additional activities and family/community committees as are necessary to carry out the business of the Board.

DRAFT

POLICY DEVELOPMENT AND REVIEW

POLICY FUNCTIONS (*Bylaw 030*)

The Board shall exercise its rule-making power by adopting bylaws and policies for the organization and operation of the school district.

POLICY REVISION GUIDELINES (*Revision of Bylaw 030*)

The Board serves to initiate and request new policy and policy revision and is the sole policy approving body. The Superintendent is also authorized to recommend new policy or policy revision. In accordance with its Board Balanced Governance™ model, the Board shall adopt general policies and regulations that provide authorization and guidelines for the Board and Superintendent to take action. The implementation of such policies is an administrative function of the Superintendent.

1. The Board shall review its policies on an annual schedule to ensure policy intent is clear and results are achievable by the organization (See Appendix E).
2. All District policies and regulations, as well as the policies of the Board, shall be approved under a process compliant with **NRS 386.365**.
3. Any Board member or the Superintendent may ask for policies and regulations to be revised or developed. Policies will be developed upon approval of the whole Board. Generally, the Board shall request and direct the development of new policy wording and revision to the Superintendent or appropriate designee. All new or revised policy remain as drafts until reviewed and approved by the whole Board.
4. In accordance with its governance model, the Board delegates to the Superintendent the function of formulating administrative rules and District procedures designed to interpret and carry out District policies and regulations, including the policies of the Board. The administrative rules and procedures will specify required actions and detail the arrangements under which the District will operate. These rules and procedures must be consistent with the policies adopted by the Board.

Policy Revision (*Bylaw 030*)

Bylaws and policies may be adopted, amended and repealed by a majority vote of the full Board at any meeting of the Board.

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Bylaws or policies to be adopted by the Board shall have been furnished to Trustees one month or a time span encompassing at least two Board meetings prior to the meeting at which it will be formally adopted.

Policy Revision Procedures (*Revision of Bylaw 030*)

1. Proposed new policies and proposed changes in existing policies shall undergo a minimum of two (2) readings in the following manner:
 - a. At a regular or special Board meeting the proposed new or amended policy shall be presented in writing for a first reading and discussion.
 - b. At a subsequent regular or special Board meeting, at least 2 weeks later, the proposed new or amended policy shall be presented in writing for a second reading and discussion.
 - c. The final vote for adoption shall take place not earlier than at the second reading of the particular policy.
2. Although approval of a new or amended policy requires a minimum of two (2) readings, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.
3. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.
4. Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual.

Administration Action in Absence of Policy (*Bylaw 030*)

In cases where action must be taken before the next board meeting and where the Board has provided no policies or guides for administrative actions, the Superintendent shall have to power to act.

- His or her decisions, however, shall be subject to review by action of the Board at its next regular meeting.
- It shall be the duty of the Superintendent to inform the Board of such action and the need for policy.

Suspension of Policies (*Bylaw 030*)

Under circumstances which require a waiver of a policy, policy may be suspended by a majority vote of the members present.

- In order to suspend a policy, all Trustees must have received written notice of the meeting which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension.
- If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all Trustees present.

Policy Access (*Bylaw 030*)

The Superintendent shall develop and maintain a current policy manual which contains the policies of the District.

- Each administrator, as well as staff, students and other residents, shall have ready access to the manual.
- All policies shall be available online on the District web page.

Administrative Regulations (Bylaw 030)

The Superintendent shall make available regulations to implement the policies of the Board and state law and regulations.

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PRINCIPLES OF OPERATIONS

BOARD MEMBERS' CODE OF CONDUCT *(Bylaw 070 revision)*

The Board commits itself and its members to professional and effective conduct, including speaking with one voice, proper use of authority, and appropriate decorum when acting as Board members. In such conduct, Board members shall fulfill the responsibilities as set forth in the Oath of Office (Appendix A) and in the signed Code of Conduct (Appendix P).

Effective Board Member Characteristics

Board members shall honor the high responsibility the governance position demands, and practice Board beliefs and actions that support increased stability on the Board, improve satisfaction from families and the community, and a climate for improved student learning.

- This includes Board members following the 10 Balanced Governance Individual Board Member Practices detailed in Appendix H.

BOARD MEMBERS' & SUPERINTENDENT PROGRESSIVE RESPONSE PROTOCOLS *(Bylaw 070 revision)*

Board members and the Superintendent shall strive to adhere to the governance policies of the Douglas County School District regarding how to deal with disagreements of policy and governance applications, or infractions of said governance policies. If disagreements or failure to practice governance policies occur among Board members, the following protocols shall be employed:

Board Member/Board Member Conflict

Board members who fail to follow governance process policies, either during or outside of a Board meeting shall be addressed using the Balanced Governance Progressive Response Protocols listed below and provided in Appendix I:

1. Board member(s) with a concern about another Board member shall report the concern to the Board President privately.
2. The Board President shall meet with the offending Board member and remind them of their commitment to follow governing policies and protocols.
3. If this is ineffective, the Board President and one other Board Member shall meet with the offending Board member, remind them of their commitment to follow governing policies and protocols, and ask them to honor their commitment through appropriate action.
4. If this is ineffective, the Board President, during a public Board meeting, shall remind the offending Board member of their commitment to follow governing policies and protocols, and ask them to honor their commitment through appropriate action.

5. If this is ineffective, the Board President shall engage in informal censure of the offending Board member through interrupting ensuing infractions in Board meetings and making formal public statements both during the Board meeting and outside the Board meeting as needed, to distance the Board's position from the infracting Board member' position or statements.
6. In the event that the Board President fails to follow governance policies and processes, the Board Vice President will engage the Balanced Governance™ Progressive Response process listed above in items 1-4. If these steps are ineffective, the Board Vice President may entertain a recall vote of the seated Board President. By a two-thirds super-majority, the seated President can be removed. The Board Vice President shall assume the role of Board President and employ the Balanced Governance™ Progressive Response process item 5, if necessary.

Board member/Superintendent Conflict

Concerns regarding school Board member/Superintendent communication or implementation of policy and procedures shall be addressed with the Superintendent through the Balanced Governance Progressive Response Protocols listed below and provided in Appendix J:

1. First meet individually with the Superintendent to address and resolve any concern.
2. If this is not successful, the Board member shall meet to discuss the issue with the Board President and Superintendent together.
3. If still not resolved, the Board member can require the issue to be added to the next Board agenda for discussion and action.
 - a. Note that the Board meeting discussion should include only the information requested or the concern reported, and recommendations for actions on the part of the Board to resolve the issue.
4. Finally, the Board should address concerns over Superintendent response or action only through the formal Superintendent evaluation.

BOARD MEMBER STAFF COMMUNICATION & SCHOOL VISITATION (No policy)

As an elected Trustee for the Douglas County School District, mutual respect for other Trustees and the work of District employees is a priority. Trustees shall adhere to the following guidelines when visiting individual schools or school/District employees.

School/District Visitation Procedures

1. Respect fellow Trustees by not visiting schools outside of your District. If you are invited by the principal or school personnel, do not respond in the positive unless you have a verbal or written approval from your fellow Trustee.

2. Respect the work that the administrative, licensed, and support staff must complete on a daily basis in order to increase student learning and meet the goals identified in the Strategic Imperatives. Dropping in at a school campus is a distraction from the work our employees are paid to do. Surprise visits disrupt schedules and instruction. Call before you visit a school in your District. If the principal or administrative staff is not available, ask to schedule a time for a visit.
3. If the principal or administrative team members are not available or say that this is not a good time, respect their decision and ask to schedule a better time. Walking the building without an administrator would be considered a disruption to the learning environment. DCSD has hired them to be in charge of the building. If there is an issue, contact the Superintendent's Liaison to the Board of Trustees or the Superintendent.
4. It is imperative when dealing with employees that an appropriate and professional behavior is required. Opportunities for training will be provided to you.
5. In the case of school visitation or visitation of a faculty or staff, Board members:
 - a. Shall only visit school sites during school hours after making an appointment in advance with the school principal. In most cases, the school should be given 24-hour notice prior to a visit during school hours.
 - b. May visit school sites to attend any and all after-school events and performances at their discretion.
 - c. Shall make an appointment in advance to meet with District staff.
 - d. Who believe an emergency warrants a more immediate meeting or visit shall first clear the visit with the Superintendent.
 - e. Who are parents or guardians of a student attending a school shall not be restricted by these guidelines but shall follow school processes required by all other family/community members regarding school appointments and visits. The Board member shall endeavor to represent themselves only in their parental role for such visits and meetings and not as a Board member.

Trustee Visitation/Communication with District Personnel

1. Central office staff members have very difficult jobs to accomplish. The Superintendent holds them accountable for the work that must be done. If you are in the building, please be respectful of their time and work. A quick hello is appropriate but sitting down for a social or work discussion may be prohibiting them from the work that is needed to be completed. If a lengthy conversation is needed, please set up a time for a meeting or phone call if you have specific concerns or issues.

Trustee Input on Management & Operations

1. As a Trustee, there may be information shared that is in the planning stages. It is not your role to go to school locations or departments/divisions and tell them what may or may not happen. That is the role of the Superintendent or the staff. If confidential information is not kept confidential, details of the work will not be shared with you unless it is in a formal setting. This is a violation of the governance policies of the Trustees.
2. If you have ideas that can help with attaining goals in the Strategic Imperatives or improving work in DCSD, please discuss them with the Superintendent. It will be the best avenue for being able to talk through the idea.

Social Posting of Events

Social network posts, videos, and pictures are a delicate issue. Media releases must be on file for every student. If a signed media release is not ensured, pictures must not be posted. Refrain from talking for streaming purposes during formal events and presentations.

BOARD COMMUNICATIONS

BOARD PUBLIC COMMUNICATION (*Revision Bylaw 070*)

Board Trustees and the Superintendent shall engage in professional public communications to respect and ensure an unobstructed process of whole-Board deliberation and policy approval. This includes:

1. Suspending decision-making and public comment until proper analysis of data and whole-Board discussion is concluded and a vote is cast.
2. Supporting the integrity of final Board decisions and supporting the implementation of those policy decisions while retaining the right to publicly share one's own reasons for voting against a particular policy or program.
 - a. If a Trustee is speaking as an individual they should use agreed upon disclaimers prior to sharing.
3. Board Trustees will avoid reference to confidential information about employees, students, or other matters in e-mail communications, because of the risk of improper disclosure. Board Trustees will comply with the same standards as school employees with regard to confidential information including FERPA and HIPP law.
4. Providing appropriate deference when approached by the public. For example, Board Trustees approached with inquiries about District issues should defer without comment to the Superintendent or their designee, who will speak for the District.
5. Refraining from speaking individually to the media or posting public comment on social media regarding Board or District matters that are under policy or program deliberation, and prior to a discussion and vote by the Board.
 - a. Individual Board members shall defer Board inquiries on such matters to the Board President, who shall prepare a statement speaking on behalf of the whole Board. The written statement shall include the vote count and the reasons behind dissenting votes.
 - b. Inquiries regarding Board practices or actions, should be deferred without comment to the Board President who will confer with the whole Board on such matters during a regular Board meeting, and when directed by the whole Board, respond on their behalf.

Handling Complaints (*Revision Bylaw 070*)

The Douglas County School District promotes a culture that is welcoming and open, defined by mutual respect and shared responsibility, and treats parents, staff, students, and citizens with respect and dignity.

The district is committed to resolving concerns and complaints about school and

district programs, policies, procedures, actions, and decisions of employees in an effective, efficient, and timely manner by initiating the complaint with the person(s) who is the closest level of authority able to resolve the matter.

While speakers may offer objective criticism of operations and programs, the board will not hear personal complaints concerning district personnel nor against any person connected with the school system. To do so could expose the board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter.

1. If a complaint is received from parents, students, or community members the Trustee shall refer that person to the Board liaison.
2. If a complaint is received from a staff member the Trustee shall refer the staff to their association representative and to the complaint process which can be explained by the association representative and/or the Human Resource department.
3. If the Trustee would like follow-up on the handling of the complaint, the Trustee can request such follow-up through the Board Liaison who will confer with the administrator handling the complaint and update the Trustees on the outcome. However, confidential information pertaining to staff and students shall not be disclosed.

Appropriate Board Deliberations (Revision Bylaw 070)

Board members and the Superintendent shall engage in professional public communications to respect and ensure an unobstructed process of whole-Board deliberation and policy approval. This includes:

1. Suspending decision-making and public comment until proper analysis of data and whole-Board discussion is concluded and a vote is cast.
2. Supporting the integrity of final Board decisions and supporting the implementation of those policy decisions while retaining the right to publicly share one's own reasons for voting against a particular policy or program.
3. Refraining from speaking individually to the media or posting public comment on social media regarding Board or District matters that are under policy or program deliberation, and prior to a discussion and vote by the Board.
 - a. Individual Board members shall defer Board inquiries on such matters to the Board President, who shall prepare a statement speaking on behalf of the whole Board. The written statement shall include the vote count and the reasons behind dissenting votes.
2. Board members who fail to follow governance process policies, either during or outside of a Board meeting shall be addressed using the Balanced Governance™ Progressive Response Protocols (See Appendix I).

Use of Email and Social Media (No policy)

Use of electronic mail (e-mail), social media posting, social media messaging, and text messaging, by Trustees will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication.

Trustees will comply with the following guidelines when using e-mail and social media in the conduct of Board responsibilities:

1. The Board will not use e-mail, communications via social media, or other electronic communications as a substitute for deliberations or voting at Board meetings or for other communications or business properly confined to Board meetings.
 - “Deliberation” is defined as the receipt or exchange of information or opinion relating to a decision but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the public agency for decision.
2. Trustees will not use social media or post during public Board meetings.
 - To comply to the intent of the Open Public Meeting Law, Trustees are obligated to deliberate in public and are not legally allowed to engage in chain communication between other Trustees to negotiate or influence voting decisions or hide what are intended to be public.
 - To avoid breaking Open Meeting Law, Trustees should not use any messaging platforms such as texting or reading messages received during the meetings to negotiate or influence decisions.
3. E-mail, e-mail attachments and social media posts received or prepared for use in Board business or containing information relating to Board business (regardless of whether sent or received on a school owned computer or personally owned computer) are generally regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
4. Individual postings made to social media sites should be considered carefully in light of how they would reflect on the Trustee, the full Board, and the District.
 - Opinions expressed by Trustees on a social networking website have the potential to be disseminated far beyond the Trustee’s desire or intention and typically undermine the public perception of fitness of the individual to serve students’ interest.
5. Individual Board member postings are an act of the individual and are not an act of the Board.
 - Trustees should realize that communications, social posting, media remarks, or media releases that do not reflect the decisions by the

whole Board are not sanctioned by the whole Board and are disparaging toward Board members Trustees or district personnel run counter to this policy. This is necessary to let the public know that the individual Trustee was not speaking on behalf of the Board.

6. Trustees should use their own best judgment for their own individual communications.
 - The Board President is primarily responsible for engaging the Progressive Responses Protocols (See Appendix I) if they believe communications are incongruous to descriptions in this policy, although any Trustee can use these protocols to address communication they believe run counter to this policy.
 - Responses to communication that is incongruous to this policy should result in the Board President or other Board members Trustees engaging the Progressive Response Protocols (See Appendix I).
 - If unsuccessful, the policy supports considering the use informal censure of the Trustee as a last resort.

President as Spokesperson for Board Decisions (Revision Bylaw 070)

Trustees shall refrain from speaking individually to the media or posting public comments on social media regarding Board or District matters that are under policy or program deliberation, and prior to a decision and vote by the Board.

1. When responding to media inquiries regarding inquiries on decisions made by the Board, individual Trustees shall defer responses regarding the full Board to the Board President, who shall confer with the Executive officers and upon their approval prepare a statement speaking on their behalf.
 - The written statement shall include the vote count and the reasons behind the dissenting votes.
 - This does not prevent individual Trustees from speaking individually about their own vote on an issue after it has been decided. When doing so, Trustees are encouraged to speak to the media with support through established media best practices.
2. The Board President represents the Board to outside parties in announcing Board- stated positions and in stating decisions and interpretations within the area delegated to her or him.
3. The Board President shall remind Trustees to refrain from speaking individually regarding Board or District matters that are under policy or program deliberation, and prior to a discussion and vote by the Board.
 - This could be viewed as chain communication to influence the public and other Trustees to vote with an individual Trustee and thus infract Open Public Meeting Law.

4. The Board President shall only speak on behalf of the whole Board when directed to do so by a vote of the Executive Officers.
 - The Board President shall not speak on behalf of the Board on issues that have not be voted upon or have not been discussed.
 - The Board President's personal opinions shall not be represented as the position of the whole Board. Individual opinion from the Board President should be clearly designated as such.

Community Engagement (Revision Bylaw 070)

Board members shall meet responsibilities to the community by:

1. Attempting to appraise fairly both the present and future educational needs of the family/community.
2. Engaging in proactive and on-going dialogue with the family/community. This shall be achieved by:
 - a. Structured and intentional assignment of Board members to serve on or attend meetings and events held by external stakeholders throughout the District.
 - b. External committee service should be planned during a Board work session at least annually. Board members shall report briefly on relevant and significant issues raised by external entities during a scheduled time at each Board meeting.

BOARD MEETINGS

BOARD MEETING PLANNING (No Policy)

To accomplish its job with a governance style consistent with Board policies, the Board shall spend a majority of Board meeting time focused on oversight and progress monitoring of the Board Vision and Strategic goals.

Accordingly, the Superintendent shall assist the Board in the following:

1. Prepare an annual Board Report Schedule (Appendix B).
2. Plan for one Work Session meeting and two Regular Board meetings each month.
 - a. The Board Work Session meeting is a public meeting complying to Open Meeting statutes and focuses on the work of the Board. This meeting should be for the Board to discuss pertinent issues, policy review and training that is needed to support the Board in their work. In addition, Board members will provide committee reports or engage in tasks related to self-evaluations, as needed.
3. Work in conjunction with the Board to develop or re-evaluate the District's strategic plan by engaging in:
 - a. An annual review of the formally adopted metrics outlined within the Annual Monitoring Report.
 - b. Research, utilizing various stakeholder groups or methods to gain public input, including external stakeholder committees.
4. Training on the current governance model will be scheduled during Board Work Sessions or Board Retreats.
5. Allow the Board to attend to consent agenda items as expeditiously as possible. Board members are expected to attend the Trustee briefings as scheduled and ask clarifying questions regarding consent agenda items at the briefings.
6. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted.

Effective Board Meetings (Revision of Bylaw 060)

Board members shall conduct effective and productive meetings focused on open dialogue and policy actions intended to check the progress and improve achievement of the Board Vision and Strategic Goals. Board members shall conduct their Board meetings in a professional manner with appropriate decorum through:

1. Well-attended meetings and well-prepared participants.
2. A well-planned agenda that is focused on progress checking and discussion of the Board Vision and Strategic Goals.

3. Keeping discussions centered on the agenda and staying focused on progress checking and discussion of the Board Vision and Strategic Goals.
4. Balanced participation with everyone participating and no one dominating.
5. Sharing viewpoints in a clear, concise manner.
6. Accomplishing work in an atmosphere of trust and openness with respect and courtesy.
7. Monitoring policies to facilitate accountability and assurance of policy implementation fidelity.
8. Supporting the Superintendent's reasonable interpretation of applicable Board policies or further clarifying Board intention by revising the policies.
9. Making decisions based on information garnered from Superintendent and staff reports presented at Board meetings, additional information requested through the Superintendent, and family/community input.

No Individual Board Authority (*Revision of Bylaw 060*)

Board members shall recognize that authority rests only with the Board during official meetings and that the individual member has no legal status to bind the Board outside meetings as defined by the Open Meeting Law.

1. Except as otherwise provided by NRS, four voting members of the Board shall constitute a quorum
2. No action of the Board shall be considered valid without the approval of a quorum of the Board.
3. A quorum of members shall only meet, deliberate, or vote regarding matters within the Board's jurisdiction in either an open meeting or a closed meeting in compliance with a specific statute.
4. Members' interaction with the public, press, or other entities must recognize Board decisions and the inability of any member to speak for the Board except to support Board decisions.

Types of Meetings (*Revision of Bylaw 060*)

The Board must meet at least once each month and may act as a group only within the confines of a meeting that complies with the requirements of the Nevada Open Meeting Law. Accordingly, the Board shall hold:

1. A regular meeting at least once each month, at such time and place as the Board shall determine. The general practice of the Board is to meet regularly in meetings convened on the second and fourth Thursday.
2. Recessed/reconvened meetings at the discretion of the Board, since any legal meetings may be recessed to a specific time and place. Only items on the agenda of the meeting recessed may be acted upon at the recessed meeting.
3. Special meetings that may be called by the President or shall be called at the written requests of three members of the Board at any time, as provided for in **NRS 386.330** and **NRS Chapter 241**, or with the concurrence of three members of the Board at a regular meeting. The time and date of a special meeting may be set during a regularly convened Board meeting. Only those items contained in the Notice of the Special Meeting may be discussed and/or acted upon at the special meeting.
 - If the majority of the Board feels there was not sufficient business to come to the Board, items listed on the agenda can be deleted at the meeting during the Adoption of the Agenda.
4. An organization meeting will take place at the first meeting in January. The Board meets and organizes by electing from its members a President, a Vice President, and a Clerk. Law requires the positions of President and Clerk.
5. Closed sessions as needed or requested by staff with the exception of expulsion review board hearings. A closed session must appear as an agenda item and be publicly noticed as required by **NRS Chapter 241**.
6. Meetings with legal counsel employed or retained by the Board as needed regarding potential or existing litigation involving a matter over which the Board has supervision, control, jurisdiction or advisory power, and to deliberate toward a decision on the matter (**NRS 241.015**).

Regular Board Meeting Agenda Categories (No Policy)

The Regular Board meeting shall be for conducting general business and goal progress monitoring of the Board Vision and Strategic goals. Agenda items in the Regular meeting should include:

- i. Adoption of the Agenda
- ii. Public Comment on Items Listed on the Agenda
- iii. Consent Agenda
- iv. Board Strategic Goal Monitoring Reports
- v. Discussion Items
- vi. Action Items
- vii. Superintendent Communication (*as needed)

- viii. Information Items
- ix. Public Comment Period on Items Not Listed as Action Items on the Agenda
- x. Upcoming Meetings & Adjourn

*The superintendent communication is optional. The report shall be provided only if requested by the Superintendent and approved by the Board President and Vice President. The report shall be for information only and the content of the report shall not contain items that are required to be noticed under Nevada's Open Meeting Law.

Use of Parliamentary Procedure (*Revision of Bylaw 060*)

The Board shall follow parliamentary procedures utilizing Roberts Rules of Order. The full Board will receive training in Roberts Rules of Order annually.

CONSTRUCTION OF THE AGENDA (*Revision of Bylaw 060*)

The Board shall prepare an agenda for all regular and special Board meetings and ensure that copies are provided as required by the Open Meeting Law. Reference materials shall be provided with sufficient time to allow Board members to carefully review the contents and seek additional clarification prior to board meetings. In preparing the agenda, the following procedures shall be followed.

1. The Board agenda shall be set annually as described in the Board Report Schedule policy.
2. It is the intention of the Board to plan and prioritize the agenda to focus on deliberation and policy approval related to Board Vision and Strategic goals.
3. The Board shall focus the majority of Board meeting agenda on goal progress monitoring rather than deliberation of operations and management topics. To ensure depth of deliberation, the Board agenda shall attempt to focus on no more than 2-3 substantive topics within each Board meeting, as calendared in the Board Report Schedule (Appendix B).

Adding an Agenda Item

The Report timeline shown in the Board Report Schedule policy is the starting point for the creation of the Board agenda. Additional items are added by Board members through the following procedures:

1. Agenda items shall be submitted in writing to the Board President and Board Office. The following guidelines should be followed by Trustees if requesting an item be added to a Board agenda:
 - a. The agenda item should align with the Board Vision and District Mission, Strategic goals, or Annual Plan goals.
 - b. The agenda item should align with the scope of the Board and be focused on progress monitoring of District Goals and not issues of management and operations.

2. A Trustee's request for adding an agenda item shall be submitted to the Board Office and Board President at least 14 business days prior to a board meeting.
3. Items submitted by the deadline shall be reviewed by the Board President, Vice President, and the Superintendent.
4. If approved, the item is placed on the draft agenda of the upcoming Board meeting. The Superintendent has the discretion to identify the amount of time required for the staff to prepare to address the item requested for the agenda.
5. Items submitted outside the 14 day deadline due to an emergency or time sensitive circumstance shall be reviewed and may be placed on the next board meeting agenda if agreed upon by the Board President, Vice President, and Superintendent.
6. The Board President, Vice President, and Superintendent will determine if the decision to include the agenda item needs to go to a full Board vote.
7. If a requested agenda item is declined, the Board President shall notify the submitting Trustees(s) and share the reasons for the decline.

Appealing a Declined Request for an Agenda Item

If a request for adding an agenda item is denied, and the requesting Trustee wishes to appeal that decision, the following process is available:

1. The proposed item shall be listed as an "Item for Possible Inclusion on the Next Available Agenda" under the Adoption of the Agenda section of the Board. The requesting Trustee may move that the requested agenda item, be included at the next available Trustee meeting.
2. In making such a motion, the requesting Trustee shall share at the Board meeting the reasoning for their request to add the agenda item.
3. The Board meeting discussion shall allow for the Superintendent or Board President to address reasons for the declination of the request.
4. If the motion is approved by a majority of the Board, the item shall appear on the next available agenda.

Deleting an Item from the Agenda

Any Trustee who wishes to delete any item from the agenda may make a motion to do so during the Adoption of the Agenda section of the Board meeting.

Creating and Posting an Agenda

The Agenda shall be produced using the following procedure:

1. At least 10 business days prior to a meeting, the Board Office creates a draft agenda.
2. Eight business days prior to a meeting, a draft copy of the agenda (only) is emailed to Trustees and Board Counsel for review.
3. Trustees have 24 hours to respond to any questions or concerns with items on the draft agenda.
4. Seven business days prior to the meeting, an Agenda Review Meeting takes place with the Board President, Vice President, and Superintendent to review the draft agenda. After the Agenda Review Meeting, a recap of the meeting is sent out to all Trustees.
5. Eight days prior to a meeting, the agenda and supporting reference documents are posted and are available to Trustees and the public, with the exception of the Personnel Report.

Agenda Addendum

Because the agenda is printed in advance, occasionally it will be necessary to prepare an addendum. Addendum usage, however, should be as minimal as possible.

1. Addendum will only be used when the item is operationally necessary as mutually determined by the Board President and Superintendent. Addenda with reference materials will be distributed to Board members when the addendum is posted.
2. All items placed on the agenda shall be referenced to a Board policy or, whenever appropriate, to the Board Vision and District Mission, Strategic goals and Annual Plan goals unless the items appear on the consent portion of the agenda.

Consent Agenda

Items that appear on the consent agenda are routine in nature and include expenditures, contracts and reports customarily approved by the Board without discussion and for items delegated to the Superintendent yet required by law or contract to be Board approved.

1. A board member who wishes to discuss an item on the consent agenda separately shall first make reasonable efforts to contact the Superintendent to answer questions and resolve concerns.
2. If the board member's concern is not addressed, the Board member may make a motion and must receive majority Board approval to take that item separately from the consent agenda.
 - a. A motion to remove a consent agenda item for further discussion shall

include why the Trustee is making the motion and what attempts were made to resolve the concerns before the meeting.

CLOSED SESSION OF THE BOARD (*Revision of Bylaw 060*)

Closed sessions of a Board meeting or Board committee may be conducted only to deliberate (a) A natural person's character, alleged misconduct, professional competence, or physical or mental health; (b) Matters permitted by the provisions of **NRS 288.220** relating to negotiations; (c) Matters permitted by the provisions of **NRS 392.467** relating to student discipline; or (d) Matters permitted by **NRS 241.020** and other express statutory exceptions permitting closed sessions. Accordingly, all closed sessions of the Board shall comport with the following:

1. All meetings of the Board of School Trustees and committees of the Board shall be conducted in compliance with the requirements of **NRS Chapter 241, et seq.**, the Nevada Open Meeting Law. Any question regarding open meeting compliance shall be immediately brought to the attention of Board counsel.
2. Prior to conducting a meeting in closed session, a person requesting a closed session shall:
 - a. Inform the President of the Board regarding the reason for and the scope of the requested closed session, and ascertain from Board Counsel whether the proposed reason and scope comply with the Open Meeting Law;
 - b. If in accordance with the Open Meeting Law, submit an agenda item for open meeting discussion or action in a timely manner; and
 - c. Make or propose a motion, in accordance with **NRS 241.030**, to close the meeting. A motion to close the meeting must state the business to be considered and the statutory authority under which the meeting will be closed (e.g., "I move that the Board recess to closed session pursuant to **NRS 241.030**(1) to consider a matter involving professional competency of a school district employee").
3. All Board meetings conducted in closed sessions shall be recorded.
 - a. Minutes may be released only as provided by statute or court order, or with the prior approval of the Board President and Board counsel, when the Board determines that the matters discussed no longer require confidentiality, and the person whose character, conduct, competence, or health was discussed has consented to such release.
 - b. The person discussed is entitled to a copy of that portion of the minutes relating to him/her upon request, whether or not the minutes become public records.
4. No voting or objective and collective expression of a decision is permitted while in closed session unless such vote or expression is within one of the following enumerated statutory exceptions:

- a. Negotiations (**NRS 288.220**)
 - b. Student discipline (**NRS 392.467**)
 - c. Other express statutory exception (**NRS 241.020**) and complies with Board voting procedures.
5. Board counsel is authorized to interrupt and to stop Board deliberations at any time to ensure compliance with the Open Meeting Law.
 6. When a dispute arises regarding the scope of closed session, the Board shall consult Board counsel who shall determine and advise the Board whether deliberations are within an enumerated exception.
 - a. If a dispute is determined not to fall within an enumerated exception by Board counsel, the closed session of the Board shall terminate and the Board shall reconvene and resolve the dispute in open session.

OPEN MEETING LAW (No Policy)

In compliance with Nevada Open Meeting Laws the Douglas County Board of Trustees shall ensure the following are followed:

Proper Notification of Meetings

1. Regular Meeting Agendas: A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting.
 - a. Notices and agendas must be posted in a prominent place at the principal office of the District, or if no such office exists, at the building where the meeting is to be held.
2. Special Meeting Agendas: Special meetings require a twenty-four (24) hour meeting and agenda notice.
 - a. The agenda notice shall include at a minimum the meeting date, time, and place.
 - b. The Board secretary or his or her designee shall maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting.

The Open Public Meetings Act does not apply to certain board activities and public notice is not required prior to holding a closed session for any of the following purposes:

1. Consideration of a quasi-judicial matter between named parties as distinguished from a matter having a general effect on the public or a class or group; or
2. Collective bargaining sessions with employee organizations or professional negotiations with an employee, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement, or when the board is planning or adopting the strategy or position to

be taken during the course of collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress while in progress.

Regular Meeting Minutes

1. The Clerk shall keep written minutes of all open Board meetings, which shall be signed by the President. The minutes shall include:
 - The date, time, and place of the meeting;
 - The presiding officer;
 - Board Members in attendance;
 - Items discussed during the meeting and the results of any voting that may have occurred.
 - Action to recess for executive session with a general statement of the purpose; and
 - Time of adjournment.
2. Unofficial minutes shall be delivered to board members in advance of the next regularly scheduled meeting of the board and shall also be available to other interested citizens.

Minutes of Executive Session

The secretary shall keep written minutes of executive session. Said minutes shall be limited to a specific reference to the Nevada code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session.

- The roll call vote to go into executive session shall be recorded in the minutes.
- The minutes shall not contain information that would compromise the purpose of going into executive session.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the Members is present.

- A majority of the full membership of the Board shall constitute a quorum, a majority of the quorum may pass a resolution.

PUBLIC COMMENT *(Revision of Policy 902)*

The Board of School Trustees encourages and values public input. To create a safe and welcoming environment at Board meetings, conducive for Board business and public comment, everyone is expected to be respectful and civil.

General Guidelines

1. The Board requires that individuals conduct themselves professionally and that their behavior and comments remain civil and courteous.
2. Public comment is meant to allow members of the public to address the Board,

not each other. Comments are to be directed to the Board as a whole and not addressing other members in the audience.

3. Personal attacks against individual members will not be allowed.
4. Personal issues raised during public comment may be addressed on a case-by-case basis by the Superintendent or designated staff at a later time.
5. To maintain consistent and fair practices, members of the Board will not address individual public comments.

Alternative Ways Communicate

In order to be responsive to specific public concerns, the Board encourages the public to first address their concerns with the staff member closest to the situation, in an effort to have their concerns addressed as quickly as possible.

1. Individuals whose concerns remain unaddressed through this method should contact the Board member who represents them. This will allow the Board member to ensure a staff member responds to their inquiry.
2. In order to honor the seriousness of individual concerns, the Board will ask the Superintendent to report back to the individual Board member on the outcome of the issue in a timely manner.
3. Personnel, labor negotiations, student discipline, and other sensitive matters shall be reported to the Board in a closed session per NRS 241.015(3)(b)(2) and 288.220.
4. Board members who believe the Superintendent has not reported back to them in a timely manner or with an acceptable response regarding the complaint or concern shall address their concern using the Balanced Governance™ Progressive Response Protocols (Appendix J).
5. To better engage with individuals and the community, the Board may host community engagement opportunities outside of the Board room setting.

Public Comment Procedures

Public comment may be exercised in the following way (**NRS 241.020**):

1. There will be a public comment period offered for individuals wishing to speak on matters within the jurisdiction of the Board but not listed as an action item on the agenda.
 - This public comment period will be immediately prior to the adjournment of the meeting.
 - Each individual wishing to speak during this period will be given 3 minutes to address the Board.
 - The public should be aware that the Board is unable, by law, to deliberate or take action on items not listed on the agenda.

- In an effort to be fair and consistent, Board members will refrain from addressing individual public commenters.
2. In addition to the public comment period on non-action items, members of the public are permitted to provide public comment on any agenda item requiring Board action.
 - Public comment on these items will be held at the beginning of the Board meeting.
 - Customarily, speakers will be called in the order in which they signed up to speak.
 - To minimize distractions, no additional speakers may sign up once the Board President has introduced the agenda item.
 - Speakers will be given 3 minutes to address the Board and shall remain on topic.
 - The consent agenda is considered a single action item with a 3-minute speaking limit per individual, no matter how many sub-items the individual wishes to comment on.
 - Extended comments can be submitted to the Board in writing and will be attached to the agenda item for which they are received.
 3. The public is encouraged to refer to the Board agenda for instructions on how to sign up to speak during public comment.
 - Members of the public requiring special assistance or a reasonable accommodation at the meeting, including translators for Spanish and other languages, are required to contact the Board Office at least 24 hours in advance of the meeting so that reasonable accommodations may be made. Staff will do its best to reasonably accommodate any same day requests but cannot guarantee the availability of a specific accommodation.
 4. The Board reserves the right to waive or alter this procedure if in the opinion of the Board, it is warranted by the circumstances of any particular meeting.
 - In the event that extenuating circumstances exist, the Board President in consultation with Board Counsel, may modify this procedure as needed. This includes assessing the level of public interest for specific topics and making a reasonable interpretation of the time limits for individual speakers based on time, place, and manner (***NRS 241.020(3)(d)(7)***).
 5. At each meeting, the President may read speaker guidelines prior to receiving public input.

Meeting Decorum (*Revision of Bylaw 060*)

The Board meeting is a place to conduct District business, not an open forum. Please observe the following rules while in attendance.

1. No heckling of speakers or shouting from the audience.

2. No signs greater than 18 inches x 24 inches in the meeting.
3. No personal cell phone calls in the Board room.
4. While exiting the room do so quietly.

Failure to follow these rules by an individual or group is grounds for an attendee or group of attendees being asked to leave the meeting.

NRS 241.030(4)(a). Examples of disruptive conduct include, without limitation, yelling, stomping of feet, whistles, applause, heckling, name calling, use of profanity, personal attacks, physical intimidation, threatening use of physical force, assault, batter, or any other acts intended to impede the meeting or infringe on the rights of staff or meeting participants.

Guidelines for Public Comments *(Revision of Bylaw 060)*

1. Speakers may not use racial slurs, personal insults, threats, or other inappropriate language during their public comment period.
2. Speakers should address the Board as a whole and not individual Board members, members of DCSD staff, or members of the public.
3. Speakers must remain on the topic they signed up to speak on and will be reminded or asked to do so should they get off-topic. If they still do not get back on the topic to be addressed at the time, they will be asked to sit down and wait for the appropriate action item or non-action item comment period of the meeting.
4. One public comment on non-agenda items per individual, per meeting.
5. No individual may sign up for another individual without the express or implied authority to do so.
6. No individual may yield their time to another individual.
7. No individual may speak on behalf of individuals without the express or implied authority to do so.

The Board President may:

1. Call a speaker to order if their statement exceeds their time limit, is abusive, inappropriate, obscene, or disrupts the business of the Board.
2. Request the speaker to leave the meeting if they refuse to come to order.
3. Request the assistance of security or law enforcement to remove a disorderly speaker from the meeting.

Disorderly conduct *(Revision of Bylaw 060)*

Disorderly conduct from speakers and members of the public shall result in additional consequences for each infraction:

1. Removal from the meeting and/or trespassing – 30 days
2. Removal from the meeting and/or trespassing – 60 days
3. Removal from the meeting and/or trespassing – 180 days

In an effort to keep all participants safe, attendees are directed to obey all lawful orders issued by DCSD Police Services or other security personnel, which may

include being directed to remain or move to a specific area or location, lower voices for safety reasons or other safety related commands. Willfully disturbing a public meeting or interfering with the conduct of official business in a public building are unlawful and may subject the violator to citation or arrest.

DRAFT

BOARD GROWTH AND DEVELOPMENT

NEW TRUSTEE ORIENTATION (Policy 040)

The Board believes that the preparation of each Trustee for the performance of Board duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new Trustee to:

- understand the functions of the Board
- acquire knowledge of matters related to the operation of the schools
- learn Board procedures

Accordingly, the Board shall give to each new Trustee:

- a copy of the Board policy manual
- a copy of the Board Handbook
- the NRS Section affecting education
- each current negotiated agreement
- Trustee bylaws
- School Board Code of Conduct

Each new Trustee shall also be invited to meet with the Superintendent and Board President to discuss Board functions, policy, and procedure.

BOARD DEVELOPMENT OPPORTUNITIES (No Policy)

Board members shall receive on-going, annual training assessments in effective governance. All training sessions shall be provided by appropriate personnel trained in the Balanced Governance™ model. Board professional development shall include:

1. Annual Board self-assessment including the Balanced Governance™ Board Standards and the Balanced Governance™ Individual Board Member Practices.
2. Regular external Board evaluation including the Balanced Governance™ Board Standards, the Balanced Governance™ Individual Board-Member Practices, and Balanced Governance™ Effective Board Meeting Elements (meeting length, number of scheduled topics, time management, item typology and discussion categories, direct vs. supporting instructional topics, goal monitoring vs. management inquiry, and bridging vs. bonding).
3. Required orientation training in Balanced Governance™ for new Board members.
4. Periodic formative Board observation and evaluation including the Balanced Governance™ Board Standards and the Balanced Governance™ Individual Board Member Practices.
5. Embed Board member relationship-building opportunities into all Board member training.

6. Embed opportunities for social dialogue and relationship building during Board work sessions.

Professional Development Requirements (No Policy)

In accordance with NRS Chapter 386, each person who is elected or appointed to serve as a member of the Board of Trustees of a school district shall complete training for professional development during the first and third year of the term of the member which must include not less than six hours of instruction covering;

1. Laws relating to public records, including without limitation, the provisions of NRS Chapter 239.
2. Open Meeting Law, including, without limitation, the provisions of NRS Chapter 241.
3. Local government employee-management relations, including, without limitation, the provisions of NRS Chapter 288.
4. The system of K-12 public education in this State, including, without limitation, the provision of NRS Title 24.
5. Local government ethics including, without limitations, the provisions of NRS Chapter 281A.
6. The manner in which to identify and prevent violence in public schools, including, without limitation, sexual violence.
7. Financial management including, without limitation, information concerning oversight, accountability and audits.
8. The fiduciary duties of a member of the Board of Trustees of a school district, including, without limitation, the provision of NRS Chapter 386, and
9. Laws relating to employment and contracts.
 - A member of the Board shall provide written certification of completion of the training required to the Clerk of the Board.
 - If a member fails to complete the training or to provide the written certification of completion, the Clerk must post notice of such noncompliance in a conspicuous manner on the Board of Trustee Website (DCSD.net/trustees). The Clerk must also provide written notice of the noncompliance to the other members of the Board.
 - The Clerk of the Board shall assist each member of the Board as necessary to complete the training required.

Appendix A

State of Nevada)

County of Douglas)
§

OATH OF OFFICE

I, _____, do solemnly swear that I will support, protect, and defend the Constitution and government of the United States, and the constitution and government of the State of Nevada, against all enemies, whether domestic or foreign, and I will bear true faith, allegiance, and loyalty to the same, any ordinance, resolution, or law of any state notwithstanding, and that I will well and faithfully perform all the duties of Trustee, District [letter here], on which I am about to enter, so help me God.

Subscribed and sworn before me this _____ day of _____, 20____

Witness
Douglas County School District

Appendix B

Board Report Calendar

In an effort to establish a balanced form of governance, the board requires process information to make good policy decisions and oversight. The board desires to follow a model of Balanced Governance that focuses the board’s efforts on the monitoring of progress on District’s goals. This shall be accomplished through the focus of Board meetings on Annual Monitoring Board Reports developed and delivered to the Trustees at regular Board meetings by the Superintendent and staff, as designated in the Annual Monitoring Board Report timeline below. It is understood that the Annual Board Report Schedule may need to be revised by the Superintendent as circumstances determine.

	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC	
<i>Regular Board Meeting of each month:</i>	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd
Key Performance Indicator Scorecard (State of the Schools)	X																							
Priority Areas, Objectives, and Measures																								
SS-1: Student Success Priority Area 1: Student Achievement																								
SS-1(A): English language arts																								
<i>SBAC ELA proficiency in grades 3–5</i>																								
<i>SBAC ELA proficiency in grades 6–8</i>																								
<i>ACT ELA proficiency in grade 11</i>																								
SS-1(B): Grade 3 reading																								
<i>SBAC ELA proficiency in grade 3</i>																								
SS-1(C): Mathematics																								
<i>SBAC mathematics proficiency in grades 3–5</i>																								
<i>SBAC mathematics proficiency in grades 6–8</i>																								
<i>ACT mathematics proficiency in grade 11</i>																								
SS-1(D): Science																								
<i>CRT science proficiency in grade 5</i>																								
<i>CRT science proficiency in grade 8</i>																								
<i>CRT science proficiency in grade 10</i>																								
SS-1(E): Graduation rate																								
<i>Four-year high school graduation rate</i>																								
SS-2: Student Success Priority Area 2: Decrease student proficiency gaps in English language arts, mathematics, and science																								
SS-2(A): Proficiency gaps in English language arts																								
<i>Gap between highest and lowest performing subgroups in SBAC ELA proficiency in grades 3–5</i>																								
<i>Gap between highest and lowest performing subgroups in Nevada Criterion Referenced Test in SBAC ELA (reading) proficiency in grade 3</i>																								
<i>Gap between highest and lowest performing subgroups in SBAC ELA proficiency in grades 6-8</i>																								
<i>Gap between highest and lowest performing subgroups in ACT ELA Proficiency by subgroup in grade 11</i>																								

Appendix C

COMMITTEE DETAIL

The Douglas County School District Board of Trustees endeavors to serve on community committees representing as many District stakeholders as possible. As supported by Balanced Governance, Board Trustees should not serve on internal District committees in the development of programs, or contractual, personnel, or student disciplinary matters that will later come to the Board for consideration and judgment.

COMMITTEE NAME	TRUSTEE ROLE	PURPOSE
Audit Review Committee (Policy XXXX)	1 Trustee as a liaison	<p>School Board role: The Board President shall appoint 1 Trustee as a liaison to the committee.</p> <p>Trustee role: Appoint a President to the committee. The President is neither a Trustee nor a school district employee. The Trustee shall attend the meetings as an ex-officio member but not serve on the committee board.</p> <p>Committee President role: The President shall:</p> <ol style="list-style-type: none"> 1. Select all other members of the committee. The Trustee shall have the option of recommending members to serve on the committee. Committee members shall have expertise in financial operations. Committee members shall not be school district employees. Report members of the Committee to the School Board. 2. Present to the School Board, at a Board meeting, at least annually to report findings, and make recommendations regarding all District fiscal operations and to address audit findings. <p>Superintendent role: Appoint one or more school officials to serve as ex officio attendees at the Committee meetings for the purpose of securing and providing information, reports, and data requested by the Committee and necessary to achieve the purpose and goals as outlined in their bylaws.</p> <p>Time commitment: A minimum of four meetings per year.</p> <p>Purpose of committee: Review the audit report and advise the Board in strengthening accountability for stewardship and efficient use of public funds; provide a communication link between the external and internal auditors and the Board; enhance transparency of the District's financial operations; and improve public trust in the honesty and integrity of its public officials.</p>

COMMITTEE NAME	TRUSTEE ROLE	PURPOSE
Board Community Advisory Committee	1 Trustee as liaison All other Trustees attend on a rotating basis	<p>School Board role:</p> <ol style="list-style-type: none"> 1. The Board President shall appoint 1 Trustee as a liaison to the committee. 2. The Board President shall provide a calendar indicating which additional Trustee will attend all Committee meetings. <p>Trustee Liaison role:</p> <ol style="list-style-type: none"> 1. Appoint a President to the committee. The President is neither a Trustee nor a school district employee. The Trustee shall attend all meetings as an ex-officio member but not serve on the committee board. 2. Solicit two or three community members from each Trustee to serve on the committee. Committee members shall not be school district employees. <p>Trustee Attendee role:</p> <ol style="list-style-type: none"> 1. The Trustee shall attend the Committee meeting on the month assigned, as indicated on the Calendar of attendance provided by the Board President. 2. The Trustee shall serve as an ex-officio member but not serve on the committee board. <p>Committee President role: The community Committee President shall:</p> <ol style="list-style-type: none"> 1. Contact and appoint the 10-15 community members and up to 6 community leaders, selected by the School Board to the committee. 2. Present to the School Board, at Board meetings, quarterly (See Policy 1260P) to provide community input and make recommendations regarding all the purpose delineated below. <p>Superintendent role: Appoint one or more school officials to serve as ex officio attendees at the Committee meetings for the purpose of securing and providing information, reports, and data requested by the Committee and necessary to achieve the purpose and goals as outlined in their bylaws.</p> <p>Time commitment: Attend meetings held at least monthly September-June.</p> <p>Purpose of committee:</p> <ol style="list-style-type: none"> 1. Identify common needs and goals among all those invested in the district (parents and community). 2. Provide feedback and insight from the parent's perspective on school process, policies and initiatives to ensure that the needs of parents, students and their families are included as decisions that are made in the district. 3. Address existing and emerging issues expressed by parents at the school they represent.

		<ol style="list-style-type: none">4. Serve as an advisory body that makes recommendations to the Board of Trustees on opportunities for parent and student involvement, as well as on a variety of topics such as preparation for college, career and citizenship, needs of students, and system improvement ideas.5. Facilitate communication between and among the parents and parent organizations from all district schools.6. Serve as a forum for sharing innovations for consideration by the district.7. Assist the School Board in enacting its Purpose, Mission and Vision.8. Provide input to the Board on Attendance Zone boundaries.9. Provide input to the Board on District boundaries.
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Appendix D

Bylaws Example

The following are examples of Bylaws for Advisory Committees. These are examples only and are intended to use as a guide and are optional. Advisory Committees are encouraged to develop their own bylaws to fulfill the intended purpose of their committee as delineated and directed by the Board of Trustees to meet the local needs.

Douglas County School District Audit Review Committee Bylaws

The Douglas County School District (District) Board of Trustees (Board) formed the Audit Review Committee (Committee) to advise the Board in the following areas:

- Strengthening accountability for the stewardship and efficient use of public funds
- Providing a communication link between the external and internal auditors and the Board
- Enhancing transparency of the District's financial operations
- Improving public trust in the honesty and integrity of its public officials

Membership

The membership of the Committee shall consist of 1 Trustee Liaison and 1 Committee Chair appointed by the School Board. The Committee Chair should not be a Trustee. Four Community members shall be appointed by the community Chair.

Committee members shall serve without compensation for renewable staggered two-year terms. Terms will begin on July 1 of each year. The Committee Chair shall not serve more than a two-year consecutive term. The Committee Chair may remove Committee members at any time or without cause.

In order to stagger terms of service after the first two-years of the Committee's existence, and if none or only one of the charter members opt to resign from the Committee, members who wish to continue serving will be asked to commit to either a one- or two-year extension of service. If two or three of the five members volunteer for one additional year only, then staggered terms will commence upon the expiration of their service. If no Committee members volunteer for a one-year extension, then two of the five members will be identified for a one-year extension through a random selection process.

When a vacancy occurs on the Committee, the Board Trustee liaison to the Committee will be invited to submit names of candidates to fill the vacancy. The Committee President will select a new committee member(s) at a public meeting. Members of the public who wish to apply to the Committee must submit an application and resume to the Committee Chair for consideration. The Board Trustee liaison and Committee Chair will review the applications and present qualified applicants for vacant positions to the Board at which time they will select a new committee member at a public meeting.

Due to the complexity of the Committee's charge, it is essential that members attend meetings on a regular basis. After two absences within the District's fiscal year, the Chair will report in writing the excused or unexcused absences to the Trustee liaison and may present to the Trustee liaison a recommendation to replace that Committee appointment.

Each Committee member shall, in the judgment of the Committee Chair and Trustee liaison, meet the following criteria:

- **Independence:** Committee members shall not be employees or contractors of the District, nor shall any members of the member's household, or any person who is related to the member by blood, adoption or marriage within the third degree of consanguinity or affinity, be employees or contractors of the District. Members shall adhere to the laws of the State of Nevada governing conflicts of interest and ethics relating to public officers. Committee members shall not be currently or previously employed by the District or provide goods or services contractually to the District within the past 2 years.
- **Financial Expertise:** Each Committee member shall be a financial expert who possesses the experience and skills necessary to understand complex and technical financial reporting issues with credentials from one or more of the following areas: Business finance, legal, accounting, auditing, and government and/or corporate finance. One member must have professional expertise in governmental accounting.
- **Good Faith:** Members of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and the District with such care as a generally prudent person in a similar position would use under similar circumstances. Members of the committee will act in a manner consistent with the mission and policy of the district.

Operations

Committee meetings are governed by District policy and the laws of the State of Nevada including the Open Meeting Law. It is expected that the Committee will meet 4 times a year including an annual meeting with the Board of School Trustees and staff.

Additional meetings may be scheduled by the Committee Chair. In the absence of the Committee Chair, a majority of the Committee members present may appoint a Committee member to preside at the meeting. A quorum constitutes a simple majority of currently appointed membership and meetings will not be conducted unless a quorum is present. Decisions will be made by majority vote of the currently appointed membership.

Communications

The Committee shall report its activities and recommendations to the Board on a regular basis. The Committee shall maintain open and free communications with the board, administration, internal auditors, and the independent auditor.

Education

Applicants and new Committee members shall receive an appropriate orientation briefing including principles of Balanced Governance. The District shall provide Committee members with educational resources related to current District accounting topics, principals, and procedures.

Responsibilities

The Audit Review Committee Responsibilities Calendar defines the Committee specific responsibilities.

Limitations of Committee Authority and Responsibilities

The Committee is a recommending body to the Board, administration, and auditors. The Committee has no policy making authority and no administrative authority. Any recommendations it makes shall not substitute for any required review and acceptance by the Board. The annual audit report prepared by the independent auditor shall not be deemed final until accepted by resolution by the Board.

The Committee shall not consider the alleged misconduct or professional conduct of a person. Any such issues shall be directly referred to the Superintendent, who shall inform the Board. Issues involving the alleged misconduct or professional conduct of the Superintendent shall be directly referred to the Board President. The parameters of the Committee's responsibilities are defined by the Audit Review Committee Responsibilities Calendar. It is not the responsibility or duty of the Committee to plan or conduct audits, to determine that the financial statements are complete, accurate and in accordance with generally accepted accounting principles, or to assure compliance with laws, regulations, and policies.

This calendar is an example only and not intended for inclusive adoption. The Advisory Committee should develop its' own calendar to fulfill the intended purpose of their committee as delineated and directed by the Board of Trustees to meet the local needs.

Douglas County School District Audit Review Committee Responsibilities Calendar

	Responsibility	Q1	Q2	Q3	Q4	As Req'd
	Trustee Relationship					
1.	Report to the Board on the following issues: a. Issues regarding the quality or integrity of the District's financial statements. b. District's internal controls and compliance programs. c. Independence, qualifications, and performance of the independent auditor. d. Performance of the internal audit function.	*				
2.	Make a recommendation to the Board on accepting the annual audit reports.	*				
3.	Recommend appointment or replacement of the independent auditor and recommend terms of appointment including compensation.	*				
4.	At the Board's request, review other reports prior to submission to public sector entities.					*
5.	Make procedure and practice improvement recommendations to the Board for financial reporting, internal control, and compliance issues.					*
	Financial Reporting, Internal Control, and Compliance Matters					
6.	Upon release of the audited financial report, review and discuss with the Administration, Internal Audit, and the Independent Auditor financial reporting, risk and internal control and compliance matters.	*				
	Responsibility					
7.	Review and discuss with the Administration, Internal Auditor, and the Independent Auditor the coordination of audits among internal auditor, independent auditor, and administration to achieve the following audit objectives: a. Completeness of coverage. b. Reduction of redundant efforts. c. Effective use of audit resources.		*			
	Independent Auditor Matters					
8.	Review the performance of the independent auditor.	*				
9.	Review the rotation of audit partners so neither the lead or reviewing audit partner perform audit services for the district for more than five consecutive years.	*				

	Responsibility					
10.	Review and discuss the qualifications and experience of the senior members of the independent auditor's team.	*				
11.	Meet with independent auditor independently from administration and internal auditors.	*				*
	Internal Audit Matters					
12.	Meet with internal auditor Trustee independently from administration and independent auditor.	*				*
13.	Discuss internal audit's compliance with the Institute for Internal Auditor's Standards for the Professional Practice of Internal Auditing.		*			
	Administrative Matters					
14.	Review and make recommendations for internal audit's annual audit plan and significant changes to the plan.		*			
15.	Review internal auditor's budget, staffing, and qualification standards for internal audit's personnel.		*			
16.	Review internal audit's summary of audits completed and the administration's responses.		*			
17.	Review governance and financial internal control practices and procedures and the cost/benefit of these practices and procedures. Review financial governance monitoring reports.			*		*
18.	Review and recommend procedures and practices for the receipt, retention, and treatment of complaints received by the District regarding accounting, internal controls, or auditing matters.				*	
19.	Review the control environment; including assignment of authority and responsibility as prescribed by the International Standards for Professional Practice of Internal Auditing.				*	
20.	Review and recommend procedures and practices for the confidential anonymous submissions by employees of concerns with regards to auditing, accounting, or internal control matters.				*	
21.	Review significant complaints regarding accounting, internal controls, or auditing matters.	*	*	*	*	*

Appendix E

BOARD POLICY REVIEW CYCLE

The Board shall review selected District policies every three months as follows:

1000 Series: March 20XX

2000 Series: June 20XX

3000 Series: September 20XX

4000 Series: December 20XX

5000 Series: March 20XX

6000 Series: June 20XX

7000 Series: September 20XX

8000 Series: December 20XX

9000 Series: March 20XX

The Board Policy Review Committee may recommend changes to the policy review cycle in order to best meet District needs.

Appendix F

Board Self Assessment Description

The following is a detailed description and instruction for use of the tool to be used by the board during its Board Self Assessment in each regular Board meeting. The Board Self Assessment is intended to allow the Board to regularly assess its proficiency in the practice of Balanced Governance protocols and procedures.

Balanced Governance Self Assessment Tool (with Descriptions)

General Meeting Processes: Rate the following regarding Board Meeting Focus:

1. **Goal Progress Checking:** Circle the % of time the Board spent focused on checking progress on Board educational goals?

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

2. **Financial and Operational Oversight:** Circle the % of time the Board spent on financial and operational oversight?

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

3. **Board Linkages to Community and Staff:** Circle the % of time the Board spent focused on Board linkages to community and staff?

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

4. **Direct versus Supportive Instructional Topics:** Circle the % of time the Board spent focused on Direct Instructional Topics?

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Direct versus Supportive Instructional Topics

Topics that were either scheduled, or time-consuming topics that emerged during discussion periods, were analyzed. These topics were categorized based on whether they were considered a *direct instructional topic* versus a *supportive instructional topic*. Defining direct and supportive categories: In general, a *direct instructional topic* is one that *directly impacts* student achievement, like a new instructional method or improved curricular content. A *supportive instructional topic* is one that plays more of a supportive role to improve instruction, like starting a new scheduling system, or improving community access to student progress data. Both direct and supportive topics are called instructional because, they both impact instructional improvement and consequently student achievement gains. However, it is instructive to distinguish between the two because high performing boards tend to focus more on topics that directly influence student improvement.

5. **Goal Monitoring versus Management Inquiry:** Circle the % of time the Board spent focused on Management Inquiry?

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Goal Monitoring & Management Inquiry

Board meetings involve opportunity for comments, inquiries, and discussions from school board members. Comments, questions, and discussion in board meeting tend to focus either on Goal Monitoring or Management Inquiry.

Goal monitoring is described as comments, questions, or requests for reports that focus on the following:

- Describing measurable goals from the Strategic Plan.
- Describing program details only to show how the program will reasonably meet the stated goals and/or explain the alignment of new programs on existing programs.
- Describing current performance outcomes in a way that is understandable and in adequate detail to monitor progress.
- Comparing a goal to the actual performance outcome so that gaps are evident.
- Describing program detail only to explain the reason for the gap between the goal and the performance outcome.
- Providing alternative or revised programs. Providing program details only to show how the new program or revision will improve on the outcomes.

Management inquiry is described as comments, questions, or requests for reports that focus on the following:

- Describing general program details not linked to measuring goal progress.
- Describing general program details for the purpose of general interest.
- Describing general program details for the purpose of responding to an external critic or inquiry.
- Describing general program details for the purpose of supporting a personal special interest.
- Describing general program details for the purpose of gathering evidence against someone else's personal special interest.
- Describing general program details for the purpose of critiquing or giving advice on program implementation.
- Giving critique or advice on program implementation to any staff other than the Superintendent.

High-performing boards spend 70% their time serving in their oversight role and thus questioning and discussing Goal Monitoring. In order to do this, they insist that staff reports include data and program information relevant to strategic educational goals.

6. **Bonding:** The Board practiced positive Bonding during the Board meeting?
 _____ Strongly Agree _____ Agree _____ Disagree _____ Strongly Disagree
7. **Bridging:** The Board practiced positive Bridging during the Board meeting?
 _____ Strongly Agree _____ Agree _____ Disagree _____ Strongly Disagree

Critical Relationships: Bridging and Bonding

In studies of effective board leadership among all kinds of organizational boards, findings emphasize the need for the board to gain social capital with the community they serve. The study of “network connections” among individuals, groups and organizations is critical to gaining support and stability. Most people understand that strong relationships help minimize conflict and enhance collaboration and support for organizational goals.

One facet of networking that is often missed by boards is what might be described as internal ties. Internal relationships among board members, as well as external relationships among community stakeholders are both critical in determining overall board stability and effectiveness. Results indicate that a school board’s effectiveness in accomplishing formal objectives is an inherently combined result of the degree of bonding within the group—influencing trust, cooperation, and reputation among members—and the degree of bridging with stakeholders on the outside—fostering the group’s creativity, diversity, and capability.

Bonding: Internal Ties

Internal dysfunction undermines productivity and aggravates turnover on school boards. High levels of bonding in groups charged with formal governance perpetuate a civic culture that enables efficient decision-making, mutual accountability and consensus. Conversely, in boards with low levels of bonding, members may function as delegates of special interests in the community rather than Trustees charged with pursuing common goals that reflect shared interests. Therefore, cultivating bonding within the board plays a considerable role in facilitating educational progress. High bonding boards tend to be more effective not only in representing and implementing community preferences, but in communicating the needs and goals of the schools to the community when necessary. Finally, bonding lowers the risk of divisive power struggles and enhances the ability to develop common beliefs about objectives. Despite the importance of bonding, studies indicate that over-reliance on strong internal ties may result in conformity to a degree that is counterproductive.

Bonding incidents were measured by interactions between board members that confirmed and demonstrated openness, honesty, frequency, and willingness in information sharing. Relational aspects include acknowledging others viewpoints and team spirit. Cognitive aspects of bonding focus on shared vision, including similarity of views concerning the district’s purpose and the degree of equal participation in board processes.

Bridging: External Ties

For school boards, bridging is important in forming alliances, managing uncertainty, and securing legitimacy in the eyes of external stakeholders. Strong relations between school board members and state and federal agencies facilitate the transmission of ideas to reconcile competing policy priorities. They are instrumental in securing financial and political support as well. Frequent interactions with local, state, and federal officials also help align education with other services, such as health, housing, and transportation. Finally, board member ties to businesses and universities are often beneficial, as a source of innovative strategies for school organization, financial support, and curricular adjustment and career choices for students. Likewise, the board's interactions with universities tend to be valuable in terms of new ideas for educational practices, academic progress, and teacher and staff development.

8. **Board Tracking and Reporting Protocols:** Reports submitted to Trustees or reported during the Board meeting followed the tracking and reporting protocols?
 _____ Strongly Agree _____ Agree _____ Disagree _____ Strongly Disagree

Board Progress Monitoring and Reporting Protocols

All Superintendent or staff reports presented to the full Board during Board meetings shall, at a minimum, follow the Board Progress Monitoring and Reporting Protocols (Policy 1260 & 1260P)

9. **Meeting Efficiency:** The President managed the Board meeting effectively and efficiently?
 _____ Strongly Agree _____ Agree _____ Disagree _____ Strongly Disagree

Balanced Governance Board Member Characteristics

The following provides descriptors of each of the following 10 Balanced Governance Individual Board Member Characteristics linked to effective Board performance.

1. **Individual Board Member Characteristic #1: Role Boundary** - Circle the number on the continuum indicating your practice in this Board meeting.
- | | | | | | | | | |
|-------------------|---|---|---|---|---|---|---|----------------------|
| Disengaged | | | | | | | | Over-Reaching |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 10 |

Individual Board Member Characteristic #1: Role Boundary

This characteristics refers to whether a board member practices the role of **Disengaged** board member (also called "rubberstamping") or **Over-reaching** board member (also called micromanagement).

Practical Description

A board member is Disengaged if they believe their only role is to hire effective school leaders and then follow whatever these leaders recommend. They do not believe they need to understand what programs or processes are being used in the schools; they only need to set outcome goals (i.e. student test results) for the school to reach.

A board member is Over-Reaching if they believe they need to personally check to see if leaders are doing their job. These board members will go into individual schools to give direction to building leaders or teachers. These board members insist on giving directions on how to run the management and operations of the school.

Most board members operate somewhere between these two extremes. The perfect practice is a score of “5” indicating Balanced Governance.

2. **Individual Board Member Characteristic #2: Role Orientation** - Please place your mark on the continuum indicating your practice in this Board meeting.

Open Dialogue 1 2 3 4 5 6 7 8 **Open Debate** 9 10

Individual Board Member Characteristic #2: Role Orientation

This characteristic refers to whether a board member practices and encourages **Trustee** or **Delegate Role Orientation**.

Practical Description

A board member practicing the **Trustee Role** engages in open dialogue focused on general interests and welcomes various viewpoints. They are comfortable with differences of opinion, and advocates for their constituents' viewpoints. Once a decision is made by the whole board, they expect all board members to uphold the decision. They value board teamwork over actions; and language that minimize antagonism or polarization of other board members.

A board member practicing the **Delegate Role** sometimes engages in polarizing debate focused on single interests and minimizes other viewpoints. They value individual viewpoint over collective consensus. If a board member disagrees with a decision made by the full board they do not support the decision and may encourage advocacy to overturn the policy or program among selected constituents. They value speaking on behalf of vocal special interests over board teamwork.

Most board members operate somewhere between these two extremes. The perfect practice is a score of “1” indicating Open Dialogue.

3. **Individual Board Member Characteristic #3: Advocacy Focus**: Circle the number on the continuum indicating your practice in this Board meeting.

Holds an Interest 1 2 3 4 5 6 7 8 **Holds a Position** 9 10

Most board members operate somewhere between these two extremes. The perfect practice is a score of “1” indicating Local Collective Authority.

7. **Individual Board Member Characteristic #7: Use of Voice:** Circle the number on the continuum indicating your practice in this Board meeting.

Hear & Understand		Tell & Sell							
1	2	3	4	5	6	7	8	9	10

Individual Board Member Characteristic #7: Use of Voice

This characteristic refers to whether a board member uses their voice to **Tell and Sell** their position or to **Hear and Understand** broad interests.

Practical Description

A board member who uses their voice to **Tell and Sell** their position sees their job on the board as a voice for their constituents and special interests. They tend to over-talk to promote their own positions and treat communication like a form of competition. They tend to use combative language and are not a good listener. They seek to be heard rather than to find reconciliation.

A board member who uses their voice to **Hear and Understand** sees their job on the board as a voice to ensure that all interests are heard. They tend to ensure that every board member is heard and treats communication as an opportunity to hear all viewpoints. They tend to practice and promote civil discourse and are a good listener. They seek to discover shared resolutions and reconciliation.

Most board members operate somewhere between these two extremes. The perfect practice is a score of “1” indicating Hear and Understand.

8. **Individual Board Member Characteristic #8: Use of Power:** Circle the number on the continuum indicating your practice in this Board meeting.

Power With		Power Over							
1	2	3	4	5	6	7	8	9	10

Individual Board Member Characteristic #8: Use of Power

This characteristic refers to whether a board member exercises their authority on the board using **Power Over** versus **Power With** approaches.

Practical Description

A board member who uses **Power Over** acts in a way to push forward their own position or agenda and is not interested in finding a solution that meets multiple interests. They tend to use threat or reward to leverage other board members to side with their position.

Practical Description

A board member who serves on the board for ***Altruistic*** reasons appears motivated by their desire to serve the community, fulfill their democratic responsibility to society, or to help improve the education for all students in the community.

A board member who serves on the board for ***Personal*** reasons appears motivated by their desire for personal ego or prestige. They may serve because of a personal need for involvement, to correct a personal concern, to replace a particular school employee, or as a stepping-stone to a higher political office.

Most board members operate somewhere between these two extremes. The perfect practice is a score of "1" indicating Altruistic Reasons.

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Appendix G

Board Self Assessment Tool

Balanced Governance Self Assessment

Date of Meeting:

Balanced Governance Effective Board Meeting Criteria

Respond to Questions 1-9 regarding effective Board meeting focus and processes.

1. **Goal Progress Checking:** Circle the % of time the Board spent focused on reports, discussion, and action on checking progress on educational goals? (Ideal: 70%)
 0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
2. **Financial and Operational Oversight:** Circle the % of time the Board spent focused on financial and operational oversight? (Ideal: 15%)
 0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
3. **Board Linkages to Community and Staff:** Circle the % of time the Board spent focused on Board linkages to community and staff? (Ideal: 15%)
 0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
4. **Direct versus Supportive Instructional Topics:** Circle the % of time the Board spent focused on Direct Instructional Topics? (Ideal: 70%)
 0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
5. **Goal Monitoring versus Management Inquiry:** Circle the % of time the Board spent focused on Management Inquiry? (Ideal: 15%)
 0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
6. **Bonding:** The Board practiced positive Bonding during the Board meeting?
 _____ Strongly Agree _____ Agree _____ Disagree _____ Strongly Disagree
7. **Bridging:** The Board practiced positive Bridging during the Board meeting?
 _____ Strongly Agree _____ Agree _____ Disagree _____ Strongly Disagree
8. **Board Tracking and Reporting Protocols:** Reports submitted to Trustees or reported during the Board meeting followed the tracking and reporting protocols?
 _____ Strongly Agree _____ Agree _____ Disagree _____ Strongly Disagree
9. **Meeting Efficiency:** The President managed the Board meeting effectively and efficiently?
 _____ Strongly Agree _____ Agree _____ Disagree _____ Strongly Disagree

Balanced Governance Individual Board Member Characteristics

For Questions 10-19 below, circle the number on the continuum indicating your practice in this Board meeting for each of the Individual Board Member Characteristics:

10. Individual Board Member Characteristic #1: **Role Boundary** (Ideal: #5)
 Disengaged 1 2 3 4 5 6 7 8 9 10 Over-Reaching
11. Individual Board Member Characteristic #2: **Role Orientation** (Ideal: #1)
 Trustee 1 2 3 4 5 6 7 8 9 10 Delegate
12. Individual Board Member Characteristic #3: **Advocacy Focus** (Ideal: #1)
 Holds an Interest 1 2 3 4 5 6 7 8 9 10 Holds a Position
13. Individual Board Member Characteristic #4: **Student Concern Focus** (Ideal: #1)
 Broad Focus 1 2 3 4 5 6 7 8 9 10 Targeted Focus
14. Individual Board Member Characteristic #5: **Solution Focus** (Ideal: #1)
 Local Contextual Solution 1 2 3 4 5 6 7 8 9 10 Standardized Solution
15. Individual Board Member Characteristic #6: **Exercise of Authority** (Ideal: #1)
 Collective Authority 1 2 3 4 5 6 7 8 9 10 Individual Authority
16. Individual Board Member Characteristic #7: **Use of Voice** (Ideal: #1)
 Hear & Understand 1 2 3 4 5 6 7 8 9 10 Tell & Sell
17. Individual Board Member Characteristic #8: **Use of Power** (Ideal: #1)
 Power With 1 2 3 4 5 6 7 8 9 10 Power Over
18. Individual Board Member Characteristic #9: **Decision-making Style** (Ideal: #1)
 Collaborative Decision-making 1 2 3 4 5 6 7 8 9 10 Individual Decision-making
19. Individual Board Member Characteristic #10: **Motivation for Service** (Ideal: #1)
 Altruistic Reasons 1 2 3 4 5 6 7 8 9 10 Personal Reasons

Comments:

Appendix H

Balanced Governance Individual Board Member Characteristics Of Highly Effective Boards

1. **Balanced Governance Individual Board Member Characteristic #1- Role Boundaries:** Board members practice balanced governance through the role of **informed oversight**. They avoid operating through either micromanagement (over-reach into operations) or disengagement (rubberstamping of administration proposals).
2. **Balanced Governance Individual Board Member Characteristic #2- Role Orientation:** A board member practicing the **Trustee Role** engages in open dialogue focused on general interests and welcomes various viewpoints. A board member practicing the **Delegate Role** sometimes engages in polarizing debate focused on single interests and minimizes other viewpoints.
3. **Balanced Governance Individual Board Member Characteristic #3- Advocacy Focus:** Board members focus on common **interests** by seeking to understand the multiple and varied positions of all District constituencies but supporting shared, mutually beneficial solutions that can be applied to many students and achieved through various means. Board members avoid taking political or ideological **positions** that often polarize constituent views.
4. **Balanced Governance Individual Board Member Characteristic #4- Student Concern Focus:** Board members shall support a **broad focus** regarding student concerns. Board members insure that *all* students are afforded opportunities to succeed. Board members avoid a targeted focus on providing opportunity for single groups of students.
5. **Balanced Governance Individual Board Member Characteristic #5- Solution Focused:** Board members will ensure that their deliberations, requests, and reports are focused on solutions to improve student learning. Board members make decisions based on an understanding that the local school district and each school have unique and shifting needs; often requiring **locally developed, innovative solutions**. Board members avoid promotion of standardized, one-size-fits-all programs and focuses on designed solutions and programs that fit the unique need of each school as supported by diverse evidence of student learning.
6. **Balanced Governance Individual Board Member Characteristic #6- Exercise of Influence:** Board members understand and commit to practices supporting the understanding that **no individual authority** is granted. Power and authority rests in the school board as a group only.

7. **Balanced Governance Individual Board Member Characteristic #7** - Use of Voice: Board members use their voice to seek to **hear and understand** each other's interests and support mutually beneficial resolution and reconciliation. Board members avoid actions to tell and sell their position.
8. **Balanced Governance Individual Board Member Characteristic #8** - Use of Power: Board members use **power with** practices to ensure that all voices are heard, collaborative processes are followed, and mutually-beneficial solutions are employed. Board members avoid using power over practices designed to promote only their own solutions or further their own special interests.
9. **Balanced Governance Individual Board Member Characteristic #9** - Decision-making Style: Board members seek to **collaboratively** evaluate data and, through consensus, confirm issues and needs and adopt proposed policy and solutions that fit the stated needs and district goals.
10. **Balanced Governance Individual Board Member Characteristic #10** - Board members serve and act on the Board in a manner reflecting **altruistic service**: to serve the family/community at large and meet the needs of all students. Board members avoid fulfilling personal agendas regarding policy, program, or personnel.

Appendix I

Balanced Governance Progressive Response Protocols

Board Member/Board Member Conflict

Board members who fail to follow governance process policies, either during or outside of a Board meeting shall be addressed using the Balanced Governance Progressive Response Protocols:

1. Board member(s) with a concern about another Board member shall report the concern to the Board President privately.
2. The Board President shall meet with the offending Board member and remind them of their commitment to follow governing policies and protocols.
3. If this is ineffective, the Board President and one other Board Member shall meet with the offending Board member, remind them of their commitment to follow governing policies and protocols, and ask them to honor their commitment through appropriate action.
4. If this is ineffective, the Board President, during a public Board meeting, shall remind the offending Board member of their commitment to follow governing policies and protocols, and ask them to honor their commitment through appropriate action.
5. If this is ineffective, the Board President shall engage in informal censure of the offending Board member through interrupting ensuing infractions in Board meetings and making formal public statements both during the Board meeting and outside the Board meeting as needed, to distance the Board's position from the infracting Board member' position or statements.
6. In the event that the Board President fails to follow governance policies and processes, the Board Vice President will engage the Balanced Governance™ Progressive Response process listed above in items i-iv. If these steps are ineffective, the Board Vice President may entertain a recall vote of the seated Board President. By a two-thirds super-majority, the seated President can be removed. The Board Vice President shall assume the role of Board President and employ the Balanced Governance™ Progressive Response process item v, if necessary.

Appendix J

Balanced Governance

Progressive Response Protocols

Board member/Superintendent Conflict

Concerns regarding school Board member/Superintendent communication or implementation of policy and procedures shall be addressed with the Superintendent through the Balanced Governance Progressive Response Protocols:

1. First meet individually with the Superintendent to address and resolve any concern.
2. If this is not successful, the Board member shall meet to discuss the issue with the Board President and Superintendent together.
3. If still not resolved, the Board member can require the issue to be added to the next Board agenda for discussion and action.
 - a. Note that the Board meeting discussion should include only the information requested or the concern reported, and recommendations for actions on the part of the Board to resolve the issue.
4. Finally, the Board should address concerns over Superintendent response or action only through the formal Superintendent evaluation.

Appendix K

BALANCED GOVERNANCE STANDARDS

Indicate the level of performance reached by your board for the following Standards and indicators of highly effective school boards. Identify the level of performance in one of four categories: Unsatisfactory, Basic, Proficient, or Distinguished.

Vision-Directed Planning. The Board engages communities and staff in the development of a shared vision focused on student learning. The Board ensures that the vision is the foundation of the mission and strategic goals that direct board policy-making, planning, resource allocation and activities.

Indicators for this element are:

1. The board collaborates with the community to articulate core values and beliefs for the district.
2. Board members can clearly articulate the vision and strategic goals of the district.
3. The board collaborated with the Superintendent to develop long-range strategic goals for improving student learning.
4. The board regularly monitors the progress of strategic goals focused on improving student learning.
5. The board adopted a budget that aligned resources to the District vision and strategic goals.
6. The board establishes and models a culture of high expectations for all students.
7. The board promotes a vision and expectation for excellence beyond the present performance.

Community Engagement. The Board recognizes that all members of the community are stakeholders in the success of their schools. The Board engages the community using a reciprocal advocacy process that creates and sustains meaningful conversations, systems connections, and feedback loops across the breadth of their community. The Board supports collaborative partnerships and new types and levels of community participation in schools.

Indicators for this element are:

1. The board promotes practices that solicit input and involvement from all segments of the community.
2. The board collaboratively develops vision and goals with input from staff, parents, students and the broader community.
3. The board recognizes and celebrates the contributions of school community members to school improvement efforts.
4. The board is responsive and respectful to community inquiry and feedback.
5. The board advocates for public policy that supports education through relationships with community leaders, city and county government officials and state legislators.

Effective Leadership. The Board practices and supports leadership that is proactive, integrated, and distributed. The Board establishes focus, direction, and expectations that foster student learning. Across the education system, the board ensures the development and implementation of collaborative leadership models and practices guided by student learning goals. Within the district, the board ensures the alignment of authority and responsibility so that decisions can be made at levels closest to implementation.

Indicators for this element are:

1. Board members are visible in the community.
2. Board members develop professional community relationships to improve student learning and opportunities for students.
3. Board activities, analysis and decision-making are aligned to vision and strategic goals.
4. The board solicits input from multiple sources to assist in making informed decisions.
5. The board establishes and sustains relationships with community leaders, city and county government officials, and state legislators.
6. Board members model an empowering leadership style.
7. The board enacts strategic goals and policies to define hiring practices that ensure employees fit into the culture and core values of the district.
8. Board members promote change through dialogue and collaboration.
9. Board members understand and are knowledgeable about school improvement initiatives and their role in supporting those initiatives.

Accountability. The Board holds high expectations for the learning of each and every student and holds themselves and their organizations accountable for reaching those results. The Board provides strategic direction in the development of the District's mission, vision, and goals. The Board adopts policy and resources that align with the District's strategic vision and goals. The Board monitors and holds accountable the superintendent to implement the District's strategic vision and goals.

Indicators for this element are:

1. The board ensures funding to implement accountability measures.
2. The board regularly reflects on its performance and makes substantive change based on the results of a self-evaluation.
3. The board models a culture of high expectations throughout the district.
4. The board's priority and focus are on student learning and student success in alignment with the District's strategic goals.
5. The board ensures the budget aligns resources based on student learning priorities.
6. The board supports rewards, consequences, and recognition systems to encourage advancement of the District's strategic goals.
7. Disaggregated student results and growth are measured against expectations set by District strategic goals.
8. The board conducts an effective superintendent evaluation focused on monitoring progress on the District's strategic goals.

9. The board regularly establishes performance goals for itself.
10. The board ensures the superintendent and staff clearly understand their roles and responsibilities in creating and supporting a culture of high expectations throughout the system.

Using Data for Continuous Improvement. The Board uses meaningful quality data and information, from multiple sources and in various formats, to identify areas for improvement, set priorities, and monitor improvement efforts. At the same time, they support even better ways to do things the organization is already doing well.

Indicators for this element are:

1. The board uses, and expects the superintendent to use, a variety of types of relevant data in decision-making.
2. Programs approved by the board have effective data collection requirements and measurable results.
3. The board uses data to identify discrepancies between current and desired outcomes.
4. The board identifies and addresses priority needs based on data analysis.
5. The board communicates to the public how policy decisions are linked to student learning data.
6. The board creates a culture that encourages the use of data to identify student learning needs throughout the system.
7. The Board ensures data used in decision-making is disaggregated, culturally representative, and provides the ability to monitor the District's strategic goals.

Cultural Responsiveness. The Board recognizes cultural diversity in its many facets. The Board develops an understanding of this diversity and applies perspectives responsive to the cultures in their community in policy and program approvals. Supports effective community engagement and expectancy strategies to build on the strengths of a community's cultural diversity.

Indicators for this element are:

1. Board outreach and community engagement activities accommodate cultural differences in values and communication.
2. The board actively encourages and expects the superintendent to facilitate the participation of culturally diverse groups.
3. The board has a process to review policies for cultural responsiveness and bias.
4. Board members approach decision-making considering the many facets of cultural diversity including those indicated in the cultural responsiveness standard.
5. The board ensures district employees are representative of the values and culture of the community.
6. A climate of caring, respect, and the valuing of students' cultures is established through board policy and goals.
7. The board ensures the superintendent holds all employees accountable for high standards and expectations for each and every student.

Culture & Climate. Board creates a climate of expectations that all students can learn at their highest level. Board supports policy and procedures that fosters a positive and safe learning environment. The board models professional relationships and a culture of mutual respect with staff an community. The board models and establishes an organizational culture of service.

Indicators for this element are:

1. The board models relationships built on trust and respect.
2. The board take time to reflect and improve internal and external relationships.
3. The board regularly assesses, holds the district accountable, and provides support for the improvement of the district culture and climate.
4. The board creates a system in which high levels of student learning are expected.
5. The board establishes policies and ensures practices to foster a safe, positive learning climate for students.
6. The board models and holds the district responsible for improving a culture of service.

Learning Organizations. The Board ensures the District functions as a self-renewing professional community that supports reflection, discovery, learning, improvement, and success by staff at all levels. The Board encourages professional development that empowers staff and nurtures leadership capabilities across the organization.

Indicators for this element are:

1. Board policies nurture leadership capabilities across the organization.
2. The board creates and pursues opportunities to learn about research-based strategies that ensure continuous improvement for the next generation of learners.
3. Board members promote change through dialogue and collaboration.
4. The board encourages professional development that increases learning and empowerment.
5. The board fosters an environment of mutual cooperation, emotional support and personal growth throughout the organization.

Systems Thinking. The Board practices and supports systems thinking in its deliberation and approval of policy, programs, and procedures. The Board practices an integrated view of education within and across systems and levels (e.g. K-12, ESD, community college, and university). The Board seeks out collaborative local, state, and national partnerships, coordinated programs, and shared resource models to improve student learning.

Indicators for this element are:

1. The board works to avoid policy decisions that shift problems from one part of the system to another.
2. The board encourages an organizational structure that enables creative processes.

3. The board engages in process thinking, seeing beyond the immediate situation and easy solutions.
4. The board analyzes issues for their impact on other parts of the system.
5. The board is solution oriented.
6. The Board works collaboratively with other agencies to encourage dialogue that fosters continual growth.

Innovation and Creativity. The Board encourages innovation and creativity as assets to the process of development and change, leading to new types of thinking and better ways of meeting student needs. The Board supports innovation and creativity that supports district vision, values, and goals throughout the organization; engages collaborative partnerships; and encourages dialogue, new ideas, and differing perspectives.

Indicators for this element are:

1. Board members create time and opportunities for their own creative thinking.
2. Board members partner with community and educational organizations to remove real and perceived barriers to creativity and innovation.
3. The board sets meeting agendas that allow it to proactively identify and explore strategic issues.
4. The board incorporates flexibility into its future plans to enable the district to look and move in unforeseen directions in response to unexpected events.
5. The board recognizes the risk inherent in creativity and innovation; and promotes employee knowledge, awareness, creativity, self-initiated action and experimentation.

Board Member Conduct, Ethics and Relationship to Superintendent. The Board recognizes that it is essential to have a clear, mutual understanding of the respective roles and responsibilities of the Board and the Superintendent. The Board supports and practices team building as an essential part of this relationship.

The Indicators for this Standard are:

1. Each member of the board understands and respects the distinction between the board's responsibilities and the superintendent's duties.
2. The board and superintendent trust and respect one another.
3. Board members represent the interests of the entire district.
4. Board members preserve the confidentiality of items discussed in executive session.
5. Board members do not use their office for personal gain or advancement.
6. Board members do not attempt to individually speak on behalf of the entire board or commit the board.
7. Board members direct complaints and requests to the superintendent rather than attempting to solve them directly.
8. The board and superintendent agree on the information needed by the board, and when and how the board receives that information.
9. The board and superintendent participate in learning opportunities as a team.

10. Board members come to the meeting familiar with the agenda and prepared to discuss, ask questions, and take action on agenda items.

Budgeting and Financial Accountability. The Board ensures that strategic educational goals of schools are translated into reality through effective alignment with the budget and making sure the school district is fiscally sound. The Board utilizes fiscal resources based on student needs and district policy and strategic learning goals.

Indicators for this element are:

1. Board members are knowledgeable of the district budgeting process.
2. Budgeting decisions are based on student needs, adopted district policy and goals, and the district's financial ability to meet those needs.
3. Board members have a basic understanding of district revenues and expenses.
4. The board reviews monthly financial statements provided by the superintendent and understand their role in the oversight of the budget.

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Appendix L Code of Conduct

As a member of my local board of Trustees, I will strive to improve student achievement in public education, and to that end I will:

1. Attend all regularly scheduled Board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meeting;
2. Recognize that the Board must comply with the Open Meeting Law and only has authority to make decisions at official Board meetings;
3. Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Understand that the Board makes decisions as a team. Individual Board Members may not commit the Board to any action unless so authorized by official Board action;
5. Recognize that decisions are made by a majority vote and the outcome should be supported by all Board Members;
6. Acknowledge that policy decisions are a primary function of the Board and should be made after full discussion at publicly held Board meetings, recognizing that authority to administer policy rests with the Superintendent;
7. Be open, fair, and honest; have no hidden agendas; and respect the right of other Board Members to have opinions and ideas which differ from mine;
8. Recognize that the Superintendent is the Board's advisor and should be present at all meetings, except when the Board is considering the Superintendent's evaluation, contract, or salary;
9. Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a District concern ever rise to the attention of the Board as a hearings panel;
10. Keep abreast of important developments in educational trends, research, and practices by individual study and through participation in programs providing such information;
11. Respect the right of the public to be informed about District decisions and school operations;

- 12. Understand that I will receive information that is confidential and cannot be shared;
- 13. Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as District staff, while insisting on regular and impartial evaluation of all staff;
- 14. Present personal criticism of District operations to the Superintendent, not to District staff or to a Board meeting;
- 15. Refuse to use my Board position for personal or family gain or prestige. I will announce any conflicts of interest before Board action is taken; and
- 16. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Trustee Signature: _____ Date: _____

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Appendix M

Statement of Assurance

I hereby affirm that I have reviewed the code of conduct for the Douglas County School District board of Trustees and **agree to abide by the same to the best of my abilities**. I attest to the fact that I have no outside involvement in any business, organization, or outside activity which might reasonably be interpreted to present a conflict of interest with Douglas County School District.

If any such interest should arise in the future, I will make such interest known to the board of Trustees, and I will not take part in voting upon any official business for which such interest would be disqualifying.

Signature: _____

Date: _____

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Appendix N

Meeting Discussion Practices

Effective Board Facilitation: A Guide for Board Presidents

An effective Board President balances many facilitation responsibilities:

- Remains impartial about the subject of the discussion. Avoid expressing your own opinion or evaluating the comments of the participants (be careful with saying “good point!”). However, moderators are not “neutral” or disengaged, and in fact they should be passionate about deliberation and about the process itself.
- Allows the participants to own the process and topic as much as possible. Facilitators facilitate (i.e. help others achieve their goals more productively), they don’t control or dominate. Based on the other responsibilities, they must intervene as necessary, but should also realize that doing too much may be worse than not doing enough.
- Keeps the deliberation focused on the task. When comments go too far astray, bring participants back to the process (though at times what seems to be a tangent may be useful).
- Manages the room well and encourages everyone to join in the conversation. Facilitators must attend to both the task and relationship dimensions of the group’s work. Work with the participants so people know the order of speaking and do not get frustrated with procedural issues, seeking the right balance between having too much and too little structure to the conversation. Facilitators should be aware of who has spoken and who has not and assure that all voices get heard if possible.
- Models deliberative attitudes and skills. By exhibiting strong listening skills and asking good questions, you can model the behaviors you are hoping the participants will develop.
- Does not take on an “expert” role with the subject matter. Your role is not to teach the participants about the issue - even if it is a subject you know very well. Facilitators in particular need to think like non-experts in the room, and if jargon is used, ask for clarification.
- Listens for values and underlining interests that motivate a participant’s comments. In deliberation, participants’ values and motives are just as important, if not more so, than their opinions. Sometimes people with different opinions share the same motive or value, and that similarity can form the basis for common ground. Facilitators should train themselves to listen for the underlying values.
- Encourages deeper reflection. Ask thoughtful and probing questions to surface costs and consequences. Make sure that the participants have considered the potential outcome of their preferences. Help draw out what people are willing to accept and are not willing to accept.
- Helps participants find common ground and identify and work through key tensions. Participants will not always agree and may sometimes be in direct

conflict with each other. Helping them identify both common ground and key tensions will help move the conversation forward in important ways.

-

What are the roles of a Board President in facilitation?

Guide – You must know the steps of the process the groups will execute from the beginning to the end. You can also help by holding up a mirror to them and their work and letting them know how they are doing and how far they have gotten and that particular parts are difficult sledding.

Motivator – From the rousing opening statement to the closing words of cheer, you must ignite a fire within the group, establish momentum, and keep the pace. To remain impartial, however, be sure to praise good behavior (good questions, engagement, etc.) not specific ideas or opinions.

Questioner – You must listen carefully to the discussion and be able to quickly analyze and compare comments and to formulate questions that help manage the group discussion.

Bridge Builder – You must create and maintain a safe and open environment for sharing ideas. Where other people see differences, you must find and use similarities to establish a foundation for building bridges to consensus, while also helping groups better understand their differences.

Clairvoyant – Throughout the session, you must watch carefully for signs of potential strain, weariness, aggravation, and disempowerment, and respond in advance to avoid dysfunctional behavior. Facilitators use social and emotional intelligence to sense the feelings in the room.

Peacemaker – Although it is almost always better to avoid a direct confrontation between participants, should such an event occur, you must quickly step in, reestablish order, and direct the group toward a constructive resolution.

Taskmaster - You are ultimately responsible for keeping the session on track; this entails tactfully cutting short irrelevant discussions, preventing detours, and maintaining a consistent level of detail throughout the session.



Debate or Deliberation?

In debate, you search for weaknesses in another position	In deliberation, you search for strength in another position.
In debate, you search for glaring differences.	Deliberation involves concern for others.
Debate involves countering others' positions at the expense of the relationship.	Deliberation assumes that many people have pieces of an answer to a workable solution.
Debate calls for investing wholeheartedly in your beliefs.	In deliberation, you temporarily suspend your judgment of others' beliefs.
Debate is oppositional and seeks to prove the other wrong.	Deliberation is collaborative and seeks common understanding.
The goal of debate is winning – often only for a short-term advantage.	The goal of deliberation is common ground for action, which is the basis for consistent policy.
In debate, you listen to find flaws and counter-arguments.	In deliberation, you listen to understand and find meaning in agreement.
Debate defends assumptions as truth.	Deliberation reveals assumptions for reevaluation.
Debate defends original solutions.	Deliberation opens the possibility of better solutions.
In debate, you submit your best thinking and defend its rightness.	In deliberation, you submit your best thinking in order to improve it.

Deliberation Guidelines for Board Members

- Speak your mind freely, but don't monopolize conversation.
- Listen carefully to others. Try to really understand what they're saying and respond to it, especially when their ideas are different from your own.
- Avoid building your own argument in your head while others are talking. If you are afraid you will forget a point, write it down.
- Remember that deliberation is about sharing ideas and building new ones. It is not a contest to see whose ideas are best.
- Try to put yourself in someone else's shoes. See if you can make a strong case for an argument with which you disagree. Are there things you appreciate about that perspective?
- Help to develop one another's ideas. Listen carefully and ask clarifying questions. For example, "Can you explain further what you meant by ..."
- Paraphrase each other to confirm understanding of others' points. For example, you may say, "So are you saying..."
- Build off of each other. Refer specifically to other deliberators and their ideas. For example, you might start your comment by saying, "As _____ said, I think we need to look at the issue of..."
- Be open to changing your mind. This will help you really listen to others' views.
- When disagreement occurs, don't personalize it. Keep talking and explore the disagreement. Look for the common concerns beneath the surface.
- Be careful not to discredit another person's point of view. For example, you may raise a new concern by asking, "I share your concern that..., but have you considered...?"
- Remember that, although you are trying to listen to and build on each other's ideas, that doesn't mean that everyone has to end up in the same place.
- Do not be afraid to say you don't know or to say you've changed your opinion.
- Emphasize shared interest by carefully phrasing questions and ideas. Avoid language that may be perceived as self-interest or self-advocacy.
- Emphasize shared and broad advocacy by carefully phrasing questions and ideas. Avoid language that may be perceived as covert advocacy.
- Comments directed to staff presenters should focus on the use of clarifying or probing questions; not giving advice, suggestions, or recommendations.
- Direct all advice, suggestions, and recommendations to the superintendent or board president.



Using Clarifying and Probing Questions in Deliberation

Clarifying questions are simple questions of fact.

- They clarify the dilemma and provide the nuts and bolts so that participants can ask good probing questions and provide useful feedback for later in the deliberation.
- Clarifying questions should result in brief, factual answers, and don't provide any new "food for thought" for the board. The litmus test for a clarifying question is: Does the presenter have to think before she/he answers? If so, it's almost certainly a **probing** question and not a clarifying question.

Some examples of clarifying questions:

- How much time does the program take to implement?
- How were the data collected?
- What resources did the schools have available for this program?
- How was input for the program collected and from whom?

Probing questions are intended to help the staff presenter think more deeply about the issue at hand. If a probing question doesn't have that effect, it is either a clarifying question or a recommendation. If you find yourself asking "*Don't you think you should ...?*" or "*What would happen if ...?*" you've gone beyond a probing question to giving advice. The presenter often doesn't have a ready answer to a genuine probing question.

A good probing question:

- Allows for multiple responses
- Avoids yes/no responses
- Empowers the person being asked the question to solve the problem or manage the dilemma (rather than deferring)
- Stimulates reflective thinking by moving thinking from reaction to reflection
- Encourages perspective taking
- Challenges assumptions
- Channels inquiry
- Promises insight
- Touches a deeper meaning
- Creates a paradigm shift
- Evokes more questions
- Is concise
- Prompts slow response

Effective probing questions can be difficult to frame, so use these reflection tools to evaluate your framing:

- Check to see if you have a "right" answer in mind. If so, delete the judgment from the question, or don't ask it.
- Refer to the presenter's original focus point. Check your probing questions for relevance.
- Check to see if you are asserting your own agenda. If so, return to the Board's shared agenda.
- Sometimes a simple "why...?" asked as an advocate for the presenter's success can be very effective, as can several why questions asked in a row.
- Try using verbs: What do you fear? Want? Get? Assume? Expect?
- Think about the concentric circles of comfort, risk, and danger. Use these as a barometer. Don't avoid risk, but don't push the presenter into the "danger zone."

Avoiding Recommendations

Design probing questions so they are not actually a **recommendation clothed in a question**. Learn to distinguish between effective probing questions and suggestions, advice giving, and recommendations.

Example: Consider these questions from a deliberation, during which a Board member addressed a dilemma about increasing students' commitment to cultural awareness:

- Could you have the students use this rubric I read about to assess their cultural awareness? (recommendation re-stated as a question)
- What would happen if students assessed the quality of their cultural awareness themselves? (recommendation re-stated as a question)
- Why should students be invested in changing their cultural awareness? (probing question)
- What would have to change for students to work toward cultural awareness on their own? (more effective probing question)

Possible Probing Question Stems

- Why do you think this is the case?
- What would have to change in order for...?
- What do you feel is right?
- What's another way you might...?
- How is...different from...?
- What sort of an impact do you think...?
- When have you done/experienced something like this before? What does this remind you of?
- How did you decide/determine/conclude...?
- What is your hunch about...?
- What was your intention when...?
- What do you assume to be true about...?
- What is the connection between...and...?
- What if the opposite were true? Then what?
- How might your assumptions about...have influenced how you are thinking about...?
- What surprises you about...? Why are you surprised?
- What is the best thing that could happen?
- What are you most afraid will happen?
- What do you need to ask to better understand?
- How do you feel when...? What might this tell you about...?
- What is the one thing you won't compromise?
- What criteria do you use...?
- Do you think the problem is X, Y, or something else?
- What evidence exists....?
- If you were X, how would you see this situation?
- If time, money were not an issue...

Appendix O

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed ³⁷⁹
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on ruling by the President	"I appeal the President's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The President recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The President states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can deliberate the motion.
2. Before speaking in deliberation, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Deliberation must be confined to the merits of the motion.
5. Deliberation can be closed only by order of the assembly (2/3 vote) or by the President if no one seeks the floor for further deliberation.

The President puts the motion to a vote

1. The President asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The President says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The President announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DELIBERATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame President, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame President, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame President, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame President, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame President, I move that the question be referred to the Superintendent for further study and reintroduction at a future Board meeting."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame President, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam President, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame President, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame President, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The President is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam President, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- President: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question or make a statement that may belong in an executive session. This could also be when others are making statements that you believe belong in executive session.

- After recognition, "Madame President, I move that we move this deliberation into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE PRESIDENT

This is used to question the ruling of the Vice President on a Point of Order.

Without recognition, "I appeal from the decision of the Vice President."

Appendix P

The following is a list of DCSD Board Committees and community committees on which DCSD Board of Trustees members may serve.

Board Committees¹	Trustee Member/Liaison - Appointed by the Board President
American Education Week	2 members
Bond Oversight Committee ²	1 member
Community Education Advisory Boards	1 member
Council of the Great City Schools (Director)	1 member
Nevada Association of School Boards (NASB)	
Executive Committee ⁴	2 members
Director	1 member
Alternate or Deputy Director	1 member
Legislative Representative	1 member
Oversight Panel for School Facilities (AB 353)	1 member
Douglas County Parks and Recreation	1 member
Public Broadcasting Services (PBS) and American Public Television (APT)	1 member
Public Education Foundation	1 liaison
School Board Student Advisory Committee	1 member
School-Community Partnership Advisory Council	1 member
School Name Committee	Chairperson (member), 1 member
Board Committees¹	Trustee Member – Approved by the full Board
Debt Management and Southern Nevada Regional Planning Commission (SNRPC) ³	1 member (serves on both)
Nevada Interscholastic Activities Association (NIAA) ⁵	1 or 2 members
Board Committees¹	Non-Trustee Liaison
Attendance Zone Advisory Commission (AZAC) ²	Chair of Commission
Audit Advisory Committee	Chair of Committee
Sex Education Advisory Committee	Chair of Committee

¹ See appendix for a detailed description of the committees.

² Requires Board members to identify members within their community to serve.

³ The member for Debt Management and SNRPC must be the same. The appointment is made by the full Board. The term is coterminous with the liaison's elected term of office (NRS 350.0115).

⁴ According to NASB bylaws, these are determined by positions as officers or past presidents. If two positions are not held by Douglas County, the Board President will appoint the vacancies.

⁵ The Board will appoint Board representatives(s) and staff will bring forward recommendations for any additional vacancies.



Douglas County School Board Balanced Governance Training

July 17, 2025



- Handbook/Policy Review
- Next Board Services

386

Training Topics



Boards Impact Students

- Board members model for students.
- Board member behavior affects student learning.
- Board member coherence impacts community support.

Conclusion: Board behavior helps or hurts schools and communities

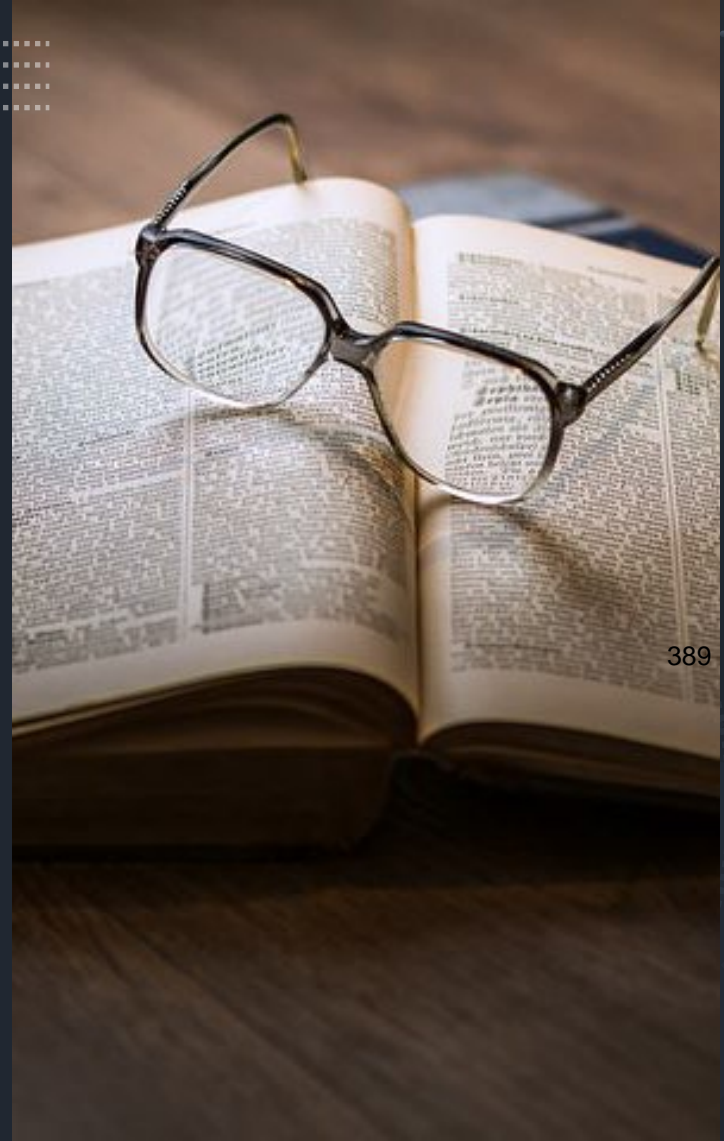


Perception is Reality

388

The public can't see intent, they
respond to visible practice.

School Governance Research



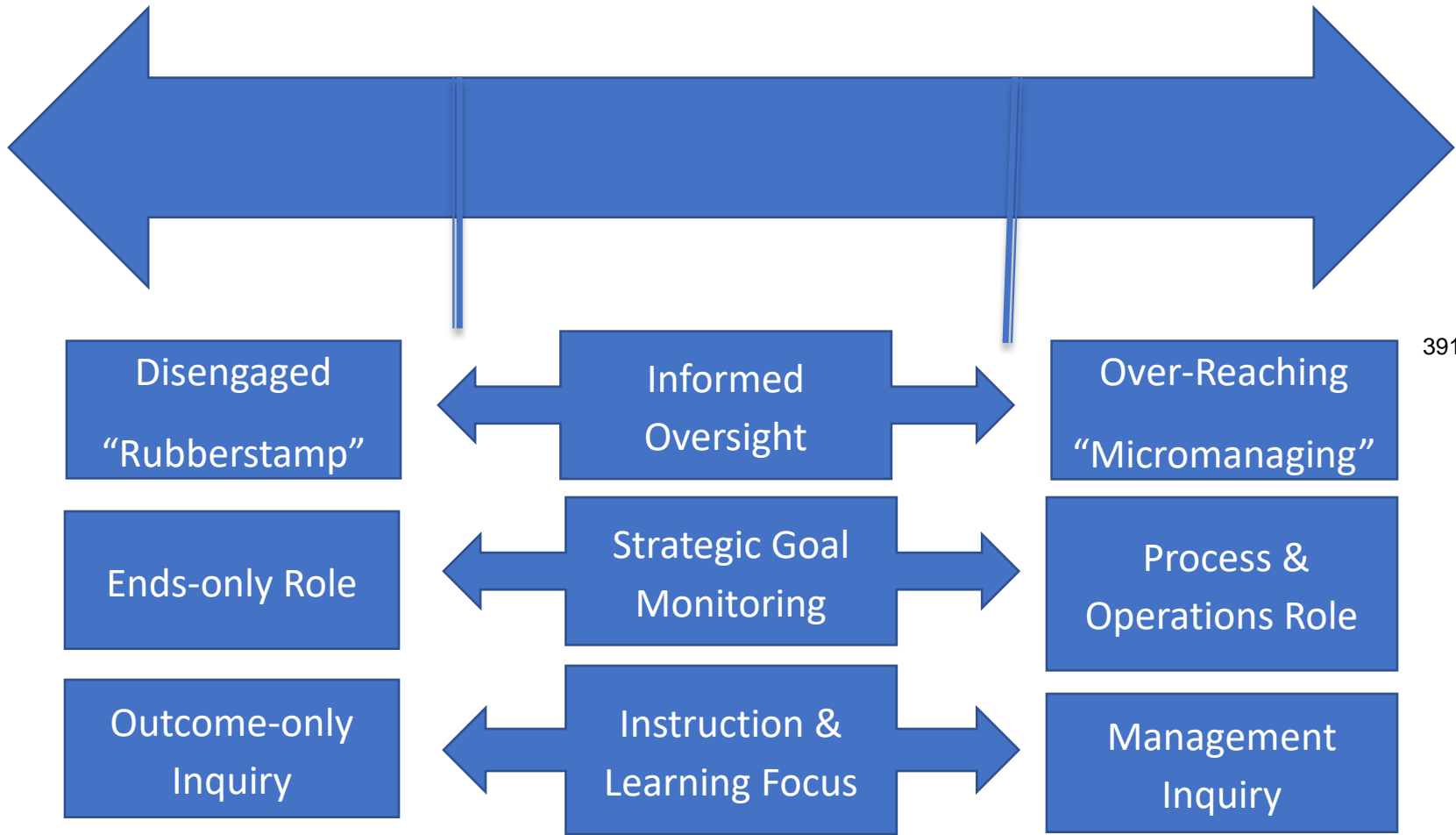
School Governance Research

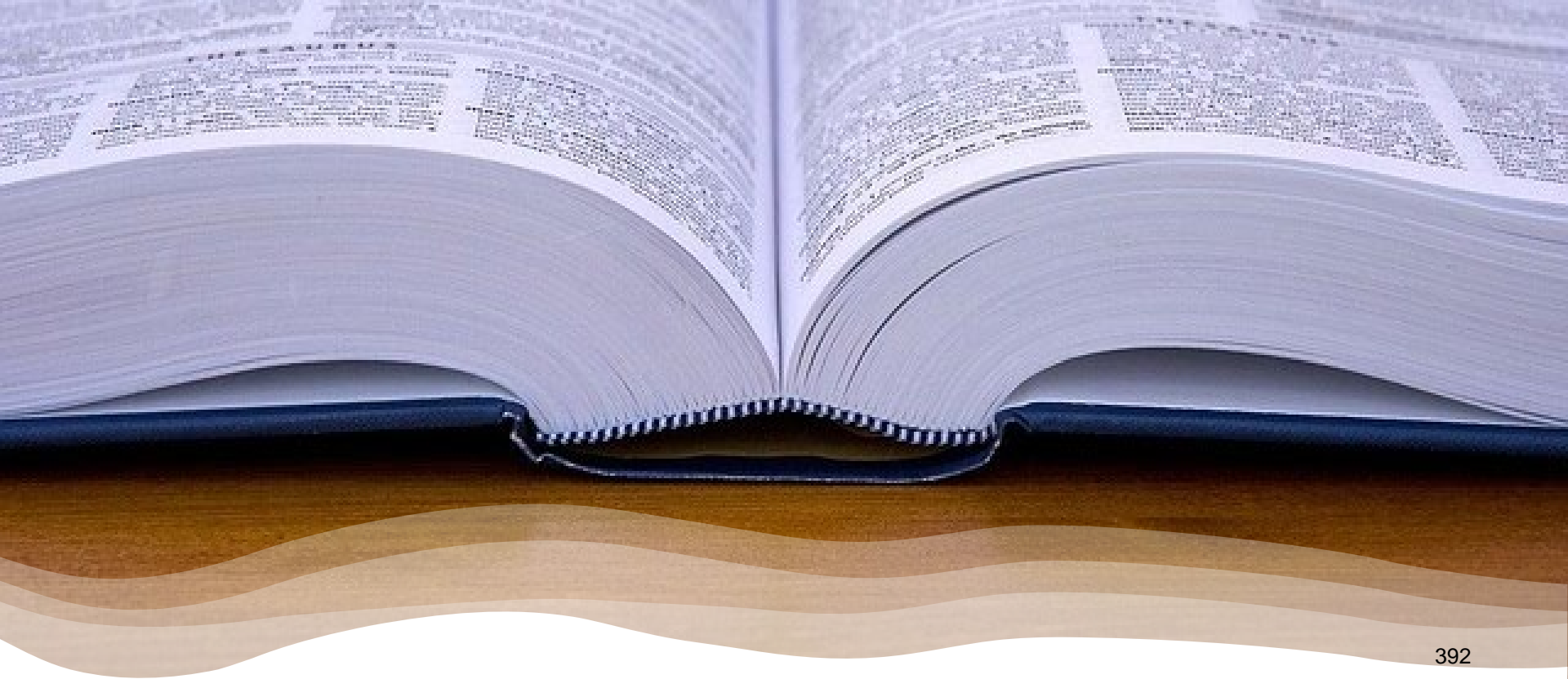
- Alsbury (2003,2008)- Board instability impacts District performance.
- Delagardelle (2009-2013)- Board beliefs and values impact student performance [Blasko, 2016]
- Alsbury (2011, 2013)- Board National/International Studies
- Holman (2016)- Balanced Governance Effectiveness
- Blissett & Alsbury (2017)- Board ideological diversity promotes effectiveness.
- Miles (2024)- Balanced Governance Effectiveness on Superintendent Performance



Balanced Governance

Governance Continuum





Handbook Review

Handbook Characteristics

1. Does not replace policy. Include supplemental procedures & Appendices.
2. Written in easier to understand verbiage.
3. No substantive meanings or procedures altered from policy.
4. Current language and practice used with additions
5. Policy references are included. Indicated if No Policy exists currently.



Review Process & Guidelines

Sectional Overview

- Do we want to a section added or deleted?

Clarity

- Does language need to be added, removed, or clarified?

394

3. NO WORDSMITHING

- Explain what is unclear.
- Explain what direction needs to be added.

Next Steps

The Handbook is revised and submitted as a 1st reading draft.

Recommend approval of revised document and then revise details as needed.





DCSD Policy Revision

Add Policy to provide Handbook Authority
Handbook Revision requires Board Action

District Strategic Goals

- Goal Revision Procedures (p.4)
- School Improvement Plans (p.4)
- Strategic Goals (p.5)
- Measurable indicators (p. 7)
- Outcome Strategies (p.7)



Board Organization

(p. 7)

Do we include/revise:

Election Preparation (p. 7)

Appendix L: Code of Conduct
(p. 105)

Appendix M: Statement of
Assurances (p. 107)



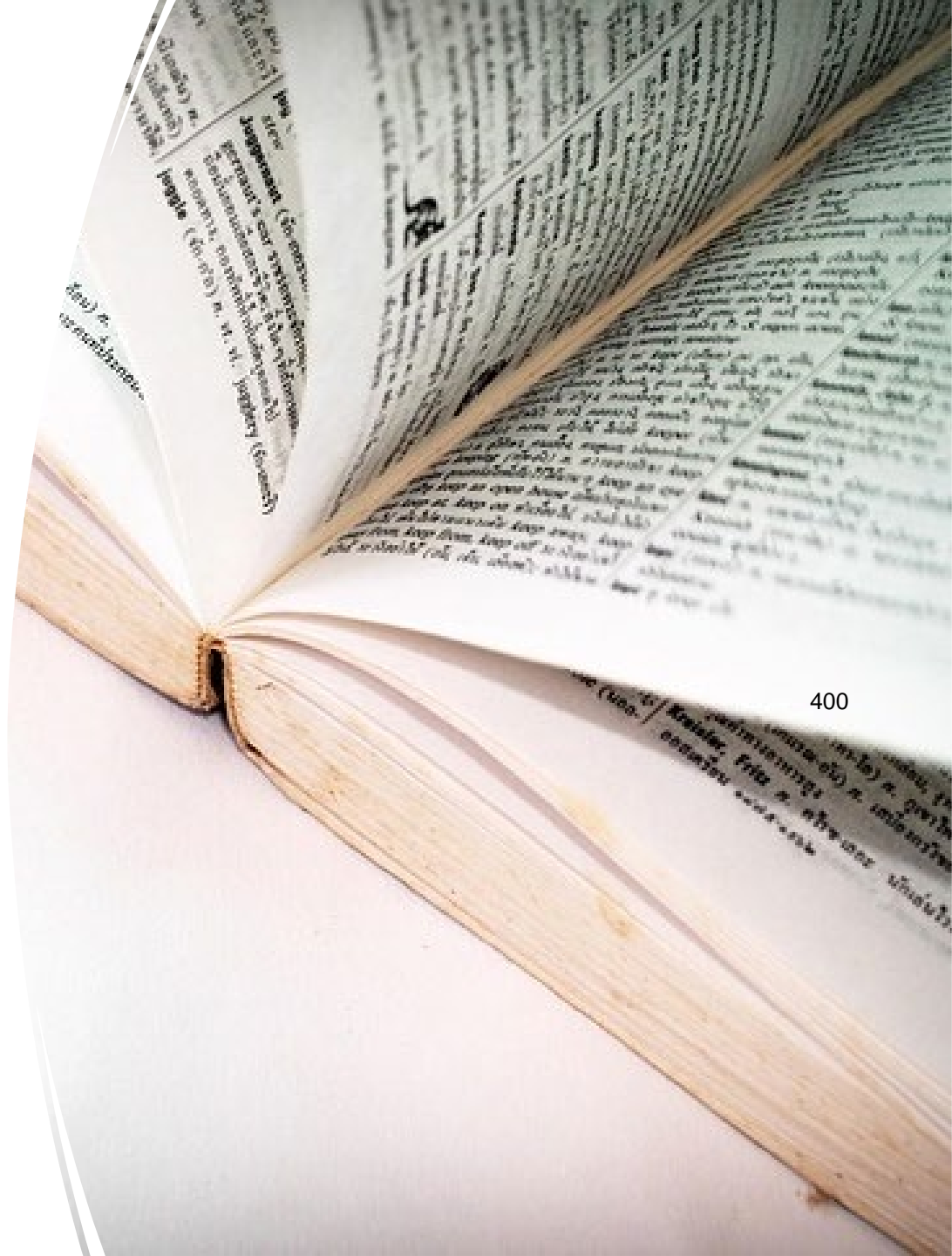
Board Officers: President (p. 11)

- Review Item #12.
- Review Item #15.
- Review Item #16.



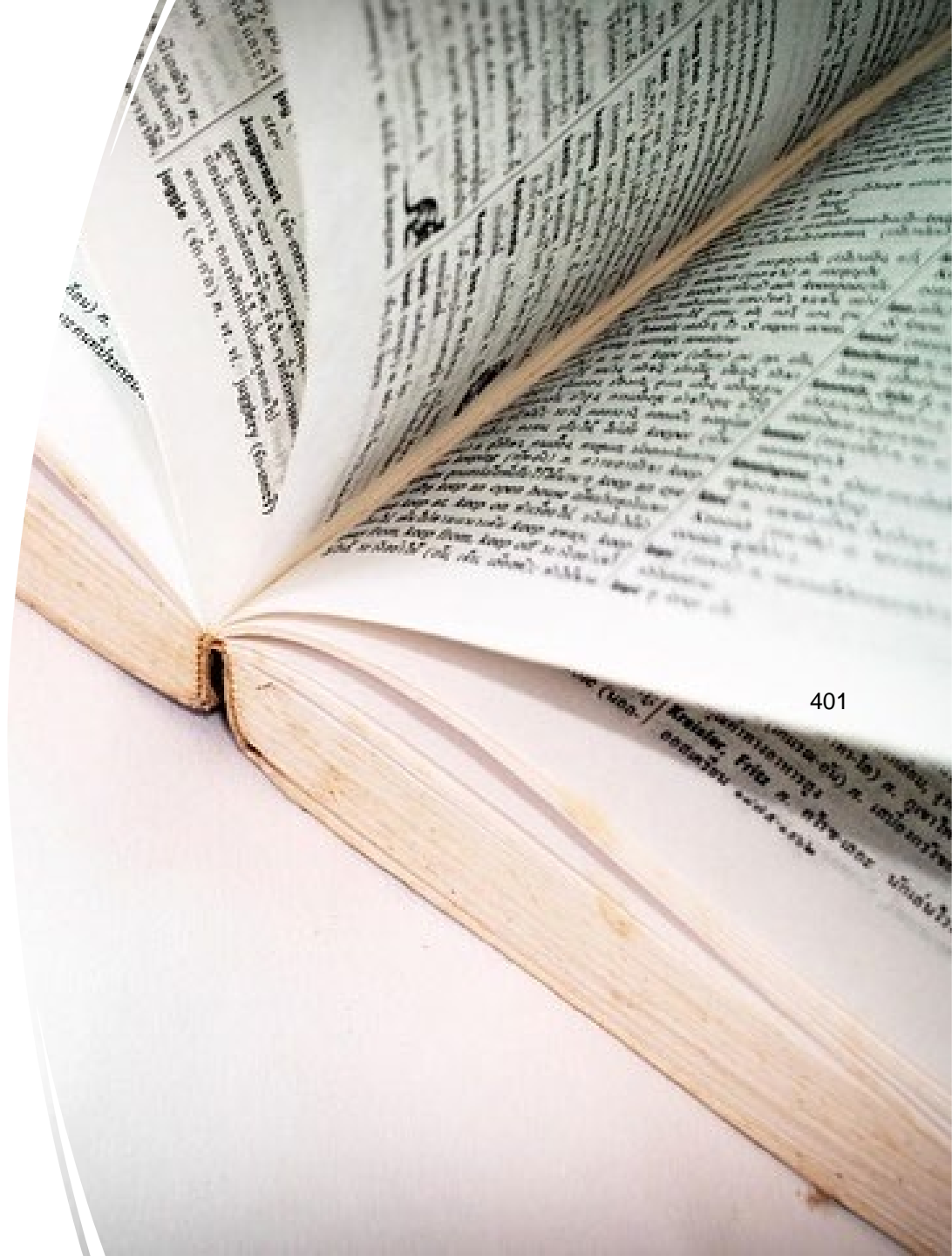
Board Officers: Clerk (p. 12)

Note: Appointment may be preferred.



Board Officers: Legislative Representative (p. 13)

Should we include this
position into policy?



Individual Trustee Duties

(p. 13)

Do you prefer these be
infused into other topical
section of the Handbook?

Any revisions needed?



Board Committees

(p. 17-18)

1. Committee Detail elements. Revision needed?
2. Citizen vs. Board Advisory Committee? Are both the same?
3. Committee Principals (p. 18). Revision needed?
4. Types of Committees (p. 19). Revision needed?



Board Committees

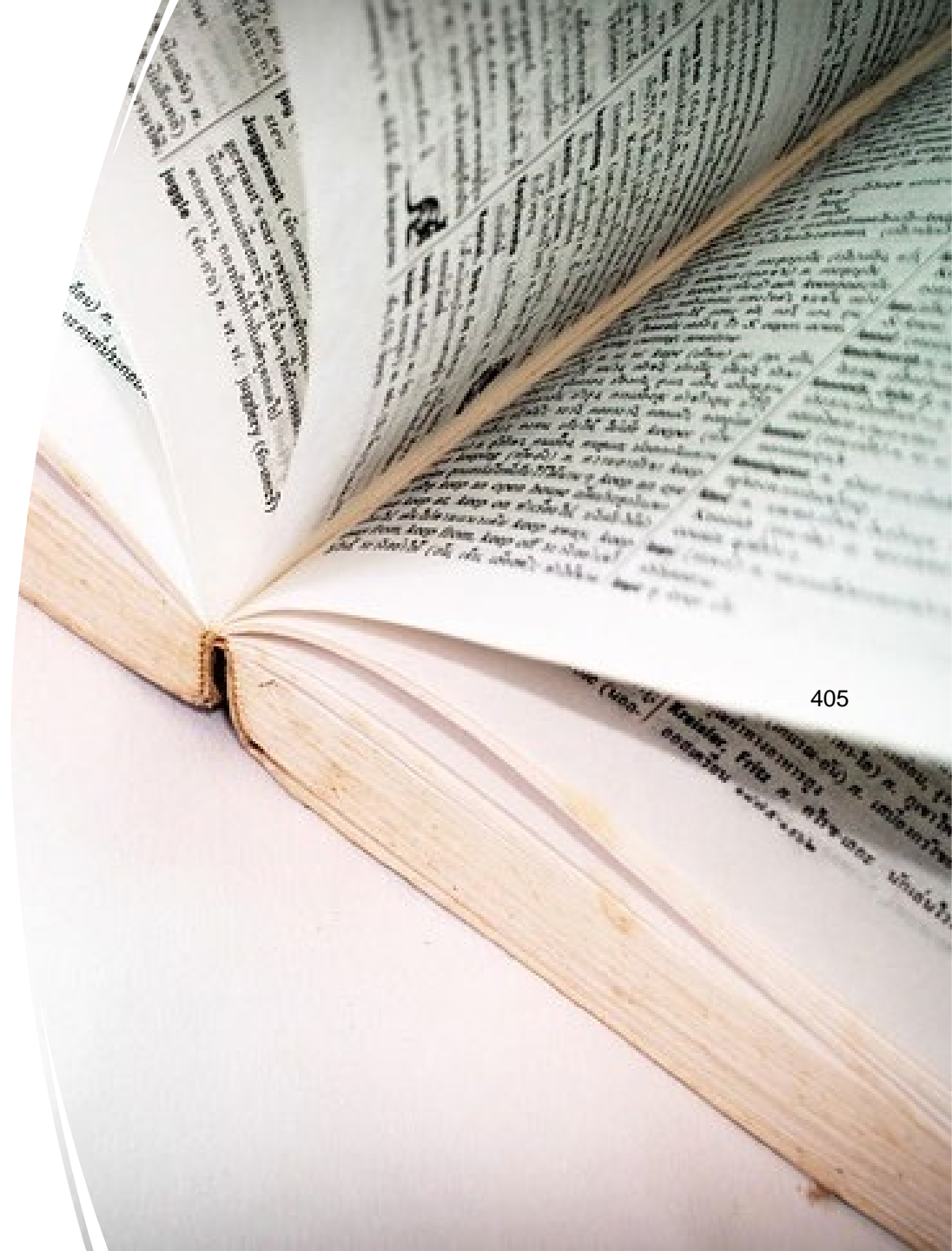
(p. 19-20)

1. Community Committee Service: Add detail to policy or delete?
2. Liaison Service on Advisory Committee (p. 20). Add to policy?

Board Committees

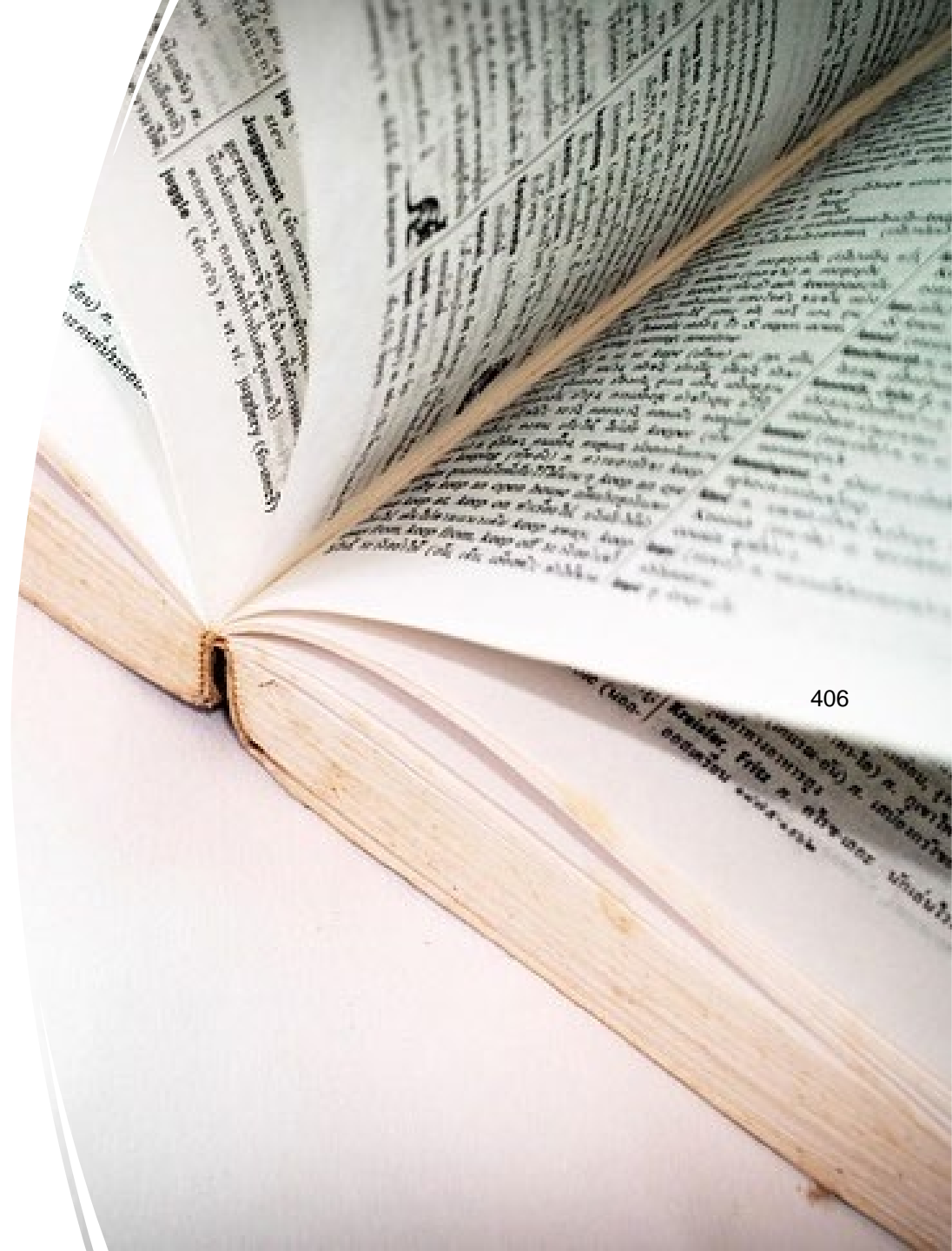
(Appendix P)

Need to list Douglas CSD
committees.



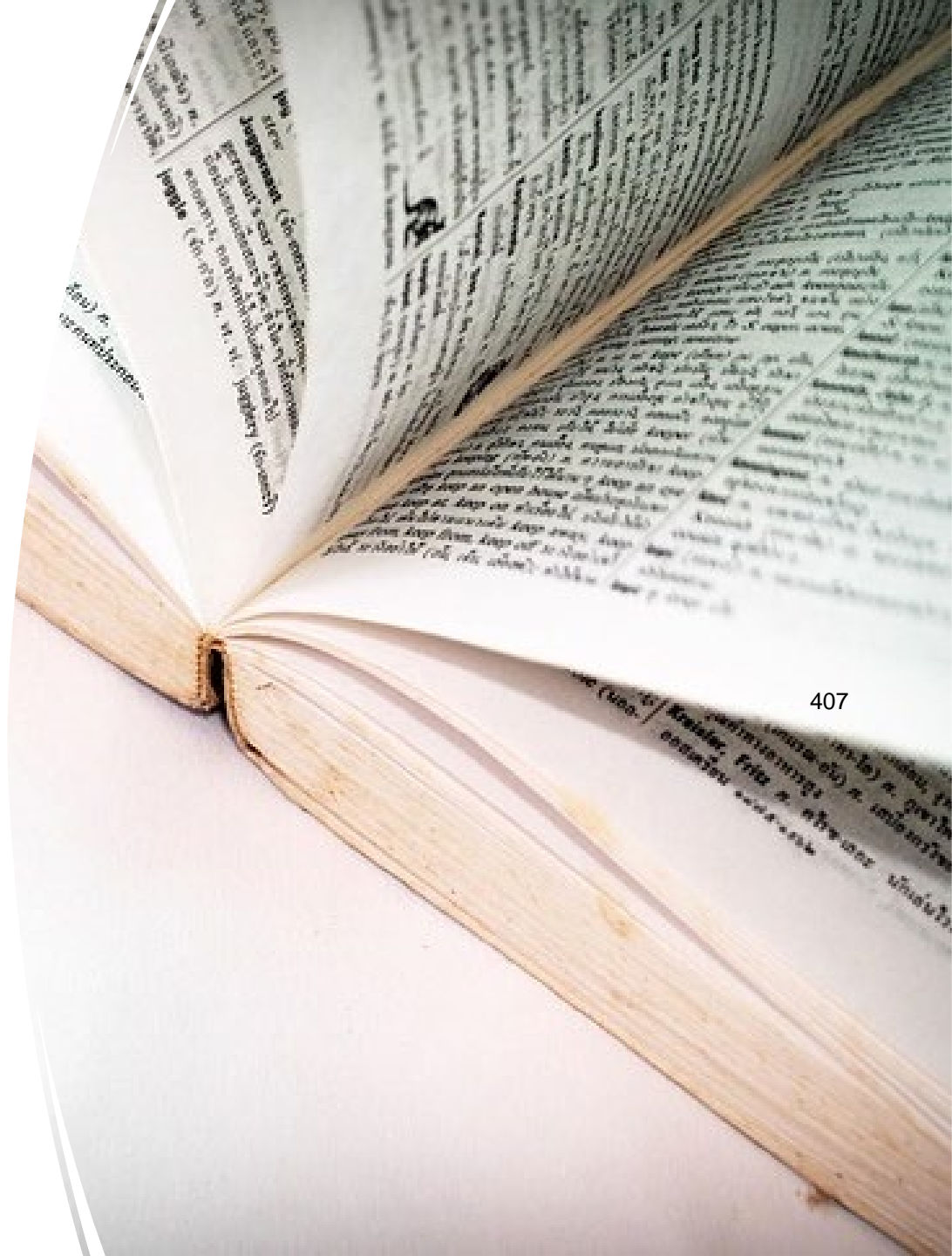
Goal Progress Monitoring and Reporting (p. 22-23)

1. Board Report Template.
Any revisions?



Goal Progress Monitoring and Reporting (p. 23)

1. Board Report Vetting
Protocols: Any revisions?



Goal Progress Monitoring and Reporting (p. 25)

1. Possible Board Responses: Add or delete any items?



Goal Progress Monitoring and Reporting (p. 25)

1. Removing a Consent
Agenda item: Modify or
expand?



Board/Superintendent Relations (p. 28-30)

1. Request for information process (p. 28-29)
Revisions?
2. Request denial (p. 30)
Revisions?



Board/Superintendent Relations (p. 31)

1. Available Board Services & Information needed to revise.



Governing Model & Practices

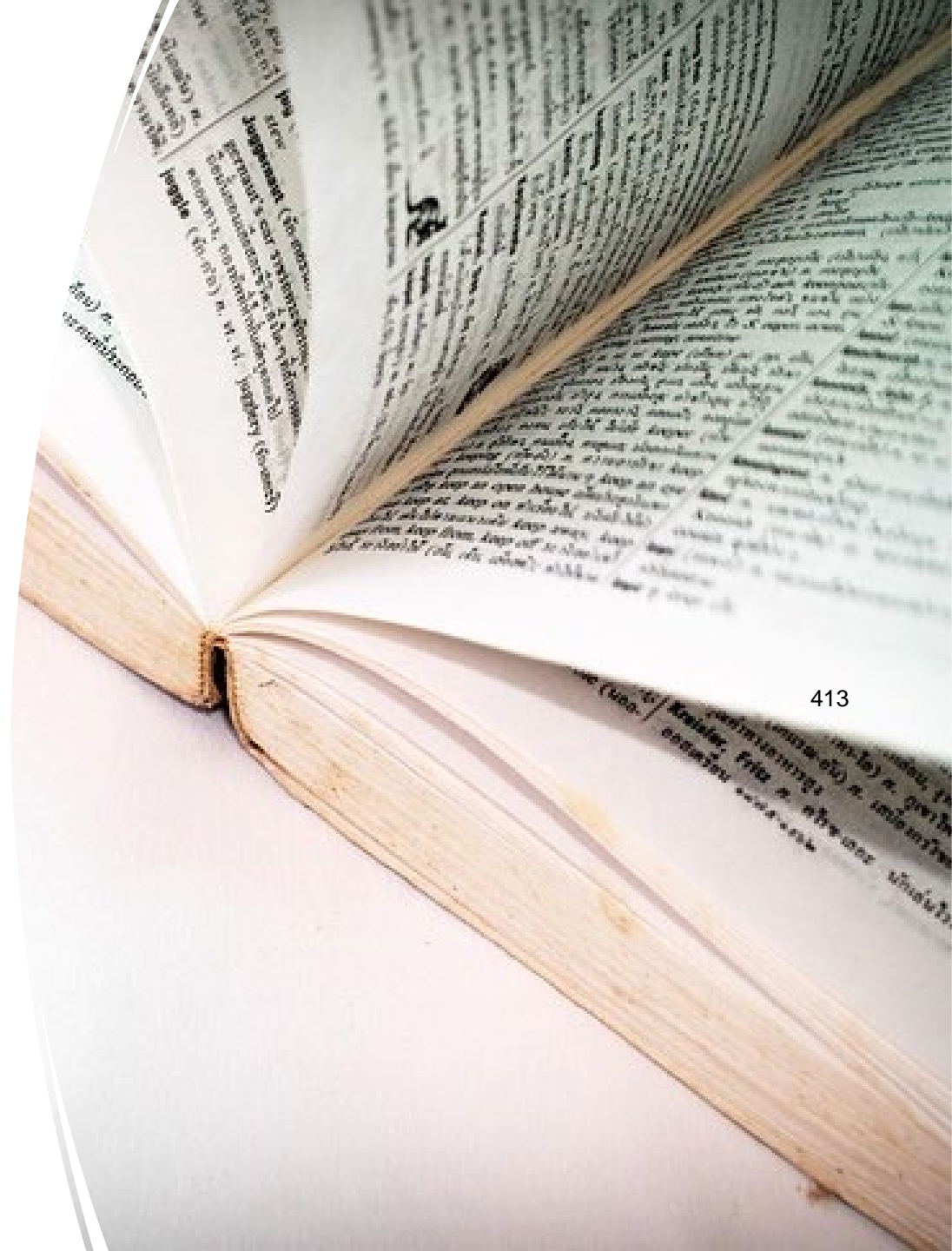
(p. 34-38)

Add to the Statement of Assurances (Appendix M)?



Board Power & Superintendent Delegation (p. 38)

Revise/delete much of Bylaw 020?



Policy Development and Review (p. 40)

1. Policy revision procedures: Add to policy?



Principles of Operation (p. 43)

1. Revised Code of Conduct (Appendix P, p. 119)
2. Merging Bylaw 070 content into subject areas?



Principles of Operation (p. 43-44)

1. Progressive response protocols: Revision of Bylaw 070?



Principles of Operation (p. 44)

1. School/District Visitation Procedures: Procedure needed?



Principles of Operation (p. 45)

1. Trustee Visitation/Communication with District Personnel: Revisions?



Principles of Operation (p. 46)

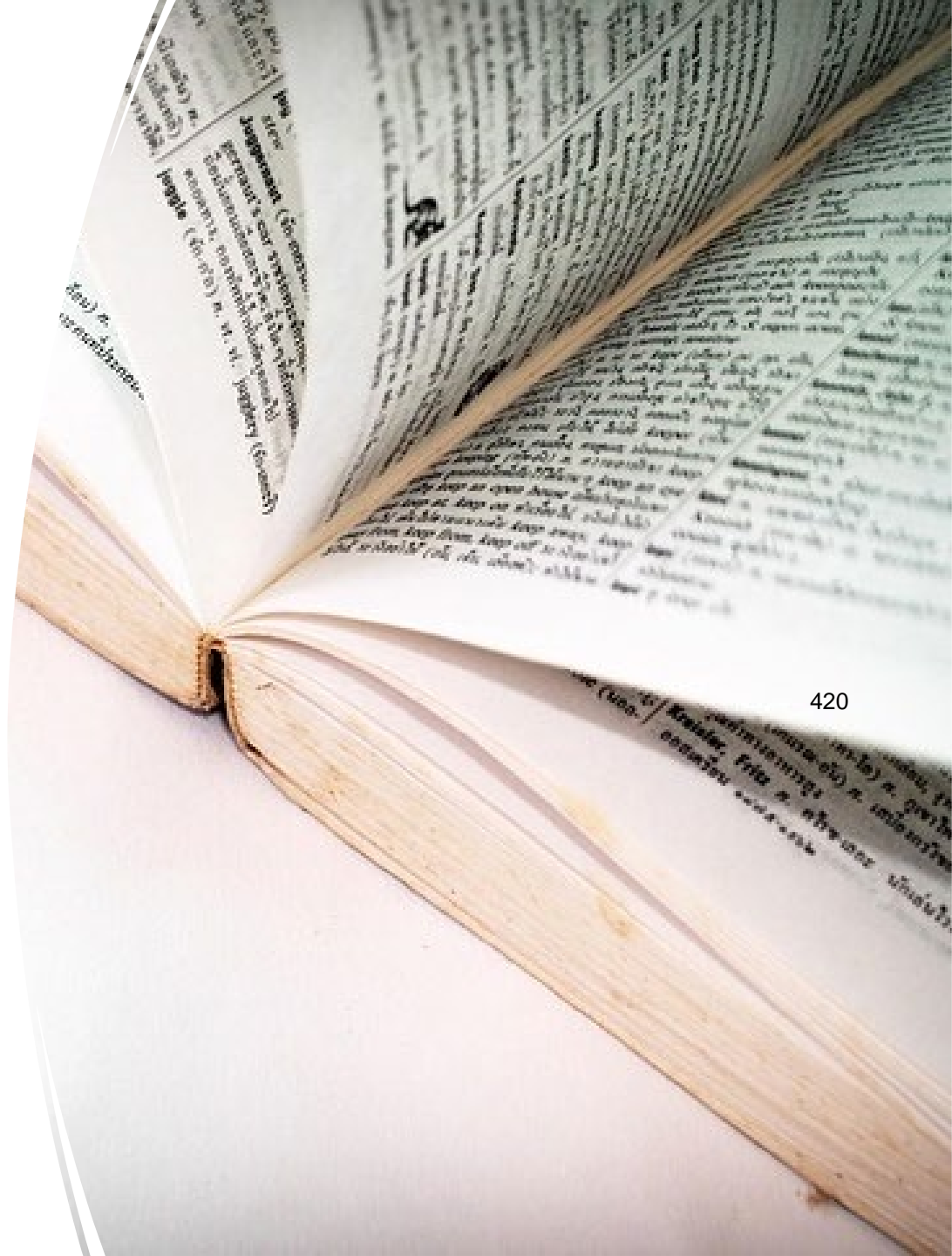
1. Trustee Input on Management & Operations: Revision needed?



Board Communication

(p. 47-48)

-
1. Public communications:
Revision needed?
 2. Handling Complaints:
Revision needed?



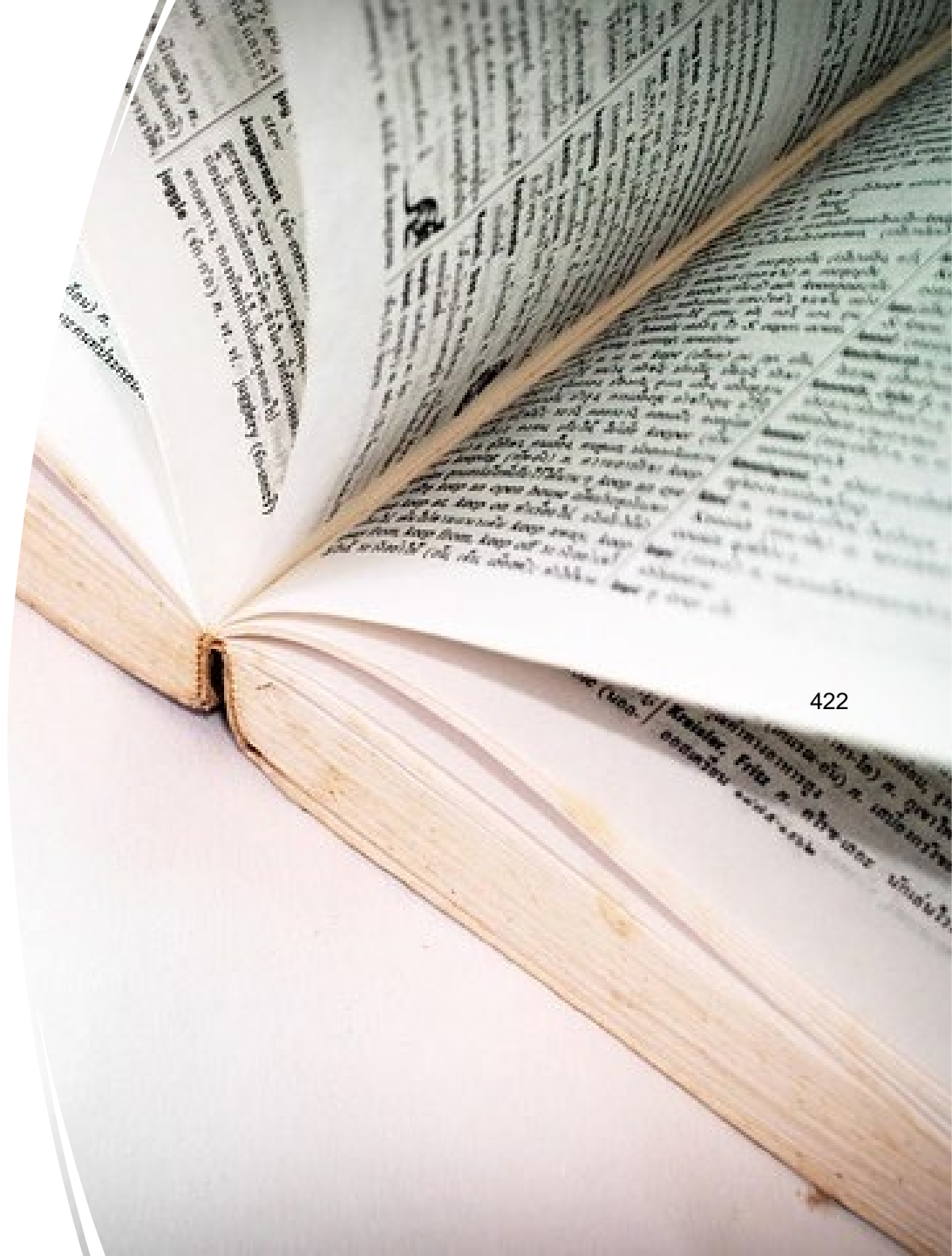
Board Communication (p. 48)

1. Appropriate Board
Deliberations: Revision
needed?



Use of Email and Social Media (p. 49-50)

Revision needed?



Board Meetings (p. 52)

1. Board Meeting Planning.
Revisions?



Board Meetings (p. 53)

1. Types of Meetings.
Revisions?



Board Meetings (p. 54)

1. Meeting Agenda Categories. Revision?



Parliamentary Procedures (p. 55)

1. Roberts Rules cheat sheet
(Appendix O, p. 114)



Board Meetings

(p. 55-58)

-
1. Construction of the Agenda Procedures.

Revisions?

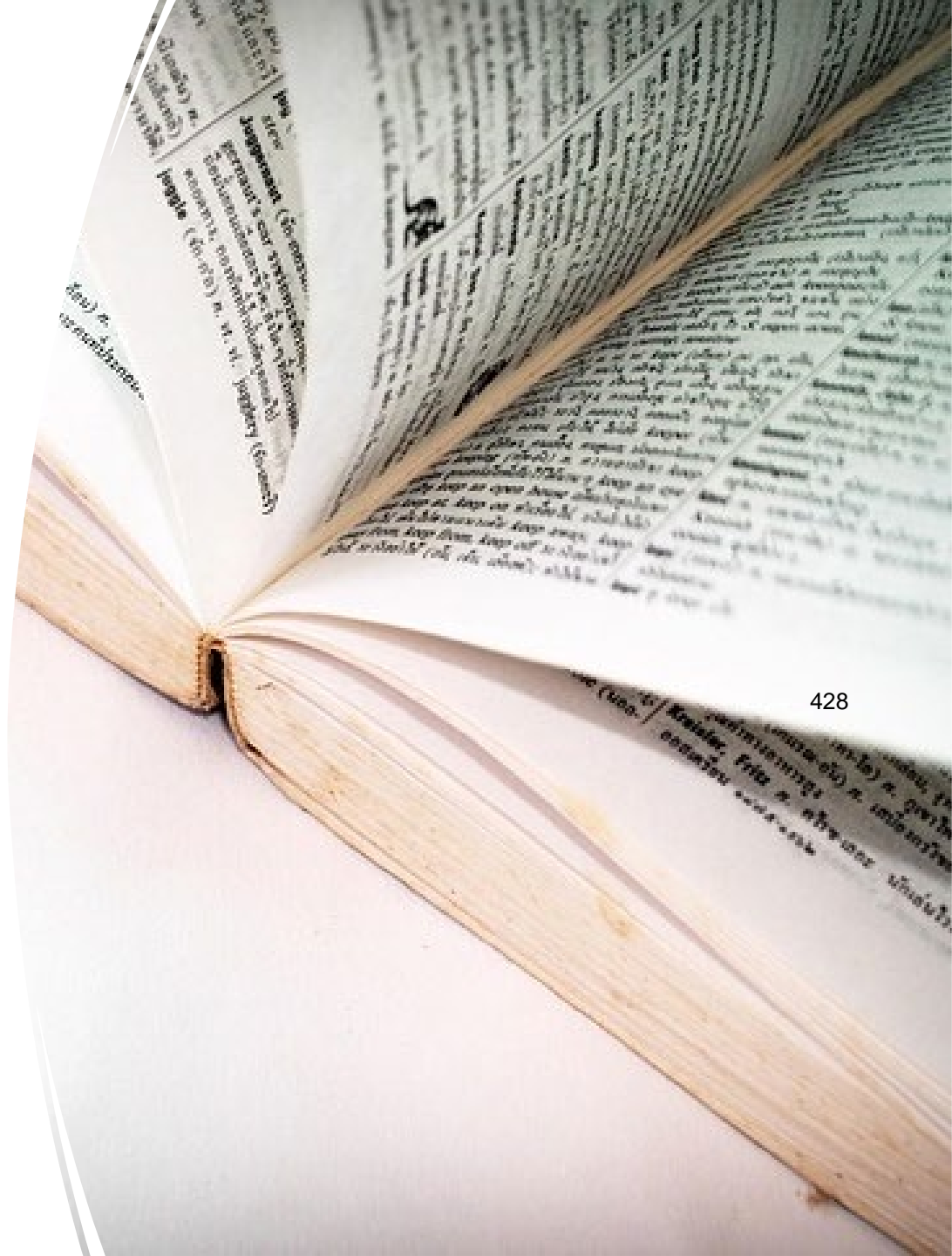


Board Meetings

(p. 60-64)

Public Comment.

Revisions?



Board Growth and Development (p. 65)

1. New Trustee Orientation.
Revisions needed?
2. Board Development Opportunities.
Revisions needed?



Appendices (p. 67)

Any that need to be deleted or added?





Next Steps

1. Complete Handbook/Policy Revision [TBD]
2. Board Evaluation [May-June 2026]



Balanced Governance

Thomas Alsbury, EdD
Northwest University

432

DCSD Governance & Superintendent Goals 2026-27

District Governance and Superintendent Alignment Intent: A Commitment to Collaborative Governance and Informed Decision Making.

The overarching intent behind these District goals is to establish a framework for continuous improvement, ensuring that every decision and action directly contributes to maximizing student potential. This framework is built upon the foundational principles of responsible fiscal management, clear and legally compliant governance, a commitment to student achievement and well-being, and active community partnership.

Central to this intent is the seamless alignment between the Superintendent's operational leadership and the District Board's strategic governance. The Superintendent is empowered and accountable for developing and implementing the operational strategies, programs, and resource allocations necessary to achieve the specific, measurable targets outlined within each goal area. This includes driving improvements in student achievement, managing the District's financial health, ensuring regulatory compliance in all policies, fostering community engagement, and proactively safeguarding the school environment.

In its governance role, the District Board provides strategic direction, exercises diligent oversight, and ensures accountability. The Board's responsibility extends to:

- **Authorize the development of a fiscally prudent budget.** Monitor approved budgets and capital improvement plans for sustained long-term financial sustainability.
- **Instructional and operational program approvals,** including textbook and curriculum authorization, personnel recommendations, interlocal agreements, and the purchase of equipment and services.
- **Approving policies and resource allocations** that directly support the attainment of these ambitious goals, ensuring fiscal responsibility and adherence to all legal requirements (including NRS 4% ending fund balance and the 1% contingency).
- **Monitoring progress** against the established metrics for student achievement, financial stability, policy effectiveness, community involvement, and safety.
- **Transparency and communication** with all stakeholders, reflecting the District's dedication to serving the community and its students.
- **Upholding its fiduciary and stewardship duties,** ensuring that every decision is made in the best interest of the students and the long-term viability of the District.

By explicitly linking operational execution with governance oversight across all critical domains, from academic outcomes and fiscal prudence to community relations and student safety, the District commits to a unified and strategic approach. This collaborative intent ensures that resources are effectively deployed, policies are impactful, and the school community is galvanized in the pursuit of an equitable, high-quality education for every student.

Goal 1: To elevate student success and ensure every student is college and career-ready, the District will achieve measurable improvements in key academic and engagement indicators.

Key Metrics for Success:

- **Graduation Rates:** Increase the four-year adjusted cohort graduation rate to [*specific percentage, e.g., 90%*] by the end of the 2025-26 school year, and maintain or exceed this rate thereafter.
- **ACT Achievement:** Increase the average composite ACT score to [*specific score, e.g., 22*] by the end of the 2025-26 school year.
- **Student Attendance:** Decrease the chronic absenteeism rate (students missing 10% or more of enrolled days) to no more than [*specific percentage, e.g., 8%*] by the end of the 2025-26 school year.
- **SBAC Proficiency Rates (English Language Arts):** Increase the percentage of students meeting or exceeding standards on the Smarter Balanced Assessment Consortium (SBAC) English Language Arts assessment to [*specific percentage, e.g., 75%*] by the end of the 2025-26 school year.
- **SBAC Proficiency Rates (Mathematics):** Increase the percentage of students meeting or exceeding standards on the Smarter Balanced Assessment Consortium (SBAC) Mathematics assessment to [*specific percentage, e.g., 70%*] by the end of the 2025-26 school year.

Goal 2: Foster Fiscal Stewardship and Strategic Resource Alignment

To responsibly manage district resources and ensure long-term financial sustainability, the District will develop and monitor a budget that is fiscally prudent, compliant with all regulatory requirements, and strategically allocates resources to support student achievement and district priorities.

Key Metrics for Success:

- **Financial Health & Compliance:**
 - Develop and implement a **plan to restore the budget ending fund balance to 4%** within **[specific timeframe, e.g., three fiscal years]** and subsequently maintain an ending fund balance that meets or exceeds all Nevada Revised Statutes (NRS) requirements annually at this 4% target by the end of the 2025-26 school year.
 - Develop and implement a **plan to re-establish a 1% contingency fund** within the annual budget by the end of the 2025-26 school year, and thereafter maintain this fund to address unforeseen needs.
- **Staffing:**
 - Implement a **phased reduction of staffing** over the next **[e.g., three years]** to align with current and projected student enrollment trends, ensuring efficient use of personnel resources without compromising educational quality.
 - Develop and report on a staffing plan that demonstrates alignment with enrollment projections by the end of the 2025-26 school year.
- **Strategic Resource Allocation:**
 - Demonstrate clear alignment between **budgetary allocations and the District's strategic plan and governance goals**.
 - Prioritize spending that directly supports the goals outlined for student achievement, attendance, and proficiency rates (as detailed in goal 1).

Goal 3: Strengthen Governance and Policy Alignment for Student Success

To ensure effective leadership and a legally compliant operational framework, the District will continuously strengthen its governance practices and policy infrastructure, aligning them with student needs and strategic priorities.

Key Metrics for Success:

- **Policy & Regulation Modernization:**
 - Complete a comprehensive review and update of all existing Board Policies and Administrative Regulations by the end of the 2025-26 school year, ensuring full **alignment with current legal requirements (NRS, NAC, and federal mandates)**.
 - Establish a clear, cyclical process for ongoing policy review and revision, with a minimum of [e.g., *annual*] updates to reflect changes in law, best practices, and District needs.
- **Strategic Alignment:**
 - Demonstrate explicit connections between **student needs, the District's strategic plan, and Board governance goals** within policy development and decision-making processes.
 - Regularly assess the impact of policy decisions on student outcomes, as measured by achievement, attendance, and graduation rates.
- **Board Development & Training:**
 - Implement an annual professional development plan for Board members focused on governance best practices, legal compliance, and effective oversight of district operations, including financial stewardship and educational outcomes.

Goal 4: Community Engagement and Collaborative Partnerships

To foster a strong, supportive environment for student success, the District will improve its communication, volunteerism, and student voice initiatives, strengthening partnerships with all stakeholders.

Key Metrics for Success:

- **School-Based Communication:**
 - Implement **regular, school-specific newsletters** for every school in the District by the end of the 2025-26 school year, providing timely updates on academic progress, events, and opportunities for involvement.
 - Measure parental and community readership/engagement with newsletters through [*e.g., website analytics, feedback surveys*].
- **Enhanced Volunteer Program:**
 - Increase the total number of active **district volunteers** by [*specific percentage, e.g., 20%*] by the end of the 2025-26 school year, with a focus on diverse participation across all school sites.
 - Expand volunteer opportunities to include support for academic programs, mentorship, and extracurricular activities.
 - Implement a standardized, user-friendly process for volunteer recruitment, onboarding, and recognition.
- **Student Voice:**
 - Establish and implement a **Student Congress** at the middle and high school level by the end of the 2025-26 school year, providing a formal platform for student input on policies, programs, and school climate.
 - Conduct bi-annual meetings of the Student Congress, ensuring that student perspectives are formally presented to district leadership and, when appropriate, to the Board.

Goal 5: Ensure a Safe, Inclusive, and Supportive Learning Environment

To cultivate an optimal environment for student well-being and academic success, the District will implement comprehensive safety measures, address harmful behaviors, and promote a positive school climate for all.

Key Metrics for Success:

- **Bullying Prevention & Awareness:**
 - Implement an annual **bullying prevention and intervention training program for all students** across relevant grade levels, beginning in the 2025-26 school year.
 - Track and report on student and staff perceptions of school safety and bullying incidence through annual surveys, aiming for a **[specific percentage, e.g., 10%]** reduction in reported bullying incidents year-over-year.
- **Behavioral Support & Intervention:**
 - Reduce the total number of **student suspensions and expulsions** by **[specific percentage, e.g., 15%]** by the end of the 2025-26 school year, with a focus on implementing restorative practices and positive behavioral interventions.
 - Analyze disaggregated data on suspensions and expulsions to identify and address disproportionality among student subgroups.
- **Safety Planning & Preparedness:**
 - Conduct a comprehensive review and **enhance all school and district safety plans** by the end of the 2025-26 school year, incorporating best practices in emergency preparedness, threat assessment, and crisis response.
 - Ensure all staff participate in annual safety drills and training, and that safety plans are communicated effectively to students and parents.

ENROLLMENT COUNTS - ALL

(as of 07/11/2025)

SCHOOL	TOTAL ENROLLMENT July Board Mtg - 7/17/2025
201-GES	276
202-ZCES	139
205-CCMES	326
206-JVES	326
207-SES	293
209-PHES	239
210-MES	327
301-CVMS	627
302-PWLMS	420
501-DHS	1,461
502-GWHS	133
503-JHS	20
504-AAHS	66
601-DNO	13
901-ALT	8
903-DCAS	
TOTAL	4674

This table shows **ALL** enrollments including PKEC,