

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Board Meeting of  
Tuesday, September 11, 2018  
4:00 PM  
Douglas High School  
1670 Highway 88  
Minden, Nevada 89423**

**Mission Statement**

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

**Board of Trustees**

Thomas Moore, President

Robbe Lehmann, Vice President

Ross Chichester, Clerk

Keith Byer, Member

Karen Chessell, Member

Linda Gilkerson, Member

Carey Kangas, Member

**DOUGLAS COUNTY SCHOOL DISTRICT**  
Information Concerning Board Policy and Procedures  
For Communication with the Board of Trustees

We, the Members of the Board of Trustees, welcome visitors at our meetings and appreciate constructive suggestions and comments, which help to meet the educational needs of the District. The Board has a scheduled order of business to follow. The agenda, which is usually lengthy, has been available for study by the Members of the Board since the previous Thursday. The Board may take action on items not on the published agenda only when it finds that the need to discuss or act upon an item was truly unforeseen at the time the meeting agenda was posted and mailed and the matter requires immediate action and is found by unanimous vote to be an emergency as defined by Nevada Revised Statutes.

The Board may make approval of consent items with one motion. They will be approved in total by one action unless a Trustee, individual, or organization interested in one or more consent items has questions or wishes to make a statement. In that event, the Chairperson of the Board may defer action on the particular matter or matters and place the same on the regular agenda for consideration separately.

Although each Trustee represents a geographical area of the District, Trustees are elected at large and, as such, represent all citizens of Douglas County. All actions of the Board are taken in open meeting. It is the desire of the Board to avoid making decisions that will be detrimental to the best interests of the District, even when such decisions might please individuals or a small group. In arriving at decisions, Members of the Board attempt to be guided by the desire to provide a program that will meet the needs of every student enrolled in Douglas County schools and will best serve the interests of the entire District.

Members of the Board of Trustees are locally elected state officials and serve four-year terms of office. They are responsible for conducting the school system in accordance with requirements of: Nevada Revised Statutes (NRS) and Board Policies adopted by the Board of Trustees of the Douglas County School District.

If copies of the complete agenda (and supporting materials) are desired in advance, they may be obtained at the District Office on the Friday or Monday preceding a regular Tuesday meeting of the Board. Please contact Caryn Harper at 775-782-5134 or [charper@dcsd.k12.nv.us](mailto:charper@dcsd.k12.nv.us) Communication with the Board of Trustees as a unit may be either in writing, by personal appearance at a meeting of the Board, or by verbal communication through the District Superintendent.

Public Comment: During regular Board meetings, for any matter that is not specifically identified as a matter to be heard, public comment will always be scheduled to occur at 5:30 p.m. Members of the public who wish to address the Board on items not on the agenda can be assured of being heard at this time.

For each item on the agenda on which action may be taken, public comment will be allowed after the Board discusses the item, but before taking action. Members of the public who wish to address the Board on any item on the agenda on which action may be taken can be assured of being heard during this time.

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

Written Communication: Written communication addressed to the Board of Trustees related to an action item on the agenda should reach the office of the District Superintendent no later than 12:00 noon on the Tuesday prior to the next Tuesday meeting in order that the communication may be available to the Board for review. When a holiday observed by the District falls on a Tuesday, the deadline shall be the Monday immediately preceding.

Personal Appearance at a Board Meeting: When an individual or group desires to communicate with the Board of Trustees by means of personal appearance at a meeting of the Board, the District Superintendent shall be notified no later than 12:00 noon on the Tuesday prior to the Tuesday meeting, and the Board President and Superintendent, in their discretion, will determine whether the subject of the communication will be placed on the agenda. When a holiday observed by the District falls on a Tuesday, the deadline shall be the Monday immediately preceding.

1. At the time of the meeting, the Superintendent, who is chief administrative officer, shall secure the names of those wishing to be heard. The Board may set a reasonable time limit for each speaker and for answering questions.
2. When a statement to be presented to the Board is extensive or is a formal request for consideration of a specific item or items, the statement should be written.

Public input is encouraged on action items on the agenda. Public comment is taken prior to Board deliberation and action. Individuals who wish to address the Board may do so by securing recognition from the Chair. Public comment will be generally limited to three minutes, though the Board President has discretion to extend or further limit the time as deemed necessary. Anyone with comments that will take more than three minutes is encouraged to put their testimony in writing and provide a copy to the Board prior to or at the meeting. While the Board may impose reasonable restrictions on the time, place and manner of public comments, it may not restrict comments based on viewpoint. Board meetings are generally conducted according to Roberts Rules of Order. No action may be taken on a matter raised during public comment that is unrelated to any agenda item. No person shall orally initiate charges or complaints against individual employees of the District at a public meeting of the Board. All such charges or complaints must be presented to the Superintendent in writing, signed by the complainant. The Superintendent may in his or her discretion determine whether the complaint will be placed on the agenda and heard by the Board. Any hearings by the Board of Trustees on a complaint against a District employee other than the Superintendent shall be held in closed session in compliance with the Open Meeting Law, unless the employee requests the session to be open to the public.

Non-discrimination/Notice to Individuals with Disabilities: The Douglas County School District does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Members of the public who require special assistance or accommodations at a meeting of the Board of Trustees are asked to notify the District Administration at 1638 Mono Ave., Minden, Nevada 89423, or by calling 782-7177, so that such notification is received at least twenty-four hours prior to the meeting.



**Douglas County School District**  
Regular Board Meeting  
**Douglas High School Media Center**  
Tuesday, September 11, 2018  
4:00 PM

## **AGENDA**

### **Award of High School Diplomas (Special Recognition)**

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

#### **1. Call to Order**

##### **A. Pledge of Allegiance**

##### **B. Adoption of Agenda (*For Possible Action*)**

The Trustees reserve the right to take items in a different order to accomplish business in the most efficient manner.

#### **2. Consent Items (*For Possible Action*)**

Information concerning the following consent items has been forwarded to each Board Member for study prior to this meeting. Unless a Trustee or member of the audience has a question concerning a particular item and asks that it be withdrawn from the consent list, the items are approved at one time by the Board of Trustees.

Note: If one of the following items is removed for discussion, it will be heard at the end of the consent items.

Time: 3 Minutes

##### **A. Minutes of the Regular Board Meeting of August 14, 2018**

Attached are Minutes of the Regular Board Meeting of August 14, 2018, for review and approval.

**RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of August 14, 2018.**

##### **B. Accounts Payable Special and Regular Run Vouchers**

A complete list of payments contained in Accounts Payable Special Vouchers numbers 1911, 1912, 1913, 1914, 1915, 9997, 9998, 9999, and Regular Run Voucher Number 1916 and 1917 are provided to the Board members via e-mail for review prior to the meeting. Vouchers have been prepared in accordance to state law and copies of the Vouchers are available for review by the public at the Superintendent's office prior to the meeting.

**RECOMMENDATION: Approve Special Run Voucher Numbers 1911, 1912, 1913, 1914, 1915, 9997, 9998, 9999, and Regular Run Voucher Number 1916 and 1917.**

##### **C. Personnel Report No. 18-09**

Listed on the Personnel Report No. 18-09 are personnel actions presented for consideration by the Board of Trustees. Salaries for individuals employed will be determined in accordance with salary regulations of the District.

**RECOMMENDATION: Approve personnel actions in Personnel Report No. 18-09**

##### **D. Budget Voucher Adjustments**

A complete list of budget adjustments made by the Director of Business Services during the recent course of business is provided for review and approval by the Board of Trustees as required by NRS 354.598005.

**RECOMMENDATION: Approve the Budget Voucher Adjustment for September 2018 as**

submitted.

**E. Second Reading of Board Policy No. 608-Purchases Not Budgeted**

Board Policy 608-Purchases Not Budgeted is offered for a Second Reading

**RECOMMENDATION: It is recommended that the Board approve the changes to Board Policy No. 608-Purchases Not Budgeted as a Second Reading.**

**F. Second Reading of Board Policy No. 527-School Sponsored Publications**

Board Policy No. 527-School Sponsored Publications is offered for a second reading.

**RECOMMENDATION: It is recommended that the Board approve the changes to Board Policy No. 527-School Sponsored Publications, as a Second Reading.**

**G. Second Reading of Board Policy No. 808-School Lunch and Competitive Food Sales**

Board Policy No. 808-School Lunch and Competitive Food Sales is offered for a second reading.

**RECOMMENDATION: It is recommended that the Board approve the changes to Board Policy No. 808-School Lunch and Competitive Food Sales, as a First Reading.**

**H. Approval for the Douglas County School District 2018-19 Test Administration and Security: Procedures and Expectations Manual and the 2018-19 Douglas County School District Test Security Plan**

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

**RECOMMENDATION: Approve the Douglas County School District 2018-19 Test Administration & Security: Procedures and Expectations Manuals and the 2018-19 Douglas County School District Test Security Plan.**

**I. Class Size Reduction Plan for Fiscal Year 2019**

Class Size Reduction Plan for Fiscal Year 2019 includes continued use of the Alternative Option (Elko Model) to staff Kindergarten at 25:1, grades 1-3 at 22:1, and grades 4-5 at 25:1. The District's action steps include: 1) assigning CSR teachers first to lower performing schools, and 2) assigning CSR teachers to minimize need for multi-aged group classrooms. The District will also provide the following additional supports: 1) A minimum of a part-time assistant principal assigned to all elementary schools, 2) Reading Teachers at Jacks Valley and C.C. Meneley Elementary Schools, 3) Learning Strategists at all elementary schools, 4) part-time aides in all kindergarten classrooms, and 5) continuation of Art, Music, and Physical Education specials at all elementary schools.

**RECOMMENDATION: It is recommended that the Class Size Reduction Plan for Fiscal Year 2019 be approved as submitted.**

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

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

**K. Summer School Report (*Information Only*)**

2018 Douglas County School District Summer School data has been compiled.

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

Time: 5 Minutes

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

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

Time: 5 Minutes

5. **Board Reports (*Information and Discussion*)**

Brief Updates from the Board regarding District activities.

Time: 5 Minutes

6. **Correspondence**

Time: 1 Minute

7. **Superintendent Report (*Administrative Report*)**

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

Time: 5 Minutes

8. **School Resource Officer Report (*Information Only*)**

Time: 5 Minutes

9. **Consideration for the Selection of Architects for Work on Jacks Valley Elementary School (*Discussion and For Possible Action*)**

The work on Jack's Valley Elementary School will be bid as a Construction Management At Risk project (CMAR) and as such, the District may select an architect to prepare the plans and design for the project. TSK Architects have been selected for this work and present a proposal in the amount of 10% of the total budget. The total budget at this time is \$1,100,000.00. The Board has a budgeted amount for Fiscal Year 2019 and Fiscal Year 2020 in the amount of \$1,300,000.00 for work at Jack's Valley and, as such, the scope of the project may be increased.

**RECOMMENDATION: The Superintendent recommends that the Board approve authorizing the Superintendent to engage in a contract for architectural and engineering planning services with TSK Architects.**

Time: 10 Minutes

10. **Principal's Reports (*Administrative Report*)**

The following principal's will present their reports on progress towards school performance goals: Shannon Brown-Gardnerville Elementary, Pam Gilmartin-Jack's Valley Elementary, Jason Reid-Pinon Hills Elementary, Ken Stoll-Minden Elementary, Bob Been-Carson Valley Middle School, and Marty Swisher-Apire Academy High School

Time: 60 Minutes

11. **Public Comment (5:30 p.m.)**

Comments from the public are invited at this time on topics not specifically addressed elsewhere in the agenda. A sign-up sheet is provided and individuals who wish to address the Board are asked to indicate their desire to speak and the topic about which they will speak. Individuals wishing to address the Board at this time will be limited to three minutes. The Board is precluded from acting on items raised during Public Comment that are not already on the agenda.

12. **Prioritizing Projects for Additions to the Capital Improvement Plan (*Discussion and For Possible Action*)**

The Board will review a list of projects recommended by staff and establish a priority listing to be included in revisions to the Capital Improvement Plan at a future meeting.

**RECOMMENDATION: The Superintendent recommends that the Board approve a prioritized list of projects from those presented by staff.**

Time: 10 Minutes

13. **STEAM Night Break (6:00 p.m.)**

The Board will take a thirty minute break to visit the STEAM Night presentations.

Time: 30 Minutes

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

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

15. **Consideration of Adjustment to Administrative Salaries-Site Administrators, Executive Directors, and Superintendent (*Discussion and For Possible Action*)**

The Board requested that staff conduct a review of salaries across the District for comparability to like-sized and competitive districts. The Board may consider a salary adjustment for the Superintendent. The Board will consider a proposal from the Superintendent to adjust the salaries of Site Administrators and Executive Directors to be more comparable to like positions in other districts of comparable size or with which the District competes for staff.

**RECOMMENDATION: The Superintendent makes the following recommendations:**

- a) That the Board approve salary adjustments for Site Administrators as presented in the total amount of \$59,717.00 plus benefits.
- b) That the Board approve salary adjustments to the positions of Executive Director as presented in the total amount of \$34,906.00 plus benefits.
- c) That the Board consider its desire for compensation of the Superintendent.

**All adjustments would be paid retroactive to the start of the 2018-2019 school year.**

Time: 10 Minutes

**16. Nevada Educator Performance Framework (NEPF) Data Report (*Information and Discussion*)**

Executive Director of Human Resources, Keith Lewis, will provide a report on the Nevada Educator Performance Framework (NEPF) teacher and administrator evaluation data from the last three years, and classified employee evaluation data for the 2017-18 school year. In addition, the Board will be provided an overview of the NEPF implementation process.

Time: 10 Minutes

**17. Future Board Agenda Item-Discussion Regarding Board Retreat (*Information and Discussion*)**

Trustee Gilkerson and Trustee Byer requested that the Board engage in a conversation about Board retreats. The Board will discuss whether to conduct retreats, the frequency with which to hold retreats, and possible items to be explored during Board retreats.

Time: 10 Minutes

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

The Board will seek requests from its members for items to be placed on future meeting agendas in accordance with its policies. The Board will discuss all agenda items on the list and prioritize those it wishes to come forward at the next Board Meeting.

Time: 5 Minutes

**19. Public Comment**

Comments from the public are invited at this time on topics not specifically addressed elsewhere in the agenda. A sign-up sheet is provided and individuals who wish to address the Board are asked to indicate their desire to speak and the topic about which they will speak. Individuals wishing to address the Board at this time will be limited to three minutes. The Board is precluded from acting on items raised during Public Comment that are not already on the agenda.

**20. Adjournment**

(\*) Times are estimated. Items on the Agenda may be taken out of order. The Board of Trustees may combine two or more agenda items for consideration, and may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Generally speaking, the item will be heard no earlier than the time indicated.

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Notice to Individuals with Disabilities: Members of the public who require special assistance or accommodations are asked to notify the District Administration at 1638 Mono Avenue, Minden, Nevada, 89423, or by calling 782-5134, so that such notification is received at least twenty four (24) hours prior to the meeting. In conformance with the Open Meeting Law, it is hereby noted that the agenda for the meeting of the Douglas County School Board of Trustees has been posted at the following locations:

Gardnerville Post Office, Gardnerville, NV  
Genoa Post Office, Genoa, NV  
Minden Post Office, Minden, NV  
Stateline Post Office, Stateline, NV  
Zephyr Cove Post Office, Zephyr, NV  
Douglas County School District, Minden, NV  
District website: [www.dcsd.k12.nv.us](http://www.dcsd.k12.nv.us)  
State of Nevada website: <https://notice.nv.gov>