

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Board Meeting of  
Tuesday, June 11, 2019  
4:00 PM  
Airport Training Center  
1126 Airport Road, Building G-1  
Minden, Nevada**

**Mission Statement**

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

**Board of Trustees**

Robbe Lehmann, President

Linda Gilkerson, Vice President

Carey Kangas, Clerk

Keith Byer, Member

Karen Chessell, Member

Ross Chichester, Member

Thomas Moore, Member

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

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

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

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

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

If copies of the complete agenda (and supporting materials) are desired in advance, they may be obtained at the District Office on the Friday or Monday preceding a regular Tuesday meeting of the Board. Please contact Caryn Harper at 775-782-5134 or [charper@dcsd.k12.nv.us](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  
**Airport Training Center**  
Tuesday, June 11, 2019  
4:00 PM

## **AGENDA**

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

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

#### **B. Approval of a Flexible Agenda (*For Possible Action*)**

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

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

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

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

Time: 3 Minutes

#### **A. Minutes of the Regular Board Meeting of May 21, 2019**

Attached are Minutes of the Regular Board Meeting of May 21, 2019 for review and approval.

**RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of May 21, 2019.**

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

A complete list of payments contained in Accounts Payable Special Vouchers numbers 1994, 1995, 1996 and Regular Run Voucher Number 1997 and 1998 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 1994, 1995, 1996, and Regular Run Voucher Number 1997 and 1998.**

#### **C. Personnel Report No. 19-6**

Listed on the Personnel Report No. 19-6 are personnel actions presented for consideration by the Board of Trustees. Salaries for individuals employed will be determined in accordance with salary regulations of the District.

**RECOMMENDATION: Approve personnel actions in Personnel Report No. 19-6.**

#### **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 June 2019 as submitted.**

#### **E. Approval of Board Meeting Dates and Locations for the 2019-2020 School Year**

As part of its annual organization, at the January 2019 Board Meeting, the Board approved the schedule of Board Meetings for the 2019 calendar year (February 2019-January 2020). The schedule offered extends the meeting location assignments through the end of the school year (February 2020-June 2020).

**RECOMMENDATION: Approve Board meeting dates and locations for the 2019-2020 school year.**

**F. Annual Renewal of Worker's Compensation and Bond Renewal**

The Board previously approved a two-year renewal for the District's Workers' Compensation Insurance. Through Nexo Insurance, the District has received another 2-year renewal quote from Safety National for the District's Excess Workers' Compensation Insurance and Workers' Compensation Bond coverage. Safety National offered the minimum Self-Insured (SIR), the premium rate, and the cash flow endorsement at the same rate as the expiring term. Included in each Board member's agenda packet is a summary of the renewal coverage and rates.

**RECOMMENDATION: Approve a two-year renewal of the District's Excess Workers' Compensation and Workers' Compensation Bond coverage with Safety National. The first of the two-year periods begins July 1, 2019 as detailed in Nexo's summary. Authorize the Superintendent to prospectively approve changes in coverage required by the State for the bond or due to changes in payroll expenses. The expenses will be funded out of the District's Self-Insured Workers' Compensation Fund.**

**G. Copier Contract Approval**

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

**RECOMMENDATION: Approve contracts as presented.**

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

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

**I. Donations (*Information Only*)**

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

ASPIRE

\*Carson Valley Kiwanis Club-\$3000 for the sweatshirt recognition program

Douglas High School

\*Rotary Club of Reno Sunrise Charitable Foundation-\$1500 for Culinary Student Scholarships

\*Sertoma Club of Douglas County-\$1000 for Culinary Arts classes

\*Sharyn Denison-\$25 for Culinary Arts classes

Gardnerville Elementary

\*Active 20-30 Club of Carson Valley-\$2550.85 to fix broken laminating machine

Carson Valley Middle School

\*Ginger Bruce of Rivertree Ranch-Paper donation

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

**We would like to acknowledge and express our sincere gratitude to the employees who have, or will be, retiring from Douglas County School District this year. The District would like to say "thank you" for the many hours and commitment each of them have given to the education of our students.**

**Thank You and Best Wishes to the following staff!!**

**DIRECTORS:** Brandon Swain

**ADMINISTRATORS:** Becky Rugger

**CERTIFIED:** Dawn Caldwell, William Dixon, Barbara Jacobson, Lyndon Jacobson, Susan Kendrick, Christopher King, Robyn Mattinson, Jan Matts, Diane Maurer, Susan Moore, Tracy Morgan, Kathryn Oxoby, Rob Parks, Kristy Reck

**CLASSIFIED:** Gary Alvis, Kathy Arnote, Leticia Beltran, Connie Caughlan, Patrick Forster, Maryn Garcia, Nancy Hamlett, Linda Homestead, Steven Kincaid, Elizabeth Mays, Terry McCue, Vernon Narm, John Neal, Dina Parra, Phyllis Saunders

Time: 1 Hour

**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. Consideration of Final 2018-19 Budget Amendments and Augmentations (*Discussion and For Possible Action*)**

In accordance with Nevada Revised Statutes, Nevada Administrative Code and Department of Taxation Regulations, it is necessary to consider adoption of the following resolutions in order to make final amendments and augmentations to the District's 2018-2019 budgets:

No. 19-02 "Resolution to Augment and Amend the General Fund for the Fiscal Year 2018-2019"

No. 19-03 "Resolution to Augment and Amend Special Revenue Funds (to which ad valorem taxes are not allocated) for Fiscal Year 2018-2019"

No. 19-04 "Resolution to augment and amend the Debt Service Fund for Fiscal Year 2018-2019"

All budget amendments and augmentations, both revenues and expenditures, included in the Resolutions are adjustments made to reflect financial events that have occurred after December of 2018 - the last time that the District amended District budgets. Copies of the Resolutions and supporting data are included in each Board Member's agenda packet. These amendments are intended as final budget adjustments for fiscal year 2018-2019, and action is required to make them effective in accordance with Nevada Revised Statutes.

**RECOMMENDATION:** By separate actions, (1) Adopt Resolution No. 19-02; (2) Adopt Resolution No. 19-03; and (3) Adopt Resolution No. 19-04 as submitted by Business Services.

Time: 10 minutes

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

The following principal's will present their reports on progress towards school performance goals:

Ken Stoll-Minden Elementary, Jason Reid-Pinon Hills Elementary, Bob Been-Carson Valley Middle School, Guy Olguin-Pau-Wa-Lu Middle School, Susan McNeal-Scarselli Elementary, Becky Rugger-CC Meneley Elementary, Nancy White-Zephyr Cove Elementary, Marty Swisher-ASPIRE Academy, Joe

Girdner-Douglas High School, Crespin Esquivel-George Whittell High School.

Time: 110 Minutes

**10. 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.

**11. Future Board Agenda Item-Discuss the Development of Policy Regarding Expressing Political Views in the Classroom (*Discussion and For Possible Action*)**

Trustees Chessell and Byer requested a Future Board Agenda Item to discuss the possible development of a policy that would guide staff engagement with students on political views. It is anticipated that the Board will discuss this item and direct staff.

Time: 10 minutes

**12. 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

**13. 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).

**14. Meet and Confer Agreement with Classified Supervisors and Professional Employees (*Discussion and For Possible Action*)**

The District, having participated in the Meet & Confer process, has reached agreement with the Douglas County Classified Supervisors & Professional Employees for 2018-2019.

**RECOMMENDATION: Approve the agreement with the Douglas County Classified Supervisors and Professional Employees.**

Time: 10 Minutes

**15. Douglas County Confidential Employees Meet and Confer Document (*Discussion and For Possible Action*)**

The District, having participated in the Meet & Confer process, has reached an agreement with the Douglas County Confidential Employees for 2018-19

**RECOMMENDATION: Approve the agreement with the Douglas County Confidential Employees.**

Time: 10 Minutes

**16. 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.

**17. 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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**the Board. Please contact Caryn Harper at 775-782-5134 or Charper@dcsd.k12.nv.us.**

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>