

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Board Meeting of  
Tuesday, May 21, 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, May 21, 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. Public Hearing on the District's 2019-2020 Tentative Budget and Adoption of the Final Budget (*Discussion and For Possible Action*)**

The Board reviewed the Tentative Budget at its meeting held on April 9, 2019. The District's Director of Business Services, Mrs. Susan Estes, has prepared the Tentative Budget inclusive of known estimated revenues and projected expenditures for the 2019-2020 school year and will present it for adoption as the Final Budget.

**RECOMMENDATION: It is recommended that following the public hearing, the Board adopt the revised Tentative Budget as Final for 2019-2020.**

Time: 4:00 p.m.

### **3. 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 April 9, 2019**

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

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

#### **B. Minutes of the Special Board Meeting of April 11, 2019**

Attached are Minutes of the Special Board Meeting of April 11, 2019 for review and approval.

**RECOMMENDATION: Approve the Minutes of the Special Board Meeting of April 11, 2019.**

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

A complete list of payments contained in Accounts Payable Special Vouchers numbers 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991 and Regular Run Voucher Number 1992 and 1993 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 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, and Regular Run Voucher Number 1992 and 1993.**

**D. Personnel Report No. 19-5**

Listed on the Personnel Report No. 19-5 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. 19-5.**

**E. 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 April 2019 as submitted.**

**F. WNC Lease Agreement Renewal**

The Board will consider renewing a lease agreement with Western Nevada College for the use of the Minden WNC facility as the ASPIRE Academy campus. The new lease agreement continues the current cost at \$113,304.00 for the term of the lease.

**RECOMMENDATION: Approve the Lease Agreement extending the occupancy of the WNC campus for the ASPIRE Academy High School through June 30, 2021.**

**G. Class Size Reduction Plan for Fiscal Year 2020**

The Class Size Reduction Plan for Fiscal Year 2020 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 valley elementary schools, 2) 4.5 hour instructional para-educators assigned to each kindergarten classroom, 3) Learning Strategists at all elementary schools, 4) Read-By-Grade 3 Learning Strategists at two of our highest needs schools, 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 2020 be approved as submitted.**

**H. Copier Contract Approval**

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

**RECOMMENDATION: Approve contracts as presented.**

**I. Appointment of C.C. Meneley Elementary School Principal**

The superintendent makes the recommendation that Mr. Blaine Spires be named as the new Principal of C.C. Meneley Elementary School. Blaine grew up in Douglas County and is a DHS graduate. He earned his Bachelor's degree in Political Science with a minor in Criminal Justice and his Master's Degree in Political Science from the University of Nevada, Reno. Blaine began teaching in the fall of 2009. He hired on with Douglas County in the fall of 2015 as an Assistant Principal and has worked at Jacks Valley and Gardnerville elementary schools. Mr. Spires has had assignments which included student discipline, teacher evaluation, staff professional development, and oversight of testing. Blaine has 6 years of administrative experience and skill set that makes him a great candidate to lead our students at C. C. Meneley.

**RECOMMENDATION: It is recommended that the Board approve the recommendation of the Superintendent to hire Mr. Blaine Spires as the Principal of C.C. Meneley Elementary School.**

**J. Appointment of Director Area 4**

The superintendent makes the recommendation that Ms. Melissa Rains be named to fill the Executive Director of Area 4 vacancy created by the retirement of Mr. Brandon Swain. Ms. Rains has worked for the Douglas County School District since being hired in 2014 as an assistant principal. Ms. Rains is a graduate of the University of Nevada, Reno with a Bachelor of Science in General and Special Education and a Masters Degree in Creative Arts in Learning from Lesley College. Melissa most recently served as the Assistant Director of Special Services. She has a broad skill set in the areas of behavior and differentiation. She has worked in schools as a teacher for 12 years, a consultant to teachers for 5 years, and a Dean of Students or Administrator for 5.5 years. Her wide array of experiences make her an excellent candidate for the Executive Director position.

**RECOMMENDATION: It is recommended that the Board approve the recommendation of the Superintendent to hire Ms. Melissa Rains as the Executive Director of Area 4.**

**K. Appointment of Assistant Director of Special Services**

The superintendent makes the recommendation that the Board approve the appointment of Mrs. Jeanette (Jeannie) Dwyer to the position of Assistant Director of Special Services. Jeannie comes to the District from Washoe County where she has served as a special education teacher in many programs and levels for 14 years, as an Implementation Specialist for 2 years, and most recently as a high school special education teacher. She holds an administrative endorsement and in her roles as Implementation Specialist and Department Lead, she has had the opportunity to coach and mentor teachers, provide training to staff, review IEPs for compliance and develop units of instruction. Her background and commitment to serving students with special needs makes her an excellent candidate for the position.

**RECOMMENDATION: It is recommended that the Board approve the recommendation of the Superintendent to hire Mrs. Jeannette Dwyer as the Assistant Director of Special Services.**

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

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

**M. 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 Academy

\*Minden Fortnightly Club-\$500 for graduation items for struggling families and for the "Compassion for Cancer Campaign"

Douglas High School

\*Minden Fortnightly Club-\$1000 for graduation items for struggling families

\*O'Reilly Auto Parts-\$1000 to the automotive program

\*Sierra Nevada Republican Women-\$300 to the Culinary Arts program

\*Round Table Pizza-\$500 to the football program

\*Two Stone Slab and Tile-\$500 to the football program

\*Elk's Club-\$300 to the special education program

\*Sertoma Club of Douglas County-\$1000 to the Culinary Arts program

\*A Gourmet Sewing Company-\$187.95 for the 2019 prom

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

Time: 5 Minutes

**5. 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

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

Brief updates from the Board regarding District activities.

Time: 5 Minutes

**7. Correspondence**

Time: 1 Minute

**8. 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

**9. Annual Renewal of District Property and Casualty Liability Insurance (*Discussion and For Possible Action*)**

The District, through agent Brandon Lewis of USI Insurance Services, has received a renewal quote through the Nevada Public Insurance Pool (NPAIP) for the District's Property and Casualty (P&C) Insurance coverage. Included in each Board members packet is a summary of the renewal coverage and rates from the Nevada Public Agency Insurance Pool. With no change in the current \$5000 property and liability deductibles, there was an approximate increase in the renewal premium of just under 7%, and an increase of about 4.5% in overall property values. The Property and Casualty premium would increase from \$632,669.04 to \$676,559.53.

**RECOMMENDATION: Direct staff to renew the District's Property and Casualty Liability coverage for the period of July 1, 2019 through June 30,2020 as presented. Funding of the insurance premium is through the General Fund.**

Time: 10 Minutes

**10. Guaranteed Maximum Price for Construction Manager at Risk (CMAR) Project - Jacks Valley Elementary School Improvement Project (*Discussion and For Possible Action*)**

TSK Architects, staff and the site team have worked to create a scope of prioritized work for improvements to Jacks Valley Elementary School. The Board will consider approving the Guaranteed Maximum Price submitted by Q&D Construction, Inc. in the amount of \$918,414.00 as allocated in the District's Five Year Capital Improvement Plan.

**RECOMMENDATION: It is recommended that the Board of Trustees approve the proposal for Guaranteed Maximum Price (GMP) from Q&D Construction, Inc. for the Jacks Valley Elementary School Improvement Project in the amount of \$918,414.00.**

Time: 10 Minutes

**11. Health Advisory Committee Update (*Information and Discussion*)**

The Health Insurance Advisory Committee will provide the Board with a brief update on the current status of the self-insured plan and its related funding.

Time: 10 Minutes

**12. 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 Guy Olguin-Pau-Wa-Lu Middle School.

Time: 60 Minutes

**13. 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.

**14. Future Board Agenda Item-Discussion Regarding Lake Schools (*Information and Discussion*)**

Trustee Moore requested that the Board have a discussion about declining enrollment at the Lake schools. Trustee Chichester seconded the item. The Board will engage in a discussion on how to proceed with a discussion about addressing declining enrollment at the Lake schools.

Time: 10 minutes

15. **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).

16. **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

17. **Easement Sale to Nevada Department of Transportation (*Discussion and For Possible Action*)**

Sale of six square foot parcel to NDOT- The Board will consider an offer to purchase a six (6) square foot parcel from the Nevada Department of Transportation for improvements to the crosswalk and sidewalk at the corner of Highway 395 and High School Street in Gardnerville.

**RECOMMENDATION: It is recommended that the Board authorize the superintendent to sign the purchase agreement between DCSD and the Nevada Department of Transportation for a permanent easement for Parcel U-395-DO-021.484PE - six square feet for \$1000.00**

Time: 10 Minutes

18. **Audio Enhancement Pilot School (*Discussion and For Possible Action*)**

The Board will consider approving \$150,000 of the KMS revenue set aside for school and infrastructure improvements to fund an enhanced Audio-Enhancement system for Jacks Valley Elementary school as a pilot system. The system incorporates cameras, bell-paging, amplified instruction, and a panic button that teachers may use in emergency situations.

**RECOMMENDATION: Approve the expenditures to pilot a school-wide Audio-enhancement system at Jacks Valley Elementary School and authorize the superintendent to contract with Audio-Enhancement in the amount of \$150,000.00.**

Time: 10 Minutes

19. **Replacing HVAC Units at Douglas High School (*Discussion and For Possible Action*)**

The Board will consider authorizing the superintendent to contract with Gardner Engineering in the amount of \$53,044.00 for the replacement of multiple HVAC units at Douglas High School.

**RECOMMENDATION: It is recommended that the Board authorize the superintendent to enter a contract with Gardner Engineering, Inc. for \$53,044.00 for the replacement of the HVAC units in the Science Wing and the Drama room.**

Time: 10 Minutes

20. **Formal Superintendent Evaluation (*Discussion and For Possible Action*)**

Board members have been asked to individually score the superintendent in 10 identified competencies in advance of the meeting. Full Board summaries of ratings and comments will be reviewed as the Board determines the overall evaluation rating of the superintendent.

**RECOMMENDATION: It is recommended that the Board review the individual ratings for the Superintendent and assign an overall rating for the performance of the superintendent.**

Time: 15 Minutes

21. **Communication Between the Superintendent and the Board (*Discussion and For Possible Action*)**

The Board will discuss and consider action regarding communications between the Superintendent and the Board.

Time: 10 Minutes

**22. 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

**23. 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.

**24. 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.

**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.**

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>