

**Douglas County School District  
Board of Trustees  
Agenda for the Regular Board Meeting of  
Tuesday, December 10, 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 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 District is an Equal Opportunity Employer. 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, December 10, 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 November 12, 2019**

Attached are Minutes of the Regular Board Meeting of November 12, 2019 for review and approval.

**RECOMMENDATION: Approve the Minutes of the Regular Board Meeting of November 12, 2019.**

#### **B. Minutes of Sub-Committee Meeting November 20, 2019**

Attached are Minutes of the Sub-Committee Meeting of November 20, 2019 for review and approval.

**RECOMMENDATION: Approve the Minutes of the Sub-Committee Meeting of November 20, 2019.**

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

A complete list of payments contained in Accounts Payable Special Vouchers numbers 2039, 2040, 2041, 2042, 2043, 2044, 2045, and Regular Run Voucher Number 2046 and 2047 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.

**RECOMMENDATION: Approve Special Run Voucher Numbers 2039, 2040, 2041, 2042, 2043, 2044, 2045 and Regular Run Voucher Number 2046 and 2047.**

#### **D. Personnel Report No. 19-12**

Listed on the Personnel Report No. 19-12 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. 19-12.**

**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 Adjustments as submitted.**

**F. DCSD Self-Funded Health Insurance Stop Loss Insurance Renewal**

Included in each Board Member's agenda packet is a copy of the Renewal and Marketing Analysis for the District's self-funded health insurance stop loss insurance renewal along with a memo summarizing the details leading to unanimous staff and Health Advisory Committee recommendation to accept the best proposal of stop loss insurance coverage taking into account both risk and cost. Our current stop loss insurance provider, Voya, proposed a 20% increase, or \$125,123.00, in premiums for the \$175,000 stop loss insurance coverage that we currently have. Voya also provided proposals for stop loss coverage of \$200,000 and \$225,000. Our broker, LP Insurance Services, also sought bids from 20 other insurance carriers as part of the process. All 20 carriers declined to provide a quote, as they did not deem their proposal would be competitive with Voya. The committee recommends that the District continue with Voya as the provider of stop loss insurance coverage for DCSD. However, they recommend increasing the District's stop loss level from \$175,000 to \$200,000. The increase in stop loss level will cost the District \$621,000 in premiums, which is 0.7% or \$4,149 decrease in premiums from the current cost. Specific rates for Employees will increase from \$48.83 to \$49.59, and Employee + Family will decrease from \$117.64 to \$114.06, over prior year contract. All claims will be covered on a 24/12 contract basis (claims may be incurred in both the 2019 and 2020 calendar years, and paid within the 2020 calendar year). Funding to come from the Self-Insured Health Insurance Fund.

**RECOMMENDATION: Authorize Keith Lewis, Executive Director of Human Resources, to approve a contract for excess stop loss insurance for the District's self-funded health insurance plan with Voya at a stop loss level of \$200,000 with a \$0 Laser Deductible as presented on a 24/12 contract basis. Funding to come from the Self-Insured Health Insurance Fund.**

**G. Second Reading of Board Policy No. 229-Advanced Placement**

Mrs. Cronin-Mack, Executive Director Area 3, presented changes to Board Policy No. 229-Advanced Placement, as a second reading.

**RECOMMENDATION: Approve changes to Board Policy No. 229-Advanced Placement, as a second reading.**

Time: 5 Minutes

**H. Bullying/Behavior Quarterly Report - Quarter 1 (Information Only)**

DCSD Executive Director of Educational Services Area 4, Melissa Rains, Has provided a data report detailing the bullying, behavior, suspensions, and expulsions from July 1 to September 30, 2019.

**I. 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 for their annual review. DCSD Executive Director of Educational Services Area 4, Melissa Rains, has provided a list reflecting the changes made to the manual for this year.

**J. 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.**

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

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

**L. 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.

Douglas High School

- \*Sertoma - Donated \$311.00 to the Culinary Arts Program
- \*Blue Sky Mining Company-Donated \$1350.00 to the AG Science Department
- \*Peter Axelson-Donated Chemistry Textbooks valued at \$100.00
- \*Western Nevada Cattlewomen - Donated \$250.00 to the Culinary Arts Program
- \*Town of Genoa - Donated \$800.00 to the Culinary Arts Program

Gardnerville Elementary School

- \*Anonymous Donor - Donated \$500.00 to the Garden Project
- \*Wetzel Painting - Donated product and labor for clear over coat of mural

Misc

- \*Vic Akopian - Donated a trumpet for use by one of the school bands.

**3. 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. Acceptance of Financial Audit for Fiscal Year Ended June 30, 2019 (*Discussion and For Possible Action*)**

Included in each Board Member's agenda packet is a copy of the 2018-19 independent external financial audit report covering the District Funds. Certified Public Accountants from the Rife Silva & Co. LLC firm audited the District's financial statements and will review the audit and highlight notable and or required discussion items within the report. The report presents the District's audited financial position as of June 30, 2019, and the results of financial operations for same. The auditors found no material recommendations. Additionally, there are no findings attributable to the fiscal year 2018-2019. External auditors and staff will be available to answer questions.

**RECOMMENDATION: Approve the 2018-2019 Independent Audit Report and direct Sue Estes, Director of Business Services, to file the report as Public Record in accordance with NRS 354.624.**

Time: 15 Minutes

**9. Consideration of 2019-2020 Budget Augmentations and Amendments (*Discussion and For Possible Action*)**

Each year in December, when actual enrollment, actual employee contracts, and actual fund balances from the prior year are known, along with finalized legislative support and revenues, the District augments and/or amends all of its fund budgets to incorporate the financial effects of the new information into District budgets. At this time, all revenue and expenditure accounts are

reviewed and revised based on the latest information available. Nevada Revised Statute 354.598005 requires such a revised budget be filed with the State by January 1st of each year.

In Accordance with Nevada Revised Statutes and Nevada Administrative Code, the adoption of the following resolutions is necessary in order to officially make budget amendments and augmentations to the District's 2019-20 budgets.

No. 19-05, "Resolution to Augment the General Fund Budget of the Douglas County School District for the 2019-20 Fiscal Year"

No. 19-06, "Resolution to Augment Special Revenue Funds (to which ad valorem taxes are not allocated) of the Douglas County School District for the 2019-20 Fiscal Year"

No. 19-07, "Resolution to Amend the Debt Service Fund Budget of the Douglas County School District for the 2019-20 Fiscal Year"

Included in each Board Member's agenda packet are copies of the Resolutions and supporting data including summary highlights of the expenditure changes in the District's General Fund and a detailed breakdown of General Fund resource changes. Staff will be prepared to discuss these 2018-19 budget changes in detail, and answer Board Member's questions.

**RECOMMENDATION: Adopt each Resolution independently as proposed.**

**-Adopt Resolution No. 19-05 in its entirety**

**-Adopt Resolution No. 19-06 in its entirety**

**-Adopt Resolution No. 19-07 in its entirety**

Time: 15 Minutes

**10. Restorative Discipline Plan (*Discussion and For Possible Action*)**

Executive Director, Ms. Melissa Rains, will present the revised District Level Restorative Discipline Plan, formerly the Progressive Discipline Plan, for Board review and approval.

**RECOMMENDATION: Approve the 2019-2020 Restorative Discipline Plan as presented.**

Time: 10 minutes

**11. First Reading Board Policy No. 515 - Promotion, Retention, and Demotion of Students (*Discussion and For Possible Action*)**

Rommy Cronin-Mack, Education Services Executive Director Area 3, will present proposed revisions to the policy to align with the changes in Nevada's Read by Grade 3 law based on AB 289 of the 2019 Nevada legislative session.

**RECOMMENDATION: Approve Board Policy No. 515, "Promotion, Retention, and Demotion of Students, as a first reading.**

Time: 5 Minutes

**12. First Reading Board Policy No. 106 - Tobacco Free Schools (*Discussion and For Possible Action*)**

Keith Lewis, Executive Director of Human Resources, will present changes to Board Policy No. 106 - Tobacco-Free Schools will be presented as a First Reading.

**RECOMMENDATION: Approve changes to Board Policy No. 106-Tobacco-Free Schools, as a first reading.**

Time: 5 Minutes

**13. Discussion Regarding Sub-Committee (*Discussion and For Possible Action*)**

The Board will consider recommendation from the sub-committee defining capital projects with recommended language to be included in existing policy or added to a new policy.

**RECOMMENDATION: It is recommended that the Board approve the language defining capital projects.**

Time: 10 Minutes

**14. First Reading Board Policy No. 712(a) (New) - Capital Projects Defined (*Discussion and For Possible Action*)**

Mrs. White will present proposed language for new Board Policy No. 712 (a) Capital Projects Defined as a First Reading.

**RECOMMENDATION: Approve proposed language for new Board Policy No. 712(a) - Capital Projects Defined as a first reading.**

Time: 10 Minutes

**15. 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.

**16. Board Proposed Item - Discuss the Format for the Principal Reports (*Discussion and For Possible Action*)**

The Board will discuss the process utilized this year for the delivery of principals' reports and make recommendations to staff for any future adjustments.

**17. Board Proposed Item - Discussion on Bidding Processes (*Discussion and For Possible Action*)**

The Board will discuss current practices and laws regarding bidding for services and direct staff on how to proceed with service contracts in the future.

**18. 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).

**19. 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

**20. 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.

**21. 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>