

# **Student Attendance Advisory Committee Meeting Minutes**

September 9, 2022

## **1. Opening Items**

### **1.01 Call to Order**

Roger Bahten called the Student Attendance Advisory Committee to order at 9:02 a.m. at the WCSD Administration Building, 425 East Ninth Street, Reno, Nevada.

### **1.02 Roll Call**

Roger Bahten, Riley Killingsworth, Charles Aglubat, Shelley Buchanan was present at roll call. (Mr. Aglubat was present by phone via MS Teams.) Lacey Keele, Keri Pruitt, Jason Trevino was not present. Staff Liaison Rechelle Murillo was also present.

### **1.03 Public Comment**

No public comments received

## **2. Discussion, Presentation and Action Items**

### **2.01 APPROVAL OF MINUTES OF THE STUDENT ATTENDANCE ADVISORY COMMITTEE MEETING ON JUNE 10, 2022.**

On motion by Charles Aglubat, seconded by Riley Killingsworth, all in favor, minutes for the June 10, 2022, Student Attendance Advisory Committee meeting approved as presented. (Yea: Roger Bahten, Charles Aglubat, Riley Killingsworth, Shelley Buchanan) Motion Carries 4-0.

### **2.02 Possible Action to select a chair of the Student Attendance Advisory Committee for a term ending June 30, 2023, from among the following: Charles Aglubat, Roger Bahten, Shelley Buchanan, Lacey Keele, Riley Killingsworth, Keri Pruitt, Jason Trevino (FOR POSSIBLE ACTION)**

Charles Aglubat motioned to elect Roger Bahten to committee chair for term ending June 30, 2023, Riley Killingsworth seconded, all in favor, motion passed. (Yea: Roger Bahten, Riley Killingsworth, Charles Aglubat, Shelley Buchanan)

### **2.03 Possible Action to select a vice-chair of the Student Attendance Advisory Committee for term ending June 30, 2023.**

Item tabled until the next meeting.

**2.04 Presentation and Discussion of the Washoe County School District 2022-23 School Year Attendance Initiatives to reduce chronic absenteeism in schools (FOR INFORMATION AND DISCUSSION ONLY)**

Rechelle Murillo reported the district has ten Attendance Officers, and each has at least one high school, two middle schools and on average eight elementary schools on their caseload. We also have six Re-engagement Specialists who focus on finding and reenrolling students who have gone MIA, and two Re-engagement Facilitators in the Intervention Department. She and Doug Taylor, Attendance Coordinator, presented information at the last principal's meeting on changes made to attendance policies and procedures specifically around coding that will assist in identifying students in need of intervention.

**2.05 Presentation and Discussion on the new Washoe County school District Parent Attendance Reporting Form for the 2022-23 School year (FOR INFORMATION AND DISCUSSION ONLY)**

Doug Taylor presented information on a new attendance reporting form for parents. Parents/guardians can now submit absence requests directly through the IC Parent Portal or IC App. This new tool is meant to help streamline communications between schools and families. It is hoped its implementation will result in a decrease in UNV (unverified) absences as well as reduce telephone call workload for school office staff.

**3. Closing Items**

**3.01** Doug Taylor advised he has completely revamped the Attendance Training for schools this year and received a lot of good feedback on the updated and simplified training materials.

**3.02** The next meeting of the Student Attendance Advisory Committee will be December 9, 2022, 9:00 a.m., at the WCSD Administration Building Boardroom.

**3.03** There being no further business, Mr. Bahten adjourned the meeting at 9:35 a.m.