

# Washoe County School District Committee Training for Staff Liaisons and Recording Secretaries



July 28, 2022

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## Presenters

- *Neil Rombardo, Chief General Counsel*
- *Vangie Russell, Administrative and Board Services Manager*
- *JJ Batchelder, Board Services Coordinator*
- *Diana Calles, Executive Assistant, Administrative & Board Services*



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## Recording Secretary Mentor



- Jeanne Cavilia, Program Services Technician  
– Internal Audit Department



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## Overview

- Open Meeting Law & Public Records
- Overview of the Committee Structure and Purpose
  - Governed by Board Policy 9100
- BoardDocs & Agenda Creation
- Meeting Information
- Committee Membership
- Committee Webpages



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## Nevada's Open Meeting Law and Public Records

*OGC slides*

*Neil Rombardo, Chief General Counsel*



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## Nevada's Open Meeting Law

- BP 9100 – Public Bodies
  - (3) "Responsible Office" serves as liaison to the public body.
  - (3)(d) The staff liaisons are a conduit between the District and Public Bodies. The Staff Liaisons are members of staff that work to develop information and recommendations for consideration by the Public Bodies. Staff Liaisons also ensure that public meetings fulfill the objectives of the Public Bodies.
  - (e) Public Bodies are not empowered to perform management functions or direct staff. i. Public Bodies should work with their Responsible Offices and through their Staff Liaisons, and the Responsible Offices shall assist Public Bodies with carrying out their objectives.



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## Nevada's Open Meeting Law

- Public Body is a group created by Board to advise the Board on a topic. (NRS 241)
  - Not staff
  - Not a group to advise Superintendent
- Things to Remember:
  - Most public bodies are made up of volunteers;
  - It is a way for the Board to receive input from the community; and
  - All meetings of a public body must comply with the OML.
- To ensure compliance with the OML, it is the responsibility of the staff liaison, recording secretary, and legal working together.



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## Nevada's Open Meeting Law

- All Meetings of public bodies must be open and noticed.
- Law regarding notice:
  - Must be posted 3 days before the meeting;
  - Date, Time, Place of meeting;
  - Two periods of public comment (1) on each action item and (2) a public comment period for items relevant to the public body but not on the agenda; and
  - “Clear and complete” agenda titles of what the public body will deliberate and take action on.
    - All actions Items must include “For Possible Action” on agenda.



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## Nevada's Open Meeting Law

- A meeting is a “quorum” of the public body to have “deliberation” or take “action” on a matter.
- Quorum is a majority of the public body, i.e., 11 members than a quorum is 6.
- Deliberation is the collective discussion regarding a matter in which the public body advises.
- Action is the majority of a quorum, i.e., using example above 6 members make a quorum, then 4 votes can pass the item. \*\*Elected public body exception.



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## Nevada's Open Meeting Law

- Things to pay attention to:
  - Do not try and conduct a partial meeting, i.e., allow public comment, discuss topics informally, without a quorum.
  - Agenda items **must** be within the jurisdiction or advisory power of the public body.
    - Liaison must work with chair, but ultimately, it is responsibility of liaison to keep public body on track.
  - Public bodies can only act or advise through a vote of the majority of a quorum.
    - No one member may direct staff.



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## Nevada's Open Meeting Law

- Things to pay attention to (continued):
  - STICK TO THE AGENDA!!!
  - May only take action on items on the agenda clearly indicated as action items.
  - May NOT deliberate about or take action on items brought up during the general public comment period.
    - Notice violation.
    - Be careful about your public body engaging in conversation.



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## Nevada's Open Meeting Law

- Things to pay attention to (continued):
  - A public body should not discuss someone without notice to that person.
    - Tangential reference is ok.
  - Liaisons are responsible for communicating with members of the public body.
    - This is important because it keeps the liaison in the loop.
    - If a legal concern arises from a member of the public body, please have them bring it to the Liaison, who will then work with appointed counsel.



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## Nevada's Open Meeting Law

- Pitfalls to avoid when communicating with your public body:
  - A quorum gathering in private to discuss a public item.
    - Electronic means, i.e., text, email, direct message.
    - When you email the public body, use BCC and tell everyone you did, e.g., "All Commissioners BCC'd to avoid OML issues".
  - Serial Communications is a series of gathering, in private, of less than a quorum, either personally or electronically, that add up to more than a quorum to discuss a matter in which public body has control.
    - Electronic means, i.e., text, email, fax (who uses those?), direct messaging or social media



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## Public Records

- Communications between staff liaison and members of public body are public records, NRS 239.
- Use of private email or phone does not change that the communication is a public record.
  - Liaisons should recommend to public body members that they obtain a free email (@gmail.com) for public business.




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2022-23 WCSD Master Committee Meeting Schedule				
	Monday	Tuesday	Wednesday	Thursday
1 <sup>st</sup> week	SAAC (2:00 p.m.) Monthly (Sept. & Oct. meetings on 2 <sup>nd</sup> Monday)		Planning (5:30 p.m.) Monthly as needed	CPRC/OPRF (4:00 p.m.) (Even meetings (Oct.) to be held at the end of Sept. – if needed)
2 <sup>nd</sup> week	SHABE (5:30 p.m.) Monthly (start in Sept)	Board of Trustees	Audit (4:00 p.m.) Aug, Nov <sup>1</sup> , Feb, May (After meeting is must occur prior to 2 <sup>nd</sup> BOT meeting for completion of CPE – change to 2 <sup>nd</sup> Thursday if needed)	SAAC (9:00 a.m.) Sept, Dec, March, June
3 <sup>rd</sup> week		Board Policy (2:00 p.m.) Monthly	Family Resource Centers (5:00 p.m.) Sept, Jan, March/April, June	Zoning (5:30 p.m.) Monthly as needed (drop near office – check with staff before)
4 <sup>th</sup> week	Ed Alliance (4:00 p.m.) Aug, Sept, Nov, Jan, March, June (powers off site)	Board of Trustees	Group Insurance (4:00 p.m.) Monthly	OPRF (3:30 p.m.) Aug, Nov, Feb, May (After meeting is to be held on 2 <sup>nd</sup> Monday)

Calendarizing: Board Services Department to receive Board Room during/after Spring Break annually for all committee meetings for next school year, add meetings to BOT invite and BOT meeting calendar on website in June

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### Audit Committee

#### Support Staff

Trust Liaison	Erik Stokley
Recording Secretary	Jeannine Capella
Assigned Attorney	Paul Romberg
Chair	Erik Stokley
Communications Liaison	No
School Police	No
Interpreter	No

#### Mission Statement

As a committee to the Board of Trustees, the function of the Audit Committee is to assist the Trustees in fulfilling their oversight responsibilities related to the District's financial and other reporting obligations, internal control processes, and compliance with laws, regulations and ethics.

#### Meetings

Meetings begin at 3:30 p.m. The Audit Committee generally meets on the 2nd Thursday during August, November, February, and May. Meetings of the Audit Committee are held in the Board Room of the Central Administration Building.

\*\*\*Quarterly meeting of the Committee must occur prior to the Board of Trustees acceptance of the ACBS\*\*\*

Members of the public may submit public comment via email at [publiccomment@washoeschools.net](mailto:publiccomment@washoeschools.net)

Meetings of the Audit Committee for the 2022-23 School Year are:

- Thursday, August 11, 2022
- Thursday, November 3, 2022
- Thursday, February 9, 2023
- Thursday, May 11, 2023

#### Membership

CATEGORY	MEMBER NAME	TERM (END)
Community member	Ben Barstow	June 30, 2022
Community member	Wesley Chevalier	June 30, 2023
Community member	Todd Traylor	June 30, 2022
Community member	Ronald Ellis	June 30, 2022
Community member	Jennifer Thomas	June 30, 2022

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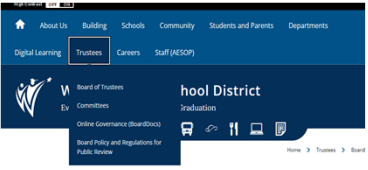
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## BoardDocs



Washoe County School District

eGovernance System

[Enter Public Site](#) [Authenticate](#)

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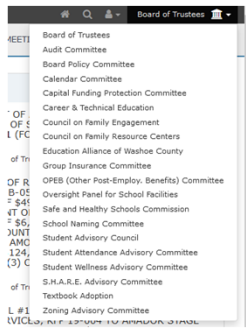
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425 East Ninth Street Reno, NV 89512 - Phone: 775-348-0200



FEATURED

MEETINGS

POLICIES
LIBRARY

Search Meetings

2022

May 13, 2022 (Thu)

Audit Committee Meeting

2021

+

2020

+

2019

+

2018

+

2017

+

2016


+

Active

Drift

Templates

My Agenda Items



Washoe County  
School District

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[illegible]

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Search Drafts

Aug 11, 2022 (Thu)

Audit Committee Meeting

Jul 25, 2022 (Mon)

Copy of Audit Committee Meeting

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Audit Committee Meeting

Friday, July 29, 2022

NOTE: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. The Audit Committee may take recesses at the discretion of the Committee Chair.

Audit Committee

View the Agenda

Print the Agenda

Add Minutes

Edit Video

Draft Meeting

Name

Audit Committee Meeting

Date

7/29/2022

Description


NOTE: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. The Audit Committee may take recesses at the discretion of the Committee Chair.

Numbering

1.01, 2.02, 3.03 ▼

Access

Public ▼



Washoe County

School District

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## Pre-Meeting Checklist

- Email committee 2 weeks prior to remind them of meeting
- Name tents
- Public binder
- Extra agendas for public
- Public comment cards
- Committee agendas
- Script for chair, staff liaison, legal, and you
- Note taker for minutes



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## Day of meeting

- Arrive at location no later than 60 minutes prior to meeting to set up room
- Ensure timer works
- Set out materials
- Have names of those who emailed public comment
- As soon as meeting ends, please clean up the room and leave it as you found it



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## Public Comment

- Emails
  - Check committee email box at least once per day when agenda is posted and throughout meeting
  - Forward emails to committee with BCC
  - Print email to PDF
    - Remove/redact personal information such as email address, phone numbers, & addresses
    - Add to specific agenda item after meeting
    - Include with final minutes of meeting



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## Public Comment

- In-Person
  - An individual may only provide public comment on an item once
    - If emailed then no in-person
  - Fill out public comment card
    - At least name and agenda item number
  - All persons get 3 minutes
    - May only provide public comment on items that are in the purview of the committee
      - i.e. SHARE can only hear comments related to SHARE, not Audit



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## Motions/Actions

- Process
  - Chair should call for public comment prior to any action
  - Committee member makes a motion
  - Another committee member seconds the motion
  - Chair opens the motion for discussion (if any)
  - Committee votes
- If the recording secretary has any questions on the above, they should immediately ask for clarification
  - May also ask for a roll call vote if there are questions on how someone voted



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## Minutes

- Nevada Revised Statutes requirements
  - Date, time, and place of meeting
  - Committee members present or absent
  - Substance of all matters proposed, discussed, or decided
    - The more high profile the committee, the more detail that should be included
  - Actions taken by the committee
    - Maker of the motion, seconder, and outcome of vote
  - Substance of remarks made by members of the public
    - If handouts are provided, those must be added to BoardDocs within 24 hours
    - List of names who emailed public comment
  - Minutes must be approved within 45 days or the next scheduled meeting, whichever is later



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## Committee Membership

- Application & appointment process guided by Board Policy 9100
- Work with Board Services and Communications if there are open seats on a committee
- Applications are reviewed by staff liaison and Human Resources representative
  - Pursuant to Board Policy 9100, interviews are conducted if there are multiple applicants
- Re-appointment of members
- Approval by the Board of Trustees



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## Committee Member Roles

- Role of individual committee members
- Role of the chair and vice chair
  - Election process



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## Committee Webpages

- Maintained by Board Services
  - Information comes from 1-sheet that is reviewed and updated annually by staff liaison
  - Meeting archives



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*Questions???*

*Thank you*



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## Committee Information Contact List

### Office of the General Counsel

Neil Rombardo ([NRombardo@washoeschools.net](mailto:NRombardo@washoeschools.net))

Audit Committee

Board Policy Committee

Capital Funding Protection Committee

Oversight Panel for School Facilities

School Naming Committee

Zoning Advisory Committee

Chris Reich ([CReich@washoeschools.net](mailto:CReich@washoeschools.net))

Group Insurance Committee

Other Post-Employment Benefits Committee

Education Alliance Board of Directors

Sara Montalvo ([Sara.Montalvo@WashoeSchools.net](mailto:Sara.Montalvo@WashoeSchools.net))

Council of Family Resource Centers

Safe and Healthy Schools Commission

Student Attendance Advisory Committee

Andrea Schulewitch ([Andrea.Schulewitch@WashoeSchools.net](mailto:Andrea.Schulewitch@WashoeSchools.net))

Sexuality, Health and Responsibility Education Advisory Committee

### Department of Board Services

Vangie Russell ([VRussell@washoeschools.net](mailto:VRussell@washoeschools.net))

JJ Batchelder ([JBatchelder@washoeschools.net](mailto:JBatchelder@washoeschools.net))

Diana Calles ([DCalles@washoeschools.net](mailto:DCalles@washoeschools.net))

Recording Secretary Mentor – Jeanne Cavilia ([JCavilia@WashoeSchools.net](mailto:JCavilia@WashoeSchools.net))

IT – Jon Mastin ([Jonathan.Mastin@WashoeSchools.net](mailto:Jonathan.Mastin@WashoeSchools.net))

## Committee Email Addresses

Audit Committee - [auditcommittee@washoeschools.net](mailto:auditcommittee@washoeschools.net)

Board Policy Committee - [BoardPolicyCommittee@washoeschools.net](mailto:BoardPolicyCommittee@washoeschools.net)

Capital Funding Protection Committee - [CapitalFundingCommittee@washoeschools.net](mailto:CapitalFundingCommittee@washoeschools.net)

Council on Family Resource Centers - [CFRCcommittee@washoeschools.net](mailto:CFRCcommittee@washoeschools.net)

Education Alliance Board of Directors - [EducationAlliance@washoeschools.net](mailto:EducationAlliance@washoeschools.net)

Group Insurance Committee - [Insurance@washoeschools.net](mailto:Insurance@washoeschools.net)

Other Post-Employment Benefits Committee - [ErinD.Myers@WashoeSchools.net](mailto:ErinD.Myers@WashoeSchools.net)

Oversight Panel for School Facilities - [CapitalFundingCommittee@washoeschools.net](mailto:CapitalFundingCommittee@washoeschools.net)

Safe and Healthy Schools Commission - [SHSCcommittee@washoeschools.net](mailto:SHSCcommittee@washoeschools.net)

School Naming Committee - [SchoolNaming@washoeschools.net](mailto:SchoolNaming@washoeschools.net)

SHARE - [sharecommittee@washoeschools.net](mailto:sharecommittee@washoeschools.net)

Student Attendance Advisory Committee - [DBroker@washoeschools.net](mailto:DBroker@washoeschools.net)

Zoning Advisory Committee - [Zoning@washoeschools.net](mailto:Zoning@washoeschools.net)



**Responsible Office:** Office of the General Counsel

## **BOARD POLICY 9100**

### **PUBLIC BODIES**

#### **PURPOSE**

The Board of Trustees (Board) utilizes advisory Public Bodies to engage diverse viewpoints; access expertise in particular fields of interest; improve their understanding of the needs of students, their families, and the community; and extend the reach of the Board. This policy and any associated governing documents shall establish the guidelines for the creation and operation of Washoe County School District (District) Public Bodies.

#### **DEFINITIONS**

1. "Public Body" has the meaning ascribed to it in Nevada Revised Statutes (NRS) Chapter 241, Meetings of State and Local Agencies, as applicable to the District.
2. "Quorum" has the meaning ascribed in NRS Chapter 241 as applicable to the District.
3. "Responsible Office" is the Office/Department within the District's executive branch of government that will assist the Public Body with administrative functions. The Responsible Office will serve as the staff liaison to the Public Body.
4. "Supporting material" means material that is provided to at least a quorum of the members of a Public Body by a member of staff to the Public Body and that the members of the Public Body would reasonably rely on to deliberate or take action on a matter contained in a published agenda. The term does not include materials:
  - a. Submitted to the Public Body pursuant to a nondisclosure or confidentiality agreement which relates to proprietary information;
  - b. Pertaining to the closed portion of such a meeting of the Public Body; or
  - c. Declared confidential by law, unless otherwise agreed to by each person whose interest is being protected under the order of confidentiality.



## **POLICY**

1. This Board Policy refers to Public Bodies that are established by the Board or are required under state law or regulation to provide advice or make recommendations to the Board and that must comply with Nevada's Open Meeting Law.
2. The Board shall take action to:
  - a. Create Public Bodies and their objectives;
  - b. Determine a timeline for the existence of Public Bodies. Public Bodies shall dissolve upon completion of their role or by action of the Board; and
  - c. Appoint the members of the Public Bodies.
3. Public Bodies shall operate in compliance with the following provisions:
  - a. Public Bodies shall comply with Nevada state laws and regulations.
  - b. The Board shall establish Public Bodies to advise or make recommendations related to a specific topic or objective.
  - c. Public Bodies do not establish policy or supersede the legal responsibility and authority vested in the Board unless otherwise provided in state law or Board Policy. The Board may not delegate legal responsibilities to public bodies.
  - d. The Superintendent shall assign each Public Body a Responsible Office, who will provide a staff liaison to the Public Body.
    - i. Staff Liaison. The staff liaisons are a conduit between the District and Public Bodies. The Staff Liaisons are members of staff that work to develop information and recommendations for consideration by the Public Bodies. Staff Liaisons also ensure that public meetings fulfill the objectives of the Public Bodies.
  - e. Public Bodies are not empowered to perform management functions or direct staff.
    - i. Public Bodies should work with their Responsible Offices and through their Staff Liaisons, and the Responsible Offices shall assist Public Bodies with carrying out their objectives.
  - f. Public Bodies and their individual members may not speak or act for the Board, Superintendent, or District staff. Expectations and authority will be carefully stated in Board policy or the associated regulation in order not to



conflict with the authority delegated to the Superintendent. Decisions made by Public Bodies do not carry the authority of Board action.

- g. The Board and Superintendent shall receive periodic updates as to Public Bodies meetings and their activities. Such updates may occur in the form of a presentation at a Board meeting or a written report.
- i. Trustees may attend meetings of Public Bodies but shall not serve in a formal advisory or liaison role to the Public Bodies, unless otherwise provided by law or specific action of the Board.

#### 4. Members of Public Bodies

- a. Appointment. When an opening on a public body occurs, whether the member leaves at the end of their term or an unexpected vacancy occurs and a mid-term replacement is needed, members of the Public Bodies shall be appointed by the Board through the following process. At all times during the application and selection process, the District shall seek to be fair and consistent.
  - i. The Responsible Office will post the availability of a position and begin the recruitment process at the earliest possible time and for a duration of at least two weeks. The Office of Communications and Community Engagement shall provide support to the Responsible Office in efforts to advertise and recruit for open positions. Every effort shall be made to fill open spots so that no public body meets with vacancies in membership;
    - 1) Recruitment efforts may include, but are not limited to, advertisement through the District's website and other social media, distribution through the news media, and recruitment utilizing District staff such as the Family School Partnerships Department and the Equity and Diversity Department.
  - ii. Upon the closing of the application process, the Responsible Office shall review the applications/resumes and other submitted materials for minimum qualifications. As necessary and appropriate, the expertise of individuals outside the Responsible Office may be sought in reviewing the applications/resumes of interested individuals;
  - iii. If the applicant pool exceeds five applicants for one position, the Responsible Office with the assistance of the Office of Human Resources may vet the applications/resumes based on standard Human Resource practices to limit the applicant pool to five;

- iv. If the applicant pool is five or less applicants for one position, the Responsible Office shall not limit the applicant pool any further;
  - v. The Responsible Office with the assistance of the Office of Human Resources shall interview the applicant pool and make a single recommendation to the Board. As necessary and appropriate, the expertise of individuals outside the Responsible Office may be sought during the interviews of interested applicants;
  - vi. At the Board's discretion, the Board may take action to ask the Responsible Office to forward its ranking of candidates for the Board's consideration and deliberation of more than one applicant;
  - vii. The Board will take action to approve an applicant to serve on the Public Body; and
  - viii. The District will endeavor to recruit applicants and appoint public body membership balanced by geographic area, race, ethnicity, gender, and a range of viewpoints which reflects the diversity of the Washoe County community.
- b. Reappointment. Members in good standing may be re-appointed without the District opening the position for recruitment or being required to submit a new application or be interviewed.
- i. Members seeking re-appointment must submit, for consideration by the Board, a letter of intent to return for an additional term on the Public Bodies.
  - ii. "Good standing" refers to members that comply with their explicit obligations to the Public Bodies, including attendance at a majority of meetings over the Public Bodies' calendar year and active participation in the business of the Public Bodies during meetings. Members in good standing shall not have been subject to any form of sanction or disciplinary censure by the District during their term.
  - iii. Appointment and/or re-appointment of members to Public Bodies shall require the approval of the Board.
- c. Removal of Members from Public Bodies.
- i. Except as otherwise limited by applicable law or ordinance, the Board may remove any of the appointed members of Public Bodies for cause based on the Board's reasonable discretion.

- ii. Members of Public Bodies found to be in violation of a District policy, regulation, or other rule may be denied the opportunity to serve and/or be removed from Public Bodies by the Board or Superintendent in exigent circumstances.
    - iii. Poor attendance by members of Public Bodies, missing a majority of meetings in the Public Bodies' calendar years, may result in the removal or non-reappointment of said members.
  - d. Member Terms
    - i. Unless otherwise determined and approved by the Board, members' terms shall be two years in length.
    - ii. Members shall not serve more than 5 consecutive terms without a one-year break in service.
    - iii. Members, whose terms have expired, may continue to serve after the expiration of the terms until new appointments or reappointments are approved.
  - e. Exceptions to the above provisions related to "members of public bodies" may exist for committees which are subject to collective bargaining and/or state law. Such exceptions shall be defined in the associated administrative regulation to this policy and may include the selection process for membership, committee composition, and member terms.
- 5. Unless specifically stated herein, Public Bodies are expected to conduct themselves with the same Board Governance principles as the Board.
- 6. Reporting Structure. Recommendations from Public Bodies may first be vetted by the Superintendent to ensure the recommendations are operationally, financially, and/or academically feasible.
- 7. The Superintendent shall adopt any administrative regulations or procedures necessary to comply with and implement the provisions of this policy. This may include, but is not limited to:
  - a. Reporting of Public Bodies' meetings to the Board and/or Superintendent;
  - b. Creation and posting of meeting notices, including an agenda, and supporting documents;
  - c. Creation and maintenance of a meeting archive, including meeting minutes and audio recordings;
  - d. Identification of a staff member to serve as liaison to the Public Bodies,



- providing information and clarification to the Public Bodies as needed;
- e. Recruitment of potential members with an emphasis on ensuring individuals are sought who are both qualified for the respective opening and who represent the diverse nature of Washoe County;
  - f. Selection and approval of Public Bodies members; and
  - g. Training to ensure compliance with applicable state laws and regulations include Nevada's Open Meeting Law and the Nevada Public Records Act.

### **LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

1. This Board Policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 1500, Volunteers.
2. This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
  - a. Chapter 239, Public Records; and
  - b. Chapter 241, Meetings of Public Bodies.

### **REVISION HISTORY**

Date	Revision	Modification
4/8/2014	1.0	Adopted: Merger of Board Policies 9019, Committee Principles, 9020, Board Committees, and 1220, Advisory Committees
7/14/2015	2.0	Revised
10/25/2016	3.0	Revised to align with Balanced Governance principles
1/10/2017	4.0	Revised to merge language contained in draft policy related to community advisory committees
10/29/2019	5.0	Revised: Changed policy title from "Committees of the Board of Trustees; added language related to the application, interview, and selection process for membership

# Office of the General Counsel



Neil A. Rombardo, Esq., Chief General Counsel  
Christopher B. Reich, Esq., Deputy Chief General Counsel  
Sara K. Montalvo, Esq., General Counsel  
Andrea L. Schulewitch, Esq., Associate General Counsel  
P.O. Box 30425, Reno, NV 89520-3425  
Phone (775) 348-0300 / Fax (775) 333-6010  
[legal@washoeschools.net](mailto:legal@washoeschools.net)

**TO:** All Public Body Liaisons and Public Body Members

**FR:** Office of the General Counsel

**DT:** July 27, 2022

**RE:** Overview and Open Meeting Law/Public Records

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The volunteers who serve on public bodies for the Washoe County School District play a vital role in ensuring the needs of students, families, and staff are met. More particularly, the Board of Trustees (Board) rely on the community input that these public bodies provide. Each meeting of a public body is an open public meeting and is required to comply with Nevada's Open Meeting Law (OML). At their public meetings, the public body members deliberate and take action on items that are then recommended to the Board of Trustees for approval.

Keeping in mind the above purpose, the Office of the General Counsel (OGC) provides public body members with the following insights to ensure the WCSD's government is open to the public and to avoid potential OML pitfalls:

- Please note that this is only a primer for members of public bodies. There are many provisions of the OML fulfilled by staff.
- The OGC suggests that public body liaisons and public body members familiarize themselves with the OML Manual published by the Nevada Attorney General's Office. *See:*

[http://ag.nv.gov/uploadedFiles/agnv.gov/Content/About/Governmental\\_Affairs/2019-03-26\\_OML\\_12TH\\_AGOMANUAL.pdf](http://ag.nv.gov/uploadedFiles/agnv.gov/Content/About/Governmental_Affairs/2019-03-26_OML_12TH_AGOMANUAL.pdf)

1. If you received this document, you serve on a public body that must comply with the OML, NRS 241.015(4). (Board Committee and makes recommendation to the Board)
2. A "quorum" is a majority of the public body. Majority is defined as 51% or greater. For example, if eleven members make up the public body, a quorum is six members and the Committee may hold a "meeting" for purposes of the OML with six members. NRS 241.015(3) and NRS 241.015(5).

3. An “action” is a majority vote on an item or a decision, NRS 241.015(1).
  - a. Remember that no one member can direct staff or take action; and
  - b. The public body can only take action or make a decision through a majority vote of the members present that make a quorum, and the quorum may only take action on agenda items clearly denoted as “For Possible Action”. NRS 241.020(2)(d)(2).

As a result, if a quorum (six members, in our example) show up, a meeting may take place per the OML and the Committee may take action with a majority vote (in our example, four or more votes) of the quorum.

4. All “meetings” for purposes of the OML must be in open, noticed, and the notice must include an agenda consisting of:
  - a. A time for public comment (the WCSO conducts a general public comment period on items within the jurisdiction of the public body and a specific comment period on specific agenda items);
  - b. A list of “clear and complete” items that the public body will consider and/or deliberate over and possibly take action on. Action items must explicitly state “FOR POSSIBLE ACTION” to comply with the OML NRS 241.020 (3)(d); and
  - c. Other disclosures completed by staff (accommodations and posting of the meeting notice). NRS 241.020(1) and (2).

## 5. Pitfalls

- a. It is a violation of the OML for a quorum of the public body to discuss in private an item within its jurisdiction. This includes the use of electronic means such as email, texts, messenger, facsimile, or any other form of communication. NRS 241.020.
- b. Serial Communications are defined as a meeting, NRS 241.015(3)(a)(2), and Serial Communications occur when:
  - i. Individual gatherings happen with less than a quorum, either personally or electronically;
  - ii. The gatherings add up to a quorum or more;
  - iii. The gatherings occurred to consider, deliberate, and/or take action on an item within the jurisdiction of the Committee; and
  - iv. Since these communications are done in private, they are a violation of the OML.

- c. Exceeding agenda item. STICK TO THE AGENDA!! The purpose of the agenda is to provide the public with notice of what the Committee has done, may do, or is doing. It is a violation of the OML to take an action on any item which the public did not receive proper notice.
- d. Note: Communication of public business on a private device still may be subject to a public records request, NRS 239. Comstock Residents Ass'n v. Lyon County Bd. of Commissioners, 134 Nev. 142, 414 P.3d 318 (2018).
  - i. To avoid a possible public records request for your private phone text messages, **do not use private phone text messages for public business**! To avoid a possible public records request for emails sent/received by your private email account, **do not use private email account for public business**! Use your District email or consider creating a separate email account just for purposes of this public body. Free accounts may be created with yahoo, gmail, and many other services.

If you have an OML concern, please reach out to your staff liaison with any question. If the staff liaison cannot answer your question, the staff liaison will forward the question to us to provide legal guidance. As always, we are here to help.

We thank you for your volunteer efforts and look forward to working with you to make your experience as a public body volunteer successful.

## 2022-23 WCSD Master Committee Meeting Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
1 <sup>st</sup> week	<b>SHSC</b> (2:00 p.m.) <i>Monthly (Sept. &amp; Oct. meetings on 2<sup>nd</sup> Monday)</i>		<b>Naming</b> (5:30 p.m.) <i>Monthly as needed</i>	<b>CFPC/OPSF</b> (4:00 p.m.) <i>Even months (Oct. to be held at the end of Sept. – if needed)</i>	
2 <sup>nd</sup> week	<b>SHARE</b> (5:30 p.m.) <i>Monthly (start in Sept)</i>	Board of Trustees		<b>Audit</b> (4:00 p.m.) <i>Aug, Nov*, Feb, May (Nov meeting must occur prior to 1<sup>st</sup> BOT meeting for acceptance of CAFR – change to 1<sup>st</sup> Thursday if needed)</i>	<b>SAAC</b> (9:00 a.m.) <i>Sept, Dec, March, June</i>
3 <sup>rd</sup> week		<b>Board Policy</b> (2:00 p.m.) <i>Monthly</i>	<b>Family Resource Centers</b> (5:00 p.m.) <i>Sept, Jan, March/April, June</i>	<b>Zoning</b> (5:30 p.m.) <i>Monthly as needed (may meet off-site – check with staff liaison)</i>	
4 <sup>th</sup> week	<b>Ed Alliance</b> (4:00 p.m.) <i>Aug, Sept, Nov, Jan, March, June (meets off-site)</i>	Board of Trustees	<b>Group Insurance</b> (4:00 p.m.) <i>Monthly</i>	<b>OPEB</b> (3:30 p.m.) <i>Aug, Nov, Feb, May (Nov meeting to be held on 4<sup>th</sup> Monday)</i>	

Calendar: Board Services Department to reserve Board Room during/after Spring Break annually for all committee meetings for next school year; add meetings to BOT Invite and BOT meeting calendar on website in June



## Committees of the Board of Trustees Agenda and Meeting Processes

14 (calendar) days prior to meeting date	10 (calendar) days prior to meeting date	After meeting is posted	Meeting Day
<p>Staff liaison and/or recording secretary emails draft agenda to Board Services Coordinator – including attachments.</p> <ul style="list-style-type: none"> <li>Board Services conducts initial review of titles for Open Meeting Law (OML) compliance, enters titles and attachments into BoardDocs, and provides draft to Legal for final review and approval. <ul style="list-style-type: none"> <li>Staff liaison is generally copied on the email in case Legal has questions.</li> </ul> </li> </ul> <p><i>**Draft agenda must be received within the designated time frame to allow Board Services and Legal to review and/or post the meeting. Late agenda submissions may result in a cancellation.</i></p>	<p>Final approval provided by Legal to Board Services.</p> <p>Once agenda is approved, Board Services will work with the Staff Liaison and/or Recording Secretary to determine when the agenda will be posted.</p> <ul style="list-style-type: none"> <li><b>Agendas <u>must</u> be posted no later than 9:00 am, three (3) <u>working</u> days prior to meeting</b></li> <li>It is the responsibility of the staff liaison to ensure they have accounted for any federal/state holidays as part of the overall timeline.</li> <li>Board Services will post the agenda to District and state websites, Welcome Center, and emails/faxes to appropriate parties. <ul style="list-style-type: none"> <li>The recording secretary will be copied on the emailed posting so they are aware they may send the agenda and packet to the committee.</li> </ul> </li> </ul>	<p>The recording secretary BCC's the agenda and packet to the committee; checks committee email address for public comments and forwards them to the committee members and staff liaison.</p> <ul style="list-style-type: none"> <li>Emailed comments should be converted to PDF and included as part of the approved meeting minutes.</li> <li>The recording secretary will only read the names of those who submitted public comment via email during the appropriate agenda item.</li> </ul> <p>If any committee member would like to attend the meeting remotely, the recording secretary will set up a meeting in Microsoft Teams.</p> <ul style="list-style-type: none"> <li>Please work with the IT audio/visual specialist if you have questions.</li> </ul>	<p>Recording secretary prints meeting packet and places in binder for front table, prints committee agendas with recommended motions, ensures committee name tents are ready, prints copies of agenda only for community, ensures public comment cards and pens are available, and ensures meeting room is ready.</p> <ul style="list-style-type: none"> <li>IT will provide a tutorial and be available for a couple of meetings; the recording secretary should be well versed in the meeting process.</li> </ul> <p style="text-align: center;"><b>Post meeting</b></p> <p>Recording secretary sends any approved minutes to Board Services in Word for posting, including any public comment emails received.</p> <ul style="list-style-type: none"> <li>Board Services will ensure meeting archive on District website is updated appropriately.</li> </ul>

## Committees of the Board of Trustees

Committee	Chief	Staff Liaison	Recording Secretary
Audit Committee	Kirk Starkey	Kirk Starkey	Jeanne Cavilia
Board Policy Committee	Neil Rombardo	Neil Rombardo	America Gillespie
Capital Funding Protection Committee	Adam Searcy	Adam Searcy	Martha Ramirez Hernandez
Council on Family Resource Centers	Paul LaMarca	Rechelle Murillo	Wylie Evanson
Education Alliance Board of Directors	Debbie Biersdorff	Kendall Inskip	Kendall Inskip
Group Insurance Committee	Emily Ellison	Laura Thurston	Veronica Cordova
Other Post-Employment Benefits Committee	Mark Mathers	Kyle Rodriguez	Erin Myers
Oversight Panel for School Facilities	Adam Searcy	Adam Searcy	Martha Ramirez Hernandez
Safe and Healthy Schools Commission	Paul LaMarca	Paul LaMarca	Silvia Martinez-Gil
School Naming Committee	Michele Anderson	Samantha Fredrickson	Jennifer Caldwell
Sexuality, Health, and Responsibility Education Advisory Committee	Troy Parks	Rochelle Procter	Luis Aguilar
Student Attendance Advisory Committee	Paul LaMarca	Rechelle Murillo	Dodi Broker
Zoning Advisory Committee	Debra Biersdorff	Lauren Ford	Martha Ramirez Hernandez

# Committee Recording Secretary

## Tips, Tricks, and Shortcuts

### Agenda creation:

- Work with staff liaison to get draft agenda to Board Services early for approval
- Use the template in BoardDocs
  - Changes may have been made over the summer break by Board Services to agenda templates.

### Supplies for meeting:

- Have a bin with all the general supplies you will need for the meeting:
  - Paper
  - Pens
  - Committee name tents/holders
  - Stapler and tape
  - Post-it notes
  - Current version of public comment cards
    - The language on the card may change from time to time. Best to check at the beginning of each School/Meeting Year if there have been any changes and if you need new ones
    - Extra public comment cards are located behind the desk in the Welcome Center
- Restock bin as needed throughout the year, but this way you know everything is in 1 place and you don't need to think about it.
- Items required for meetings:
  - Extra copies of the agenda for the public
  - Binder with agenda, detailed agenda, and all attachments for the meeting
    - This will be the "public copy" and should be placed on the front table with the extra agendas, public comment cards, and pens.
  - Agendas for each committee member which included language for any recommended motions
  - List of those who submitted public comment via email
    - Once the agenda has been posted, begin checking the committee email address (if applicable) and forwarding the emails to the committee members (BCC the committee)
    - Print emails as PDFs and remove or redact email addresses, phone numbers, home/business addresses

- The emails will need to be included with the approved minutes for the meeting

### Committee Meeting Checklist

Meeting Date: \_\_\_\_\_

#### Pre-Meeting

- ☐ Email committee 2 weeks prior to remind them of meeting
- ☐ Name tents
- ☐ Public binder
- ☐ Agendas for public
- ☐ Committee agendas
- ☐ Scripts
- ☐ Note taker
- ☐ Public comment cards
- ☐ Pens

#### Post-Meeting

- ☐ Handouts provided at meeting uploaded into BoardDocs
- ☐ Emailed public comments uploaded
- ☐ Minutes

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- ☐ Note taker
- ☐ Public comment cards
- ☐ Pens

#### Post-Meeting

- ☐ Handouts provided at meeting uploaded into BoardDocs
- ☐ Emailed public comments uploaded
- ☐ Minutes



**Tuesday, June 14, 2022**  
**Regular Meeting of the Board of Trustees**

**NOTE: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; moved to or from the Consent agenda; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time but may be heard later. The Consent agenda is a single agenda item and is considered as a block and will not be read aloud. The Board of Trustees may take recesses at the discretion of the Board President.**

## **1. Opening Items**

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1.01 Call to Order - 2:00 p.m. - Administration Building, Board Room 425 E. Ninth Street  
Reno, Nevada

1.02 Roll Call

1.03 Pledge of Allegiance

**2. Consent Agenda Items - All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Trustees with one action and without an extensive hearing. Since approval of the consent agenda may be approved in one motion, members of the public wishing to speak on a consent agenda item should submit a Public Comment Card prior to any vote. Members of the public may also email public comments to [publiccomments@washoeschools.net](mailto:publiccomments@washoeschools.net). Any member of the Board may request that an item be taken from the consent agenda, discussed, and acted upon separately during this meeting. The President or the acting chair retains discretion in deciding whether or not an item will be removed from the consent agenda. If a consent agenda item has already been deliberated before the Board, then two Trustees are required to request removal of an item from the consent agenda for additional deliberation.**

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2.01 Approval of Consent Agenda Items 2.02 through 2.29 (FOR POSSIBLE ACTION) - All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Trustees with one action and without an extensive hearing. Since approval of the consent agenda may be approved in one motion, members of the public wishing to speak on a consent agenda item should submit a Public Comment Card prior to any vote. Members of the public may also email public comments to [publiccomments@washoeschools.net](mailto:publiccomments@washoeschools.net). Any member of the Board may request that an item be taken from the consent agenda, discussed, and acted upon separately during this meeting. The President or the acting chair retains discretion in deciding whether or not an item will be removed from the consent agenda. If a consent agenda item has already been deliberated before the Board, then two Trustees are required to request removal of an item from the consent agenda for additional deliberation.

**MOTION:** I move that the Board of Trustees approves Consent Agenda Items 2.02 through 2.29.

2.02 APPROVAL OF THE MINUTES OF THE APRIL 26, 2022 SPECIAL MEETING OF THE BOARD OF TRUSTEES (FOR POSSIBLE ACTION)

2.03 APPROVAL OF THE MINUTES OF THE MAY 10, 2022 REGULAR MEETING OF THE BOARD OF TRUSTEES (FOR POSSIBLE ACTION)

2.04 APPROVAL OF THE MINUTES OF THE MAY 24, 2022 REGULAR MEETING OF THE BOARD OF TRUSTEES (FOR POSSIBLE ACTION)

2.05 POSSIBLE ACTION TO PROVIDE FINAL APPROVAL TO THE PROPOSED REVISIONS OF BOARD POLICY 6505, PATHWAYS TO EARLY COLLEGE CREDIT, SPECIFICALLY TO UPDATE FORMATTING AND CLARIFY LANGUAGE (FOR POSSIBLE ACTION)

2.06 POSSIBLE ACTION TO PROVIDE FINAL APPROVAL TO THE PROPOSED REVISIONS OF BOARD POLICY 6525, GIFTED AND TALENTED EDUCATION, SPECIFICALLY TO UPDATE FORMATTING AND CLARIFY LANGUAGE (FOR POSSIBLE ACTION)

2.07 POSSIBLE ACTION TO PROVIDE FINAL APPROVAL TO THE PROPOSED REVISIONS OF BOARD POLICY 6600, COURSE OF STUDY, SPECIFICALLY TO UPDATE FORMATTING AND CLARIFY LANGUAGE (FOR POSSIBLE ACTION)

2.08 POSSIBLE ACTION TO PROVIDE FINAL APPROVAL TO THE PROPOSED REVISIONS OF BOARD POLICY 6605, ACADEMICS: CURRICULUM AND CONTENT STANDARDS, SPECIFICALLY TO UPDATE FORMATTING AND CLARIFY LANGUAGE (FOR POSSIBLE ACTION)

2.09 POSSIBLE ACTION TO PROVIDE FINAL APPROVAL TO THE PROPOSED REVISIONS OF BOARD POLICY 6700, CHARTER SCHOOLS, SPECIFICALLY TO UPDATE FORMATTING AND CLARIFY LANGUAGE (FOR POSSIBLE ACTION)

2.10 ACCEPTANCE OF THE ANNUAL FOLLOW-UP OF THE OFFICE OF INFORMATION TECHNOLOGY ORGANIZATIONAL STRUCTURE AND SECURITY PROGRAM AUDIT, AS RECOMMENDED BY THE AUDIT COMMITTEE (FOR POSSIBLE ACTION)

2.11 ACCEPTANCE OF THE ANNUAL FOLLOW-UP OF THE AUDIT OF THE WASHOE COUNTY SCHOOL DISTRICT CAPITAL IMPROVEMENT PROGRAM PERFORMED BY PROTIVITI, AS RECOMMENDED BY THE AUDIT COMMITTEE (FOR POSSIBLE ACTION)

2.12 ACCEPTANCE OF THE ANNUAL INDEPENDENCE STATEMENT FROM THE CHIEF AUDITOR, AS RECOMMENDED BY THE AUDIT COMMITTEE (FOR POSSIBLE ACTION)

2.13 APPROVAL OF RENEWAL 2 OF REQUEST FOR PROPOSAL (RFP) #20-003, CHILD NUTRITION PROGRAMS COST- REIMBURSABLE CONTRACT, TO ARAMARK EDUCATIONAL SERVICES, LLC IN THE ESTIMATED AMOUNT OF \$444,836.25 PLUS OTHER REIMBURSABLE EXPENSES SUCH AS SALARIES, BENEFITS, AND FOOD COSTS, FOR A PERIOD OF ONE YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023 (FOR POSSIBLE ACTION)

2.14 APPROVAL OF THE PROFESSIONAL SERVICES AGREEMENT WITH H&K ARCHITECTS FOR CONSTRUCTION ADMINISTRATION SERVICES FOR PHASE 2 (BUILDING A) OF THE SEISMIC RETROFIT OF VETERANS MEMORIAL ELEMENTARY SCHOOL IN THE TOTAL AMOUNT OF \$115,000 (FOR POSSIBLE ACTION)

2.15 APPROVAL OF THE PROFESSIONAL SERVICES AGREEMENT WITH H&K ARCHITECTS FOR A SEISMIC FEASIBILITY STUDY OF THE SCIENCE AND CAFETERIA WINGS OF RENO HIGH SCHOOL IN THE TOTAL AMOUNT OF \$122,500 (FOR POSSIBLE ACTION)

2.16 AUTHORIZATION TO MOVE FORWARD WITH BID #22-123-B-05-AA, RELOCATION OF MOBILE CLASSROOM BUILDING TO LEMMON VALLEY ELEMENTARY SCHOOL, IN THE ESTIMATED AMOUNT OF \$339,000, WITH RATIFICATION OF THE AWARD OF THIS PROJECT AT A FUTURE BOARD MEETING (FOR POSSIBLE ACTION)

2.17 AWARD OF BID #22-110-B-04-AA, REPLACEMENT OF GYM DIVIDER AT FRED W. TRANER MIDDLE SCHOOL, TO BRUCE PURVES CONSTRUCTION, INC. FOR \$143,566 (FOR POSSIBLE ACTION)

2.18 APPROVAL TO RENEW THE AGREEMENT WITH INFINITE CAMPUS, INC. FOR THE COMPREHENSIVE WEB-BASED STUDENT INFORMATION SYSTEM BEGINNING JULY 1, 2022 AND EXPIRING JUNE 30, 2023 IN THE AMOUNT OF \$439,228.30 (FOR POSSIBLE ACTION)

2.19 APPROVAL TO RENEW THE SERVICE AGREEMENT WITH BLACKBOARD INC. TO PROVIDE CONNECT SERVICES, WEBSITE CONTENT MANAGEMENT SERVICES, WEB ACCESSIBILITY, ALLY IMPLEMENTATION BUNDLE, AND MOBILE COMMUNICATION SERVICES IN THE AMOUNT OF \$246,219.73 FOR THE TERM OF JULY 1, 2022 THROUGH JUNE 30, 2023 (FOR POSSIBLE ACTION)

2.20 APPROVAL OF THE ANNUAL RENEWAL OF THE BUSINESSPLUS SOFTWARE LICENSE MAINTENANCE AGREEMENT WITH POWERSCHOOL IN THE AMOUNT OF \$134,418.63 FOR JULY 1, 2022 THROUGH JUNE 30, 2023 (FOR POSSIBLE ACTION)



2.21 APPROVAL OF THE GRANT APPLICATION TO THE NELL J. REDFIELD FOUNDATION FOR THE REDFIELD COMMUNITY OUTREACH PROGRAM FOR \$320,957.89 (FOR POSSIBLE ACTION)

2.22 APPROVAL OF A MEMORANDUM OF AGREEMENT BETWEEN THE WASHOE COUNTY SCHOOL DISTRICT AND THE WASHOE EDUCATION ASSOCIATION (WEA) PROVIDING FOR THE PAYMENT OF THE EMPLOYEE'S DAILY RATE OF PAY AND PERFORMANCE EXPECTATIONS FOR SUMMER SCHOOL INSTRUCTION DURING SUMMER 2022 IN THE TOTAL APPROXIMATE AMOUNT OF \$3,557,945 (FOR POSSIBLE ACTION)

2.23 APPROVAL OF A MEMORANDUM OF AGREEMENT BETWEEN THE WASHOE COUNTY SCHOOL DISTRICT AND THE WASHOE EDUCATION SUPPORT PROFESSIONALS (WESP) PROVIDING FOR THE PAYMENT OF THE EMPLOYEE'S HOURLY RATE OF PAY FOR SUMMER SCHOOL EMPLOYMENT DURING SUMMER 2022 IN THE TOTAL APPROXIMATE AMOUNT OF \$434,839 (FOR POSSIBLE ACTION)

2.24 APPROVAL OF A MEMORANDUM OF AGREEMENT BETWEEN THE WASHOE COUNTY SCHOOL DISTRICT AND THE WASHOE EDUCATION SUPPORT PROFESSIONALS (WESP) PROVIDING FOR THE PROCEDURES TO BE UTILIZED FOR PLACEMENT OF EMPLOYEES IMPACTED BY A REORGANIZATION AND REALLOCATION OF SPECIAL EDUCATION AIDE AND ASSISTANT POSITIONS THAT WILL PROVIDE FOR ADDITIONAL HOURS AND INCREASED COMPENSATION FOR EMPLOYEES IN THESE ROLES (FOR POSSIBLE ACTION)

2.25 APPROVAL OF THE ADDITION OF THE COLLEGE OF SOUTHERN NEVADA, AS A DUAL CREDIT PROVIDER IN THE WASHOE COUNTY SCHOOL DISTRICT, AND THE ADDITION OF CERTAIN DUAL CREDIT COURSES FOR WASHOE COUNTY SCHOOL DISTRICT STUDENTS PURSUANT TO NEVADA REVISED STATUTE 389.160 FOR THE 2022-23 SCHOOL YEAR (FOR POSSIBLE ACTION)

2.26 APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE WASHOE COUNTY SCHOOL DISTRICT AND TRUCKEE MEADOWS COMMUNITY COLLEGE (TMCC) FOR THE TMCC HIGH SCHOOL PROGRAM FOR A 2-YEAR TERM, EFFECTIVE JULY 1, 2022 AND ENDING ON JUNE 30, 2024 (FOR POSSIBLE ACTION)

2.27 APPROVAL OF CONTRACT FOR COMPREHENSIVE K-12 VIRTUAL SCHOOL PROGRAM FOR STUDENTS ENROLLED IN NORTH STAR ONLINE SCHOOL FOR 1-YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023 IN THE ESTIMATED AMOUNT OF \$267,750.00 TO PEARSON ONLINE & BLENDED LEARNING K-12 USA (PEARSON) (FOR POSSIBLE ACTION)

2.28 POSSIBLE ACTION TO APPROVE THE APPOINTMENT OF SARAH PORTER, PARENT REPRESENTATIVE, TO THE SAFE AND HEALTHY SCHOOLS COMMISSION FOR A 2-YEAR TERM ENDING JUNE 30, 2024 (FOR POSSIBLE ACTION)

2.29 POSSIBLE ACTION TO PROVIDE PRELIMINARY APPROVAL TO THE PROPOSED REVISIONS OF BOARD POLICY 6725, ENGLISH LEARNERS, SPECIFICALLY TO UPDATE FORMATTING AND CLARIFY LANGUAGE, AND INITIATION OF THE 13-DAY PUBLIC REVIEW AND COMMENT PERIOD (FOR POSSIBLE ACTION)

**3. Items for Presentation, Discussion, Information, and/or Action - • Public Comment – Comments from the public are invited at this time on items listed for possible action. A Public Comment Card should be filled out and submitted to the Recording Secretary before speaking during the Public Comment section, which must at least include the name of the speaker. Pursuant to Board Policy 9115, Meetings of the Board of Trustees, all persons are limited to 3 minutes per item. The time limit may be altered at the discretion of the President of the Board/Chair of the Committee. In order to comply with Nevada Revised Statutes (NRS) Chapter 241 (Open Meeting Law) and on the advice of Legal Counsel, the Board/Committee is discouraged from discussing and precluded from deliberating and/or acting on items raised by Public Comment which are not already on the agenda. Pursuant to NRS 241.035, correspondence or written materials submitted for public comment shall be attached to the minutes of the meeting. The Board of Trustees/Committee may impose reasonable content-neutral restrictions on public comment such as willfully disruptive comments that are irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, amounting to personal attacks, or interfering with the rights of other speakers. The Board will also accept public comments before and during the meeting through [publiccomments@washoeschools.net](mailto:publiccomments@washoeschools.net). The Board will take time to read those comments during the meeting and announce the names of those who provided public comment via email.**

3.01 DISCUSSION ON THE BUDGET AND SCHEDULE FOR THE DEBBIE SMITH CAREER AND TECHNICAL EDUCATION (CTE) ACADEMY HIGH SCHOOL AND POSSIBLE ACTION TO MOVE TO A PHASED DELIVERY APPROACH TO RESPOND TO CONSTRUCTION MARKET PRICING, AS RECOMMENDED BY THE CAPITAL FUNDING PROTECTION COMMITTEE (FOR POSSIBLE ACTION)

**MOTION:** I move that the Board of Trustees approves proceeding with Option 2, Pursue a Phased Approach, to delivering the construction of the Debbie Smith Career and Technical Education (CTE) Academy High School, deferring immediate construction to best adjust and balance the financial constraints and of the District with the need and commitment to this critical project, as recommended by the Capital Funding Protection Committee.

3.02 PRESENTATION, DISCUSSION, AND POSSIBLE ACTION TO APPROVE THE UPDATED WASHOE COUNTY SCHOOL DISTRICT FISCAL YEAR 2023-2027, FIVE-YEAR CAPITAL IMPROVEMENT PLAN TO INCLUDE THE ADDITION OF 4 FULL-TIME POSITIONS APPROVED BY THE BOARD OF TRUSTEES AND MOVEMENT OF THE DESIGN PHASE BUDGET FOR A NEW ELEMENTARY SCHOOL TO YEAR 1 INSTEAD OF YEAR 2, AS RECOMMENDED BY THE CAPITAL FUNDING PROTECTION COMMITTEE (FOR POSSIBLE ACTION)

**MOTION:** I move that the Board of Trustees accepts the recommendation of the Capital Funding Protection Committee and approves the Washoe County School District's updated Fiscal Year 2023-2027, Five-Year Capital Improvement Plan.

3.03 PRESENTATION, DISCUSSION, AND POSSIBLE ACTION TO APPROVE THE 2021/22 'E' MAJOR PROJECTS PROGRAM THAT INCLUDES PROJECTS THROUGHOUT THE WASHOE COUNTY SCHOOL DISTRICT PURSUANT TO THE ATTACHED LIST OF PROGRAM PROJECTS AND ASSOCIATED COSTS FOR EACH PROJECT IN THE AMOUNT OF \$47,000,000 AS RECOMMENDED BY THE CAPITAL FUNDING PROTECTION COMMITTEE (FOR POSSIBLE ACTION)

**MOTION:** I move that the Board of Trustees approves the Washoe County School District Capital Improvement Program, to include the 2021/22 'E' Major Projects Program in the amount of \$47,000,000 to provide for projects throughout the District, as recommended by the Capital Funding Protection Committee.

3.04 PRESENTATION TO PROVIDE AN UPDATE ON THE INCLINE HIGH SCHOOL EXPANSION STUDY FUNDED BY THE DAVE & CHERYL DUFFIELD FOUNDATION (DCDF) AND POSSIBLE ACTION TO APPROVE AN AGREEMENT WITH THE DAVE & CHERYL DUFFIELD FOUNDATION TO FUND THE RELATED DESIGN AND CONSTRUCTION IMPROVEMENTS AT INCLINE HIGH SCHOOL FOR UP TO \$38,302,742 (FOR POSSIBLE ACTION)

**MOTION:** I move that the Board of Trustees approves the agreement between the Washoe County School District and the Dave and Cheryl Duffield Foundation to fund the design and construction improvements at Incline High School for up to \$38,302,742.

3.05 APPROVAL OF THE AGREEMENT FOR PROFESSIONAL ARCHITECTURAL DESIGN SERVICES WITH COLLABORATIVE DESIGN STUDIO FOR THE INCLINE HIGH SCHOOL EXPANSION & ATHLETIC FIELD IMPROVEMENTS IN THE AMOUNT OF \$2,900,000 (FOR POSSIBLE ACTION)

**MOTION:** I move that the Board of Trustees approves the Agreement for Professional Architectural Design Services with Collaborative Design Studios for the Incline High School Expansion and Athletic Field Improvements for \$2,900,000.

3.06 DISCUSSION AND POSSIBLE ACTION TO APPROVE A MEMORANDUM OF AGREEMENT BETWEEN THE WASHOE COUNTY SCHOOL DISTRICT AND THE WASHOE EDUCATION SUPPORT PROFESSIONALS (WESP) REGARDING COMPENSATION ADJUSTMENTS TO ADDRESS A CRITICAL LABOR SHORTAGE IN THE TRANSPORTATION, HOUSEKEEPING, AND NUTRITION SERVICES DEPARTMENTS, AND SPECIAL EDUCATION AIDES AND ASSISTANTS, TO INCLUDE BASE COMPENSATION ADJUSTMENTS, ONE-TIME DIFFERENTIALS, AND NEW HIRE, REFERRAL, AND RETENTION INCENTIVES (FOR POSSIBLE ACTION)

**MOTION:** I move that the Board of Trustees approves the Memorandum of Agreement between the Washoe County School District and the Washoe Education Support Professionals (WESP) regarding compensation adjustments to address a critical labor shortage in the Transportation, Housekeeping, Nutrition Services departments, and among Special Education Aides and Assistants, to include base compensation adjustments, one-time differentials, and New Hire, Referral, and Retention Incentives.

3.07 DISCUSSION AND POSSIBLE ACTION FOR DISPOSITION OF APPEAL TO LETTER OF INTENT TO AWARD REQUEST FOR QUALIFICATIONS (RFQS) #34-QS-09-22-AA, ENGINEERING SERVICES FOR THE WASHOE COUNTY SCHOOL DISTRICT, BY SHAW ENGINEERING, INC. (FOR POSSIBLE ACTION)

**MOTION:** I move that the Board of Trustees denies the appeal of Shaw Engineering, LTD to the Letter of Intent to Award Request for Qualifications (RFQS) #34-QS-09-22-AA, Engineering Services for the Washoe County School District.

3.08 APPROVAL OF THE RECOMMENDATION OF AWARD FOR REQUEST FOR QUALIFICATIONS (RFQS) #34- QS-09-22-AA, ENGINEERING SERVICES FOR THE WASHOE COUNTY SCHOOL DISTRICT, TO AINSWORTH & ASSOCIATES MECHANICAL ENGINEERS, BLACK EAGLE CONSULTING, INC., BROADBENT & ASSOCIATES, INC., CFBR STRUCTURAL GROUP LLC, CONSTRUCTION MATERIALS ENGINEERS, INC., DEI ENGINEERS, ETICHEMENDY ENGINEERING, INC., FARR WEST ENGINEERING, GEOTECHNICAL & ENVIRONMENTAL SERVICES, INC., HEADWAY TRANSPORTATION, HENDERSON ENGINEERS, INNOVA TECHNOLOGIES, JP ENGINEERING LLC, KIMLEY-HORN, LLOYD SPORTS & ENGINEERING, MANHARD CONSULTING, MCKINSTRY ESSENTION LLC, NCE ENGINEERING & ENVIRONMENTAL SERVICES, NELSON WILCOX STRUCTURAL ENGINEERS, NOVA GEOTECHNICAL & INSPECTION SERVICES DBA UNIVERSAL ENGINEERING, ODYSSEY ENGINEERING, INC., PETTY & ASSOCIATES, INC., PK ELECTRICAL, INC., POGGEMEYER DESIGN GROUP, ROUNDS ENGINEERING DBA CR ENGINEERING, SGF ENGINEERING, SHIELDS ENGINEERING, INC., SUMMIT ENGINEERING, TERP CONSULTING, TJK CONSULTING ENGINEERS, INC., TURPIN & RATTAN ENGINEERING, INC., AND WOOD RODGERS, INC. (FOR POSSIBLE ACTION)

**MOTION:** I move that the Board of Trustees approves the recommendation of award for Request for Qualifications (RFQS) #34-QS-09-22-AA, Engineering Services for the Washoe County School District, to Ainsworth & Associates Mechanical Engineers, Black Eagle Consulting, Inc., Broadbent & Associates, Inc., CFBR Structural Group LLC, Construction Materials Engineers, Inc., DEI Engineers, Etchemendy Engineering, Inc., Farr West Engineering, Geotechnical & Environmental Services, Inc., Headway Transportation, Henderson Engineers, Innova Technologies, JP Engineering LLC, Kimley-Horn, Lloyd Sports & Engineering, Manhard Consulting, McKinstry Essention LLC, NCE Engineering & Environmental Services, Nelson Wilcox Structural Engineers, Nova Geotechnical & Inspection Services DBA Universal Engineering, Odyssey Engineering, Inc., Petty & Associates, Inc., PK Electrical, Inc., Poggemeyer Design Group, Rounds Engineering DBA CR Engineering, SGF Engineering, Shields Engineering, Inc., Summit Engineering, TERP Consulting, TJK Consulting Engineers, Inc., Turpin & Rattan Engineering, Inc., and Wood Rodgers, Inc.

3.09 APPROVAL OF THE AGREEMENT TO PROVIDE PROFESSIONAL CONSULTANT SERVICES WITH MCKINSTRY ESSENTION LLC FOR MECHANICAL, ELECTRICAL, AND PLUMBING ASSESSMENT DISTRICT-WIDE FOR \$584,000 (FOR POSSIBLE ACTION)

**MOTION:** I move that the Board of Trustees approves the Agreement to Provide Professional Consultant Services for McKinstry Essention LLC to perform a mechanical, electrical & plumbing assessment District-wide for \$584,000.

3.10 PRESENTATION ON THE ONGOING EVALUATION OF THE ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND (ESSER II) UNDER THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRSA) ACT AND THE ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND (ESSER III) UNDER THE AMERICAN RESCUE PLAN (ARP) ACT (FOR INFORMATION AND DISCUSSION ONLY)

**4. Reports - No discussion among the Board of Trustees will occur under these items**

4.01 BOARD REPORTS – Each Trustee will have 3 minutes to provide the community with an update of the Trustee’s activities related to Washoe County School District. No discussion among the Board of Trustees will occur under this item

4.02 STUDENT REPRESENTATIVE'S REPORT - No discussion among the Board of Trustees will occur under this item

4.03 SUPERINTENDENT'S REPORT - No discussion among the Board of Trustees will occur under this item

**5. Closing Items**

5.01 Public Comment – Comments from the public are invited at this time on topics not specifically addressed elsewhere in the agenda. A Public Comment Card should be filled out and submitted to the Recording Secretary before speaking during the Public Comment section, which must at least include the name of the speaker. Pursuant to Board Policy 9115, Meetings of the Board of Trustees, all persons are limited to 3 minutes per item. The time limit may be altered at the discretion of the President of the Board/Chair of the Committee. In order to comply with Nevada Revised Statutes (NRS) Chapter 241 (Open Meeting Law) and on the advice of Legal Counsel, the Board/Committee is discouraged from discussing and precluded from deliberating and/or acting on items raised by Public Comment which are not already on the agenda. Pursuant to NRS 241.035, correspondence or written materials submitted for public comment shall be attached to the minutes of the meeting. The Board of Trustees/Committee may impose reasonable content-neutral restrictions on public comment such as willfully disruptive comments that are irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, amounting to personal attacks, or interfering with the rights of other speakers. The Board will also accept public comments before and during the meeting through [publiccomments@washoeschools.net](mailto:publiccomments@washoeschools.net). The Board will take time to read those comments during the meeting and announce the names of those who provided public comment via email.

5.02 Next Meeting Announcement - June 28, 2022

5.03 Adjourn Meeting



**Tuesday, June 14, 2022**  
**Regular Meeting of the Board of Trustees**

**NOTE: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; moved to or from the Consent agenda; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time but may be heard later. The Consent agenda is a single agenda item and is considered as a block and will not be read aloud. The Board of Trustees may take recesses at the discretion of the Board President.**

## **1. Opening Items**

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1.01 Call to Order - 2:00 p.m. - Administration Building, Board Room 425 E. Ninth Street  
Reno, Nevada

1.02 Roll Call

1.03 Pledge of Allegiance

**2. Consent Agenda Items - All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Trustees with one action and without an extensive hearing. Since approval of the consent agenda may be approved in one motion, members of the public wishing to speak on a consent agenda item should submit a Public Comment Card prior to any vote. Members of the public may also email public comments to [publiccomments@washoeschools.net](mailto:publiccomments@washoeschools.net). Any member of the Board may request that an item be taken from the consent agenda, discussed, and acted upon separately during this meeting. The President or the acting chair retains discretion in deciding whether or not an item will be removed from the consent agenda. If a consent agenda item has already been deliberated before the Board, then two Trustees are required to request removal of an item from the consent agenda for additional deliberation.**

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2.01 Approval of Consent Agenda Items 2.02 through 2.29 (FOR POSSIBLE ACTION) - All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Trustees with one action and without an extensive hearing. Since approval of the consent agenda may be approved in one motion, members of the public wishing to speak on a consent agenda item should submit a Public Comment Card prior to any vote. Members of the public may also email public comments to [publiccomments@washoeschools.net](mailto:publiccomments@washoeschools.net). Any member of the Board may request that an item be taken from the consent agenda, discussed, and acted upon separately during this meeting. The President or the acting chair retains discretion in deciding whether or not an item will be removed from the consent agenda. If a consent agenda item has already been deliberated before the Board, then two Trustees are required to request removal of an item from the consent agenda for additional deliberation.

Ask if any Trustee would like to pull items off the Consent Agenda for additional consideration

Call for public comment

**MOTION:** I move that the Board of Trustees approves Consent Agenda Items 2.02 through 2.29.

2.02 APPROVAL OF THE MINUTES OF THE APRIL 26, 2022 SPECIAL MEETING OF THE BOARD OF TRUSTEES (FOR POSSIBLE ACTION)

2.03 APPROVAL OF THE MINUTES OF THE MAY 10, 2022 REGULAR MEETING OF THE BOARD OF TRUSTEES (FOR POSSIBLE ACTION)

2.04 APPROVAL OF THE MINUTES OF THE MAY 24, 2022 REGULAR MEETING OF THE BOARD OF TRUSTEES (FOR POSSIBLE ACTION)

2.05 POSSIBLE ACTION TO PROVIDE FINAL APPROVAL TO THE PROPOSED REVISIONS OF BOARD POLICY 6505, PATHWAYS TO EARLY COLLEGE CREDIT, SPECIFICALLY TO UPDATE FORMATTING AND CLARIFY LANGUAGE (FOR POSSIBLE ACTION)

2.06 POSSIBLE ACTION TO PROVIDE FINAL APPROVAL TO THE PROPOSED REVISIONS OF BOARD POLICY 6525, GIFTED AND TALENTED EDUCATION, SPECIFICALLY TO UPDATE FORMATTING AND CLARIFY LANGUAGE (FOR POSSIBLE ACTION)

2.07 POSSIBLE ACTION TO PROVIDE FINAL APPROVAL TO THE PROPOSED REVISIONS OF BOARD POLICY 6600, COURSE OF STUDY, SPECIFICALLY TO UPDATE FORMATTING AND CLARIFY LANGUAGE (FOR POSSIBLE ACTION)

2.08 POSSIBLE ACTION TO PROVIDE FINAL APPROVAL TO THE PROPOSED REVISIONS OF BOARD POLICY 6605, ACADEMICS: CURRICULUM AND CONTENT STANDARDS, SPECIFICALLY TO UPDATE FORMATTING AND CLARIFY LANGUAGE (FOR POSSIBLE ACTION)

2.09 POSSIBLE ACTION TO PROVIDE FINAL APPROVAL TO THE PROPOSED REVISIONS OF BOARD POLICY 6700, CHARTER SCHOOLS, SPECIFICALLY TO UPDATE FORMATTING AND CLARIFY LANGUAGE (FOR POSSIBLE ACTION)

2.10 ACCEPTANCE OF THE ANNUAL FOLLOW-UP OF THE OFFICE OF INFORMATION TECHNOLOGY ORGANIZATIONAL STRUCTURE AND SECURITY PROGRAM AUDIT, AS RECOMMENDED BY THE AUDIT COMMITTEE (FOR POSSIBLE ACTION)

2.11 ACCEPTANCE OF THE ANNUAL FOLLOW-UP OF THE AUDIT OF THE WASHOE COUNTY SCHOOL DISTRICT CAPITAL IMPROVEMENT PROGRAM PERFORMED BY PROTIVITI, AS RECOMMENDED BY THE AUDIT COMMITTEE (FOR POSSIBLE ACTION)

2.12 ACCEPTANCE OF THE ANNUAL INDEPENDENCE STATEMENT FROM THE CHIEF AUDITOR, AS RECOMMENDED BY THE AUDIT COMMITTEE (FOR POSSIBLE ACTION)

2.13 APPROVAL OF RENEWAL 2 OF REQUEST FOR PROPOSAL (RFP) #20-003, CHILD NUTRITION PROGRAMS COST- REIMBURSABLE CONTRACT, TO ARAMARK EDUCATIONAL SERVICES, LLC IN THE ESTIMATED AMOUNT OF \$444,836.25 PLUS OTHER REIMBURSABLE EXPENSES SUCH AS SALARIES, BENEFITS, AND FOOD COSTS, FOR A PERIOD OF ONE YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023 (FOR POSSIBLE ACTION)

2.14 APPROVAL OF THE PROFESSIONAL SERVICES AGREEMENT WITH H&K ARCHITECTS FOR CONSTRUCTION ADMINISTRATION SERVICES FOR PHASE 2 (BUILDING A) OF THE SEISMIC RETROFIT OF VETERANS MEMORIAL ELEMENTARY SCHOOL IN THE TOTAL AMOUNT OF \$115,000 (FOR POSSIBLE ACTION)

2.15 APPROVAL OF THE PROFESSIONAL SERVICES AGREEMENT WITH H&K ARCHITECTS FOR A SEISMIC FEASIBILITY STUDY OF THE SCIENCE AND CAFETERIA WINGS OF RENO HIGH SCHOOL IN THE TOTAL AMOUNT OF \$122,500 (FOR POSSIBLE ACTION)

2.16 AUTHORIZATION TO MOVE FORWARD WITH BID #22-123-B-05-AA, RELOCATION OF MOBILE CLASSROOM BUILDING TO LEMMON VALLEY ELEMENTARY SCHOOL, IN THE ESTIMATED AMOUNT OF \$339,000, WITH RATIFICATION OF THE AWARD OF THIS PROJECT AT A FUTURE BOARD MEETING (FOR POSSIBLE ACTION)

2.17 AWARD OF BID #22-110-B-04-AA, REPLACEMENT OF GYM DIVIDER AT FRED W. TRANER MIDDLE SCHOOL, TO BRUCE PURVES CONSTRUCTION, INC. FOR \$143,566 (FOR POSSIBLE ACTION)

2.18 APPROVAL TO RENEW THE AGREEMENT WITH INFINITE CAMPUS, INC. FOR THE COMPREHENSIVE WEB-BASED STUDENT INFORMATION SYSTEM BEGINNING JULY 1, 2022 AND EXPIRING JUNE 30, 2023 IN THE AMOUNT OF \$439,228.30 (FOR POSSIBLE ACTION)

2.19 APPROVAL TO RENEW THE SERVICE AGREEMENT WITH BLACKBOARD INC. TO PROVIDE CONNECT SERVICES, WEBSITE CONTENT MANAGEMENT SERVICES, WEB ACCESSIBILITY, ALLY IMPLEMENTATION BUNDLE, AND MOBILE COMMUNICATION SERVICES IN THE AMOUNT OF \$246,219.73 FOR THE TERM OF JULY 1, 2022 THROUGH JUNE 30, 2023 (FOR POSSIBLE ACTION)



- 2.20 APPROVAL OF THE ANNUAL RENEWAL OF THE BUSINESSPLUS SOFTWARE LICENSE MAINTENANCE AGREEMENT WITH POWERSCHOOL IN THE AMOUNT OF \$134,418.63 FOR JULY 1, 2022 THROUGH JUNE 30, 2023 (FOR POSSIBLE ACTION)
- 2.21 APPROVAL OF THE GRANT APPLICATION TO THE NELL J. REDFIELD FOUNDATION FOR THE REDFIELD COMMUNITY OUTREACH PROGRAM FOR \$320,957.89 (FOR POSSIBLE ACTION)
- 2.22 APPROVAL OF A MEMORANDUM OF AGREEMENT BETWEEN THE WASHOE COUNTY SCHOOL DISTRICT AND THE WASHOE EDUCATION ASSOCIATION (WEA) PROVIDING FOR THE PAYMENT OF THE EMPLOYEE'S DAILY RATE OF PAY AND PERFORMANCE EXPECTATIONS FOR SUMMER SCHOOL INSTRUCTION DURING SUMMER 2022 IN THE TOTAL APPROXIMATE AMOUNT OF \$3,557,945 (FOR POSSIBLE ACTION)
- 2.23 APPROVAL OF A MEMORANDUM OF AGREEMENT BETWEEN THE WASHOE COUNTY SCHOOL DISTRICT AND THE WASHOE EDUCATION SUPPORT PROFESSIONALS (WESP) PROVIDING FOR THE PAYMENT OF THE EMPLOYEE'S HOURLY RATE OF PAY FOR SUMMER SCHOOL EMPLOYMENT DURING SUMMER 2022 IN THE TOTAL APPROXIMATE AMOUNT OF \$434,839 (FOR POSSIBLE ACTION)
- 2.24 APPROVAL OF A MEMORANDUM OF AGREEMENT BETWEEN THE WASHOE COUNTY SCHOOL DISTRICT AND THE WASHOE EDUCATION SUPPORT PROFESSIONALS (WESP) PROVIDING FOR THE PROCEDURES TO BE UTILIZED FOR PLACEMENT OF EMPLOYEES IMPACTED BY A REORGANIZATION AND REALLOCATION OF SPECIAL EDUCATION AIDE AND ASSISTANT POSITIONS THAT WILL PROVIDE FOR ADDITIONAL HOURS AND INCREASED COMPENSATION FOR EMPLOYEES IN THESE ROLES (FOR POSSIBLE ACTION)
- 2.25 APPROVAL OF THE ADDITION OF THE COLLEGE OF SOUTHERN NEVADA, AS A DUAL CREDIT PROVIDER IN THE WASHOE COUNTY SCHOOL DISTRICT, AND THE ADDITION OF CERTAIN DUAL CREDIT COURSES FOR WASHOE COUNTY SCHOOL DISTRICT STUDENTS PURSUANT TO NEVADA REVISED STATUTE 389.160 FOR THE 2022-23 SCHOOL YEAR (FOR POSSIBLE ACTION)
- 2.26 APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE WASHOE COUNTY SCHOOL DISTRICT AND TRUCKEE MEADOWS COMMUNITY COLLEGE (TMCC) FOR THE TMCC HIGH SCHOOL PROGRAM FOR A 2-YEAR TERM, EFFECTIVE JULY 1, 2022 AND ENDING ON JUNE 30, 2024 (FOR POSSIBLE ACTION)
- 2.27 APPROVAL OF CONTRACT FOR COMPREHENSIVE K-12 VIRTUAL SCHOOL PROGRAM FOR STUDENTS ENROLLED IN NORTH STAR ONLINE SCHOOL FOR 1-YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023 IN THE ESTIMATED AMOUNT OF \$267,750.00 TO PEARSON ONLINE & BLENDED LEARNING K-12 USA (PEARSON) (FOR POSSIBLE ACTION)
- 2.28 POSSIBLE ACTION TO APPROVE THE APPOINTMENT OF SARAH PORTER, PARENT REPRESENTATIVE, TO THE SAFE AND HEALTHY SCHOOLS COMMISSION FOR A 2-YEAR TERM ENDING JUNE 30, 2024 (FOR POSSIBLE ACTION)

2.29 POSSIBLE ACTION TO PROVIDE PRELIMINARY APPROVAL TO THE PROPOSED REVISIONS OF BOARD POLICY 6725, ENGLISH LEARNERS, SPECIFICALLY TO UPDATE FORMATTING AND CLARIFY LANGUAGE, AND INITIATION OF THE 13-DAY PUBLIC REVIEW AND COMMENT PERIOD (FOR POSSIBLE ACTION)

**3. Items for Presentation, Discussion, Information, and/or Action - • Public Comment – Comments from the public are invited at this time on items listed for possible action. A Public Comment Card should be filled out and submitted to the Recording Secretary before speaking during the Public Comment section, which must at least include the name of the speaker. Pursuant to Board Policy 9115, Meetings of the Board of Trustees, all persons are limited to 3 minutes per item. The time limit may be altered at the discretion of the President of the Board/Chair of the Committee. In order to comply with Nevada Revised Statutes (NRS) Chapter 241 (Open Meeting Law) and on the advice of Legal Counsel, the Board/Committee is discouraged from discussing and precluded from deliberating and/or acting on items raised by Public Comment which are not already on the agenda. Pursuant to NRS 241.035, correspondence or written materials submitted for public comment shall be attached to the minutes of the meeting. The Board of Trustees/Committee may impose reasonable content-neutral restrictions on public comment such as willfully disruptive comments that are irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, amounting to personal attacks, or interfering with the rights of other speakers. The Board will also accept public comments before and during the meeting through [publiccomments@washoeschools.net](mailto:publiccomments@washoeschools.net). The Board will take time to read those comments during the meeting and announce the names of those who provided public comment via email.**

3.01 DISCUSSION ON THE BUDGET AND SCHEDULE FOR THE DEBBIE SMITH CAREER AND TECHNICAL EDUCATION (CTE) ACADEMY HIGH SCHOOL AND POSSIBLE ACTION TO MOVE TO A PHASED DELIVERY APPROACH TO RESPOND TO CONSTRUCTION MARKET PRICING, AS RECOMMENDED BY THE CAPITAL FUNDING PROTECTION COMMITTEE (FOR POSSIBLE ACTION)

**PRESENTERS:** Adam Searcy, Chief Facilities Management Officer

Tami Zimmerman, Deputy Chief Facilities Management Officer

**Call for public comment**

**MOTION:** I move that the Board of Trustees approves proceeding with Option 2, Pursue a Phased Approach, to delivering the construction of the Debbie Smith Career and Technical Education (CTE) Academy High School, deferring immediate construction to best adjust and balance the financial constraints and of the District with the need and commitment to this critical project, as recommended by the Capital Funding Protection Committee.

3.02 PRESENTATION, DISCUSSION, AND POSSIBLE ACTION TO APPROVE THE UPDATED WASHOE COUNTY SCHOOL DISTRICT FISCAL YEAR 2023-2027, FIVE-YEAR CAPITAL IMPROVEMENT PLAN TO INCLUDE THE ADDITION OF 4 FULL-TIME POSITIONS APPROVED BY THE BOARD OF TRUSTEES AND MOVEMENT OF THE DESIGN PHASE BUDGET FOR A NEW ELEMENTARY SCHOOL TO YEAR 1 INSTEAD OF YEAR 2, AS RECOMMENDED BY THE CAPITAL FUNDING PROTECTION COMMITTEE (FOR POSSIBLE ACTION)

**PRESENTERS:** Mark Mathers, Chief Financial Officer  
Adam Searcy, Chief Facilities Management Officer

**Call for public comment**

**MOTION:** I move that the Board of Trustees accepts the recommendation of the Capital Funding Protection Committee and approves the Washoe County School District's updated Fiscal Year 2023-2027, Five-Year Capital Improvement Plan.

3.03 PRESENTATION, DISCUSSION, AND POSSIBLE ACTION TO APPROVE THE 2021/22 'E' MAJOR PROJECTS PROGRAM THAT INCLUDES PROJECTS THROUGHOUT THE WASHOE COUNTY SCHOOL DISTRICT PURSUANT TO THE ATTACHED LIST OF PROGRAM PROJECTS AND ASSOCIATED COSTS FOR EACH PROJECT IN THE AMOUNT OF \$47,000,000 AS RECOMMENDED BY THE CAPITAL FUNDING PROTECTION COMMITTEE (FOR POSSIBLE ACTION)

**PRESENTER:** Adam Searcy, Chief Facilities Management Officer

**Call for public comment**

**MOTION:** I move that the Board of Trustees approves the Washoe County School District Capital Improvement Program, to include the 2021/22 'E' Major Projects Program in the amount of \$47,000,000 to provide for projects throughout the District, as recommended by the Capital Funding Protection Committee.

3.04 PRESENTATION TO PROVIDE AN UPDATE ON THE INCLINE HIGH SCHOOL EXPANSION STUDY FUNDED BY THE DAVE & CHERYL DUFFIELD FOUNDATION (DCDF) AND POSSIBLE ACTION TO APPROVE AN AGREEMENT WITH THE DAVE & CHERYL DUFFIELD FOUNDATION TO FUND THE RELATED DESIGN AND CONSTRUCTION IMPROVEMENTS AT INCLINE HIGH SCHOOL FOR UP TO \$38,302,742 (FOR POSSIBLE ACTION)

**PRESENTERS:** Teresa Golden, Director of Design and Planning  
Peter Grove, Architect, Collaborative Design Studio

**Call for public comment**

**MOTION:** I move that the Board of Trustees approves the agreement between the Washoe County School District and the Dave and Cheryl Duffield Foundation to fund the design and construction improvements at Incline High School for up to \$38,302,742.

3.05 APPROVAL OF THE AGREEMENT FOR PROFESSIONAL ARCHITECTURAL DESIGN SERVICES WITH COLLABORATIVE DESIGN STUDIO FOR THE INCLINE HIGH SCHOOL EXPANSION & ATHLETIC FIELD IMPROVEMENTS IN THE AMOUNT OF \$2,900,000 (FOR POSSIBLE ACTION)

**PRESENTER:** Teresa Golden, Director of Design and Planning

**Call for public comment**

**MOTION:** I move that the Board of Trustees approves the Agreement for Professional Architectural Design Services with Collaborative Design Studios for the Incline High School Expansion and Athletic Field Improvements for \$2,900,000.

3.06 DISCUSSION AND POSSIBLE ACTION TO APPROVE A MEMORANDUM OF AGREEMENT BETWEEN THE WASHOE COUNTY SCHOOL DISTRICT AND THE WASHOE EDUCATION SUPPORT PROFESSIONALS (WESP) REGARDING COMPENSATION ADJUSTMENTS TO ADDRESS A CRITICAL LABOR SHORTAGE IN THE TRANSPORTATION, HOUSEKEEPING, AND NUTRITION SERVICES DEPARTMENTS, AND SPECIAL EDUCATION AIDES AND ASSISTANTS, TO INCLUDE BASE COMPENSATION ADJUSTMENTS, ONE-TIME DIFFERENTIALS, AND NEW HIRE, REFERRAL, AND RETENTION INCENTIVES (FOR POSSIBLE ACTION)

**PRESENTER:** Emily Ellison, Chief Human Resources Officer

**Call for public comment**

**MOTION:** I move that the Board of Trustees approves the Memorandum of Agreement between the Washoe County School District and the Washoe Education Support Professionals (WESP) regarding compensation adjustments to address a critical labor shortage in the Transportation, Housekeeping, Nutrition Services departments, and among Special Education Aides and Assistants, to include base compensation adjustments, one-time differentials, and New Hire, Referral, and Retention Incentives.

3.07 DISCUSSION AND POSSIBLE ACTION FOR DISPOSITION OF APPEAL TO LETTER OF INTENT TO AWARD REQUEST FOR QUALIFICATIONS (RFQS) #34-QS-09-22-AA, ENGINEERING SERVICES FOR THE WASHOE COUNTY SCHOOL DISTRICT, BY SHAW ENGINEERING, INC. (FOR POSSIBLE ACTION)

**PRESENTERS:** Mark Mathers, Chief Financial Officer  
Andrea Sullivan, Director of Procurement and Contracts

**Call for public comment**

**MOTION:** I move that the Board of Trustees denies the appeal of Shaw Engineering, LTD to the Letter of Intent to Award Request for Qualifications (RFQS) #34-QS-09-22-AA, Engineering Services for the Washoe County School District.

**NOTE – if appeal is upheld, pull Agenda Items 3.08 and 3.09**

3.08 APPROVAL OF THE RECOMMENDATION OF AWARD FOR REQUEST FOR QUALIFICATIONS (RFQS) #34- QS-09-22-AA, ENGINEERING SERVICES FOR THE WASHOE COUNTY SCHOOL DISTRICT, TO AINSWORTH & ASSOCIATES MECHANICAL ENGINEERS, BLACK EAGLE CONSULTING, INC., BROADBENT & ASSOCIATES, INC., CFBR STRUCTURAL GROUP LLC, CONSTRUCTION MATERIALS ENGINEERS, INC., DEI ENGINEERS, ETICHEMENDY ENGINEERING, INC., FARR WEST ENGINEERING, GEOTECHNICAL & ENVIRONMENTAL SERVICES, INC., HEADWAY TRANSPORTATION, HENDERSON ENGINEERS, INNOVA TECHNOLOGIES, JP ENGINEERING LLC, KIMLEY-HORN, LLOYD SPORTS & ENGINEERING, MANHARD CONSULTING, MCKINSTRY ESSENTION LLC, NCE ENGINEERING & ENVIRONMENTAL SERVICES, NELSON WILCOX STRUCTURAL ENGINEERS, NOVA GEOTECHNICAL & INSPECTION SERVICES DBA UNIVERSAL ENGINEERING, ODYSSEY ENGINEERING, INC., PETTY & ASSOCIATES, INC., PK ELECTRICAL, INC., POGGEMEYER DESIGN GROUP, ROUNDS ENGINEERING DBA CR ENGINEERING, SGF ENGINEERING, SHIELDS ENGINEERING, INC., SUMMIT ENGINEERING, TERP CONSULTING, TJK CONSULTING ENGINEERS, INC., TURPIN & RATTAN ENGINEERING, INC., AND WOOD RODGERS, INC. (FOR POSSIBLE ACTION)

**PRESENTER:** Andrea Sullivan, Director of Procurement and Contracts

**Call for public comment**

**MOTION:** I move that the Board of Trustees approves the recommendation of award for Request for Qualifications (RFQS) #34-QS-09-22-AA, Engineering Services for the Washoe County School District, to Ainsworth & Associates Mechanical Engineers, Black Eagle Consulting, Inc., Broadbent & Associates, Inc., CFBR Structural Group LLC, Construction Materials Engineers, Inc., DEI Engineers, Etchemendy Engineering, Inc., Farr West Engineering, Geotechnical & Environmental Services, Inc., Headway Transportation, Henderson Engineers, Innova Technologies, JP Engineering LLC, Kimley-Horn, Lloyd Sports & Engineering, Manhard Consulting, McKinstry Essention LLC, NCE Engineering & Environmental Services, Nelson Wilcox Structural Engineers, Nova Geotechnical & Inspection Services DBA Universal Engineering, Odyssey Engineering, Inc., Petty & Associates, Inc., PK Electrical, Inc., Poggemeyer Design Group, Rounds Engineering DBA CR Engineering, SGF Engineering, Shields Engineering, Inc., Summit Engineering, TERP Consulting, TJK Consulting Engineers, Inc., Turpin & Rattan Engineering, Inc., and Wood Rodgers, Inc.

3.09 APPROVAL OF THE AGREEMENT TO PROVIDE PROFESSIONAL CONSULTANT SERVICES WITH MCKINSTRY ESSENTION LLC FOR MECHANICAL, ELECTRICAL, AND PLUMBING ASSESSMENT DISTRICT-WIDE FOR \$584,000 (FOR POSSIBLE ACTION)

**PRESENTER:** Adam Searcy, Chief Facilities Management Officer

**Call for public comment**

**MOTION:** I move that the Board of Trustees approves the Agreement to Provide Professional Consultant Services for McKinstry Essention LLC to perform a mechanical, electrical & plumbing assessment District-wide for \$584,000.

3.10 PRESENTATION ON THE ONGOING EVALUATION OF THE ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND (ESSER II) UNDER THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRSA) ACT AND THE ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND (ESSER III) UNDER THE AMERICAN RESCUE PLAN (ARP) ACT (FOR INFORMATION AND DISCUSSION ONLY)

**PRESENTERS:** Joe Ernst, Chief Accountability Officer  
Dr. Norma Velasquez-Bryant, ESSER Program Evaluator  
Adriana Publico, ESSER Project Manager

**4. Reports - No discussion among the Board of Trustees will occur under these items**

4.01 BOARD REPORTS – Each Trustee will have 3 minutes to provide the community with an update of the Trustee’s activities related to Washoe County School District. No discussion among the Board of Trustees will occur under this item

4.02 STUDENT REPRESENTATIVE'S REPORT - No discussion among the Board of Trustees will occur under this item

4.03 SUPERINTENDENT'S REPORT - No discussion among the Board of Trustees will occur under this item

**5. Closing Items**

5.01 **Public Comment** – Comments from the public are invited at this time on topics not specifically addressed elsewhere in the agenda. A Public Comment Card should be filled out and submitted to the Recording Secretary before speaking during the Public Comment section, which must at least include the name of the speaker. Pursuant to Board Policy 9115, Meetings of the Board of Trustees, all persons are limited to 3 minutes per item. The time limit may be altered at the discretion of the President of the Board/Chair of the Committee. In order to comply with Nevada Revised Statutes (NRS) Chapter 241 (Open Meeting Law) and on the advice of Legal Counsel, the Board/Committee is discouraged from discussing and precluded from deliberating and/or acting on items raised by Public Comment which are not already on the agenda. Pursuant to NRS 241.035, correspondence or written materials submitted for public comment shall be attached to the minutes of the meeting. The Board of Trustees/Committee may impose reasonable content-neutral restrictions on public comment such as willfully disruptive comments that are irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, amounting to personal attacks, or interfering with the rights of other speakers. The Board will also accept public comments before and during the meeting through [publiccomments@washoeschools.net](mailto:publiccomments@washoeschools.net). The Board will take time to read those comments during the meeting and announce the names of those who provided public comment via email.

5.02 Next Meeting Announcement - June 28, 2022

5.03 Adjourn Meeting

**MINUTES OF THE XXX, 2021  
MEETING OF THE  
WASHOE COUNTY SCHOOL DISTRICT  
XXX COMMITTEE**

**1.01 Call to Order Time:** \_\_\_\_\_

**1.02 Roll Call Present/  
Absent**\_\_\_\_\_

**2.01 Approval of Minutes: Motion by**\_\_\_\_\_ **2<sup>nd</sup>** \_\_\_\_\_

## 2.02 Agenda Item Title

**Public Comment:** \_\_\_\_\_

**Presenter:**

**Motion Wording:**

**Motion by** \_\_\_\_\_ **-2<sup>nd</sup>** \_\_\_\_\_



**3.01 Public Comment:**\_\_\_\_\_

**3.02 Announcement of next meeting:**\_\_\_\_\_

**3.03 Time of Adjournment:**\_\_\_\_\_

# 190 ways to say



**“said”**

accuse  
acknowledge  
acquire  
add  
admonish  
affirm  
agree  
allege  
allow  
allude  
announce  
answer  
apologize  
appease  
approve  
argue  
articulate  
ask  
assent  
assert  
assure  
begin  
beg  
believe  
berate  
beseech  
boast  
brag  
cajole  
call  
caution  
challenge  
charge  
chide  
cite  
claim  
coax  
command  
comment  
complain  
concede  
conclude  
concur  
confess  
confirm  
consent  
contend

contest  
continue  
contribute  
counter  
criticize  
cross-examine  
debate  
decide  
declaim  
declare  
defend  
demand  
deny  
describe  
determine  
dictate  
discuss  
echo  
elaborate  
emphasize  
entreat  
enumerate  
exaggerate  
explain  
exhort  
expostulate  
extol  
fear  
fume  
gloat  
goad  
guess  
hasten  
hesitate  
hint  
imitate  
imply  
implore  
inform  
inquire  
insinuate  
insist  
interject  
interpose  
interpret  
interrupt  
interrogate

intimate  
intimidate  
intone  
jeer  
jest  
joke  
laugh  
lecture  
lie  
make known  
magnify  
maintain  
manifest  
marvel  
mimic  
mock  
mourn  
muse  
note  
object  
observe  
offer  
order  
perceive  
persist  
plead  
point out  
ponder  
praise  
preach  
predict  
prevaricate  
proceed  
prod  
profane  
profess  
prophecy  
propound  
promise  
prompt  
propose  
protest  
pursue  
put in  
query  
question  
quip

quote  
rate  
rail  
run on  
rant  
rave  
recall  
recite  
recount  
regret  
reiterate  
rejoin  
remark  
remember  
remind  
remonstrate  
renounce  
repeat  
reply  
report  
reprimand  
request  
resolve  
resume  
retort  
reveal  
scoff  
scorn  
sermonize  
sneer  
specify  
spell out  
speak  
start  
state  
stress  
submit  
suggest  
taunt  
testify  
think  
threaten  
tell  
urge  
vaunt  
venture  
voice  
volunteer

## **2022 Public Bodies Recruitment and Application Calendar**

In accordance with Board Policy 9100 ([BP9100](#)) the following outline has been developed to guide the recruitment and appointment of candidates for members of Public Bodies (Committees) of the Board of Trustees:

### **Process**

**Recruitment:** The Staff Liaison will work to coordinate recruitment efforts through the Office of Communications and Community Engagement. This generally includes advertising on the District's website and social media, media advisories, etc. depending on need.

**Application:** HR will assist the Responsible Office in vetting individuals to ensure candidates meet the initial qualifications for a committee, as needed.

**Interviews:** HR may assist with interviews, upon request and if available.

### **Timeline**

Current members in good standing who wish to return

Application Period	April 18 – 29, 2022
Staff Review and Approval	May 2 – 6, 2022
Staff Report for Board Meeting Due	May 18, 2022
Board Meeting for Approval (Consent Agenda)	May 24, 2022

New Applications

Application Period (Please notify Communications Liaison one week prior to opening application period of position needs.)	May 2 – May 15, 2022
Paper Screening	May 16 – May 23, 2022
Interviews	May 24 – June 3, 2022
Staff Report for Board Meeting Due	June 8, 2022
Board Meeting for Approval (Consent Agenda)	June 14, 2022

If sufficient applications are not received during the first application period

2 <sup>nd</sup> application period	May 23 – June 6, 2022
Paper Screening	June 6 – June 10, 2022
Interviews	June 13 – June 17, 2022
Staff Report for Board Meeting Due	June 22, 2022
Board Meeting for Approval (Consent Agenda)	June 28, 2022