WASHOE COUNTY SCHOOL DISTRICT

Reno, Nevada

REGULAR MEETING OF THE BOARD OF TRUSTEES

???, 2021

**TITLE:** Title should include what the Board is being asked to do, for whom, and the cost (if the item is related to specific schools, **all** school names should be included) – the title should be in all CAPS

**FROM:** Chief of the Office (All staff reports must be reviewed by the chief and the submitted to BoardDocs through that EA or designee.)

**PRESENTER(S) & PRESENTATION TIME/CONSENT:**

If the item is Consent, only list “Consent”

If the item is a presentation, ALL presenters should be listed (including any outside presenters, teachers, or students)

The time of the presentation must be included AND should be no more than 20 minutes, unless approved by Superintendent (this is critical as the information is used to determine the length of the meeting)

**DATE REPORT WRITTEN:**

**PURPOSE/SUMMARY**:

**This section should provide the rational for the agenda item: what do you want the Board to do and why do we need this item**

i.e. we need to supply all schools and facilities with custodial supplies to ensure cleanliness and sanitary conditions

**If the item is on the Consent Agenda:**

**Why is this item on Consent**

i.e. this is an annual renewal of a contract for custodial supplies

Information that should be included:

* Timeline of program, contract, etc.
* Why the District needs this program, contract, etc.
* Expected outcome(s)
  + How will you measure success
* When do you plan on reporting back to the Board with results
* Impacts on (positive or negative):
  + Students (number of students the program will impact)
  + Student achievement
  + Schools
  + Staff (school and/or central office)
  + Current programs
    - Are there potential conflicts
  + For the acceptance of funds from grants and/or donations:
    - Will the District be required to provide matching funds
    - Will the District need to consider future impacts to the General Fund if/when the grant/donation ends (i.e. are staff positions being paid for out of the grant/donation)

If you are asking the Board to approve an agreement/contract, include responses to the following questions:

* Were other companies/individuals proposals considered?
  + Was there an application process?
* Why was this particular company/individual selected?
* What were the criteria for review of proposals?
* Who reviewed the proposals?
* If applicable, what data will be used to determine effectiveness?

**Tips:**

* Whenever possible, do not use acronyms, at least not the first time you use the term in the staff report
* When using school names, use the full school name - i.e. Dilworth Middle School should be George L. Dilworth Middle School

**FINANCIAL:** Include the cost of the item (to include impacts to staff time and/or resources). Was the item included in the current budget; what is the % of the budget that will be used for the program (was this more or less than originally planned for)

If multiple awards are occurring as part of a bid, all awardees should be listed, including the amounts and total

i.e. the purchase of the math textbooks will come from the 030 MER account for a total of $2,430,000 or 85% of the textbook budget for Fiscal Year 2018. The District was able to negotiate with the publisher and reduce the total cost by 10%, resulting in a savings to the District and coming in under the budgeted amount by 5%. The savings will be rolled over and used for the purchase of future textbooks.

**BACKGROUND INFORMATION:**

Brief history on who or what is being asked of the Board

* Has the District worked with the person or company
* What were the results
* Why is the District changing/adding new person or company

Also include any known challenges or concerns and how the District anticipates dealing with them

Will staff need to be trained? – how will this occur?

**PREVIOUS ACTION:**

Previous actions taken by the Board or appropriate Committee should be listed and include the what the Board/Committee action was. The “Related Action” should include a hyperlink to the item in BoardDocs. Only list actions going back 1-2 years if an annual contract or actions that occurred during the current school/fiscal year.

**Date:**

**Related Action:**

**ATTACHMENTS:**

Attachment A –

Attachment B –

If your attachments are not ready when the staff report is entered, please include when the attachment will be available.

**STRATEGIC PLAN:** This agenda item supports Goal ???, “\_\_\_\_\_\_\_\_\_\_\_” and Objective ???, “\_\_\_\_\_\_\_\_\_\_\_,” of *Response to Recovery*.

**Please note, we are now on a new strategic plan and update your own templates accordingly**

**BOARD POLICY:**

Board Policy ???? -

Please double check your policy numbers and title as the Board has been updating policies. The policy should include a hyperlink to the policy from [wcsdpolicy.net](https://www.wcsdpolicy.net/searchboardpolicy.php) (please use the bottom link that will open the most current version of the policy)

**LEGAL:**  This item should state what federal and/or state laws are related to the item. Include a hyperlink to the appropriate federal or state law and double check your links.

COMMUNITY INVOLVEMENT: Include any information on how the community was/will be involved. Were committee meetings held (when, how many, action taken, etc.), town halls/community forums (number of people who attended, outcomes, etc.)

Is there a communications plan to provide the information to the community/parents?

ALTERNATIVES:

Are there viable alternatives the Board could consider?

What are impacts if the item is not approved or if the Board chooses to delay a decision?

SUPERINTENDENT’S RECOMMENDATION: The Board of Trustees approves/adopts/accepts….. OR This item is for presentation and discussion only.