

Building and Entering Staff Reports in BoardDocs

Presenter – J.J. Batchelder,
Board Services Coordinator

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Staff Reports

- Ensure chiefs and department leaders are using the most recent template
 - Will be available on the Secretaries Corner section of the website
 - Any updates will be provided to everyone through Leadership Team
 - Send to others in your offices and departments



Titles

- What are you asking the Board of Trustees to do; is another party involved; the cost of the item; and length
- Title is in all CAPS
 - (FOR POSSIBLE ACTION)
 - (FOR PRESENTATION/INFORMATION AND DISCUSSION ONLY)
- New language for items under Presentation & Action
 - Presentation, Discussion, and Possible Action to Consider Approval, and/or Amend...



From & Presenters/Consent

- From
 - List only the Chief
- Presenters & Time or Consent
 - Consent Agenda
 - Items of routine nature that occurs with 1 action
 - Committee Appointments
 - Grant Applications
 - Memorandums of Agreement/Understanding
 - Award of Bid/Request for Proposal
 - Independent Contractor Agreements
 - If an item is on Consent, no staff is listed here



Consent Agenda Example Titles

- Committee Appointment Example
 - APPROVAL OF THE APPOINTMENT OF SHELLEY BUCHANAN, AT-LARGE REPRESENTATIVE, TO THE STUDENT ATTENDANCE ADVISORY COMMITTEE FOR A 2-YEAR TERM ENDING JUNE 30, 2024 (FOR POSSIBLE ACTION)
- Purchasing Example
 - AWARD OF BID #22-128-B-05-DA, REPLACEMENT OF CLOSED-CIRCUIT TELEVISION (CCTV) (PTZ) CAMERAS AT 6 WASHOE COUNTY SCHOOL DISTRICT SCHOOLS, TO POWERCOMM SOLUTIONS, INC. FOR \$124,532.53 (FOR POSSIBLE ACTION)



Consent Agenda Example Titles

- Human Resources Example
 - POSSIBLE ACTION TO APPROVE A 1-YEAR AGREEMENT WITH SPECIALTY HEALTH FOR THE 2022 WELLNESS SCREENINGS FOR ALL INSURED ACTIVE/RETIREES AND COVERED SPOUSES FOR \$155,580 (FOR POSSIBLE ACTION)
- Grants Example
 - APPROVAL OF THE NEVADA DEPARTMENT OF EDUCATION COMPETITIVE AMERICAN RESCUE PLAN AND ELEMENTARY AND SECONDARY SCHOOLS EMERGENCY RELIEF FUND COLLEGE AND CAREER READINESS SUPPORTS GRANT FOR \$797,073.62 (FOR POSSIBLE ACTION)



Presenters/Consent & Date Report Written

- Presenters & Times/Consent (cont.)
 - Presenters
 - Who will be presenting the information to the Board and community
 - How long is the presentation
 - ***Presentations should be limited to 5-7 minutes and no more than 8 slides is recommended***
 - Add 5-10 minutes to the initial time to allow for questions and discussion by the Board of Trustees
- Date Report Written



Purpose/Summary

- Purpose/Summary
 - What is the purpose of this item
 - Provide as much information as possible here and as part of the “Background” section
 - Additional information included on the staff report template
 - If for Consent, include why the item is on the Consent Agenda
 - Do not use acronyms
 - Elementary and Secondary School Emergency Relief (ESSER)
 - Use full school names
 - Alice Maxwell Elementary School instead of Maxwell Elementary School



Financial & Background Information

- Financial
 - Cost of the item
 - Is it included in the current budget
 - Which budget are the funds coming out of
 - Check with Business & Finance to ensure the item has been approved by the Financial Resource Committee (FRC)
- Background Information
 - Include additional information on the agenda item



Previous Actions

- List prior actions taken by the Board of Trustees
 - Only need to go back 2 years at the most
 - List most recent action first
- Committee Actions
 - If the item is a recommendation from a committee, list that action
- Searching in BoardDocs for prior actions & linking



Attachments

- The name of the attachment should match what is listed on the staff report
 - Always PDF the documents
 - Label attachments as appropriate
 - Top righthand corner OR bottom righthand corner depending on page orientation
 - Use Tahoma 12 font and Dark Red as color
 - If a darker color is the background of the document, the font may be in white



Strategic Plan & Board Policy

- Strategic Plan
 - Response to Recovery
 - Include at least the Goal
 - Add Objective if known
- Board Policy
 - wcsdpolicy.net
 - Board Policy
 - Get Link
 - Use 2nd link (TRUE) link



Legal

- Nevada Revised Statutes
 - <https://www.leg.state.nv.us/Division/Legal/LawLibrary/NRS/index.html>
- Nevada Administrative Code
 - <https://www.leg.state.nv.us/Division/Legal/LawLibrary/NAC/Chapters.html>
- Federal
 - Google the title
 - Use a link to a federal government site
 - i.e. congress.gov, doe.gov



Community Involvement & Alternatives

- Community Involvement
 - Opportunities for the community to participate in the decision-making process
- Alternatives
 - Are there viable alternatives the Board can consider
 - What is the impact if the item is not approved



Superintendent's Recommendation

- Non-action items
 - This item is for presentation/information and discussion only
- Action items
 - Should be similar to the title
 - What is the Board approving, accepting, appointing, or acknowledging
 - Timeframe
 - Cost



Staff Report – Quick Tips

- Use full school names throughout the entire staff report
- Do not use acronyms in the Title or Superintendent’s Recommendation
 - Okay to use in Purpose/Summary after you have 1st used the full title
- Double check links
- Double check titles of Board Policies



BoardDocs

- What is BoardDocs
- Where to find BoardDocs
 - District website
 - <https://go.boarddocs.com/nv/washoe/Board.nsf/>
- Public site vs. Authenticate

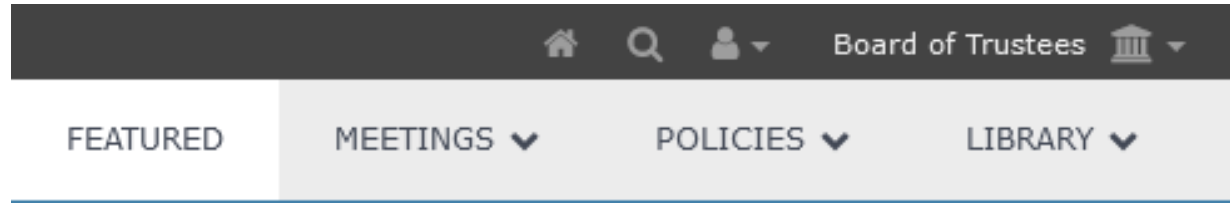


eGovernance System

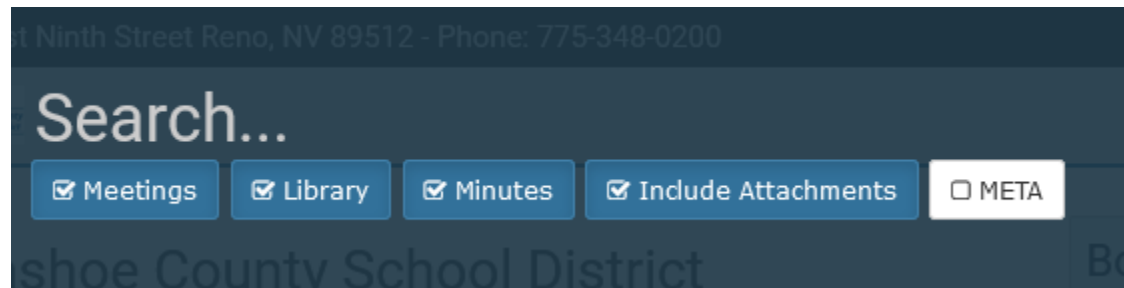
[Enter Public Site](#) [Authenticate](#)

Previous Board Actions

- Search feature



- District information vs. META



- Ensure ONLY “Meetings” is checked



Previous Board Actions

9 matches found

NASB dues

MEETINGS

Meetings Library Minutes Include Attachments META

Agenda Item
Tue, Jul 14, 2015

3.21 CONSIDERATION OF APPROVAL OF PAYMENT OF ANNUAL DUES TO THE NEVADA ASSOCIATION OF SCHOOL BOARDS (NASB) FOR 2015-2016 IN THE AMOUNT OF \$22,069.74 (FOR POSSIBLE ACTION)

Agenda Item
Tue, Aug 26, 2014

3.09 APPROVAL OF RENEWAL OF NEVADA ASSOCIATION OF SCHOOL BOARDS ANNUAL MEMBERSHIP DUES

Agenda Item
Tue, Jul 23, 2019

2.02 APPROVAL OF PAYMENT OF ANNUAL MEMBERSHIP DUES TO THE NEVADA ASSOCIATION OF SCHOOL BOARDS FOR 2019-2020 IN THE AMOUNT OF \$23,073.91 (FOR POSSIBLE ACTION)

Agenda Item
Tue, Jul 19, 2016

2.12 APPROVAL OF PAYMENT OF ANNUAL DUES TO THE NEVADA ASSOCIATION OF SCHOOL BOARDS FOR 2016-17 IN THE AMOUNT OF \$22,621.48 (FOR POSSIBLE ACTION)

Agenda Item
Tue, Jul 27, 2021

2.12 APPROVAL OF PAYMENT OF ANNUAL MEMBERSHIP DUES TO THE NEVADA ASSOCIATION OF SCHOOLS BOARDS FOR 2021-22 IN THE AMOUNT OF \$23,073.91 (FOR POSSIBLE ACTION)

Agenda Item
Tue, Jul 21, 2020

2.02 APPROVAL OF PAYMENT OF ANNUAL MEMBERSHIP DUES TO THE NEVADA ASSOCIATION OF SCHOOL BOARD FOR 2019-2020 IN THE AMOUNT OF \$23,073.91 (FOR POSSIBLE ACTION)

Agenda Item
Tue, Jul 24, 2018

2.06 APPROVAL OF PAYMENT OF ANNUAL MEMBERSHIP DUES TO THE NEVADA ASSOCIATION OF SCHOOL BOARD FOR 2018-19 IN THE AMOUNT OF \$23,073.91 (FOR POSSIBLE ACTION)

Agenda Item
Tue, Jul 25, 2017

3.09 APPROVAL OF PAYMENT OF ANNUAL DUES TO THE NEVADA ASSOCIATION OF SCHOOL BOARD FOR 2017-18 IN THE AMOUNT OF \$22,621.48 (FOR POSSIBLE ACTION)

Agenda Item
Tue, Aug 23, 2016

4.01 PRESENTATION AND ADOPTION OF BOARD RESOLUTION 16-007, "A RESOLUTION IN SUPPORT OF NEVADA SCHOOL TRUST LANDS" (FOR POSSIBLE ACTION)

Agenda Item Details

Meeting: Jul 23, 2019 - Regular Meeting of the Board of Trustees

Category: 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 "Citizens Request to Speak" card prior to any vote. 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 Vice President retains discretion in deciding whether or not an item will be removed from the consent agenda.

Subject: APPROVAL OF PAYMENT OF ANNUAL MEMBERSHIP DUES TO THE NEVADA ASSOCIATION OF SCHOOL BOARDS FOR 2019-2020 IN THE AMOUNT OF \$23,073.91 (FOR POSSIBLE ACTION)

Access: Public

Type: Action (Consent)

Recommended Action: The Board of Trustees approves the payment of the 2019-20 annual membership dues to the Nevada Association of School Boards in the amount of \$23,073.91.

Public Content

FROM: Board of Trustees

PRESENTER(S) & PRESENTATION TIME: CONSENT

DATE REPORT WRITTEN: July 8, 2019

SUMMARY/PURPOSE: On July 3, 2019, the Board of Trustees for Washoe County School District received an invoice for the 2019-20 Nevada Association of School Boards (NASB) Annual Membership Dues in the amount of \$23,073.91.

There were no changes to the dues amount from 2018-19.

ADDITIONAL BACKGROUND INFORMATION: The Nevada Association of School Boards supports success for ALL students through local school board leadership development with quality training and mentorship. The Washoe County School District has been a member of the Nevada Association of School Boards since the founding of the organization in 1963.

NASB provides professional development and training to members of board of trustees throughout Nevada to assist in their compliance with [Nevada Revised Statute 386.327](#).



Previous Board Actions



Agenda Item Details

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Subject	APPROVAL OF PAYMENT OF ANNUAL MEMBERSHIP DUES TO THE NEVADA ASSOCIATION OF SCHOOL BOARDS FOR 2019-2020 IN THE AMOUNT OF \$23,073.91 (FOR POSSIBLE ACTION)
Access	Public
Type	Action (Consent)
Recommended Action	The Board of Trustees approves the payment of the 2019-20 annual membership dues to the Nevada Association of School Boards in the amount of \$23,073.91.

Public Content

FROM: Board of Trustees

PRESENTER(S) & PRESENTATION TIME: CONSENT

DATE REPORT WRITTEN: July 8, 2019

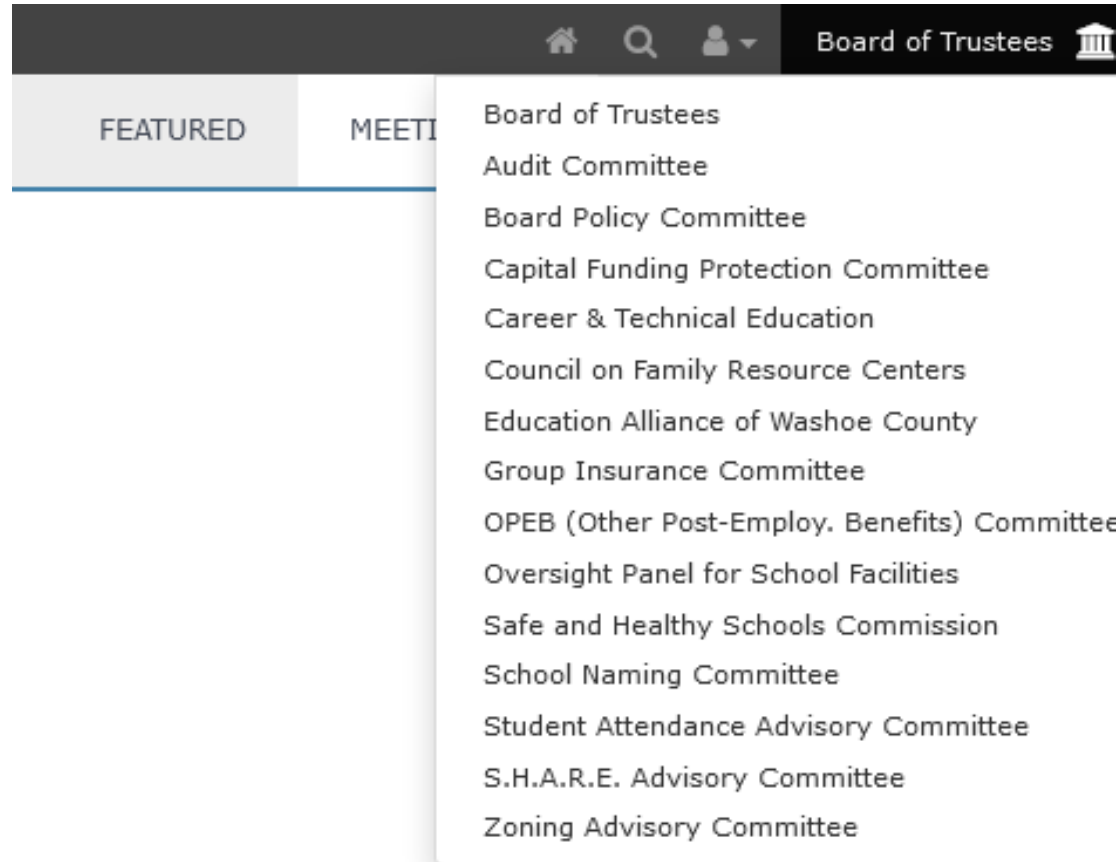
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BoardDocs



The screenshot shows a web application interface for "BoardDocs". At the top, there is a dark navigation bar with icons for home, search, and user profile, and the text "Board of Trustees" with a building icon. Below this is a light-colored navigation bar with two tabs: "FEATURED" and "MEETINGS". A dropdown menu is open under the "MEETINGS" tab, listing various committees and advisory groups.

- Board of Trustees
- Audit Committee
- Board Policy Committee
- Capital Funding Protection Committee
- Career & Technical Education
- Council on Family Resource Centers
- Education Alliance of Washoe County
- Group Insurance Committee
- OPEB (Other Post-Employ. Benefits) Committee
- Oversight Panel for School Facilities
- Safe and Healthy Schools Commission
- School Naming Committee
- Student Attendance Advisory Committee
- S.H.A.R.E. Advisory Committee
- Zoning Advisory Committee



BoardDocs

The screenshot shows the BoardDocs web application interface. At the top, there is a navigation bar with a home icon, a search icon, a user profile icon, and the text "Board of Trustees" next to a building icon. Below this is a secondary navigation bar with four tabs: "FEATURED", "MEETINGS" (which is active and has a dropdown menu), "POLICIES", and "LIBRARY". The "MEETINGS" dropdown menu is open, showing three options: "Active", "Draft", and "My Agenda Items". Below the navigation bar, there is a main content area. On the left side of this area, there are three icons: a hamburger menu icon, a pencil icon, a printer icon, and a paper plane icon. To the right of these icons, the text "Agenda Item Details" is displayed. Below this, there are three lines of text: "Subject", "Access Public", and "Type". Further down, the text "Public Content" is displayed. At the bottom of the page, there is a small text string: "Last Modified by WCSD Trainer on August 1, 2022".

BoardDocs

The screenshot displays the BoardDocs web application interface. At the top left, there are three icons: a close button (X), a save button (floppy disk), and a refresh button (circular arrow). Below these is the 'Agenda Item Details' section, which includes a 'Meeting' dropdown menu set to '- Select -', a 'Category' dropdown menu, a text input field for 'Subject', an 'Access' dropdown menu set to 'Public', and a 'Type' section with five checkboxes: 'Action', 'Action (Consent)', 'Information', 'Discussion', and 'Minutes'. Below the 'Type' section is a 'Goals' section with a 'Manage Attached Goals' link. The 'Approval' section features an 'Approval Tree' dropdown menu set to '- Select -'. The 'Public Content' section contains a rich text editor with a toolbar including icons for undo, redo, search, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert table, and source. Below the editor is a 'Public Files' section with a header and a text prompt: 'To add files, drag or click here'.



BoardDocs

From: BoardDocs Notification <noreply@boarddocs.com>
Sent: Friday, July 29, 2022 1:35 PM
To: Batchelder, Jennifer
Subject: [EXTERNAL] [BoardDocs] Your item was approved.

Jennifer Batchelder,

Your item was approved.

Item: 2.11 APPROVAL, PURSUANT TO NEVADA REVISED STATUTE (NRS) 386.390 (ACCEPTANCE OF GIFTS BY BOARD OF TRUSTEES), OF INFORMATION REGARDING DONATIONS MADE BY THE DUFFIELD FOUNDATION, WHO HAS DONATED \$100,000 OR MORE TO THE SCHOOL DISTRICT DURING FISCAL YEAR 2022-23 (FOR POSSIBLE ACTION)



Deadline Calendars

2022-23 BOT Deadlines Calendar (version 1 - 04-29-2022)							
Meeting Date & Type	Final Staff Report and Attachments due in BoardDocs	Board Services Review	Business/OGC Review	Superintendent/Deputy Superintendent Review (no later than)	BOT Counsel Review (no later than)	Board President Review (no later than)	Agenda and Meeting Posted no later than 9:00 a.m.
07-26-2022 Regular Meeting	07-13-2022	07-14-2022	07-14-2022 & 07-15-2022	07-18-2022 (Noon)	07-19-2022 (Noon)	07-20-2022 (Noon)	07-21-2022
08-09-2022 Regular Meeting	07-27-2022	07-28-2022	07-28-2022 & 07-29-2022	08-01-2022 (Noon)	08-02-2022 (Noon)	08-03-2022 (Noon)	08-04-2022
08-23-2022 Regular Meeting	08-10-2022	08-11-2022	08-11-2022 & 08-12-2022	08-15-2022 (Noon)	08-16-2022 (Noon)	08-17-2022 (Noon)	08-18-2022
09-13-2022 Regular Meeting	08-30-2022 <i>(*early deadline due to Labor Day)</i>	08-31-2022	08-31-2022 & 09-01-2022	09-02-2022 (Noon)	09-06-2022 (Noon)	09-07-2022 (Noon)	09-08-2022
09-27-2022 Regular Meeting	09-14-2022	09-15-2022	09-15-2022 & 09-16-2022	09-19-2022 (Noon)	09-20-2022 (Noon)	09-21-2022 (Noon)	09-22-2022
10-11-2022 Regular Meeting	09-28-2022	09-29-2022	09-29-2022 & 09-30-2022	10-03-2022 (Noon) <i>(*Fall Break)</i>	10-04-2022 (Noon)	10-05-2022 (Noon)	10-06-2022
10-25-2022 Regular Meeting	10-12-2022	10-13-2022	10-13-2022 & 10-14-2022	10-17-2022 (Noon)	10-18-2022 (Noon)	10-19-2022 (Noon)	10-20-2022
11-08-2022 Regular Meeting	10-25-2022 <i>(*early deadline due to Nevada Day)</i>	10-26-2022	10-26-2022 & 10-27-2022	10-31-2022 (Noon)	11-01-2022 (Noon)	11-02-2022 (Noon)	11-03-2022
11-22-2022 Regular Meeting	11-08-2022 <i>(*early deadline due to Veterans Day)</i>	11-09-2022	11-09-2022 & 11-10-2022	11-14-2022 (Noon)	11-15-2022 (Noon)	11-16-2022 (Noon)	11-17-2022
12-13-2022 Regular Meeting	11-30-2022	12-01-2022	12-01-2022 & 12-02-2022	12-05-2022 (Noon)	12-06-2022 (Noon)	12-07-2022 (Noon)	12-08-2022



Department Deadline Calendars

2022-23 BOT Deadlines Calendar <i>(version 1 – 04-29-2022)</i>								
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11-22-2022 Regular Meeting		11-08-2022 <i>(*early deadline due to Veterans Day)</i>	11-09-2022	11-09-2022 & 11-10-2022	11-14-2022 (Noon)	11-15-2022 (Noon)	11-16-2022 (Noon)	11-17-2022



Questions???

Thank you!!!!

