



**WASHOE COUNTY SCHOOL DISTRICT
BOARD POLICY COMMITTEE
MEETING MINUTES**

May 1, 2018

1. Opening Items

1.01 Call to Order

The meeting of the Board Policy Committee was called to order at 2:00 p.m. in the Board Room of the WCSD Administration Building, 425 East 9th Street, Reno, Nevada.

1.02 Roll Call

President Katy Simon Holland and Trustee Members Malena Raymond, Debra Feemster, Veronica Frenkel, Scott Kelley, John Mayer, and Angela Taylor were present at roll call. Trustee Frenkel was present via telephone. Staff were also present.

1.03 Public Comment

There was no public comment at this time.

1.04 Action to Adopt the Agenda

On motion by Angela Taylor, second by Scott Kelley, the Board Policy Committee approved the agenda as presented. (Yea: Katy Simon Holland, Malena Raymond, Debra Feemster, Veronica Frenkel, Scott Kelley, John Mayer, and Angela Taylor). Final Resolution: Motion Carries 7-0

2. Discussion, Presentation, and Action Items

2.01 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED REVISION OF BOARD POLICY 6140, SEXUALITY, HEALTH, AND RESPONSIBILITY EDUCATION (S.H.A.R.E) (FORMERLY 6142.1), WHICH REVISES LANGUAGE RELATED TO PROTOCOLS FOR ACQUIRING PARENT PERMISSION FOR STUDENT PARTICIPATION IN THE PROGRAM, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL

Debra Biersdorff, Chief Academics Officer, Kindra Fox, Director of Curriculum and Instruction, and Rochelle Procter, S.H.A.R.E. Coordinator, presented proposed changes to Board Policy 6140, Sexuality, Health, and Responsibility (SHARE). The policy was formerly numbered 6142.1.

Ms. Biersdorff explained the changes that were discussed by the SHARE Advisory Committee as well as additional changes proposed by staff.

Ms. Procter went through the changes, beginning with a proposed change to eliminate the printed parent permission form. Instead, parents/guardians of students who are in 4th grade and above will be given the option of providing permission through the District's online registration system each Spring. Language was included in the policy to ensure that parents/guardians are notified of the SHARE program in advance of it beginning each year and that they have an opportunity to view the materials in advance of students seeing them. Ms. Procter added that parents can opt their students out of the program at any time, or opt the student back into the program.

The Trustees were provided the recommendations of the SHARE Advisory Committee, who had recently reviewed the Guiding Principles and Desired Outcomes sections of the policy. The Committee recommended adding "consent" to the list of knowledge and skills students should learn through the SHARE program.

Trustee Taylor asked if parents will still have the opportunity to get the hard copy permission form. Ms. Procter responded that the District is transitioning and hopes to eliminate the hard copy form in the future. Until then, staff will continue to follow-up with parents.

Trustee Raymond added her concern that a parent, during online registration, may feel rushed and not realize to what they have agreed. She asked if parents will be contacted by staff to confirm they have opted the students into the program, not just contacted in they opted out. Ms. Biersdorff explained that it is the District's intent to move fully toward a process where parents are providing permission through the online registration system. Ms. Procter added that the District will continue to conduct parent preview nights and notify parents through the electronic notification system (email or telephone). This will give parents an additional way to alert staff of the intention to opt a student out of the program, or back in. The curriculum is available for review by parents through online registration and on the District's website.

Trustee Raymond asked about the teachers of SHARE and why nurses aren't listed in the policy. Ms. Fox responded that nurses don't typically provide the instruction, although they would be able to if they have been trained.

Trustee Raymond inquired if the SHARE Advisory Committee was presented with the changes that have been recommended by staff. Ms. Biersdorff replied that the committee has reviewed the policy and the committee will have an additional opportunity to review the changes at their next meeting, prior to the Board of Trustees providing final approval to any changes.

President Simon Holland asked that the SHARE Advisory Committee have an opportunity to review all proposed changes prior to those changes coming to the Trustees in the future.

On motion by Malena Raymond, second by Angela Taylor, the Board Policy Committee recommends forwarding the proposed revision of Board Policy 6140, Sexuality, Health, and Responsibility Education (SHARE) (formerly 6142.1), to a future meeting of the Board of Trustees for consideration of preliminary approval. (Yea: Katy Simon Holland, Malena Raymond, Debra Feemster, Veronica Frenkel, Scott Kelley, John Mayer, and Angela Taylor). Final Resolution: Motion Carries 7-0

2.02 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED REVISION OF BOARD POLICY 6154, HOMEWORK, WHICH REMOVES LANGUAGE MAKING HOMEWORK MANDATORY AND CHANGES IT TO A SITE-BASED SCHOOL DECISION, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL

Debra Biersdorff, Chief Academic Officer, and Kindra Fox, Director of Curriculum and Instruction, presented proposed changes to Board Policy 6154, Homework. Ms. Biersdorff explained that the primary change to the policy would change homework from mandatory at all schools to a site-based decision. She added that homework should be a collaborative process that engages school administrators, teachers, and families.

Trustee Mayer inquired if there would be annual vote by the individual school communities on whether or not there will be homework at the school. Ms. Biersdorff explained that this will be a site decision based on a professional collaborative process. Trustee Mayer asked how parents will provide input into whether or not homework will be a standard at a school. Ms. Fox explained that the administrative regulation on homework provides additional guidance to schools.

Ms. Biersdorff added that homework's purpose is to reinforce the learning that occurred during the day and should be meaningful.

Trustee Feemster made comment about the importance of the teacher in the classroom and their role in assigning homework, knowing which students need remediation, etc.

Dr. Kristen McNeill, Deputy Superintendent, added the District's belief that the relationship between the teacher and parents is important in this process; that teachers can identify if there is an issue where a child is not progressing or not able to do homework at home.

Trustee Kelley asked if the District will be tracking which schools have a site-based homework policy, how those policies are being implemented, etc. President Simon Holland added that tracking the data to compare results, patterns of homework, and proficiency would be helpful.

Trustee Taylor clarified that the current policy states homework is mandatory at each school. The proposed revision would change the policy to a site-based decision allowing teachers to make decisions in the best interests of students. Ms. Biersdorff replied that the update of the policy is meant to reflect the professionalism of teachers and that the Office of Academics is working with teachers around the instructional planning process, which includes how homework is assigned.

Public Comment

Abigail Shipp, a student at McQueen High School, spoke in favor of the policy and suggested language be added to regulate the process. She also spoke about research she has done regarding the value of homework.

On motion by Scott Kelley, second by Debra Feemster, the Board Policy Committee recommends forwarding the proposed revision of Board Policy 6154, Homework, to a future meeting of the Board of Trustees for consideration of preliminary approval. (Yea: Katy Simon Holland, Malena Raymond, Debra Feemster, Veronica Frenkel, Scott Kelley, John Mayer, and Angela Taylor). Final Resolution: Motion Carries 7-0

2.03 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED REVISION OF BOARD POLICY 5400, STUDENT ATTENDANCE, WHICH REVISES THE MINIMUM ATTENDANCE REQUIREMENT, REMOVES SPECIFIC LANGUAGE RELATED TO ABSENCE TYPES, AND ADDS LANGUAGE RELATED TO STUDENT INTERVENTIONS AND THE STUDENT ATTENDANCE ADVISORY COMMITTEE, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL

Dr. Bryn Lapenta, Director of Student Accounting, presented the proposed revision of Board Policy 5400, Attendance. The primary change to the policy, as a result of a federal mandate, is to the minimum attendance requirement which was changed to read that "A student shall not be absent from school 10% or more of school days in order to be promoted to the next grade or 10% or more of class periods for a student

to earn credit in a class, as applicable." This is a change from the previous rule that a student must attend 90% of the time.

The policy was revised to add language related to the Student Attendance Advisory Committee, a committee that is required by state law related to truancy and programs to reduce truancy.

Trustee Kelley inquired about the reference to student attendance in school as ages 7-18 rather than by grade. Dr. Lapenta explained that those are the compulsory attendance ages as required in state law. The law provides for students leaving school at an age younger than 18 upon graduation from high school.

Trustee Raymond inquired if there is an implementing regulation to the policy. Dr. Lapenta replied that there are several attendance manuals, including ones written specifically for parents and for students. The attendance procedures are also described in the District's Parent Student Handbook. She added that a communications plan to distribute the new attendance information to the community is being developed.

Trustee Mayer stated his belief that a Trustee should serve on the Student Attendance Advisory Committee. Lisa Scurry, Board Services Department, explained that Trustees no longer serve on advisory committees per the Board policy on committees.

Trustee Feemster stated her belief that the District should try to recruit parents to the committee.

On motion by Angela Taylor, second by Veronica Frenkel, the Board Policy Committee recommends forwarding the proposed revision of Board Policy 5400, Student Attendance, to a future meeting of the Board of Trustees for consideration of preliminary approval. (Yea: Katy Simon Holland, Malena Raymond, Debra Feemster, Veronica Frenkel, Scott Kelley, John Mayer, and Angela Taylor). Final Resolution: Motion Carries 7-0

Trustee Mayer proposed an amendment to the motion asking that staff work to recruit a parent member to the Student Attendance Advisory Committee and that a Trustee be added to the committee. Mr. Rombardo, Chief General Counsel, explained that the proposal would exceed the title of the agenda item. President Simon Holland confirmed that staff understood the request, and that the maker of the motion, Trustee Taylor, and the second, Trustee Frenkel, understood and did not accept the amended motion.

2.04 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED REVISION OF BOARD POLICY 1160, COMMUNICATIONS, COMMUNITY ENGAGEMENT, AND PUBLIC RELATIONS, WHICH REVISES LANGUAGE RELATED TO FAMILY ENGAGEMENT AND ADDS

LANGUAGE RELATED TO USE OF THE DISTRICT'S LOGO, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL

Irene Payne, Chief Communications and Community Engagement Officer, presented proposed changes to Board Policy 1160, Communications, Community Relations, and Public Engagement. Ms. Payne explained the two changes to the policy. The first removed reference to the Council on Family Engagement. The Council is not a committee of the Board of Trustees and only serves to advise the Family School Partnerships Department.

The second change related to the District's brand and brand equity by adding language related to use of the District's logo in maintaining and communicating the public identity of the District. The Office of Communications and Community Engagement has developed logo use and graphic standards procedures for use by staff.

On motion by Scott Kelley, second by Angela Taylor, the Board Policy Committee recommended forwarding the proposed revision of Board Policy 1160, Communications, Community Engagement, and Public Relations, to a future meeting of the Board of Trustees for consideration of preliminary approval. (Yea: Katy Simon Holland, Malena Raymond, Debra Feemster, Veronica Frenkel, Scott Kelley, John Mayer, and Angela Taylor). Final Resolution: Motion Carries 7-0

2.05 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED REVISION OF BOARD POLICY 9200, DISCRIMINATION AND HARASSMENT PROHIBITED (FORMERLY BOARD POLICY 9201, BULLYING, HARASSMENT, AND DISCRIMINATION PROHIBITED), WHICH ADDS LANGUAGE RELATED TO STAFF TRAINING AND MOVES LANGUAGE RELATED TO BULLYING TO THE SAFE AND RESPECTFUL LEARNING ENVIRONMENT POLICY, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL

Gina Session, Director of Civil Rights Compliance, presented proposed changes to Board Policy 9200, Discrimination and Harassment Prohibited. The policy was formerly Board Policy 9201, Bullying, Harassment, and Discrimination Prohibited.

Ms. Session explained that changes to state law that occurred during the 2017 State Legislative Session included the removal of staff on staff bullying from the law governing a safe and respectful learning environment. As a result, the policy has been revised to remove bullying to Board Policy 5700, leaving this policy to speak to civil rights protections.

President Simon Holland inquired about the list of protected classes and the other ways in which students may be harassed. Ms. Session responded that the bullying policy, in alignment with state law, also includes distinguishing characteristics as a category by which a student may be bullied or harassed.

Trustee Frenkel asked about confidentiality during the investigation process. Ms. Session stated that confidentiality is addressed in the administrative regulation, but suggested that language could be added to the policy. Trustee Frenkel agreed that the policy should include a stronger statement as a commitment by the Board and District.

On motion by Veronica Frenkel, second by Malena Raymond, the Board Policy Committee recommended forwarding the proposed revision of Board Policy 9200, Discrimination and Harassment Prohibited (Formerly Board Policy 9201, Bullying, Harassment and Discrimination Prohibited), with recommended changes, to a future meeting of the Board of Trustees for consideration of preliminary approval. (Yea: Katy Simon Holland, Malena Raymond, Debra Feemster, Veronica Frenkel, Scott Kelley, John Mayer, and Angela Taylor). Final Resolution: Motion Carries 7-0

2.06 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED REVISION OF BOARD POLICY 5700, SAFE AND RESPECTFUL LEARNING ENVIRONMENT (FORMERLY BOARD POLICY 9205), WHICH FOCUSES LANGUAGE IN THE POLICY TO STUDENT BULLYING AND RELATED ISSUES ADDRESSED IN SENATE BILL 225 OF THE 2017 NEVADA LEGISLATIVE SESSION, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL

Gina Session, Director of Civil Rights Compliance, presented proposed changes to Board Policy 5700, Safe and Respectful Learning Environment. The policy was formerly Board Policy 9205 but was moved to the 5000 series which focuses on students.

Ms. Session explained that changes to the policy came as a result of changes to state law during the 2017 State Legislative Session related to a safe and respectful learning environment and bullying. Ms. Session added that the Office of the General Counsel is proposing an additional change that investigations into allegations of staff on student bullying will be handled by the Office's staff investigator.

President Simon Holland inquired about why pre-kindergarten students and not included in the policy. Ms. Session responded that the State Legislature removed Pre-K from the law and the policy was designed to align with state law. It is generally believed that children that young do not engage in bullying and that incidents would be handled in a different manner.

On motion by Angela Taylor, second by Scott Kelley, the Board Policy Committee recommended forwarding the proposed revision of Board Policy 5700, Safe and Respectful Learning Environment (formerly Board Policy 9205), with recommended changes , to a future meeting of the Board of Trustees for consideration of preliminary approval. (Yea: Katy Simon Holland, Malena Raymond, Debra Feemster, Veronica Frenkel, Scott Kelley, John Mayer, and Angela Taylor). Final Resolution: Motion Carries 7-0

2.07 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED REVISION OF BOARD POLICY 7546, NUTRITION SERVICES, WHICH REVISES LANGUAGE RELATED TO PROTOCOLS FOR UNPAID BALANCES, AND FORWARD A PLAN TO IMPLEMENT THOSE PROTOCOLS, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL

Pete Etchart, Chief Operations Officer, Lianka Soliz, Director of Nutrition Services, and Mark Mathers, Chief Financial Officer, presented proposed changes to Board Policy 7546, Nutrition Services, and a plan developed by staff to implement protocols related to unpaid balances.

Mr. Etchart explained that this is the annual update on the policy which aligns with the U.S. Department of Agriculture's School Lunch protocols and the yearly letter that must be sent home to parents/guardians related to school lunches and unpaid balances. Changes to the policy include new language related to parental accountability, approval of the Board of Trustees for changes to meal prices (not including ala carte type items), and protocols to be used by staff to address unpaid charges for student meals.

Ms. Soliz explained the proposed plan for how the District will handle unpaid meal expenses when students do not receive Free or Reduced Lunch benefits. The key points of the plan include a tiered parent communication and action plan, and the actions to be taken by staff to deal with negative account balances at the end of the school year. The plan also includes ways in which staff will communicate to parents that they are responsible for a negative balance, and that there are options for paying negative balances.

The tiered plan begins when a negative balance reaches \$20 and builds through balances of \$30, \$50, \$75, and the end of the school year balance. Ms. Soliz explained that the District will utilize a "robo-call" to alert parents to unpaid balances. As those negative balance amounts increase, protocols will be implemented where the school administrator will contact parents/guardians, a school counselor may be utilized, and ultimately a collections agency may be involved.

If, at the end of the school year, a negative balance remains and the parent/guardian has not attempted to work with staff to develop a plan for repayment, the District may initiate a collections process. If, however, the parent/guardian has been working with staff to make payments or look at other options, the debt may be carried over to the next school year.

There was discussion amongst the Trustees related to thresholds at which communications will occur, and how to ensure that those communications are getting through to the parent and not being intercepted by students. Mr. Etchart responded that staff will utilize a variety of methods to communicate and will not shame or embarrass a student who cannot pay.

Trustee Mayer asked if students will continue to be fed as the negative balances increase. Ms. Soliz responded that students will continue to be fed the same meal as other students, not an alternative meal.

Mr. Mathers stated that as of April, there exists a total negative student account balance of more than \$102 thousand dollars against the District's general fund. He added that the negative balance total has nearly doubled from the previous year. The process for using a collections agency was discussed. The District is working with the Nevada State Controller's office, which uses three different collections agencies. He added that accounts of less than \$50 do not go to collections but the parent will receive a letter from the agency.

President Simon Holland asked when this plan would take effect. Mr. Mathers responded that it would be set up after June 30, 2018 but understood that the Board may want to give parents advance notice about the process. He added that the negative balance is continuing to grow and will continue to grow if steps aren't taken.

Trustee Raymond expressed concern that the letter that went to families in June 2017 related to the District's Nutrition Services policy did not state that they could be referred to collections for unpaid debt. Trustee Taylor echoed that concern and added that it is appropriate that families receive advance notice of this change before being turned over to a collections agency.

There was discussion about donations from the community to assist with the debt. Mr. Mathers and Mr. Etchart explained that seeking donations is not a sustainable solution to the issue. President Simon Holland stated her concern that there are families who do not want to apply for Free and Reduced Lunch. Mr. Etchart added that a robust economy does not necessarily mean that parents are not still having financial difficulties.

As the discussion was moving beyond the proposed changes to the policy, it was suggested that the plan be brought to a future meeting of the Board of Trustees where it will be specifically agendaized.

Chief of Staff David Lasic clarified for the group that the proposed operation plan was attached to the policy for discussion purposes only. The plan will move forward to a meeting of the Board of Trustees. Once the provisions of the plan have been approved, administrative regulation will be developed in order to implement.

On motion by Angela Taylor, second by Veronica Frenkel, the Board Policy Committee recommended forwarding the proposed revision of Board Policy 7546, School Nutrition Services, with recommended changes, to a future meeting of the Board of Trustees for consideration of preliminary approval.

(Yea: Katy Simon Holland, Malena Raymond, Debra Feemster, Veronica Frenkel, Scott Kelley, John Mayer, and Angela Taylor). Final Resolution: Motion Carries 7-0

3. Closing Items

3.01 Announcement of Next Meeting: Tuesday, June 5, 2018 at 2:00 p.m. in the WCSD Board Room, 425 East 9th Street, Reno, Nevada.

3.02 Public Comment

There was no public comment given.

3.03 Adjourn Meeting

There being no further business, President Simon Holland adjourned the meeting at 3:56 p.m.