



## WASHOE COUNTY SCHOOL DISTRICT BOARD POLICY COMMITTEE MEETING MINUTES

February 5, 2019

### 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 9<sup>th</sup> Street, Reno, Nevada.

#### 1.02 Roll Call

President Katy Simon Holland and Trustee Members Malena Raymond, Andrew Caudill, Scott Kelley, and Ellen Minetto were present at roll call. Trustee Kelley was present via telephone. Trustee members Dr. Angela Taylor and Jacqueline Calvert were absent. Superintendent Traci Davis and staff were also present.

Trustee member Dr. Angela Taylor arrived at 2:05 p.m.

#### 1.03 Public Comment

James Smith provided comment regarding his concerns with the District's weather protocols, specifically related to the use of regions when implementing a snow day or delayed start.

Deputy Superintendent Dr. Kristen McNeill explained the District's protocols related to inclement weather, the decision to re-evaluate the use of a regional weather system, and the decision to revert to the old process of snow days and delayed starts rather than calling such days on a regional basis.

#### 1.04 Action to Adopt the Agenda

**On motion by Malena Raymond, second by Andrew Caudill, the Board Policy Committee approved the agenda as presented** (Yea: Katy Simon Holland, Malena Raymond, Dr. Angela Taylor, Andrew Caudill, Scott Kelley, and Ellen Minetto). Final Resolution: Motion Carries 6-0

### 2. ITEMS FOR DISCUSSION AND/OR ACTION

**2.01 APPROVAL OF THE MINUTES OF THE BOARD POLICY COMMITTEE MEETING ON DECEMBER 4, 2018 (FOR POSSIBLE ACTION)**

There was no discussion or proposed changes to the minutes of the December 4, 2018 meeting of the Board Policy Committee.

**On motion by Angela Taylor, second by Malena Raymond, the Board Policy Committee approved the minutes of the meeting of the Board Policy Committee on December 4, 2018** (Yea: Katy Simon Holland, Malena Raymond, Dr. Angela Taylor, Andrew Caudill, Scott Kelley (by telephone), and Ellen Minetto). Final Resolution: Motion Carries 6-0

**2.02 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED REVISION OF BOARD POLICY 5105, STUDENT UNIFORMS – ADOPTION OF A SITE-BASED POLICY, WHICH ADDS LANGUAGE RELATED TO THE PURPOSE OF UNIFORMS AND TO GIVE DISCRETION TO THE SCHOOL PRINCIPAL RELATED TO FREE DRESS DAYS, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

David Lasic, Chief of Staff, and Vangie Russell, Project Manager, presented proposed changes to Board Policy 5105, Student Uniforms, to the Board Policy Committee. Mr. Lasic explained that, in addition to the policy being due for the 3-year review by the Board of Trustees, staff is recommending minor changes to the policy to include ensuring the policy refers to “student uniforms” rather than “school uniforms,” the addition of language under Guiding Principles related to the positive aspects of student uniforms, and the addition of language under Guiding Practices that the Superintendent may direct changes to a site-based student uniform policy when appropriate, such as a change in the law.

President Simon Holland inquired about the 4-year site-based policy review process. Mr. Lasic explained that the 4-year review was built into the policy to allow parents/guardians the opportunity to review their school’s uniform policy and to vote to keep or eliminate uniforms. Mr. Lasic added that the process is available in English and Spanish and both electronic and hard copy voting is available.

President Simon Holland inquired about behavior at schools with uniforms and if, at least anecdotally, such schools report fewer behavioral incidents. Mr. Lasic responded that feedback indicates that administrators at schools that have uniforms believe the uniforms provide a positive environment. He added that each year the District has additional schools consider adding uniforms. There are a variety of reasons for schools to adopt a site-based uniform policy.

Trustee Dr. Taylor made comment indicating her support for the addition of language regarding the positive aspects of student uniforms; and asked how many schools have student uniforms. Mr. Lasic responded that approximately 40 schools have a site-based uniform policy.

Trustee Caudill expressed concern that parents/guardians who vote against uniforms are still forced to have their student wear a uniform. Mr. Lasic explained that a lot of communication occurs between the school and the families related to general information, uniform options, and the voting process.

Trustee Caudill asked about cost of uniforms. Mr. Lasic responded that uniform options are kept at a manageable cost but that schools will offer financial assistance through a variety of ways to families in need.

Superintendent Davis added that when the policy was first adopted, the District had several schools with uniforms and that there was no consistency in the process. The idea is to keep prices low and provide equity in access.

Mr. Lasic went on to state that the policy has been reviewed up to the 9<sup>th</sup> Circuit Court of Appeals and the parent involvement aspect has been applauded.

Trustee Minetto commented that when she worked in a school, she found that uniforms improved behavior and were positive.

**On motion by Angela Taylor, second by Ellen Minetto, the Board Policy Committee recommended forwarding the proposed revision of Board Policy 5105, Student Uniforms – Adoption of a Site-Based Policy, to a future meeting of the Board of Trustees for consideration of preliminary approval** (Yea: Katy Simon Holland, Malena Raymond, Dr. Angela Taylor, Andrew Caudill, Scott Kelley (by telephone), and Ellen Minetto). Final Resolution: Motion Carries 6-0

**2.03 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED REVISION OF BOARD POLICY 9210, EQUITY AND DIVERSITY, WHICH REVISES LANGUAGE RELATED TO THE EQUITY TASK FORCE AND GATHERING COMMUNITY INPUT RELATED TO THE DIVERSE COMMUNITIES OF WASHOE COUNTY, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

Tiffany Young, Director of Equity and Diversity, presented the proposed revisions to Board Policy 9210, Equity and Diversity. Those changes included revision to language related to the District's relationship with the community and efforts to seek input to provide an equity lens for policies, programs, and practices.

Trustee Dr. Taylor thanked Ms. Young for the work of her department; and added that she was on the District's Equity Task Force prior to becoming a member of the Board of Trustees. Dr. Taylor expressed her pride that the District has such a policy in place.

**On motion by Angela Taylor, second by Scott Kelley, the Board Policy Committee recommended forwarding the proposed revision of Board Policy 9210, Equity and Diversity, to a future meeting of the Board of Trustees for consideration of preliminary approval** (Yea: Katy Simon Holland, Malena Raymond, Dr. Angela Taylor, Andrew Caudill, Scott Kelley (by telephone), and Ellen Minetto).  
Final Resolution: Motion Carries 6-0

**2.04 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED ADOPTION OF BOARD POLICY 6525, GIFTED AND TALENTED EDUCATION, WHICH SPEAKS TO PROVIDING EDUCATIONAL PROGRAMMING FOR STUDENTS CAPABLE OF PERFORMING AT SIGNIFICANTLY ADVANCED ACADEMIC LEVELS, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

Debra Biersdorff, Chief Academic Officer, and Cheri DiMartino, Director of Gifted and Talented Education Programs, presented draft Board Policy 6525, Gifted and Talented Education. The policy was written to express the commitment of the District to provide advanced educational opportunities and curriculum for students.

Ms. DiMartino explained that the draft policy has been reviewed by Gifted and Talented ("GT") teachers and counselors, as well as some parents of GT students. Highlights of the policy include protocols to remove bias through the District's use of a universal screening for all students in the 2nd and 5th grades. Ms. DiMartino added that the GT curriculum has social emotional learning embedded in the curriculum. At the high school level, internship opportunities exist through Career and Technical Education.

The guiding practices were reviewed to include eligibility protocols, teacher licensing, and state provisions related to gifted students. This includes the identification matrix developed by the Nevada Department of Education related to final selection. The models of service were described, specifically how gifted and talented programming is offered in elementary, middle, and high school.

Trustee Caudill inquired about the day-to-day operation of gifted and talented, and specifically commented that there have been questions by the community related to budgetary concerns. Ms. DiMartino explained that gifted and talented is primarily governed under state regulations. Mrs. Biersdorff added that the policy is just an overview of gifted and talented.

President Simon Holland commented that many of the budget concerns raised at the Budget Forums have been logistical, such as questions about transportation of GT students.

President Simon Holland suggested that the policy include a statement that the GT curriculum should be evidence-based. Staff had made that change prior to the meeting and presented it at the meeting.

Trustee Dr. Taylor expressed surprise that the District didn't already have a policy related to GT. The commitment of the board to provide support to all students, to include the gifted student.

**On motion by Malena Raymond, second by Andrew Caudill, the Board Policy Committee recommended forwarding the proposed adoption of Board Policy 6525, Gifted and Talented Education, with any proposed changes, to a future meeting of the Board of Trustees for consideration of preliminary approval**

(Yea: Katy Simon Holland, Malena Raymond, Dr. Angela Taylor, Andrew Caudill, Scott Kelley (by telephone), and Ellen Minetto). Final Resolution: Motion Carries 6-0

**2.05 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED REVISION OF BOARD POLICY 7505, DISTRICT VEHICLES (FORMERLY ENTITLED, "USE OF DISTRICT VEHICLES"), WHICH INCLUDES LANGUAGE RELATED TO THE USE AND MAINTENANCE OF DISTRICT-OWNED VEHICLES TO INCLUDE SCHOOL BUSES, AND THE PROPOSED DELETION OF BOARD POLICY 7510, SCHOOL BUS REPLACEMENT, WHICH BECOMES REDUNDANT, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

David Lasic, Chief of Staff, Pete Etchart, Chief Operations Officer, and Rick Martin, Director of Transportation, presented proposed changes to Board Policy 7505, District Vehicles, and the proposed deletion of Board Policy 7510, School Bus Replacement.

Mr. Lasic explained that the revision of Board Policy 7505, District Vehicles, accomplished these things. The policy clarifies protocols with respect to District-owned vehicles, to include assignment of vehicles, the staff that drive them, and the state and federal laws that govern by drivers and those vehicles.

Additionally, with the approval of the revisions to BP 7505, Board Policy 7510 would become redundant as its contents will be included in Board Policy 7500, Transportation of Students, and Board Policy 7505.

Mr. Martin added the main focus of the revision was to remove redundancies and clarify language related to vehicles.

Mr. Caudill asked for clarification related to language in the policy marked for removal, and specifically related to assignment of vehicles. Mr. Lasic responded that much of that language (housing and maintenance of vehicles, alcohol and drug testing) has

been revised and moved to other locations in the policy. With respect to assignment of vehicles, Mr. Lasic explained that a full discussion about "take home" vehicles will be coming to a future meeting of the Board of Trustees, along with a new proposal from the Chief Financial Officer. The language was removed because the plan will be to no longer assign vehicles to employees.

President Simon Holland expressed appreciation for the inclusion of language related to drug and alcohol use related to use of District vehicle. Mr. Lasic added that a District vehicle is considered part of the workplace.

**On motion by Malena Raymond, second by Angela Taylor, the Board Policy Committee recommended forwarding the proposed revision of Board Policy 7505, District Vehicles (formerly "Use of District Vehicles), and the proposed deletion of Board Policy 7510, School Bus Replacement, to a future meeting of the Board of Trustees for consideration of preliminary approval** (Yea: Katy Simon Holland, Malena Raymond, Dr. Angela Taylor, Andrew Caudill, Scott Kelley (by telephone), and Ellen Minetto). Final Resolution: Motion Carries 6-0

**2.06 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED REVISION OF BOARD POLICY 5000, STUDENT RECORDS AND INFORMATION, WHICH REVISES LANGUAGE DEFINING PERSONALLY IDENTIFIABLE INFORMATION, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

David Lasic, Chief of Staff, and Dr. Bryn Lapenta, Senior Director of Student Accounting, presented proposed changes to Board Policy 5000, Student Records.

Dr. Lapenta reviewed the proposed changes to include language that: school officials must have a "legitimate educational interest" before accessing student records; the definition of school official may include "a third-party educational vendor"; and that student records are maintained "in accordance with District policy and applicable state and federal laws."

Additionally, the definition of "Directory Information" has been proposed for deletion from the policy. Dr. Lapenta explained that an outside party recently requested access to student information. After consultation with the federal office that oversees the Family Educational Rights and Privacy Act (FERPA), the definition has been removed to allow the District to restrict the use and release of such information about students.

Trustee Caudill asked for the definition of Directory Information. Dr. Lapenta explained that in the past the definition included student name, date of birth, places of birth,

photographs, and more. An example given was of an athletic publication that lists a student-athlete's name, grade, height, and weight. Several years ago, the District added information such as GPA for college recruitment purposes. Again, she confirmed with the federal FERPA oversight office that a GPA can be released as long as it doesn't embarrass a student, such as a 3.0 and above. That is no longer an issue because information can be provided to universities electronically without providing student names.

Trustee Caudill also asked about the types of training provided related to FERPA. Dr. Lapenta explained that it depends on the employee. All employees receive FERPA training upon hiring, as well as an annual online update to that training. Volunteers receive FERPA training through the Volunteer Services Department as part of the volunteer opportunity. Additionally, as necessary, the District has a confidentiality agreement that some individuals may need to sign prior to getting access to a school, a classroom, or students.

Mr. Lasic added that certain outside providers or independent contractors would also be subject to such confidentiality agreements. Dr. Lapenta added that destruction of student information is also included in agreements of contractors and others so that such individuals or groups cannot retain student information beyond the access that was granted and the timeframe for which it was granted.

Trustee Caudill inquired about the parent/guardian opt-out process related to the release of student information. Dr. Lapenta responded that during the annual online student registration process, all parents/guardians are notified of the opt-out process. Individuals who do not have access to a computer during online registration are provided assistance at the school site to help ensure understanding of the questions and information requested during registration.

Trustee Dr. Taylor confirmed that third party vendors and volunteers must still have a legitimate educational interest before being granted access to any confidential student information. Dr. Lapenta agree and added that some information requires access to the District electronic records system which has additional layers of security.

Trustee Raymond added that the online registration system is very clear. She inquired why Trustee is listed as a potential school official who could have a legitimate need to access a student record. Mr. Lasic responded that the intention was to not leave the Trustees out of the list of potential there could be an occurrence, such as a safety or security issue, when it would be appropriate to provide information to the Trustees.

President Simon Holland made comment about the section of the policy related to the regulations and procedures necessary to implement the policy, such as maintenance and destruction of records. She commented that she previously had a conversation with staff related to the process for the review and revision of administrative regulations, which do not go before the Board of Trustees for approval. Staff has committed to ensuring that regulations also go through a vetting and public posting process and will take steps in the future to ensure the Trustees are aware when a regulation is revised or newly adopted.

**On motion by Scott Kelley, second by Angela Taylor, the Board Policy Committee recommended forwarding the proposed revision of Board Policy 5000, Student Records, with any proposed changes, to a future meeting of the Board of Trustees for consideration of preliminary approval** (Yea: Katy Simon Holland, Malena Raymond, Dr. Angela Taylor, Andrew Caudill, Scott Kelley (by telephone), and Ellen Minetto). Final Resolution: Motion Carries 6-0

**2.07 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED REVISION OF BOARD POLICY 7620, DOCUMENT AND RECORDS MANAGEMENT, WHICH REVISES LANGUAGE RELATED TO THE PROCESS OF DOCUMENT RETENTION AND DESTRUCTION WHEN THOSE DOCUMENTS ARE NOT STUDENT RECORDS, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

David Lasic, Chief of Staff, and Dr. Bryn Lapenta, Senior Director of Student Accounting, presented proposed revisions to Board Policy 7620, Records Management. Dr. Lapenta explained that the policy serves as a framework for all types of records, digital and hard copy, as well as the destruction of records within an appropriate timeline. The District is working on protocols related to the destruction of both hard copy and digital records.

Trustee Dr. Taylor made positive comment regarding the intentional inclusion of the destruction of records within the policy.

Mr. Lasic informed the Trustees that the District is also working with the Infinite Campus Governing Board to draft guidelines for the destruction of digital student data. Infinite Campus is the provider used by the District to maintain electronic student records.

**On motion by Angela Taylor, second by Ellen Minetto, the Board Policy Committee recommended forwarding the proposed adoption of Board Policy 7620, Records Management, to a future meeting of the Board of Trustees for consideration of preliminary approval** (Yea: Katy Simon Holland, Malena Raymond,

Dr. Angela Taylor, Andrew Caudill, Scott Kelley (by telephone), and Ellen Minetto).  
Final Resolution: Motion Carries 6-0

### **3. CLOSING ITEMS**

#### **3.01 Announcement of Next Meeting**

The next meeting of the Board Policy Committee is scheduled for Tuesday, March 5, 2019 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 2:54 p.m.