



## WASHOE COUNTY SCHOOL DISTRICT BOARD POLICY COMMITTEE MEETING MINUTES

May 7, 2019

### 1. OPENING ITEMS

#### 1.01 Call to Order

The meeting of the Board Policy Committee was called to order at 2:05 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, Dr. Angela Taylor (via telephone), Jacqueline Calvert, Andrew Caudill, Scott Kelley, and Ellen Minetto were present at roll call. Superintendent Traci Davis and staff were also present.

#### 1.03 1.03 Pledge of Allegiance

#### 1.04 Public Comment

Corinne Roper, a WCSD student, made comment regarding potential changes to the zoning at Huffaker Elementary School and Swope Middle School and the potential impact on students.

Kelly Roper made comment regarding requests for information by members of the Zoning Advisory Committee during their meetings and concern that the Committee is not able to make informed decisions if they have not received the requested information. (See attached comments)

#### 1.05 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 (via telephone), Andrew Caudill, Scott Kelley, Jacqueline Calvert, and Ellen Minetto). Final Resolution: Motion Carries 7-0

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

#### 2.01 APPROVAL OF THE MINUTES OF THE BOARD POLICY COMMITTEE MEETING ON MARCH 5, 2019

There was no discussion or proposed changes to the minutes of the March 5, 2019 meeting of the Board Policy Committee.

**On motion by Scott Kelley, second by Malena Raymond, the Board Policy Committee approved the minutes of the meeting of the Board Policy Committee on March 5, 2019** (Yea: Katy Simon Holland, Malena Raymond, Dr. Angela Taylor (via telephone), Andrew Caudill, Scott Kelley, Jacqueline Calvert, and Ellen Minetto). 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 4400, EQUAL OPPORTUNITY IN EMPLOYMENT, WHICH CLARIFIES LANGUAGE RELATED TO PROTECTED CLASSES AND ADDS LANGUAGE RELATED TO A DIVERSE WORK FORCE, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

Emily Ellison, Chief Human Resources Officer, presented potential changes to Board Policy 4400, Equal Opportunity in Employment. Mrs. Ellison stated that the policy was reviewed at a previous meeting of the Board Policy Committee and staff was asked to come back with additional changes.

At the March Board Policy Committee meeting, the Trustees requested a change to provisions 1(b) and 1(c). Trustee Dr. Taylor expressed concern that 1(b) spoke to employment being based on diversity while 1(c) referred to promotion based on merit. That potential contradiction was resolved by removing the term "merit based" and replacing it with the following revision: "Employment decisions for initial employment, transfer, and promotion shall be based on the candidate's ability to satisfy the qualifications outlined in the job description."

Trustee Dr. Taylor confirmed that the change to the language addressed the concerns raised at the previous meeting.

Trustee Caudill inquired about the provision of 2(b) which addresses a potential violation of a policy but not a law. President Simon Holland stated that the provision would cover an instance where the law changes but the rule addressed in the policy is still valid. Ms. Ellison committed to bringing potential examples to the next Board meeting.

**On motion by Malena Raymond, second by Ellen Minetto, the Board Policy Committee recommended forwarding the proposed revision of Board Policy 4400, Equal Opportunity in Employment (formerly Board Policy 4111), to a future meeting of the Board of Trustees for consideration of preliminary**

**approval** (Yea: Katy Simon Holland, Malena Raymond, Dr. Angela Taylor (via telephone), Andrew Caudill, Scott Kelley, Jacqueline Calvert, and Ellen Minetto). 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 7420, PERFORMANCE-BASED CONTRACTING (FORMERLY BOARD POLICY 7088), WHICH UPDATES THE POLICY FORMAT TO INCLUDE THE GUIDING PRINCIPLES AND PRACTICES OF THE POLICY AND ADDS A SECTION TO DELEGATE RESPONSIBILITY FOR IMPLEMENTATION TO THE SUPERINTENDENT, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

Jason Geddes, Program Coordinator, Energy Conservation & Sustainability, explained that state law (NRS 332.362) requires the Board to have a policy “setting forth the process for evaluating whether work to be performed on a building will be performed pursuant to a performance contract.”

Mr. Geddes explained that the policy was revised to remove certain details, such as definitions, to the associated administrative regulation. He also informed the Trustees that the District is currently using performance based contracting where possible in the building of new schools.

Staff also informed the Trustees of one additional change to add that a performance-based contract would go to the Board of Trustees for consideration upon staff recommendation.

**On motion by Scott Kelley, second by Jacqueline Calvert, the Board Policy Committee recommended forwarding the proposed revision of Board Policy 7420, Performance-Based Contracting (formerly Board Policy 7088), to a future meeting of the Board of Trustees for consideration of preliminary approval** (Yea: Katy Simon Holland, Malena Raymond, Dr. Angela Taylor (via telephone), Andrew Caudill, Scott Kelley, Jacqueline Calvert, and Ellen Minetto). Final Resolution: Motion Carries 7-0

**2.04 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED REVISION OF BOARD POLICY 3320, PROCUREMENT (FORMERLY ENTITLED “PURCHASING PROCEDURES”), WHICH ADDS LANGUAGE DEFINING PROCUREMENT AND DELEGATING CERTAIN PROVISIONS RELATED TO PROCUREMENT PROCEDURES TO THE SUPERINTENDENT, TO A FUTURE REGULAR**

## **MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

Andrea Sullivan, Director of Procurement and Contracts, described the proposed changes to the procurement policy, to include the name change from Purchasing to Procurement. The name change was based on a change in terminology nationally.

Mrs. Sullivan explained that the policy was revised to specifically name the types of categories covered by the procurement procedures, such as materials, equipment, and contracted services. Additionally, specific procedural details have been removed to the administrative regulation.

Dr. Taylor inquired about favored consideration to local vendors. Mrs. Sullivan responded that state law requires a 5% preference in contracting to local bidders. Policy does commit to outreach to local businesses for purchasing but there is nothing in law to require it. President Simon Holland commented on potential conflicts that can arise in giving such preference.

Mrs. Sullivan added that when feasible the District works with small and local businesses to increase competitiveness; and that her department hosts trainings to assist local businesses in contracting with government agencies.

There was discussion about potential alternative language that would speak to ensuring minority groups have access to bidding and contracts and can be competitive. President Simon Holland suggested changing provision 2(b) to read that the District shall conduct regular outreach to small and local businesses "to encourage their participation."

Trustee Dr. Taylor suggested adding an emphasis on "minority owned and local businesses."

President Simon Holland inquired about purchasing procedures related to Boosters and other groups. Staff responded that a policy and/or administrative regulation is being considered to inform such groups.

**On motion by Andrew Caudill, second by Ellen Minetto, the Board Policy Committee recommended forwarding the proposed revision of Board Policy 3320, Procurement (formerly entitled, "Purchasing Procedures"), with the additional changes related to minority owned and local businesses, to a future meeting of the Board of Trustees for consideration of preliminary approval** (Yea: Katy Simon Holland, Malena Raymond, Dr. Angela Taylor (via

telephone), Andrew Caudill, Scott Kelley, Jacqueline Calvert, and Ellen Minetto). 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 3265, EQUIPMENT AND PROPERTY, WHICH ADDS LANGUAGE RELATED TO ASSET MANAGEMENT AND REMOVES THE SPECIFIC DETAILS TO THE ASSOCIATED ADMINISTRATIVE REGULATION, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

Rob Luna, Controller, and Robert Carson, Accounting Manager, explained the proposed changes to Board Policy 3265, Equipment and Property. The policy refers to fixed assets, real property and personal property.

The primary change to the policy adds language related to fixed asset management. A recent finding by the Internal Audit Department found the District's written procedures to be deficient. As a result, the policy was revised to include specific reference to asset management and the Property Control Department is working on written procedures.

Trustee Caudill inquired as to the information being removed from the policy. Mr. Carson explained that those provisions are being moved to the administrative regulation. President Simon Holland stated for the record that the information that was removed has not gone away, it was simply moved to the regulation. (Note: Administrative regulations are established by the Superintendent to implement policy.)

Trustee Kelley inquired if fixed assets include furniture. Mr. Luna explained that furniture and other equipment must reach a monetary threshold to be considered fixed assets. President Simon Holland suggested that under Definitions, the term "not limited to" be added to the definition to indicate that fixed assets may include items such as furniture.

**On motion by Andrew Caudill, second by Scott Kelley, the Board Policy Committee recommended forwarding the proposed revision of Board Policy 3265, Equipment and Property, with the proposed revision to the definition of fixed assets, to a future meeting of the Board of Trustees for consideration of preliminary approval** (Yea: Katy Simon Holland, Malena Raymond, Dr. Angela Taylor (via telephone), Andrew Caudill, Scott Kelley, Jacqueline Calvert, and Ellen Minetto). 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**

**7110, NAMING OF SCHOOLS, WHICH ADDS LANGUAGE TO CLARIFY THE PROCESS BY WHICH THE SCHOOL NAMING COMMITTEE MAY CONSIDER SCHOOL NAMES ALREADY RECOMMENDED TO THE BOARD, BUT NOT CHOSEN BY THE BOARD, FOR FUTURE SCHOOLS, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

Irene Payne, Chief Communications and Community Engagement Officer, David Lasic, Chief of Staff, and Riley Sutton, School Capital Needs Initiative Public Relations Specialist, presented proposed changes to Board Policy 7110, Naming of Schools.

Mr. Sutton explained that under the current policy proposed names that are forwarded to the Board of Trustees by the School Naming Committee but are not selected remain on the list for future consideration by the School Naming Committee. The way the policy is currently written suggests that no proposed name can be removed from the list. This could cause an administrative burden and become unwieldy as the list of names will continue to grow. Mr. Sutton asked the Board for guidance related to removing names from the list.

Mr. Lasic explained that staff brought forward two versions of revisions to the policy. The first described a process where names would not live into perpetuity by establishing a time period after which the name would be removed from the list. The second option would allow the School Naming Committee and/or Board of Trustees to take action to remove a name.

Neil Rombardo, Chief General Counsel, suggested not being too specific in the language of the policy.

President Simon Holland summarized the issues for consideration by the Board: what do we do with a name that is not appropriate for a particular school; and how is a name be removed from the list of names being considered for a future school.

There was discussion about how a name gets put on a list for consideration for a particular school. For example, if a proposed school name is geographic in nature but does not fit the school being considered, it would not be considered as it would not meet the criteria for that school.

Trustee Kelley suggested providing the School Naming Committee the authority to narrow the list. Mr. Rombardo agreed that the Committee could be given authority to reduce the list of names being considered. He added that the Board of Trustees retains the final authority to make the name selection.

Vice-President Raymond concurred with Trustee Kelley that this is part of the role of the committee. Trustee Caudill added that the Committee should be given the authority to make recommendations.

Mr. Sutton suggested adding specific enabling language in the policy to allow the committee to manage the list. This could allow the committee to eliminate names that do not meet the criteria. It was suggested that language be added that the committee will review and update the list of submitted names annually with an emphasis on the appropriateness of names.

Vice-President Raymond suggested that the committee annually review the appropriateness of the list. Mr. Rombardo added that provisions 2(a) and (b) give staff authority to make recommendations and suggested an administrative regulation be developed that provides further details related to the process.

President Simon Holland suggested the policy state that the list of names should be regularly reviewed by the School Naming Committee. Mr. Lasic agreed and suggested the policy come back to a future meeting of the Board of Trustees.

**On motion by Scott Kelley, second by Andrew Caudill, the Board Policy Committee referred Board Policy 7110, Naming of Schools and Other District Facilities, back to staff for further review and revision** (Yea: Katy Simon Holland, Malena Raymond, Dr. Angela Taylor (via telephone), Andrew Caudill, Scott Kelley, Jacqueline Calvert, and Ellen Minetto). 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 9070, BOARD POLICY – ADOPTION AND REVISION, WHICH INCLUDES LANGUAGE RELATED TO SOLICITING PUBLIC INPUT INTO POLICIES AND PROPOSES A STANDARDIZED 4-YEAR REVIEW AND REVISION SCHEDULE FOR POLICIES, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

David Lasic, Chief of Staff, asked that Board Policy 9070, Board Policy – Adoption and Revision, be referred back to staff for additional review and revision.

**On motion by Andrew Caudill, second by Jacqueline Calvert, the Board Policy Committee referred Board Policy 9070, Board Policy – Adoption and Revision, back to staff for further review and revision** (Yea: Katy Simon Holland, Malena Raymond, Dr. Angela Taylor (via telephone), Andrew Caudill, Scott Kelley, Jacqueline Calvert, and Ellen Minetto). Final Resolution: Motion Carries 7-0

### **3. CLOSING ITEMS**

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

The next meeting of the Board Policy Committee is scheduled for Tuesday, August 6, 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 2:55 p.m.