



## WASHOE COUNTY SCHOOL DISTRICT BOARD POLICY COMMITTEE MEETING MINUTES

October 1, 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

Vice President Malena Raymond and Trustee Members Dr. Angela Taylor, Jacqueline Calvert, Andrew Caudill, Scott Kelley, and Ellen Minetto were present at roll call. President Katy Simon Holland was absent. Interim Superintendent Kristen McNeill and staff were also present.

#### 1.03 Pledge of Allegiance

#### 1.04 Public Comment

Ben Allfree made comment related to food allergies, concerns with food in classrooms, and the potential hazard to children with such allergies.

#### 1.05 Action to Adopt the Agenda

**On motion by Angela Taylor, second by Andrew Caudill, the Board Policy Committee approved the agenda, with the removal of item 2.05 related to Board Policy 9070 until a future meeting** (Yea: Malena Raymond, Angela Taylor, Andrew Caudill, Scott Kelley, Jacqueline Calvert, 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 SEPTEMBER 3, 2019

There was no discussion or proposed changes to the minutes of the September 3, 2019 meeting of the Board Policy Committee.

**On motion by Ellen Minetto, second by Scott Kelley, the Board Policy Committee approved the minutes of the meeting of the Board Policy Committee on September 3, 2019** (Yea: Malena Raymond, Angela Taylor, Andrew Caudill, Scott Kelley, Jacqueline Calvert, and Ellen Minetto). Final Resolution: Motion Carries 6-0

**2.02 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED ADOPTION OF BOARD POLICY 5625, STUDENT HEALTH AND WELFARE, WHICH INCLUDES ADDITION OF LANGUAGE RELATED TO TREATMENT AND HANDLING OF STUDENT HEALTH CONCERNS, CPR/AED USE AND INSTRUCTION, AND ADMINISTRATION OF MEDICATION, AND THE CORRESPONDING DELETION OF BOARD POLICY 5038, STUDENT HEALTH, WELFARE, AND RIGHTS, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

Victor Sherbondy, Executive Director, Office of Strategies and Ombudsman Services, Margaret Allen, Director, Student Health Services, and Rollins Stallworth, Coordinator, Student Activities and Athletics Department, presented draft Board Policy 5625, Student Health and Welfare. With the proposed adoption of the policy, Board Policy 5038, Student Health, Welfare and Rights, would be deleted.

Mr. Sherbondy explained that the policy was created to “establish and implement a comprehensive set of student health guidelines and guidance for the District’s students.” That guidance includes the areas of treatment and handling of student health conditions, administration of medication, training in Cardiopulmonary Resuscitation and usage of an Automated External Defibrillator, and other health concerns such as immunizations, health screenings, and mental, emotional, and social health of students.

Ms. Allen described the provisions of the policy and explained that for the individual issues, such as medications, lice, etc., staff is creating administrative regulations to provide specific guidance.

**On motion by Angela Taylor, second by Ellen Minetto, the Board Policy Committee recommended forwarding the proposed adoption of Board Policy 5625, Student Health and Welfare, and the corresponding deletion of Board Policy 5038, Student Health, Welfare and Rights, to a future meeting of the Board of Trustees for consideration of preliminary approval** (Yea: Malena Raymond, Angela Taylor, Andrew Caudill, Scott Kelley, Jacqueline Calvert, 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 5345, PREVENTION AND TREATMENT OF SPORT RELATED INJURIES, CONCUSSION, HEAD INJURY, AND SUDDEN CARDIAC ARREST, TO COMPLY WITH THE PROVISIONS OF NEVADA STATE LAW (NRS CHAPTER 385B and NRS 392.452) RELATED TO CONCUSSION**

## **MANAGEMENT, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

Victor Sherbondy, Executive Director, Office of Strategies and Ombudsman Services, Rollins Stallworth, Coordinator, Student Activities and Athletics Department, and Margaret Allen, Director, Student Health Services, presented the proposed revision of Board Policy 5345, Prevention and Treatment of Sport Related Injuries – Concussion, Head Injury, and Cardiac Arrest. Staff explained that the proposed revisions would ensure compliance with state law. The policy was originally entitled “Prevention and Treatment of Sport Related Injuries.” The language “Concussion, Head Injury, and Cardiac Arrest” was proposed due to the emphasis of the policy, and state law, on more serious health issues.

The policy as written did not specifically reference the role of the Nevada Interscholastic Activities Association (“NIAA”) in creating concussion protocols for student-athletes participating in NIAA sanctioned athletics. The revision to the policy includes such language stating that the District and student-athletes shall comply with those provisions.

Mr. Sherbondy explained that the most important change was specific language related to “return to play” protocols for student athletes that suffer a head injury or concussion.

Mr. Stallworth explained the District’s current practice related to prevention and treatment of such injuries and the “return to play” protocols. He explained that under the old process, a parent could request the student-athlete be back on the field within a few days based on a note from a doctor. The new protocol would require specific steps be followed to include medical clearance and additional testing by the athletic trainer prior to the athlete returning to practice and/or games. He described the IMPACT testing process where a baseline is established for student-athletes that can be measured against if a head injury is thought to have occurred.

Ms. Calvert asked for further explanation about medical evaluation. Mr. Stallworth explained that when an injury occurs, the student-athlete is referred to the athletic trainer who follows an established process including medical clearance, cognitive testing, etc.

Mr. Caudill asked if the District has a “return to learn” policy. Mr. Stallworth explained the District’s return to learn protocols include the trainer and athletic administrator communicating with the school counselor when a student injury occurs. The counselor informs teachers and other appropriate staff of the student's status. This may include implementing accommodations such as delaying a test or being aware of a student’s sensitivity to light.

Interim Superintendent McNeill confirmed that the District's Student Health Services Department works collaboratively with the school athletic departments to ensure student health is the priority and that nurses are involved at the school site. Ms. Allen explained the process whereby nurses communicate with the school administration, students and their families, and teachers/counselors. There are protocols in place for students who are injured during the course of the school day including notifying the parent/guardian and ensuring they have instructions for monitoring the student while at home.

Dr. Taylor suggested adding language related to return to learn to the policy.

Mr. Caudill asked how the District keeps up with research related to head injuries and return to play protocols. Ms. Allen responded that the school nurses are licensed medical practitioners and they keep up with changes to medical research, with an emphasis on ensuring students are learning ready.

Mr. Caudill inquired about District practice related to equipment and liability concerns. Mr. Stallworth responded that the District contracts to have helmets and shoulder pads reconditioned annually. He added that football helmets have a shelf life of ten years and are not used beyond that time.

Mr. Kelley asked about the section of the policy related to heat acclimation and suggested that it be expanded to any severe weather conditions. There was discussion, too, about air quality and the varying environments at schools across the District where a school in the northern part of the county may get snow while a school to the south could have clear skies.

Mr. Stallworth added that there are protocols in place to ensure school administrators and coaches understand what to do when there is extreme weather, such as moving practice indoors or having additional water breaks, and monitoring smoke or air quality.

Ms. Allen stated that her staff monitors 911 calls to ensure they are aware of medical issues occurring at schools. She added that draft Board Policy 5625 related to student health covers some of these issues when they occur during the school day.

The following recommendations were made for additional changes to the policy:

1. Addition of language related to "return to learn" and "return to play;" and
2. Expanding the heat acclimatization section to severe weather/air quality

It was also recommended that the name of the policy not be changed, keeping it as "Prevention and Treatment of Sport Related Injuries."

**On motion by Angela Taylor, second by Scott Kelley, the Board Policy Committee recommended forwarding the proposed revision of Board Policy**

**5345, Prevention and Treatment of Sport Related Injuries, with suggested revisions including the title change, inclusion of “return to learn” language, and reference to extreme weather/air quality, to a future meeting of the Board of Trustees for consideration of preliminary approval** (Yea: Malena Raymond, Angela Taylor, Andrew Caudill, Scott Kelley, Jacqueline Calvert, and Ellen Minetto). Final Resolution: Motion Carries 6-0

**2.04 DISCUSSION AND POSSIBLE ACTION TO RECOMMEND REVISIONS TO AND/OR FORWARD THE PROPOSED REVISION OF BOARD POLICY 9100, PUBLIC BODIES (FORMERLY ENTITLED “COMMITTEES OF THE BOARD OF TRUSTEES”), WHICH REVISES LANGUAGE RELATED TO THE COMMITTEE MEMBERSHIP PROCESS AND MEMBER CONDUCT, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

Deputy General Counsel Chris Reich presented Board Policy 9100, Public Bodies. This policy was formerly entitled “Committees of the Board of Trustees.” The new title references only those committees that are considered public bodies under the law and therefore are subject to Nevada’s Open Meeting Law.

Mr. Reich discussed new language in the policy related to the committee member application, review, and selection process. That process includes, as necessary, staff utilizing the expertise of individuals in relevant fields while conducting review of applications and/or interviews of candidates for specific categories.

Mr. Caudill asked if the policy stipulates when a vacant seat must be filled or how long a seat can remain empty without steps being taken to fill the vacancy. Lisa Scurry, Policy Coordinator, thanked Mr. Caudill for catching that omission of language and stated it would be corrected in the next draft of the policy. She added that the expectation is to always open the application period and fill a vacancy as soon as possible. It was recommended that language be added to ensure open positions are filled in a timely manner.

Trustee Dr. Taylor inquired about the statement related to committee membership being balanced against the diversity of the community. She asked how the District ensures recruitment includes diversity. Mr. Reich responded that the policy promises to endeavor such recruitment and that it will be the task of each responsible office and the committee liaison to recruit.

Interim Superintendent McNeill suggested adding language specific to recruitment and seeking individuals of diverse backgrounds in the associated administrative regulation.

Trustee Calvert asked how we inform the community about committee opportunities and suggested adding language about communication and recruitment.

## Public Comment

- Tami Berg, former member of the Council on Family Engagement, spoke about the ways in which that committee of the Family Schools Partnerships Department seeks members.

**On motion by Andrew Caudill, second by Ellen Minetto, the Board Policy Committee recommended forwarding the proposed revision of Board Policy 9100, Public Bodies (formerly entitled, "Committees of the Board of Trustees"), with suggested revisions, to a future meeting of the Board of Trustees for consideration of preliminary approval** (Yea: Malena Raymond, Angela Taylor, Andrew Caudill, Scott Kelley (via telephone), Jacqueline Calvert, 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 9070, CREATION, ADOPTION, REVISION, AND DELETION OF BOARD POLICY, ADMINISTRATIVE REGULATION, AND ASSOCIATED DOCUMENTS (FORMERLY ENTITLED "BOARD POLICY – ADOPTION AND REVISION"), WHICH STANDARDIZES THE BOARD POLICY TEMPLATE AND DOCUMENTS THE CREATION, REVIEW, REVISION, AND ADOPTION PROCESS FOR POLICIES, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL**

This item was removed from the agenda.

## **3. CLOSING ITEMS**

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

The next meeting of the Board Policy Committee is scheduled for Tuesday, November 5, 2019 at 2:00 p.m. in the WCSD Board Room, 425 East 9th Street, Reno, Nevada.

### **3.02 Public Comment**

Charlie Allfree, a WCSD student, spoke about his experience with food allergies at school.

### **3.03 Adjourn Meeting**

There being no further business, Vice President Raymond adjourned the meeting at 3:18 p.m.