



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

November 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 9th Street, Reno, Nevada.

1.02 Roll Call

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

1.03 Pledge of Allegiance

The Pledge of Allegiance was conducted.

1.04 Public Comment

There was no public comment.

1.05 Action to Adopt the Agenda

On motion by Angela Taylor, second by Ellen Minetto, the Board Policy Committee approved the agenda as presented (Yea: Katy Simon Holland, Malena Raymond, Angela Taylor, 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 OCTOBER 1, 2019**

There was no discussion or proposed changes to the minutes of the October 1, 2019 meeting of the Board Policy Committee.

On motion by Malena Raymond, second by Jacqueline Calvert, the Board Policy Committee approved the minutes of the meeting of the Board Policy Committee on October 1, 2019 (Yea: Katy Simon Holland, Malena Raymond, Angela Taylor, 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 ADOPTION OF BOARD POLICY 7450, INTEGRATED PEST MANAGEMENT, WHICH COMPLIES WITH THE PROVISIONS OF ASSEMBLY BILL 205 OF THE 2019 NEVADA LEGISLATIVE SESSION REQUIRING POLICY RELATED TO PEST AND WEED CONTROL METHODS, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL

Adam Searcy, Chief Capital Projects and Facilities Management Officer, presented draft Board Policy 7450, Integrated Pest Management. He explained that a new law was passed during the past Legislative Session requiring a policy and added that the District's current processes comply with the provisions of the law related to use of pesticides. The policy was written to ensure compliance with the law.

Mr. Searcy added that the policy includes enhanced staff training components and notification requirements to school communities in advance of the use of pesticides.

Vice President Raymond inquired about facilities that are joint use between the District and one of the cities and if this policy would require the city to adhere to the District's pest management protocols. Mr. Searcy responded that he would have to look into that but that he would work to coordinate those activities.

Vice President Raymond asked if the requirement to post the pesticide spraying schedule is new. Mr. Searcy stated that is a new provision of the law. He added that the District's hires pest management companies and his office will ensure those companies are in compliance with the policy.

President Simon Holland stated that the Board had a full presentation on the District's pest management procedures previously and reiterated how important it is.

On motion by Andrew Caudill, second by Malena Raymond, the Board Policy Committee recommended forwarding the proposed adoption of Board Policy 7450, Integrated Pest Management, to a future meeting of the Board of Trustees for consideration of preliminary approval (Yea: Katy Simon Holland, Malena Raymond, Angela Taylor, 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 ADOPTION OF BOARD POLICY 3350, STAFF TRAVEL, WHICH INCLUDES LANGUAGE RELATED TO APPROPRIATE REASONS FOR STAFF TRAVEL AND BUDGETARY CONSIDERATIONS, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL

Mark Mathers, Chief Financial Officer, and Rob Luna, Controller, presented draft Board Policy 3350, Staff Travel. Mr. Mathers explained that the policy is new, although the District has had administrative regulation in place related to staff travel.

The proposed policy includes a statement that the District discourages excessive travel by staff and certain travel requests will be evaluated as part of cost-savings measures. Mr. Mathers explained that the intent behind the policy is to limit the broad parameters of staff travel while trying to respect the need for legitimate travel related to duties or professional development. The legitimate reasons for staff travel, as included in the policy, were described.

A major provision of the policy is the budget process and budget restrictions. The policy describes the process whereby departments will be held to the approved budget line items for travel and training during a fiscal year. Any movement of monies from other budget line items, such as for supplies, to help pay for travel or training would require approval. The policy establishes an exception process to allow departments to request monies be moved within the departmental budget should the approved travel and training budget be exceeded.

Mr. Mathers explained that staff who fail to comply with the provisions of the policy could have purchasing card privileges suspended.

Trustee Caudill inquired if the District uses the U.S. Government Services rates for per diem. Mr. Mathers confirmed that is the case and that employees are not reimbursed for costs that exceed those amounts.

Trustee Dr. Taylor confirmed that the policy aligns with the practices of other local government agencies. She also asked if a department can move monies between the travel and training budgeted amounts. Mr. Mathers confirmed that travel and training are often tied together and, as a result, that is allowed.

Trustee Kelley asked if the policy should include language about traveling outside Washoe County or outside the West coast. Mr. Mathers explained that it isn't always possible to limit travel to a certain region because appropriate or necessary trainings may not be available in-state or on the West coast.

President Simon Holland asked if "authorized representatives" should be limited to employees only and added that there may be others that are allowed to travel, such as a committee volunteer. Mr. Mathers committed to clarifying that language.

There was discussion about comments from staff on the new policy. Mr. Mathers explained that the Superintendent's Leadership Team members have reviewed and understand the intent, the process, and the possibility of the granting of an exception as necessary.

Interim Superintendent Dr. McNeill added that once the policy is completed, she plans on creating and implementing administrative regulation to ensure the new protocols are filtered down from the Chiefs to department heads, etc. She reiterated the importance of the policy and staff's role as fiscal stewards.

President Simon Holland asked if there is a need to delay implementation because the fiscal year budget was already approved. Mr. Mathers responded that the exception process is in place and if there are changes needed for the budget, consideration will be given and brought back to the Board if necessary.

There was discussion about limiting the number of staff attending the same conference or other travel opportunity. Dr. McNeill added that such protocols will be included in the associated administrative regulation.

Trustee Minetto inquired if there is a fund for teachers to travel. Mr. Mathers responded that such funds are managed at the school level.

Mr. Mathers stated that the policy would be revised to better define "District representative." That revision will be presented when the policy goes to the Board of Trustees at a future meeting.

On motion by Scott Kelley, second by Ellen Minetto, the Board Policy Committee recommended forwarding the proposed adoption of Board Policy 3350, Staff Travel, with the additional revision related to the definition of "District representative, to a future meeting of the Board of Trustees for consideration of preliminary approval (Yea: Katy Simon Holland, Malena Raymond, Angela Taylor, 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 ADOPTION OF BOARD POLICY 3540, GIFTS, BEQUESTS, AND DONATIONS, WHICH ESTABLISHES PROTOCOLS FOR THE ACCEPTANCE OF GIFTS OF MONEY OR PROPERTY BY THE DISTRICT, THE PROPOSED ADOPTION OF BOARD POLICY 3550, GRANT FUNDS, WHICH ESTABLISHES PROTOCOLS FOR APPLICATION FOR AND USE OF GRANT FUNDS, AND THE PROPOSED DELETION OF BOARD POLICY 3280, GIFTS, GRANTS, AND DONATIONS, WHICH WOULD BECOME REDUNDANT, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL

Ben Hayes, Chief Accountability Officer, and Jill Murdock, Grant Fiscal Administrator, presented staff's recommendation to split Board Policy 3280, Gifts, Grants, and Donations, into two policies: Board Policy 3540, Gifts, Bequests, and Donations, and

Board Policy 3550, Grant Funds. The purpose of the split is to properly define those categories of funding, and specifically that grant funds is a specific funding source that can be governed by state or federal laws.

Mr. Hayes explained that the primary change to Board Policy 3550 is a change in the amount of grant applications that must be approved by the Board of Trustees from \$25,000 to \$100,000. It was explained that this change is in alignment with the contract approval process that also has a \$100,000 threshold. Additionally, the policy specifically states that all grant applications must go through the Grants Department in order to ensure compliance with the policies, procedures, and regulations of the District.

Board Policy 3540 had minimal revision with the exception of adding language that individual members of the Board of Trustees may refer offers of gifts, bequests or donations to the Superintendent to avoid any ethical considerations as elected officials.

President Simon Holland made comment regarding the benefit to having grant applications go through the Grants Department and asked how the department handles two schools or departments going after the same grant. Mr. Hayes explained that the department prioritizes and manages requests based on the needs of the requestor rather than that is a teacher, a school, or a department.

On motion by Angela Taylor, second by Ellen Minetto, the Board Policy Committee recommended forwarding the proposed adoption of Board Policy 3540, Gifts, Bequests, and Donations, the proposed adoption of Board Policy 3550, Grant Funding, and the associated deletion of Board Policy 3280, Gifts, Grants, and Donations, to a future meeting of the Board of Trustees for consideration of preliminary approval (Yea: Katy Simon Holland, Malena Raymond, Angela Taylor, 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 ADOPTION OF BOARD POLICY 5630, ANAPHYLAXIS MANAGEMENT, WHICH SPEAKS TO THE IMPLEMENTATION OF A PREVENTION PROGRAM AND RECOGNIZING THE RISKS OF SHARED FOOD IN THE CLASSROOM TO STUDENTS WITH FOOD ALLERGIES, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL

Victor Sherbondy, Executive Director, Strategies Office, Margaret Allen, Director of Student Health Services, Mari Hartmann, Clinical Services Director of Student Health Services, Lianka Soliz, Director of Nutrition Services, and Tammy Goulden, 504 Program Coordinator, presented draft Board Policy 5630, Anaphylaxis Management. Mr.

Sherbondy explained that the policy was proposed to deal with shared food in the primary learning environments of students.

Ms. Allen reviewed the provisions of the policy which was created to “provide a framework through which the risk related to food associated allergies/anaphylaxis in the classroom and other learning spaces may be minimized and prevention efforts increased.” The policy would provide authority to the District’s student health services staff to implement emergency action plans - documents written under the authority of the school nurse that provide medical information about the student (demographics and allergy history), describe signs and symptoms that can develop during an allergic reaction, instructions for initiating treatment, and medication dosage appropriate for the child. The policy speaks to the definitions of anaphylaxis, epinephrine, and communal food.

She described the policy that focuses on communal food in student learning environments. Communal food refers to food that is brought into the school from outside, such as snacks brought from home that are shared among students. Ms. Allen spoke about the potential risks presented by communal food such as the risk of contamination and allergens. The policy also discourages the sharing of food.

Ms. Allen spoke about prevention efforts of the Student Health Services Department in partnership with school administrators to alert parents to the hazards of certain foods, such as peanuts, for students with allergies. Part of that process includes alerting the parents of students in a classroom when there is a student with a potentially dangerous allergy.

President Simon Holland requested clarification on the notice letter that goes to parents and asked if specific information is provided about students. Ms. Allen responded that the notification letters are general related to the existence of an allergy in a classroom but protect the specific student.

There was discussion regarding the emergency action plans that could, when necessary, restrict communal food in the classroom. Ms. Allen stated this is the most controversial provision of the policy as it would interfere with such events as classroom parties when snacks could be brought in by a parent/guardian.

President Simon Holland inquired as to why the language in that provided was permissive (The provision states that “such plans *may*...restrict or prohibit communal food in the classroom...”). Ms. Allen explained that it is very difficult for staff to dictate something this controversial. The nurses are the only staff who can dictate such a prohibition through an emergency health plan. That said, though, Ms. Allen added that although some schools have implemented a nut-free school while others have stated they will not implement a school-wide plan until or unless directed to do so. The policy, as written, allows for school-based decision making while still allowing the school nurse

to create and implement health plans. Staff also discussed compliance with federal law related to Section 504.

Trustee Caudill asked if the District can create policy that would prohibit all communal food.

Vice President Raymond stated her belief that the District needs to increase communication and education about the discussed risks and added that this should occur prior to the District implementing a full prohibition against communal food.

Trustee Kelley stated his belief that a policy that prohibits all communal food could be equated to the District's SHARE program overhaul in that it is controversial and steps need to be taken to educate the community. He also express concern that the policy is geared toward elementary school students and excludes secondary schools.

Ms. Soliz described the correlation between the District's Student Wellness policy and this proposed policy. Board Policy 5600, Student Wellness, speaks to nutrition and was written to comply with state and federal laws and regulations. The policy outlines the types of foods the District may sell to students. It also speaks to appropriate snacks and allows for a maximum of two social events in schools per month.

There was discussion among the Trustees and staff related to potentially changing the policy from "encouraging no shared food" to "prohibiting shared food." Discussion included the practice of classroom or school celebrations and changing the culture that such celebrations include food. Further, the potential for bullying of students with allergies or other life threatening conditions was discussed.

Public Comment

- Ben Allfree spoke in support of the creation of a policy that would provide uniformity in the schools; and shared his family's experience related to having a child with food allergies in a District school.
- Diane Crecelius spoke in support of the creation of a policy and shared her family's experience related to having a child with food allergies in a District school.
- Susan Munro, a high school nurse, spoke to her experience and stated that, at her school, she supports over 80 students with food allergies.
- Leslie Allfree made comment as both a District employee who works with Student health services and as a parent of a child with asthma and food allergies.
- Charlie Allfree made comments about his experience being a student with allergies and how his medical condition is handled at school. He added that he

has seen parents bring food into the classroom even when there is a sign outside the classroom door indicating a student with allergies is inside.

- Nicole Flowers, a parent of a WCSD student, shared her experience having a child with a life threatening allergy in the District.

Trustee Caudill made comment that he would like to see the policy made stronger and not so subjective.

President Simon Holland agreed and suggested an awareness program be developed with the goal being to implement a prohibition on shared foods in all schools for the 2020-2021 school year.

Vice President Raymond suggested that staff spend the rest of the year educating the whole community to the dangers of these allergies and how to make students safe.

Dr. Kristen McNeill, Interim Superintendent, suggested removing the word “discourages” to ensure clear direction to administrators and other staff. She also spoke about the resources that will be necessary to ensure there is communication to the community and appropriate training to staff.

Trustee Taylor confirmed that when there is an emergency plan in place, the District can prohibit communal foods regardless of the general language that currently appears in the policy.

There was further discussion related to suggested revisions (as discussed above), the current responsibilities on the school nurses to implement emergency plans, and the guidance an adopted policy and administrative regulation will provide to school principals and other staff.

It was suggested that staff take the feedback provided by the Trustees, make revisions to the policy, and bring the new draft of the policy to a future meeting of the Board Policy Committee. The intention of the Board of Trustees would be to implement a no-shared foods policy in all schools for the 2020-21 school year; and a communications and education plan should be developed to provide information to staff, students, their families, and the community.

On motion by Angela Taylor, second by Scott Kelley, the Board Policy Committee directed the Interim Superintendent to make revisions to draft Board Policy 5630, Anaphylaxis Management, and develop a plan that would lead the District to a prohibition of communal foods by the 2020-21 school year, including a road map for implementation, and bring the policy back to the Board Policy Committee at a future date (Yea: Katy Simon Holland, Malena Raymond, Angela Taylor, 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 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 PROCESS FOR THE CREATION, REVIEW, REVISION, AND ADOPTION OF POLICIES, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL

Neil Rombardo, Chief General Counsel, reminded the Board Policy Committee that the proposed revisions to the Board Policy 9070 related to creation and revision of Board policy has come to the Committee previously. Staff has made revision to the policy since the last meeting to create a process whereby the Board Policy Committee will take action to provide direction to the Superintendent related to which policies should be reviewed. That change also provides the Trustees a means to propose a new policy be drafted or an existing policy be reviewed.

Dr. Kristen McNeill, Interim Superintendent, added that the proposed policy review process and a potential review schedule has been discussed by the District's Leadership Team.

On motion by Angela Taylor, second by Andrew Caudill, the Board Policy Committee recommended forwarding 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"), to a future meeting of the Board of Trustees for consideration of preliminary approval (Yea: Katy Simon Holland, Malena Raymond, Angela Taylor, 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 ADOPTION OF BOARD POLICY 9075, DISTRICT INITIATIVES, PROGRAMS, AND SERVICES, WHICH STATES THE COMMITMENT OF THE SUPERINTENDENT TO SEEK BOARD APPROVAL ON MAJOR PROGRAMS, INITIATIVES AND SERVICES AND TO ENGAGE KNOWN STAKEHOLDERS PRIOR TO IMPLEMENTATION, TO A FUTURE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR CONSIDERATION OF PRELIMINARY APPROVAL

Neil Rombardo, Chief General Counsel, explained that Board Policy 9075, District Initiatives, Programs, and Services, has been drafted to ensure that major program proposals will come before the Board of Trustees prior to implementation.

On motion by Angela Taylor, second by Andrew Caudill, the Board Policy Committee recommended forwarding the proposed adoption of Board Policy 9075, District Initiatives, Programs, and Services, to a future meeting of the Board of Trustees for consideration of preliminary approval (Yea: Katy Simon Holland, Malena Raymond, Angela Taylor, Andrew Caudill, Scott Kelley, Jacqueline Calvert, and Ellen Minetto). Final Resolution: Motion Carries 7-0

2.08 DISCUSSION AND POSSIBLE ACTION TO DIRECT THE INTERIM SUPERINTENDENT TO BEGIN THE POLICY PROCESS AND BRING A DRAFT POLICY TO THE NEXT MEETING OF THE BOARD POLICY COMMITTEE THAT REQUIRES ANY APPOINTEE TO THE LEADERSHIP TEAM BY THE SUPERINTENDENT TO BE CONFIRMED BY THE BOARD OF TRUSTEES

Trustee Caudill explained that he has proposed a new policy to ensure there is a checks and balance system in place related to the appointment of Leadership Team positions.

Neil Rombardo, Chief General Counsel, informed the Trustees that staff may amend a current policy rather than create a new policy. In either case, the draft policy will return to a future Board Policy Committee.

On motion by Andrew Caudill, second by Jacqueline Calvert, the Board Policy Committee directed the Interim Superintendent to begin the policy drafting process and bring a draft policy to the next meeting of the Board Policy Committee that requires any appointee to the Leadership Team by the Superintendent to be confirmed by the Board of Trustees. (Yea: Katy Simon Holland, Malena Raymond, Angela Taylor, 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, December 3, 2019 (if necessary) or Tuesday, February 4, 2020, 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.

3.03 Adjourn Meeting

There being no further business, President Simon Holland adjourned the meeting at 4:40 p.m.