

**Douglas County School District
Special Board Retreat Meeting
Airport Training Center
Friday, November 3, 2017
8:30 a.m.**

Minutes Approved 11/14/17

MINUTES

Present:

Board Members:

Thomas Moore, President
Ross Chichester, Vice-President
Karen Chessell, Board Member
Keith Byer, Board Member
Carey Kangas, Board Member
Robbe Lehmann, Clerk
Linda Gilkerson, Board Member

Absent:

Jacque Matteoni, Executive Director Education Services, Area 1
Melissa Rains, Assistant Director Education Services, Area 1
Brian Frazier, Executive Director Education Services, Area 2
Brandon Swain, Executive Director Education Services, Area 4

Present:

Personnel:

Teri White, Superintendent
Rommy Cronin, Executive Education Services Director, Area 3
Keith Lewis, Executive Director Human Resources

Others Present: Sharla Hales, Esq.

**1. Call to Order
(For Possible Action)**

Mr. Moore called the meeting to order at 8:30 a.m. Mrs. Chessell led the Pledge of Allegiance.

Mrs. Chessell moved to adopt the agenda, seconded by Mrs. Gilkerson.

Motion carried, 6/0.

2. Public Comment No. 1

Mr. Moore called for public comment. There was none.

Mr. Lehmann arrived at 8:34 a.m.

**3. DCSD Board of Trustees Training
(Information and Discussion)**

Mrs. White, Superintendent opened the meeting with an activity of "Let's Get to Know Each Other," where Board members explored their motivations for becoming a board member.

The consensus in completing this activity was that the Board had a strong desire to be involved in the community and the educational environment of students and teachers, love of education, and being lifelong learners of teaching for the next generation.

Sharla Hales, Esq., presented Board Member Roles, Responsibilities, and Code of Conduct. She stated that the determination of safety, health and property protection measures where legal responsibility of the Board of Trustees is involved. It is the Board's right to enforce the bylaws, policies, and regulations now in effect and to establish, revise, and delete bylaws, policies, and regulations from time to time. Mrs. Hales directed a discussion of elements of Board Bylaw 70, "Code of Conduct."

Mr. Keith Lewis, Executive Human Resources Director arrived at 9:49 a.m.

Mrs. Hales continued with her presentation with discussion about behavior of Board members. She stated that while there is no law in place about Board behavior, the Board had the right to address the behavior if they needed to.

Mrs. Hales continued to describe Board meetings as a platform for deliberation, decision-making, action and votes. The Board discussion should be concise and pertinent to the issue. If a Board Member needs more information or has questions, the Superintendent should be contacted before the meeting. Mrs. Hales suggested that there should be no surprises for staff or Board members. Facts and/or information that will be needed from the administration should be referred through the Superintendent. Mrs. Hales stated that the Board of Trustees is the last stop, not the first; Board Members should follow the chain of command and insist that others do so as well. While the Board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue and keep the Superintendent informed of the issue. Problems identified by the Board Members should go directly to the Superintendent.

Mr. Byer excused himself from the meeting at 10:04 a.m.

Mr. Moore called for break at 10:05 a.m.

Meeting resumed at 10:12 a.m.

Mrs. Hales presented Nevada Ethics in Government, per NRS 281A.020, which states that the declaration of a public office is a public trust and shall be held for the sole benefit of the people, and a public officer must avoid conflicts between his or her private interest's officer and the interests of the general public who he or she serves. The training covered acceptance of gifts, disclosure, penalties, prohibited conduct, abstention and safe harbor.

Break at 11:04 a.m.

Meeting resumed at 11:09 a.m.

Mrs. White presented on Educational Law and Family Records Protection Act (FERPA). The FERPA law was passed in 1974 to protect educational records and privacy of personally identifiable information, assure parental success to records, provides opt out of disclosure, and provides for disclosure of certain types of personally identifiable information (PII), including things like pictures in the yearbook, date of birth, parent's name and address.

Mrs. White continued by outlining the key points with FERPA which apply to all agencies that accept US Department of Education funding. Mrs. White led a discussion about what constitutes an educational record and under what conditions pieces may be released.

Mrs. White outlined procedures for sharing records; discussed District policies related to FERPA; and shared forms used by the District.

Superintendent White facilitated a discussion of the law implications to staff and procedures for

safeguarding student information.

4. Public Comment No. 2

At 11:30 a.m., Mr. Moore called for public comment. There was none.

5. Adjournment (For Possible Action)

At 11:31 a.m., Mr. Chichester made a motion to adjourn the meeting, seconded by Mrs. Gilkerson.

Motion carried, 6/0.

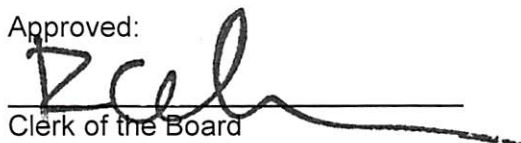
Submitted by,



Michele Curtis

Executive Secretary to the Board of Trustees

Approved:



Clerk of the Board

Note: Upon approval by the Board of Trustees in a public meeting, these minutes become the official minutes of the meeting held on the above date. Board minutes are kept on a permanent basis and are available for public review in the office of the Superintendent.