



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure describes the protocols related to the ad hoc committee membership and the processes related to recommendations for school calendars to the Board of Trustees in the Washoe County School District ("District").

PROCEDURE

1. Mission

- a. The mission of this ad hoc committee is to develop a calendar consistent with the needs of the Washoe County School District, to seek and consider input from the school community regarding the calendar, and to ultimately make recommendations to the Board of Trustees.

2. Membership:

a. Composition

- i. Each ad hoc committee is composed of one member from the following seven groups, and a total of two (2) at-large members for a total of nine (9) voting members. The groups are as follows:
 1. Teachers
 2. Counselors
 3. Site Administrators
 4. District Administrators
 5. Educational Support Staff
 6. Parents
 7. Community Representatives
- ii. A member of the following departments will be present, when possible, to advise the committee. These will be non-voting advisory positions of the committee:
 1. Transportation
 2. Nutrition Services
 3. Special Education

4. Professional Development

5. Legal

iii. Depending on the school level affected by the calendar under consideration contained within most ad hoc committees will be 3 school subgroups: Elementary, Middle, and/or High

1. Each group and each subgroup affected by the calendar under consideration shall have representation on the ad hoc committee. Each ad hoc committee will be limited to 9 members to ensure that the subgroups are represented.

3. Meeting Attendance

a. All member absences will be reported to the District's Senior Director of Student Accounting prior to the ad hoc committee meeting. In the event that a member misses one meeting without reporting the absence prior to the meeting or misses two meetings with reporting the absence, the member will be removed from the committee and replaced with a voting member.

b. Should a member resign or leave the committee and, due to time constraints, the committee is unable to find a replacement, the District shall reserve the right to fill the position with a voting member. For staff member positions (teacher, counselor, site administrator, district administrator, and educational support staff), input shall be sought from the employee association representing the particular staff group.

4. General Procedures

a. The ad hoc calendar committee will meet when changes to the existing calendar are necessary.

b. A simple majority of voting members shall represent a quorum.

c. Each of the members of the ad hoc committee will be responsible for meeting with or otherwise getting input from their group type to bring to the ad hoc committee meetings for discussion. Each member of the subgroup will be responsible for meeting with or otherwise getting input from all school levels with regard to their group type to bring to the committee meetings for discussion.

i. Each member will present the input received from their group type and subgroup type at the meeting.

- d. The changes, additions, improvements will be discussed by the ad hoc calendar committee.
 - i. If there is overwhelming conflict, the chair(s) will call for a subcommittee to resolve the issue.
 - ii. The chair(s) will name a subcommittee chair.
 - i. The party bringing the calendar request forward will attend the subcommittee meeting.
 - ii. Once resolved, the chair of the subcommittee and the person bringing the calendar request forward will bring the draft revised calendar back to the ad hoc calendar committee.
 - e. A vote will be called of the ad hoc calendar committee as to what recommendation will go forward to the Board of Trustees.
 - f. All votes will be final.
5. An ad hoc committee shall be dissolved upon completion of its charge or by action of the Board of Trustees.
 6. The Board of Trustees may not delegate the responsibility for final decisions to a committee, because such decisions must, by state law, rest with the Board of Trustees. Committees are not empowered to perform management functions.

DESIRED OUTCOMES

1. This Administrative Procedure outlines a process for calendar recommendations to be brought forward to the Board of Trustees.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This administrative procedure aligns and complies with the governing documents of the District, to include:
 - a. Board Policy 6111, School Calendars and Schedule Types of Relieve Overcrowding
 - b. Board Policy 9100, Committees of the Board of Trustees
3. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter NRS 241, Meetings of Public Bodies,

REVIEW AND REPORTING

1. All administrative procedures will be reviewed annually for changes to policy by their department administrator.
2. Accompanying documents will be reviewed annually.
3. All administrative procedures will be reviewed and updated in July of odd year for changes to law by their department administrator.

REVISION HISTORY

Date	Revision	Modification
12/4/2015	1.0	Adopted
1/12/2016	2.0	Revised to clarify voting membership
2/3/2016	3.0	Revised to clarify attendance protocols
2/11/2016	4.0	Revised to clarify selection protocols
3/31/2016	5.0	Revised to add support non-voting roles