



Responsible: Office of the Chief of Staff, Board Services Department

PURPOSE

This administrative procedure describes the process in which the Washoe County School District Board of Trustees creates and approves the weekly Reno Gazette-Journal – School Zone article.

PROCEDURE

1. The Reno Gazette-Journal provides the Board of Trustees the opportunity to write a regular weekly column in the 'neighborhood' section of the newspaper. Content focuses on governance topics, but can feature district programs, activities, teachers, students, events, current initiatives etc.
2. Each Trustee takes a turn in writing a feature of approximately 350 words. The overall objective of the article is to help the reader better understand the governance role of Board of Trustees and the unique and interesting programs and activities in the school district. Each article represents the Board of Trustees and the Washoe County School District.
3. The completed article is sent to the Communications Director, who reviews it to ensure it is compliant with the Reno Gazette-Journal guidelines. If it is, the article is forwarded to the Reno Gazette-Journal for publishing.
 - a. If it does not meet the guidelines, further opinion will be sought from the Superintendent.
 - b. If there remains uncertainty whether it meets the Reno Gazette-Journal guidelines, opinion will be sought from the current Board President followed by the Board of Trustees to make a majority recommendation.

DESIRED OUTCOMES

1. This Administrative Procedure is designed increase communication between the Board of Trustees and their constituents.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
12/06/2010	A	Initial Release as CSI procedure
3/05/2015	1.0	Converted to Administrative Procedure

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