



Responsible Office: Office of Board Services

BOARD POLICY 9100

COMMITTEES OF THE BOARD OF TRUSTEES

PURPOSE

The Board of Trustees supports the use of committees to advise the Board and provide a perspective which may differ from that of staff regarding educational programs, safety, operations, financial reporting, maintenance, and supporting services. The work of committees helps to ensure programs and other services are relevant to address current standards; meet the needs of students and parents/guardians; and have appropriate resources to support high quality student outcomes. This policy and any associated governing documents shall establish the guidelines for the creation and operation of advisory committees for the purpose of collecting input on specific topics of concern raised by the public or needs identified by the Board of Trustees, to include committees required by state law.

POLICY

1. The Board of Trustees and Superintendent utilize advisory committees to engage diverse viewpoints, to access expertise in particular fields of interest, to improve their understanding of the needs of students, their families and the community, and to extend the reach of the Board of Trustees, Superintendent and staff.
2. This policy refers to committees that, in accordance with state law, are established by the Board of Trustees and/or are committees established for the purpose of advising or making recommendations to the Board of Trustees and which fall under Nevada's Open Meeting Law requirements.
3. Committees operated within the District shall comply with the following guiding principles and practices.
 - a. In accordance with state law, committees, as described above, shall be subject to the requirements of and shall comply with Nevada state laws and regulations, to include Nevada's Open Meeting Law. Appropriate accommodations shall be provided for committee members and the general public attending committee meetings. This shall help to ensure all members of the community have an opportunity to participate in the work of the committee.
 - b. Committees shall be established with a specific charge, are consultative in

nature, and do not establish policy or supersede the legal responsibility and authority vested in the Board of Trustees. The Board of Trustees may approve the committee's objectives, determine a timeline, and allocate the appropriate budget, including any staff support and assistance that the Board of Trustees considers necessary. The Superintendent shall identify staff to serve as liaison to the Chair of a committee and provide such information and clarification to the committee as needed.

- i. In accordance with Administrative Regulation 1220, advisory committees shall operate under a common governance structure. Diversions from that structure shall require the approval of the Board of Trustees or Superintendent, as appropriate.
 - ii. Each committee shall operate under a set of bylaws that establish the committee's operating procedures.
- c. A committee shall be dissolved upon completion of its charge or by action of the Board of Trustees.
- d. 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.
 - i. Committees may assist the Board of Trustees in creating a Board policy and may be used to monitor organizational performance on the same policy. However, recommendations from such monitoring shall go to the Board of Trustees for deliberation and action, if any. Advisory committees have no authority to revise policy or direct staff.
- e. Committees and their individual members may not speak or act for the Board of Trustees. Expectations and authority will be carefully stated in Board policy or committee bylaws in order not to conflict with the authority delegated to the Superintendent. Decisions made by a committee do not carry the authority of Board of Trustees' action.
- f. Standing and statutory committees of the Board of Trustees shall provide to the Board of Trustees annual reports related to meetings and actions taken. Such reports may occur in the form of a presentation at a Board meeting or a written report.
- g. The District will endeavor to appoint committees balanced by geographic area, race, ethnicity, gender, and a range of viewpoints which reflects the diversity of the Washoe County community.

4. Trustees may attend an advisory committee meeting but shall not serve in a formal advisory or liaison role to the committee, unless otherwise provided by law or specific action of the Board of Trustees.

5. Committee Types, Structure, and Reporting

a. Committee Types

- i. A *standing committee* may be created to consider all matters pertaining to a designated subject; and are established for an indefinite term.
- ii. A *statutory committee* is a committee which is required by law.
- iii. An *ad hoc committee* may be created on a temporary basis to provide advice for a specific purpose or to accomplish a particular task; and shall be dissolved when that purpose is completed or by action of the Board of Trustees.

b. Structure

- i. Recommendations from an advisory committee shall first be made to the Superintendent as specified in the individual committee's bylaws. However, where required by law or Board policy, the final decision shall rest with the Board of Trustees.
- ii. The Superintendent, through appropriate staff, shall ensure Committee proposals are feasible: operationally, financially and academically; and determine whether action should be taken by the Superintendent or the Board of Trustees.

c. Reporting

- i. Through each committee's bylaws, the manner and frequency of committee reports to the Board of Trustees shall be established.

6. Independent Committees

- a. Board members may serve on committees that are created and operated independently of action of the Board of Trustees. Membership by a member of the Board of Trustees on such committees is generally on an invitation or application basis through the outside organization or government agency.
 - i. Such independent committees are governed by operating procedures that exist outside the authority of the District, are subject to any

applicable laws and regulations governing the committee, and may or may not be subject to Nevada's Open Meeting Law.

ii. Independent committees include:

1. National or State School Board Affiliates
2. Local, State or National Committees, as determined by the Board of Trustees

7. Representation by Members of the Board of Trustees

- a. When a member(s) of the Board of Trustees is required or invited to participate on a statutory advisory committee or independent committee, the Board President shall recommend and the Board approve a Board representative(s) to such committees annually, generally in January.
- b. Board members may be asked to serve as voting members or non-voting liaisons of a statutory advisory committee or independent committee, as dictated by action of the Board of Trustees or the committee's by-laws.
- c. Trustees shall not serve as a voting member or formal liaison role on internal District committees responsible for the development of policy or programs, or that address staff or student complaints or grievances.
 - i. Trustees should exclude direct or indirect influence on internal school district committees responsible for the development of policy or programs, or that address staff or student complaints or grievances.
 - ii. The formal liaison to the Board of Trustees shall be the Chair of any Board advisory committee who shall provide reports to the whole Board during a Board meeting at scheduled intervals.
- d. Working Board committees, comprised of Board members only, when used, shall be assigned to make recommendations to the full Board.
- e. This policy applies to any group, which is formed by Board action, whether or not it is called a committee and regardless whether the group includes Board members. It does not apply to committees formed under the authority of the Superintendent. Groups or committees formed by the Board generally shall not include in their membership, members of current school district staff, except as allowed in state law.
- f. Accordingly, Board working committees and advisory committees:
 - i. Are to support the Board in doing its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy

alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.

- ii. May not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the Superintendent. Decisions made by a committee do not carry the authority of the full Board unless it is a Board committee of the whole.
- iii. Cannot exercise authority over staff. Because the Superintendent works for the full Board, he/she shall not be required to obtain approval of a Board committee before taking executive action.
- iv. Shall avoid over-identification with organizational parts rather than the whole. Therefore, a Board committee that has helped the Board create policy on some topic will not be used to monitor organizational performance on that same subject.
- v. Shall be used sparingly and ordinarily in an ad hoc capacity. The Board shall approve the committee's objectives, determine a timeline, and allocate an appropriate budget. All committee meetings shall comply with Open Meeting Law requirements.
- vi. Shall be presided over by a committee Chair, who has the responsibility to determine meeting schedules, approve agenda items, facilitate the meeting, direct discussion, delegate assignments to committee members, assign a facilitator in the absence of the chair, work with the District to keep the full Board informed of the committee's progress, and assume the commonly accepted responsibility of the position.
- vii. Groups or committees formed that include community members should be comprised of membership that reflects the diversity of the Washoe County School District community.

DESIRED OUTCOMES

1. This policy shall describe the intention of the Board of Trustees to create committees to facilitate receipt of input from staff, students, parents and the community when making governance decisions.
2. This policy shall describe the District's commitment to comply with Nevada's Open Meeting Law.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan and aligns with the governing documents of the District, to include:
 - a. Administrative Regulation 1220, Advisory Committees
2. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter NRS 241, Meetings of Public Bodies, and specifically:
 - i. NRS 241.020, Meetings to be open and public, limitations on closure of meetings; notice of meetings; copy of materials; exceptions
 - ii. NRS 241.030, Exceptions to requirement for open and public meetings; waiver of closure of meetings by certain persons
 - b. Chapter 350, Municipal Obligations, and specifically:
 - i. NRS 350.011-350.0165, Debt Management Commission
 - c. Chapter 354, Local Financial Administration.
 - d. Chapter 389, Examinations, Courses, Standards and Graduation, and specifically:
 - i. NRS 389.065, Instruction on acquired immune deficiency syndrome, human reproductive system, related communicable diseases and sexual responsibility
 - e. Chapter 392, Pupils, and specifically:
 - i. NRS 392.126 – 392.160, Advisory Boards to Review School Attendance; School Attendance Councils; Absence and Truancy (Student Attendance Advisory
 - f. Chapter 393, School Property, and specifically:
 - i. NRS 393.080 – 393.130, School Buildings and Facilities (Bond Oversight Committee)

REVIEW AND REPORTING

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of

Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying governing documents.

2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy.
3. This document, and specifically the requirements of Nevada's Open Meeting Law, shall be reviewed annually as part of the Board of Trustees' Orientation process.
4. Minutes of committee meetings are to be provided to the Board of Trustees as soon as available.

REVISION HISTORY

Date	Revision	Modification
4/8/2014	1.0	Adopted: Merger of Board Policies 9019, Committee Principles, 9020, Board Committees, and 1220, Advisory Committees
7/14/2015	2.0	Revised
10/25/2016	3.0	Revised to align with Balanced Governance principles
1/10/2017	4.0	Revised to merge language contained in draft policy related to community advisory committees



1. The following committees were established and operate in accordance with Board Policy 9100, Committees of the Board of Trustees. They include Standing Committees, Statutory Committees, Ad Hoc Committees and other committees on which members of the Board of Trustees may participate.

2. District Committees
 - a. Standing Committees. A *standing committee* is created to consider all matters pertaining to a designated subject; and are established for an indefinite term.

 - b. Statutory Committees. A *statutory committee* is created to comply with a state or federal law.

 - c. Ad Hoc Committees. An *ad hoc committee* is created on a temporary basis to provide advice for a specific purpose or to accomplish a particular task; and shall be dissolved when that purpose is completed or by action of the Board of Trustees.

COMMITTEE NAME	PURPOSE OF COMMITTEE	COMMITTEE TYPE
Audit Committee	To assist the Board of Trustees in fulfilling their oversight responsibilities relating to the District's financial and other reporting obligations, internal control processes, and compliance with laws, regulations, and ethics <ul style="list-style-type: none"> • Established January 30, 2007 • Functions in accordance with Board Policy 9155, Audit Committee 	Standing Committee
Board Policy Committee	To advise the Board of Trustees in the oversight, revision and adoption of Board policies and other governing documents of the District <ul style="list-style-type: none"> • Established January 13, 2013 • Functions in accordance with Board Policy 9037, Board Policy Committee 	Standing Committee

Calendar Committee - Balanced, Multi-Track Year-Round	<p>To create the annual Balanced Calendar and Multi-Track Year-Round school calendars for the District</p> <ul style="list-style-type: none"> • Established annually in accordance with NRS 388.090 which requires the Board of Trustees to schedule school days • Functions in accordance with Board Policy 6111, School Calendars... 	Statutory Committee, Ad Hoc Committee
Calendar Committee – Incline Schools	<p>To create the annual Incline Schools Calendar</p> <ul style="list-style-type: none"> • Established annually in accordance with NRS 388.090 which requires the Board of Trustees to schedule school days • Functions in accordance with Board Policy 6111, School Calendars... 	Statutory Committee, Ad Hoc Committee
Capital Funding Protection Committee	<p>To ensure the program of school construction and renovation is responsive to the educational needs of students within the District, adopt plans for construction and renovation, and recommend those plans to the Board of Trustees</p> <ul style="list-style-type: none"> • Established February 9, 2016 • Functions in accordance with Board Policy 9405, Capital Funding / Bond Oversight 	Standing Committee
Career and Technical Education Advisory Technical Skills Committee	<p>To establish strong linkages between career and technical education programs and the community</p> <ul style="list-style-type: none"> • Established in accordance with NRS 388.385 	Statutory Committee
Council on Career and Technical Education	<p>To review the curriculum, design, content and operation of the program of career and technical education to determine its effectiveness in preparing students to enter the</p>	Statutory Committee

	<p>workforce to meet the needs of supplying an appropriately trained workforce</p> <ul style="list-style-type: none"> • Functions in accordance with NAC 389.810 	
Council on Family Resource Centers	<p>To review and provide recommendations to related to the charge of the Family Resource Centers – to help individuals and families access needed services and support</p> <ul style="list-style-type: none"> • Established November 15, 2016 • Functions in accordance with NRS 430A.140 	Statutory Committee
Education Alliance Board of Directors	<p>To focus on improving academic achievement, facilitating partnerships, and supporting college/career readiness and workforce development</p> <ul style="list-style-type: none"> • Functions in accordance with NRS 388.750 	Statutory Committee
Emergency Management Review	<p>To develop one plan to be used by all the public schools in the District in responding to a crisis or an emergency</p> <ul style="list-style-type: none"> • Functions in accordance with NRS 392.600 – 392.656 • This committee is not subject to Open Meeting Law 	Statutory Committee
Group Insurance Committee	<p>To review insurance benefits on behalf of staff and make recommendations to the Board of Trustees</p> <ul style="list-style-type: none"> • Re-Established through approval of bylaws, December 13, 2016 • Functions in accordance with the negotiated agreements of the employee associations 	Standing Committee

<p>Other Post-Employment Benefits (OPEB)</p>	<p>To review the non-pension benefits which retirees can choose, such as health insurance and life insurance. The District has established an irrevocable Trust to hold money that will be used to pay for the benefits in the future. Based on actuarial studies, an amount is determined each year as to what the District needs to put into the Trust. NRS 287.017, NRS 354.612, NAC 354.241</p> <ul style="list-style-type: none"> • Established through approval of OPEB Trust Resolution, dated June 24, 2008 • Functions in accordance with NRS Chapter 287, Programs for Public Employees 	<p>Statutory Committee</p>
<p>Oversight Panel for School Facilities (Bond Oversight Panel)</p>	<p>The Panel will provide written recommendations for financing the costs of new construction, design, maintenance and repair of school facilities; shall review and approve or disapprove a request by the board of trustees of the school district for the issuance of general obligation bonds pursuant to subsection 4 of NRS 350.020</p> <ul style="list-style-type: none"> • Functions in accordance with NRS 393.092 	<p>Statutory Committee</p>
<p>Rezoning of School Attendance Zones</p>	<p>To make recommendations to the Board of Trustees to evaluate school zones/attendance zones for the purpose of rezoning</p> <ul style="list-style-type: none"> • Functions in accordance with Board Policy 7083, School Attendance Zones • Established as needed in accordance with NRS 388.040 	<p>Ad Hoc Committee</p>
<p>Safe and Healthy Schools Commission</p>	<p>To advise the Board of Trustees on issues related to the safety and security of schools</p>	<p>Standing Committee</p>

	<ul style="list-style-type: none"> • Functions in accordance with Board Policy 9156, Safe and Healthy Schools Commission 	
School Naming or Renaming	<p>To make recommendations to the Board of Trustees to name a new school or rename an existing school</p> <ul style="list-style-type: none"> • Established as needed in accordance with Board Policy 7110, Naming of Schools 	Ad Hoc Committee
Sexuality, Health and Responsibility Education (S.H.A.R.E.) Advisory Committee	<p>To develop a course or unit of a course of: Factual instruction concerning acquired immune deficiency syndrome; and Instruction on the human reproductive system, related communicable diseases and sexual responsibility.</p> <ul style="list-style-type: none"> • Established through approval of bylaws, November 15, 2016 • Functions in accordance with NRS 389.065 	Statutory Committee
Student Advisory Board	<p>To advise the Board of Trustees and the Superintendent, providing input and ideas about key issues in the District from a student perspective</p> <ul style="list-style-type: none"> • Established in accordance with Board Policy 5041, Student Advisory Board to the Board of Trustees 	Standing Committee
Student Attendance Advisory Committee	<p>Review the records of the attendance and truancy of students; identify factors that contribute to the truancy of students; establish programs to reduce the truancy of students; evaluate the effectiveness of those programs; establish a procedure for schools for the reporting of the status of students as habitual truants; and inform the parents/guardians of the policies and procedures</p>	Statutory Committee

	<ul style="list-style-type: none"> • Established through approval of bylaws, October 11, 2016 • Functions in accordance with NRS 392.126 	
Student Wellness Advisory Committee	<p>to address the development, implementation and review of the local school wellness policy</p> <ul style="list-style-type: none"> • Established through approval of bylaws, October 11, 2016 • Functions in accordance with the Nevada Local School Wellness Policy 	Statutory Committee
Textbook Adoption	<p>To make recommendations to the Board of Trustees for the purpose of core instructional materials adoptions</p> <ul style="list-style-type: none"> • Established as needed in accordance with NRS 389.840 – 389.880, Textbooks 	Ad Hoc Committee

3. Other Agency Committees

- a. Other agencies may ask the Board of Trustees for a member(s) to serve on committees that are created and operated independently of action of the Board of Trustees, generally by another government agency.

COMMITTEE NAME	PURPOSE OF COMMITTEE
Debt Management Commission	The Debt Management Commission is charged with reviewing and approving debt issuance by the local entities, as well as oversight of the entities' indebtedness and debt management plans.
Nevada Association of School Boards (NASB)	NASB envisions a state where the public schools are widely recognized as the foundation of a free and democratic society, where local citizen governing boards are fully vested with the means to advance the best interests of their students and the public, and where the futures of all children are driven by their aspirations, not bounded by their circumstances.

Nevada Interscholastic Activities Association (NIAA) Board of Control	The NIAA promotes, coordinates and regulates league, region and statewide activities to the end that they shall be part of and contribute to the total educational program of the students in the secondary schools of the State of Nevada.
Regional Planning Governing Board	The duties of the RPGB include without limitation the adoption of the Comprehensive Regional Plan and to perform the conformance duties contemplated in Chapter 278. The RPGB has independent duties and powers from the Regional Planning Commission which are set forth in Chapter 278. All actions, determination and inactions of the RPC are reviewable by the RPGB. The nature of the action, determination or inaction by RPC will determine the applicable review process utilized by the RPGB to review the respective action, determination or inaction of the RPC.
Smarter Region Economic Development Vision Subcommittee	An initiative aimed at strengthening the region's economy by attracting industries and creating jobs.
Title I – Committee of Practitioners	Section 1902 of the NCLB Act of 2001 requires Nevada to establish a Committee of Practitioners to advise the State on Title I issues. The Committee meets once a year to review Title I grant applications, new laws enacted, read and approve specific grant applications, and to discuss what is happening in the State in regards to Title I, and to make recommendations on matters of policy to NDE. Another part of the Committee members' service is helping review Supplemental Educational Services (SES) applications. The Committee helps the NDE select tutoring companies that will provide tutoring to eligible students attending Title I schools in the State of Nevada.

REVISION HISTORY

Date	Revision	Modification
1/10/2017	1.0	Adopted