



**Responsible Office:** Office of the Superintendent

## **BOARD POLICY 9055**

### **OFFICERS AND DUTIES OF THE BOARD OF TRUSTEES**

#### **PURPOSE**

This Board Policy defines the duties of the President, Vice President, and Clerk as well as Trustees of the Washoe County School District Board of Trustees (Board).

#### **POLICY**

1. Duties of the President. Accordingly, the President shall have the following roles and duties:
  - a. To ensure that the Board behaves consistently with Board Policies and applicable laws, by enforcing that:
    - i. Meeting discussion content shall be on those issues which, according to Board Policy, clearly belong to the Board to decide or to monitor.
    - ii. Deliberation shall be respectful, open, thorough, timely, orderly, and specific to the issue. Deliberations shall support the Balanced Governance Model Individual Board Member Characteristics.
  - b. The President is authorized to act within the following powers and limitations:
    - i. The President is empowered to chair Board meetings with all the commonly accepted responsibility of that position (e.g., ruling, recognizing speakers, and following parliamentary procedures).
    - ii. The President has no authority to individually make decisions about policies created by the Board, or operations dictated by federal or state statute or contractual agreement.
    - iii. The President may represent the Board to outside parties in announcing Board-stated positions and in stating chair decisions and interpretations within the area delegated to the President.

- iv. The President may delegate this authority but remains accountable for its use.
  - v. The President may call special meetings of the Board whenever there is sufficient business to come before the Board or upon the written request of three members of the Board.
  - vi. To expedite the work of the Board, the President has the responsibility to appoint Board members to Board committees, community committees, and outside agencies as specified by Nevada Revised Statutes (NRS) with confirmation from the Board. The exception to this is when the NRS requires Board approval for appointments.
  - vii. The President may sign all papers and documents as required by law or as authorized by action of the Board.
  - viii. In the absence of the Clerk, the President may appoint another Board member to assume the Clerk's duties.
  - ix. The President acts as coordinator for the evaluation of the Superintendent and interaction between the internal auditor to the Board.
- c. To ensure the delivery of progress reports to the Board by the Superintendent to include the following items:
- i. Student performance growth data, disaggregated by ethnicity and tracked by student cohort, indicating student progress toward accomplishing District Values, Mission, Vision, Strategic Goals, and Balanced Governance Model Standards.
  - ii. Information about school district strategies and programs.
  - iii. Operations intended to accomplish the District Values, Mission, Vision, Strategic Goals, and Balanced Governance Model Standards.
  - iv. Revenues, expenditures, and costs of major programs and elements of District Operation.
- d. To ensure that concerns regarding school board member/superintendent communication or implementation of policy and procedures shall be addressed with the Superintendent through the Balanced Governance Model Progressive Response process.

- e. To ensure that Board members who fail to follow governance process policies, either during or outside of a Board meeting shall be addressed using the Balanced Governance Model Progressive Evaluation process.
- f. To ensure Board members receive on-going training in effective governance, at least annually, as described in Board Policy 9062, Orientation and Continuous Education of the Board of Trustees. All training sessions shall be provided by appropriate personnel trained in the Balanced Governance Model.
- g. Board members shall participate in on-going, annual self-assessment, summative assessment, and external evaluation in effective governance. Board evaluation should measure Board performance on Balanced Governance Model Standards, Individual Board Member Characteristics, and Effective Board Meeting elements.

## 2. Duties of the Vice President

- a. In the absence of the President, the Vice President shall perform the duties and have the obligations of the President.
- b. In the absence of the Clerk, the Vice President shall serve in the capacity and assume the duties of the Clerk, including signatory authority, unless otherwise provided by law.
- c. Should the office of the President become vacant, the Vice President shall fill the vacancy until the election of a new President.

## 3. Duties of the Clerk

- a. The Clerk shall review the minutes of all meetings and transactions of the Board of Trustees. Final approval of the minutes shall rest with the Board of Trustees.
- b. The Clerk shall have the authority to sign all necessary documents related to the functions of the Washoe County School District and those required by law under NRS. The Clerk shall also have a duty to sign all such documents.
- c. In the absence of the Clerk, and when necessary to do so (i.e., deadline), the duties of the Clerk may be reassigned by the President of the Board.

## 4. Duties of Individual Board Members

- a. The major responsibilities of members of the Board include, but are not limited to:

- i. Implement the dictates of the Board of Trustees' Governing Mission, as defined by Board Policy 9050, Governing Model of the Board of Trustees.
  - ii. Develop, monitor, and serve as a steward of the District's Vision, Mission, Core Beliefs, Theory of Action and resources;
  - iii. Employ and evaluate the Superintendent;
  - iv. Adopt and Monitor the District's annual budget and capital improvement programs;
  - v. Responsible for governance requirements as established through state and federal legislation;
  - vi. Monitor the educational and operational performance of the District;
  - vii. Respond to constituent and community concerns; and
  - viii. Retain responsibility for community engagement dialogue relevant to District stakeholders including, but not limited to, reporting progress on the District Values, Mission, Vision, Strategic Goals and Balanced Governance Model Standards, and local bond programs.
- b. Expectations of members of the Board include, but are not limited to:
- i. Attend and participate in discussions and issues at scheduled board meetings, committee meetings, and other related meetings;
  - ii. Participate in the work of the Board, including staying informed, preparing for meetings, reviewing, and providing input on minutes and reports;
  - iii. Serve as a member or liaison on various statutory, ad hoc, or standing Board committees as well as on other agency boards and committees.
    - 1) If a member cannot fulfill the obligations of an appointment, the expectation is that the member will advise the Board so that alternate arrangements can be made.
  - iv. Participate in continuing education, conferences and other training activities which contribute to the professional development as a board member of the Board of Trustees.

- v. Follow protocol as established in the Board Policies and other governing documents of the District, including recognition that only the Board has the authority to act.
- vi. Disclose any conflict of interest on any action item pursuant to NRS Chapter 281A, Ethics in Government.

5. Duties of the whole Board Team

- a. Exercise informed oversight for the achievement of the District Values, Mission, Vision, Strategic Goals, Balanced Governance Model Standards, effective programs, processes, and operations, and improved learning for all students.
- b. Develop written governing policies that address:
  - i. Educational Outcomes: Educational outcomes with specific and measurable formative data, linked to the District Values, Mission, Vision, Strategic Goals, and Balanced Governance Model Board Standards;
  - ii. Program/Process Alignment: Describe the processes, timeline, and means of reporting (a) specific and targeted educational problems and challenges of the District, (b) how program components address or fail to address those educational problems and challenges, and (c) changes to programs or program components;
  - iii. Balanced Governance Model Process: Specification of how the Board conceives, carries out, and monitors its own tasks; and
  - iv. Board/Superintendent Roles: How responsibility is delegated to the Superintendent and monitored by the Board, and written protocols of operation for monitoring and corrections of policy and processes.
- c. Approve all Board policies. Unless otherwise authorized, any waivers of provisions in Board policies must be approved by the Board.
- d. Ensure successful Superintendent performance by monitoring performance based on achievement of the District Values, Mission, Vision, Strategic Goals, and Balanced Governance Model Standards.
- e. Engage in policy development activities limited to (a) request to the Superintendent to initiate the development of a new policy or revise a current policy, (b) acting as a whole Board to review, request revision of, provide direction for policy revision, or approve policy.

- f. The Board serves to initiate a new policy and policy revision. The Board is the sole policy approving body. The Superintendent is also authorized to recommend policy or policy revision. In accordance with its Board Balanced Governance Model, the Board shall adopt general policies that provide authorization and guidelines for the Board and Superintendent to take action. The implementation of such policies is and administrative function of the Superintendent.
  - i. The Board shall endeavor to review its policies on a bi-annual schedule to ensure policy intent is clear and results are achievable by the organization.
  - ii. All Board policies shall be approved in accordance with the public notice and input processes set forth in Nevada state law.
  - iii. Any Board member or the Superintendent may ask for policies to be revised or developed as directed by the protocols in Board Policy 9070. Policies will be developed upon approval of the whole Board. Generally, the Board shall request and direct the development of new policy wording and revision to the Superintendent.
  - iv. All new or revised policy remains as drafts until reviewed and approved by the whole Board.
  - v. In accordance with its governance model, the Board delegates to the Superintendent the function of creating, adopting, and implementing administrative regulations and procedures designed to interpret and carry out Board policies. The administrative regulations and procedures will specify required actions and detail the arrangements under which the District will operate. These regulations and procedures must be consistent with the policies adopted by the Board.
  - vi. Following the presentation of a formative assessment report (See Board Policy 9081, Progress Monitoring of the Superintendent's Performance and the Board Balanced Governance Model Goals and Standards), an item may be placed on the agenda for a review of the appropriate policy at the next regular Board meeting. The review will include only the Board's policy and not the Superintendent's Interpretation or Supporting Data / Information. Each Board member will assess the policy for clarity and the ability of the organization to meet the goals and/or direction provided by the Board.

- g. Legislative Representative. A member of the Board shall serve as the Legislative Representative of the Board of Trustees. The Legislative Representative may attend the regular and special session(s) of the Nevada Legislature to include legislative committee and subcommittee meetings, conveying school district views and concerns in coordination with the Superintendent or District Legislative Affairs team.

The Legislative Representative will meet with and perform in an advisory capacity to the Superintendent and the District's Legislative Affairs team on behalf of the Board in the formulation of the District's legislative positions. The representative shall use the District's current legislative platform to guide policy positions. The representative shall, with the assistance of the District's Legislative Affairs representatives, monitor and provide feedback on proposed legislation that may be impactful to the Board and District and provide updates on the status of that legislation back to the Board.

If the Legislative Representative believes legislation warrants a full Board discussion and/or potential action to determine the Board's position, the Legislative Representative may request of the Board President to have the agenda item placed on an upcoming agenda following the process found in the Meeting Protocols Board Policy. If the Legislative Representative is also the Board President, the Meeting Protocols Board Policy process will be followed.

- i. Selection of the Legislative Representative shall be held in January. The selected Trustee will serve for one year. If the legislative representative position becomes vacant, it shall be filled as soon as practical.
- ii. Other trustees may represent the position of the Board and District on matters at the Legislature based on other provisions of Board Policy 9055.
- iii. This policy does not preclude other trustees from sharing their views on legislation with the Superintendent or District Legislative Affairs team on an individual basis.

## **LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

1. This Board Policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 9050, Governing Model of the Board of Trustees;

- b. Board Policy 9051, Board Conduct, Ethics, and Operational Protocols;
  - c. Board Policy 9062, Orientation and Continuous Education of the Board of Trustees;
  - d. Board Policy 9070, Creation, Adoption, Revision, and Deletion of Board Policy, Administrative Regulation, and Administrative Procedures/Manuals;
  - e. Board Policy 9081, Progress Monitoring of the Superintendent's Performance and the Board Balanced Governance Model Goals and Standards.
2. This Board Policy with the Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
- a. NRS 386.310, Officer; organization;
  - b. NRS 386.325, Duties of the clerk; and
  - c. NRS 386.330, Meeting; quorum; broadcast of meeting on television authorized.

#### **REVISION HISTORY**

Date	Revision	Modification
4/8/2008	1.0	Adopted
10/29/2013	2.0	Revised: converted to new format, merged with Board of Trustees Governing Procedure BOT-GP001, Job Descriptions and Expectations
10/25/2016	3.0	Revised: to align with Balanced Governance, number changed from 9006
11/24/2020	4.0	Revised: to clarify and align with other governance policies
1/21/2022	4.1	Revised: format pursuant to BP 9070
2/4/2025	4.2	Revised: fixed typographical errors
4/8/2025	5.0	Revised: clarified selection and duties of the Legislative Representative