

**COUNCIL ON FAMILY RESOURCE CENTERS -  
A COMMITTEE OF THE  
WASHOE COUNTY SCHOOL DISTRICT**

**BYLAWS**

**Authority**

In accordance with Nevada State law (NRS 430A.140), the Washoe County School District ("District") does hereby establish the Council on Family Resource Centers ("Council") as a standing advisory committee of the Superintendent.

**Mission and Purpose**

1. The Council shall:
  - a. On an annual basis, create an action plan to be implemented by each of the District's Family Resource Centers. Such action plan shall be created in accordance with state law and submitted to the Director of the Nevada Department of Health and Human Services;
  - b. Review and provide recommendations to the Superintendent or Designee related to the charge of the Family Resource Centers – to help individuals and families access needed services and support.

**Reporting Structure**

- i. Recommendations from the Council on Family Resource Centers shall be made to the Superintendent. The Superintendent, through appropriate staff, shall:
  - a. Ensure Council proposals are feasible: operationally, financially and academically.
  - b. Determine whether action should be taken by the Superintendent or the Board of Trustees.
- ii. For those matters that require the approval of the Board of Trustees, the Superintendent shall have the option to:
  - a. Return any recommendation of the Council back to the Council with suggested changes; or
  - b. Forward any recommendation of the Council to the Board of Trustees, with the Superintendent's Alternate Recommended Action;

- c. Forward any recommendation of the Council to the Board of Trustees, as proposed by the Council.
- iii. For those matters delegated to the Superintendent by Board policy or previous action of the Board of Trustees, the Superintendent shall have the option to:
  - a. Approve the Council's recommendation;
  - b. Deny the Council's recommendation; or
  - c. Return any recommendation of the Council back to the Council with suggested changes.

## **Composition**

### **1. Appointments**

- a. Following an advertised application period, members shall be selected in accordance with the application and review process established by the District's Committee Operating Procedures Manual.
- b. All members of the Council shall be considered and approved by the Superintendent. Final approval of all selections shall rest with the Superintendent.

### **2. Voting Membership**

- a. Voting membership shall consist of seven (7) voting members as follows:
  - i. Five (5): One (1) member from each of the District's five (5) Family Resource Centers to represent the geographic area in which the family resource center is located.
  - ii. One (1): One (1) member who is a state or local elected official
  - iii. One (1): At-large community member

### **3. Term of Service**

- a. A term of membership shall be two (2) years, with terms commencing on July 1st and ending June 30<sup>th</sup> of the second year. Members shall be appointed such that four terms shall end in even-numbered years and three terms shall end in odd-numbered years.

MEMBER	CATEGORY	TERM ENDS
A	North Valleys FRC representative	June 30 of Even-Numbered Years
B	Sparks FRC representative	June 30 of Odd-Numbered Years
C	Central Reno FRC representative	June 30 of Even-Numbered Years
D	Sun Valley FRC representative	June 30 of Odd-Numbered Years
E	Northeast Reno FRC representative	June 30 of Even-Numbered Years
F	State or local elected official	June 30 of Odd-Numbered Years
G	At-Large Community Member	June 30 of Even-Numbered Years

- b. Members who cannot complete their term on the Council should submit a letter of resignation to the Chair. Upon acceptance of the letter of resignation, the position shall be opened using the District's application process.
  - i. A member who is appointed to fulfill the term of a member who has resigned or been removed, shall complete the term of the vacating member.
- c. Members shall serve no more than five (5) terms without a break in service of at least one (1) year.

#### 4. Officers

- a. Officers of the Council consist of a Chairperson and Vice-Chairperson, who are voting members of the Council.
- b. Officer Nomination and Election
  - i. Officers shall be current voting members of the Council and be elected by majority vote of the members of the Council.

- ii. All nominees shall be present at the scheduled meeting to accept the nomination.
    - iii. The term of office shall be from July 1st to June 30<sup>th</sup> and shall be for one (1) year. Officers may be re-elected.
  - c. Officer Duties and Responsibilities
    - i. The Chairperson shall:
      - 1. be responsible for the general planning for and supervising of activities of the Council;
      - 2. approve the agendas of the meetings of the Council in collaboration with the Staff Liaison; and
      - 3. preside over all meetings of the Council
    - ii. The Vice-Chairperson shall:
      - 1. preside in the absence of the Chairperson;
      - 2. discharge any duties delegated by the Chairperson or as directed by the Council; and
      - 3. succeed to Chairperson in the event that the Chairperson is unable to serve.
  - d. Removal of Officers
    - i. An officer may be removed for just cause at any time by a two-thirds (2/3) vote of the Council.
    - ii. A vacancy in an officer's position, due to resignation or removal, shall be filled using the normal District's protocol for the election of officers of committees included in these By-Laws.

## 5. Vacancy

- a. A vacancy in the membership of the Council shall be filled in the same manner as the original appointment for the remainder of the unexpired term.

## 6. District Staff-Liaison

- a. The Superintendent shall designate a staff member to serve as a non-voting member, and liaison between the Council and the District. The liaison shall work with the Board Services Department to:
  - i. In conjunction with the Council Chair set the meeting agendas and meeting schedule;

- ii. Advise the Council on the goals of the District;
  - iii. Advise the Council on information in the District that concern the Council;
  - iv. Report to the Superintendent the activities of the Council, as necessary.
7. The Council shall strive to be representative of the diverse nature of the District.

### **Procedural Responsibilities**

1. The Council shall comply with state laws and regulations, and specifically Nevada's Open Meeting Law, Nevada Revised Statutes (NRS) Chapter 241, Meetings of State and Local Agencies.
2. The Council shall comply with the policies, regulations and procedures of the District, and specifically the District's committee operational procedures.
3. Neither the Board of Trustees nor Superintendent may delegate the responsibility for final decisions to a committee, because such decisions must, by state law, rest with the Board of Trustees or have been delegated to the Superintendent through Board Policies. Committees are not empowered to perform management functions.
4. The Council may be dissolved upon completion of its charge or by action of the Board of Trustees.

### **Duties, Skills and Responsibilities**

1. General
  - a. All members of the committee shall serve without compensation.
  - b. Members of the committee shall be residents of Washoe County.
  - c. The committee members collectively should possess general knowledge of District issues and concerns.
  - d. Members shall be familiar with the policies, regulations, and laws governing the District.
  - e. Members of the committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the committee and the District with such care as a generally prudent person in a similar position would use under similar circumstances.

## 2. Member Protocol

- a. Only the committee as a whole has the authority to act.
  - i. Individual committee members do not have the authority to direct staff, students, volunteers, and/or parents/guardians.
  - ii. Individual committee members may not, in the name of the committee, conduct site visits or otherwise engage with staff regarding committee business outside of properly noticed meetings unless otherwise authorized by District policy, regulation or procedures.
- b. Committee members shall review and understand guidance provided in the Procedural Manual for Advisory Committees to the Board of Trustees.

## 3. Community Input

- a. Each member of the committee will be responsible for relaying input received from the community to the committee. Individual committee members do not have the authority to provide any official response from either the District or committee on any matter.

## 4. Confidentiality

- a. During the exercise of duties and responsibilities, the committee members may have access to confidential information. The committee shall have an obligation to the District to maintain the confidentiality of such information. Committee members will be required to have a signed confidentiality form on record while serving as a member of the Committee.

## **Meetings**

### 1. Schedule

- a. The Council shall meet at least twice each year. Regularly scheduled meetings shall be held from July 1st to June 30th of each year. The Chairperson shall establish a calendar of regularly scheduled meetings in conjunction with the District's staff liaison.
- b. Special meetings may be called at the discretion of the Chair, in conjunction with the District's staff liaison.

### 2. Attendance

- a. Attendance records of all Council members shall be reviewed by the chairperson on a regular basis.

- b. The Chairperson may recommend removal of any member having two (2) absences during the two-year term of membership or for failure to participate on a Council.
- c. Recommendation to remove a member shall be by majority vote of the Council, with final action required by the Superintendent.

**Reporting Requirements**

1. The Council shall report its activities to the Superintendent or Designee. The Council's reporting requirements are to:
  - a. Report on the scope and breadth of Council activities so that the Superintendent is kept informed of its work and can take appropriate action.
  - b. Provide minutes or a summary of minutes of meetings which clearly record the actions and recommendations of the Council.
  - c. Report on any other matters that the Council believes should be disclosed to the Superintendent.
2. On or before June 15 of each year, the Council shall submit a report to the Superintendent summarizing its achievements and accounting for the expenditure of any money provided to it by the Department of Health and Human Services for the previous fiscal year.
  - a. Such report shall be submitted to the Director of the Department of Health and Human Services on or before August 1 of each year.

**Review and Revision**

1. The Board Services Department, in conjunction with the Council on Family and Resource Centers, shall assess and review the adequacy of these bylaws no less than annually or as necessary. Modifications shall be presented to the Superintendent in writing for review and action.

Date	Revision	Modification
11-16-2016	1.0	Adopted

**Addendum**

Nevada Revised Statutes NRS 430A.140 – 430A.200, inclusive.

**NRS 430A.140** Family resource center to submit action plan to Director for approval.

1. Before a family resource center may obtain a grant from the Director, the family resource center:

(a) Must submit to the Director an action plan created by the family resource center with input from the family resource center council and local and state elected officials who represent the geographic area in which the family resource center is located; and

(b) Must obtain approval from the Director of that action plan.

2. An action plan must be resubmitted to the Director for approval:

(a) On or before July 1 of each year; and

(b) Any time the family resource center adopts a proposed amendment to the action plan.

(Added to NRS by [1995, 2767](#); A [2005, 469](#); [2015, 978](#))

**NRS 430A.150** Establishment of family resource center council required; compliance with Open Meeting Law.

1. Each family resource center shall establish a family resource center council. The composition of the family resource center council must be consistent with the criteria set forth by regulations adopted pursuant to [NRS 430A.120](#).

2. All meetings of a family resource center council must be conducted in accordance with the provisions of [chapter 241](#) of NRS.

(Added to NRS by [1995, 2767](#); A [2005, 469](#))

**NRS 430A.160** Services provided.

1. Each family resource center shall provide referrals to obtain, if available, the following services:

(a) Education on caring for infants and day care services for infants;

(b) Education on parenting;

(c) Health care services for children, including all required immunizations;

(d) Programs to identify and assist infants and young children with developmental disabilities up to 5 years of age;

(e) Day care for children who are old enough to attend school, both before and after school;

(f) Programs to assist senior citizens;

(g) Programs to supplement formal education, including, without limitation, mentor programs for pupils in elementary and secondary schools, literacy programs, programs that encourage parental involvement in school, programs that teach English as a second language, programs to assist in the naturalization process and other alternative educational programs;

(h) Programs to teach adults and children skills for employment and self-sufficiency;

(i) Services that will assist families with physical and mental health issues, the special needs of children, food and nutritional needs, recreational needs, housing problems, domestic violence and substance abuse;

(j) Programs designed to reduce the rate of pregnancies in unmarried teenage girls;

(k) Programs designed to assist pupils who are truant from school and to reduce the rate at which pupils drop out of school;

(l) Transportation services, particularly to assist people in traveling to the social service agencies from which they may be receiving services pursuant to this section;

(m) Classes that teach alternative means of resolving disputes that arise in the family; and



(n) Any other services for which the communities that the family resource center serves have a need.

2. Each family resource center may offer services directly through its own employees and resources or contract with social service agencies to provide services, or may do both.

3. Any family resource center that offers services directly through its own employees and resources shall comply with all applicable state and federal laws and regulations regarding the delivery of the services.

(Added to NRS by [1995, 2767](#); A [2005, 469](#); [2007, 1820](#))

**NRS 430A.170** Case manager and administrative staff; training of case managers; duties of case manager.

1. Each family resource center must have a case manager and may have a coordinator to handle administrative matters. If a family resource center does not employ a separate person to act as coordinator, the case manager shall also act as coordinator.

2. The Director shall provide training for all case managers on how to assess the needs of families using the family resource center.

3. The case manager shall, for each family that seeks services from the center:

(a) Develop a plan with the family which specifies:

(1) The services for which the family is eligible;

(2) Whether the family will receive services from the family resource center or a social service agency, or both;

(3) The responsibilities the family members must fulfill to remain eligible for the services;

and

(4) The manner in which the performance of responsibilities by the agency and the family members will be monitored; and

(b) Collect and analyze data to monitor the performance by the family members of the responsibilities prescribed in the plan.

(Added to NRS by [1995, 2767](#); A [2015, 979](#))

**NRS 430A.180** Prohibited services and procedures. When providing services on behalf of a family resource center which has received a grant from the Director pursuant to the provisions of this chapter, an employee or volunteer at the family resource center shall not administer drugs or contraceptives to or perform medical or dental procedures for a minor unless written consent to administer those drugs or contraceptives or to perform those procedures has been obtained from the minor's parent, guardian or legal custodian.

(Added to NRS by [1995, 2768](#))

**NRS 430A.190** Privileged communications. Except as otherwise provided by a specific statute, any communications made to or documents received by an employee or volunteer at a family resource center from a person to obtain the services of the center are privileged and may not be disclosed without the person's consent or unless so ordered by a court of competent jurisdiction.

(Added to NRS by [1995, 2768](#))

**NRS 430A.200** Reports by family resource centers; reports by Director.

1. On or before August 1 of each year, each family resource center shall submit a report to the Director summarizing its achievements and accounting for the expenditure of any money provided to it by the Director for the previous fiscal year.

2. On or before September 30 of each year, the Director shall provide a written report to the Interim Finance Committee concerning the expenditure during the preceding fiscal year of all money received by the Director for carrying out the provisions of this chapter.

(Added to NRS by [1995, 2769](#); A [2005, 470](#))