

**SAFE AND HEALTHY SCHOOLS COMMISSION -
A COMMITTEE OF THE
WASHOE COUNTY SCHOOL DISTRICT
BOARD OF TRUSTEES**

BYLAWS

Authority

In compliance with Board Policy 7700, Emergency Management, any associated administrative regulations, and Nevada State Law, the Board of Trustees ("Board") does hereby establish the Safe and Healthy Schools Commission (SHSC) as a standing committee of the Board of Trustees of the Washoe County School District ("District").

Mission

1. The SHSC shall:
 - a. Advise the Board and Superintendent on issues relating to the safety and security of schools, which may include prevention/intervention, mitigation, preparedness, emergency response, and recovery.
 - b. Review and provide recommended changes to Board policies, administrative regulations and procedures of the District under subsection (a) based on national best standards and practices.
 - c. Function as the advisory council in the area of school safety to the District.
 - d. Contribute suggestions concerning long-range establishment of the District's goals and objectives related to school safety.
 - e. Provide a forum for the coordination of school safety efforts throughout the District.
2. Mission Statement
 - a. The Safe and Healthy Schools Commission supports the Board of Trustees and Superintendent in creating an environment that promotes the physical, mental, and emotional safety and security of District students and staff.

Reporting Structure

1. Recommendations from the Safe and Healthy Schools Commission shall be made to the Board of Trustees through the Superintendent. The Superintendent, through appropriate staff, shall ensure SHSC proposals are feasible: financially, operationally, and academically.

2. The Superintendent shall review recommendations to determine if action should be taken by the Superintendent or the Board of Trustees.
 - a. The Superintendent shall have the option to:
 - i. Forward any recommendation of the SHSC to the Board of Trustees for appropriate action;
 - ii. Return any recommendation of the SHSC back to the Commission with suggested changes; or
 - iii. Forward any recommendation of the SHSC to the Board of Trustees with an alternative recommendation.

Composition

1. Appointments
 - a. Following an advertised application period, members shall be selected utilizing the application and review process established by the Department of Board Services.
 - i. Applications shall be accepted on an ongoing basis.
 - b. Applications will be reviewed and recommendations of appoints will be forwarded to the Board of Trustees for approval through established processes and procedures by the Board Services Department for all committees of the Board of Trustees.
 - i. The Board Services Department may forward applications to the SHSC for review and recommendation of appointment. The review of applications by the SHSC would occur in a properly noticed public meeting, in accordance with Nevada's Open Meeting Law.
 - ii. Current members of the SHSC interested in re-applying may be given priority for appointments.
 - c. Final approval of all appointments to the SHSC shall rest with the Board of Trustees.
2. Officers
 - i. The officers of the Commission shall be Chair and Vice-Chair, who are voting members of the committee.

b. Officer Nomination and Election

- i. The term of office shall be from July 1st to June 30th and shall be for one (1) year. Officers may be re-elected for one additional term.
- ii. Election of officers shall be held during the last regularly scheduled meeting of the Fiscal Year.
- iii. All nominees shall be present at the scheduled meeting to accept the nomination.

c. Officer Duties and Responsibilities

i. The Chair shall:

1. be responsible for the general planning for and supervising of activities of the SHSC;
2. approve the agendas of the meetings of the SHSC in collaboration with the Staff Liaison(s); and
3. preside over all meetings of the SHSC

ii. The Vice-Chair shall:

1. preside in the absence of the Chair;
2. discharge any duties delegated by the Chair or as directed by the SHSC; and
3. succeed to Chair in the event that the Chair 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 SHSC.
- ii. A vacancy in an officer's position, due to resignation or removal, shall be filled using the normal protocol for the election of officers of committees included in these By-Laws.

3. Voting Membership

a. Voting membership shall consist of fifteen (15) voting members, as follows:

i. Student Representative – 1

1. A member of the Superintendent's Student Advisory Council will be selected through procedures and protocols established by the Student Advisory Council to serve as the student

representative to the SHSC. The appointment of the student will be approved by the Board of Trustees.

ii. Parent/Guardian representation – 2

1. Two voting members shall be parents/guardians representing students in the various levels of education in the District: high school, middle school, elementary school, early childhood.

iii. Medical and Mental Health professionals – 3

1. In an effort to assure the SHSC receives input from those working directly with children on medical or mental health issues, three voting members shall be from the medical and mental health professions to include but not limited to: pediatricians, nurses, counselors, psychologists/psychiatrists, and others who provide physical and/or mental health services or programs.

iv. Emergency Services – 2

1. Two members shall be selected representing emergency services. Emergency services can include current/former members of the military, law enforcement, fire fighters, or other emergency responders or service providers. (One seat from the emergency services category may be assigned to the District's Emergency Manager without an application submitted with approval of a majority of the SHSC.)

v. Government official/agency representative – 2

1. To ensure a collaborative effort with other area government officials and/agencies, two members will be selected from state or local government. These members may be elected officials and/or representatives from state and local agencies focused on education, public safety or physical/mental health.

vi. At-Large – 5

1. Five voting members will be selected to serve as at-large members of the SHSC. These members may come from any of the above mentioned categories or other community representation, which can include employees of the District.

4. Term of Service

- a. A term of membership shall be two (2) years, commencing on July 1st and ending June 30th. No member may serve for more than four (4) consecutive two-year terms without at least a one year break in service.

MEMBER	CATEGORY	TERM ENDS
A	Student Representative	June 30 annually
B	Parent/Guardian representative (high school)	June 30 of Even-Numbered Years
C	Parent/Guardian representative (middle school)	June 30 of Odd-Numbered Years
D	Medical/Mental Health professional	June 30 of Odd-Numbered Years
E	Medical/Mental Health professional	June 30 of Even-Numbered Years
F	Medical/Mental Health professional	June 30 of Odd-Numbered Years
G	Emergency Services representative	June 30 of Even-Numbered Years
H	Emergency Services representative	June 30 of Odd-Numbered Years
I	Government official/agency representative	June 30 of Odd-Numbered Years
J	Government official/agency representative	June 30 of Even-Numbered Years
K	At-Large member	June 30 of Odd-Numbered Years
L	At-Large member	June 30 of Even-Numbered Years

M	At-Large member	June 30 of Odd-Numbered Years
N	At-Large member	June 30 of Even-Numbered Years
O	At-Large member	June 30 of Odd-Numbered Years

- b. Members who cannot complete their term on the SHSC should submit a letter of resignation to the committee Chair and Board Services Department. Upon acceptance of the letter of resignation, the position shall be opened using the District's committee application process.

5. Vacancy

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

6. District Staff Liaison(s) and Staff Advisors

- a. The Superintendent shall provide Staff Liaison(s), who shall serve in a non-voting capacity, and administrative support to the committee. That individual shall work with staff of the Board Services Department to:
 - i. Advise the committee on the goals of the Board of Trustees and Superintendent;
 - ii. Work with the SHSC chair to finalize the meeting agendas and meeting schedule;
 - iii. Advise the committee on information in the District that concerns the SHSC; and
 - iv. Report to the Superintendent the happenings of the SHSC.
- b. Staff advisors will consist of District staff who are considered vital to the committee process but who may not be able to attend meetings on a regular

basis. They include but are not necessarily limited to: Superintendent, Deputy Superintendent, Chief of Staff, Chief of School Police, District Emergency Manager, or other appropriate staff.

7. The SHSC shall strive to be representative of the diverse nature of the District. Factors to be considered for membership shall include, but are not limited to: geographic representation; ethnicity; socio-economic status; gender; and extent of parent involvement experience.

Procedural Responsibilities

1. The committee 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 committee shall comply with the policies, regulations and procedures of the District, and specifically the District's committee operating 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 or direct staff.
4. A committee 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. Individual committee members do not have the authority to direct staff, students, volunteers, and/or parents/guardians.
- b. Committee members shall review and understand guidance provided in the Procedural Manual for Advisory Committees to the Board of Trustees.
- c. Committee members must follow standard District procedures and regulations when wishing to conduct site visits to any District properties.

3. Community Input

- a. Each member of the committee will be responsible for relaying input received from the community to the staff liaison. 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.

5. Meetings

- a. No fewer than four (4) regularly scheduled meetings shall be held from July 1st to June 30th of each year. The District's staff liaison shall establish a calendar of regularly scheduled meetings in conjunction with the Board Services Department.
- b. Special meetings of the SHSC may be convened following meeting guidelines established by the District and Open Meeting Law.

6. Meeting Attendance

- a. Attendance records of all SHSC members shall be reviewed by the staff liaison on a regular basis. The staff liaison may recommend removal to the chair of any member having three (3) or more unexcused absences to the SHSC during one (1) meeting year or for failure to participate on the committee.

- b. Recommendation to remove a member shall be by majority vote of the committee, with final action required by the Board of Trustees.

Reporting Requirements

1. The committee has the duty and responsibility to report its activities to the Board of Trustees and Superintendent. The committee's reporting requirements are to:
 - a. Report on the scope and breadth of committee activities so that the Board of Trustees and Superintendent are 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 committee.
 - c. Report on any other matters that the committee believes should be disclosed to the Board of Trustees and Superintendent.

Review and Revision

1. The Board Services Department shall assess and report to the Board of Trustees on the adequacy of these bylaws no less than an annual basis or as necessary. Modifications shall be presented to the Board of Trustees in writing for their review and action.

Date	Revision	Modification
05/08/2018	3.0	Clean up language related to when officers are elected and conforming changes
10/24/2017	2.0	Updated bylaws to reflect change in Board Policy and conforming changes
12/13/2016	1.0	Adopted