

**STUDENT ATTENDANCE ADVISORY BOARD -
A COMMITTEE OF THE
WASHOE COUNTY SCHOOL DISTRICT
BOARD OF TRUSTEES**

BYLAWS

Authority

In accordance with Nevada Revised Statutes (NRS) 392.126, the Board of Trustees ("Board") does hereby establish the Student Attendance Advisory Board ("SAAB") as a standing committee of the Board of Trustees of the Washoe County School District ("District").

Mission

1. The SAAB shall:
 - a. Review data related to the attendance and truancy of students in the District;
 - b. Identify factors that contribute to the truancy of students in the District;
 - c. Recommend the establishment of programs to reduce the truancy of students in the District, including the coordination of services available in the community to assist with the intervention, diversion and discipline of students who are truant;
 - d. Evaluate the effectiveness of programs designed to reduce truancy;
 - e. Establish a procedure for schools and the District for the reporting of the status of students as habitual truants; and
 - f. Inform the parents/guardians of students of the District's policies and procedures, particularly those related to student attendance and behavior.

Reporting Structure

1. Recommendations from the Student Attendance Advisory Committee shall be made to the Superintendent. The Superintendent, through appropriate staff, shall ensure Committee proposals are feasible: operationally, financially and academically.
2. The Superintendent shall review recommendations to determine feasibility and whether action should be taken by the Superintendent or the Board of Trustees.

3. The Superintendent shall have the option to:
 - a. Approve any recommendation of the committee;
 - b. Approve, with changes, any recommendation of the committee;
 - c. Deny any recommendation of the committee;
 - d. Return any recommendation of the Committee back to the Committee with suggested changes; or
 - e. Forward any recommendation of the Committee to the Board of Trustees for appropriate action;

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;
 - ii. When openings occur, the Department of Board Services shall convene a selection panel to review applications and designate a finalist;
- b. Initially, all members of the SAAB shall be considered and approved by the Board of Trustees. Following the initial establishment of the membership, the existing members of the SAAB, during a properly noticed public meeting, shall select and accept new and/or reappointed members.
- c. Final approval of all selections shall rest with the Board of Trustees.

2. Voting Membership

- a. Voting membership shall consist of seven (7) voting members, as follows:
 - i. One (1) member from local law enforcement. Such member shall be selected from:
 1. A representative from the District's School Police Department, selected for nomination by the Chief of School Police;
 2. A representative from the Reno Police Department, selected for nomination by the Reno Chief of Police;

- 3. A representative from the Sparks Police Department, selected for nomination by the Sparks Chief of Police;
- 4. A representative of the Washoe County Sheriff's Department, selected for nomination by the Sheriff.
- ii. One (1) member from an agency which provides child welfare services;
- iii. One (1) member from juvenile justice. Such member may be selected from:
 - 1. A juvenile probation officer;
 - 2. A representative of the Washoe County District Attorney's Office;
- iv. One (1) member who is a parent/guardian or provider of community services which provide assistance to students who are truant. Such member may be selected from:
 - 1. One parent/guardian of a student who is enrolled in a school in the District;
 - 2. A representative of a community agency, such as Children's Cabinet, which provides child/student services;
 - 3. A representative from a family resource center.
- v. One school counselor or school teacher employed by the District.
- vi. Two (2) At-Large Representatives from any of the above categories. One of these positions may be a District staff member.

3. Term of Service

- a. A term of membership shall be two (2) years, commencing on August 1st and ending July 31st. No member may serve for more than two (2) consecutive two-year terms without at least a one year break in service.

MEMBER	CATEGORY	TERM ENDS
A	One (1) member from local law enforcement	June 30 of Even-Numbered Years
B	One (1) member from Child Welfare	June 30 of Odd-Numbered Years

C	One (1) member from juvenile justice	June 30 of Even-Numbered Years
D	parent/guardian or provider of community services	June 30 of Odd-Numbered Years
E	One school counselor or school teacher employed by the District	June 30 of Even-Numbered Years
F	At-Large Representative	June 30 of Odd-Numbered Years
G	At-Large Representative	June 30 of Even-Numbered Years

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

4. Vacancy

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

5. Officers

a. General

- i. The officers of the SAAB shall be Chairperson and Vice-Chairperson.
- ii. Officers shall be voting members of the committee.

b. Officer Nomination and Election

- i. Officers shall be elected by vote of the members of the SAAB.
- ii. The term of office shall be from August 1st to July 31st and shall be for one (1) year. Officers may be re-elected for one additional term.
- iii. Election of officers shall be held during the regularly scheduled May meeting.
- iv. All nominees shall be present at the scheduled meeting to accept the nomination.

c. Removal of Officers

- i. An officer may be removed for just cause at any time by a two-thirds (2/3) vote of the SAAB.

- 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.

6. District Staff Liaison

- a. The District shall provide a staff liaison, generally from the Truancy Intervention Department & Re-engagement Program, who shall serve in a non-voting capacity, and administrative support to the committee. That individual shall work with the Board Services Department to:
 - i. In conjunction with the Committee Chair set the meeting agendas and meeting schedule;
 - ii. Advise the committee on the goals of the Board of Trustees and Superintendent;
 - iii. Advise the committee on information in the District that concern the SAAB;
 - iv. Report to the Board of Trustees and Superintendent the happenings of the SAAB.

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. 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.
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 be residents of the District.
 - b. The Committee members collectively should possess general knowledge of District issues and concerns.

- c. Members shall be familiar with the policies, regulations, and laws governing the District.
 - d. 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. Compensation and Per Diem
 - a. Each member of such a board serves without compensation.
 - b. For each day or portion of a day during which a member of the SAAB attends a meeting of the SAAB or is otherwise engaged in the business of the SAAB, the member is entitled to receive the per diem allowance and travel expenses provided for District employees generally.
 - c. The Board of Trustees shall pay the per diem allowance and travel expenses from the general fund of the District, in accordance with state law.
3. Community/Agency Input
 - a. Each member of the committee will be responsible for meeting with or otherwise getting input from their group type to bring to the committee meetings for discussion.
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.
5. Meetings
 - a. The SAAB shall meet at least quarterly. 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. Generally, the first meeting of the year will generally occur in September.
 - b. Special meetings may be called at the discretion of the Chair, in conjunction with the District's staff liaison.
6. Meeting Attendance
 - a. Attendance records of all SAAB members shall be reviewed by the chairperson on a regular basis.

- b. The Chairperson may recommend removal of any member having three (3) or more absences to the SAAB during one (1) year or for failure to participate on a committee.
- c. 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. The Committee’s reporting requirements are to:
 - a. Report on the scope and breadth of Committee activities so that the Board of Trustees 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 Committee.
 - c. Report on any other matters that the Committee believes should be disclosed to the Board of Trustees.

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
10/11/2016	1.0	Adopted

Addendum

- 1. Nevada Revised Statutes NRS 392.126 - NRS 392.128, inclusive.

NRS 392.126 Creation of advisory board in each county; membership; terms; compensation.

1. There is hereby created in each county at least one advisory board to review school attendance. The membership of each such board may consist of:

(a) One probation officer in the county who works on cases relating to juveniles, appointed by the judge or judges of the juvenile court of the county;

(b) One representative of a law enforcement agency in the county who works on cases relating to juveniles, appointed by the judge or judges of the juvenile court of the county;

(c) One representative of the district attorney for the county, appointed by the district attorney;

(d) One parent or legal guardian of a pupil who is enrolled in a public school in the county, or his or her designee or alternate who is also a parent or legal guardian, appointed by the president of the board of trustees of the school district;

(e) One member of the board of trustees of the school district, appointed by the president of the board of trustees;

(f) One school counselor or school teacher employed by the school district, appointed by an organization or association that represents licensed educational personnel in the school district;

(g) One deputy sheriff in the county, appointed by the sheriff of the county; and

(h) One representative of the agency which provides child welfare services, as defined in [NRS 432B.030](#).

2. The members of each such board shall elect a chair from among their membership.

3. Each member of such a board must be appointed for a term of 2 years. A vacancy in the membership of the board must be filled in the same manner as the original appointment for the remainder of the unexpired term.

4. Each member of such a board serves without compensation, except that, for each day or portion of a day during which a member of the board attends a meeting of the board or is otherwise engaged in the business of the board, the member is entitled to receive the per diem allowance and travel expenses provided for state officers and employees generally. The board of trustees of the school district shall pay the per diem allowance and travel expenses from the general fund of the school district.

NRS 392.127 Administrative support to advisory boards. The board of trustees of each school district shall provide administrative support to each advisory board to review school attendance created in its county pursuant to [NRS 392.126](#).

NRS 392.128 Duties of advisory boards; division into subcommittees; provision of assistance in conjunction with community service providers; use and accounting of available money by advisory board. [Effective July 1, 2016.]

1. Each advisory board to review school attendance created pursuant to [NRS 392.126](#) shall:

(a) Review the records of the attendance and truancy of pupils submitted to the advisory board to review school attendance by the board of trustees of the school district or the State Public Charter School Authority, the Achievement School District or a college or university within

the Nevada System of Higher Education that sponsors a charter school pursuant to subsection 2 of [NRS 385A.240](#);

(b) Identify factors that contribute to the truancy of pupils in the school district;

(c) Establish programs to reduce the truancy of pupils in the school district, including, without limitation, the coordination of services available in the community to assist with the intervention, diversion and discipline of pupils who are truant;

(d) At least annually, evaluate the effectiveness of those programs;

(e) Establish a procedure for schools and school districts for the reporting of the status of pupils as habitual truants; and

(f) Inform the parents and legal guardians of the pupils who are enrolled in the schools within the district of the policies and procedures adopted pursuant to the provisions of this section.

2. The chair of an advisory board may divide the advisory board into subcommittees. The advisory board may delegate one or more of the duties of the advisory board to a subcommittee of the advisory board, including, without limitation, holding hearings pursuant to [NRS 392.147](#). If the chair of an advisory board divides the advisory board into subcommittees, the chair shall notify the board of trustees of the school district of this action. Upon receipt of such a notice, the board of trustees shall establish rules and procedures for each such subcommittee. A subcommittee shall abide by the applicable rules and procedures when it takes action or makes decisions.

3. An advisory board to review school attendance may work with a family resource center or other provider of community services to provide assistance to pupils who are truant. The advisory board shall identify areas within the school district in which community services are not available to assist pupils who are truant. As used in this subsection, "family resource center" has the meaning ascribed to it in [NRS 430A.040](#).

4. An advisory board to review school attendance created in a county pursuant to [NRS 392.126](#) may use money appropriated by the Legislature and any other money made available to the advisory board for the use of programs to reduce the truancy of pupils in the school district. The advisory board to review school attendance shall, on a quarterly basis, provide to the board of trustees of the school district an accounting of the money used by the advisory board to review school attendance to reduce the truancy of pupils in the school district.