

**STUDENT WELLNESS ADVISORY COMMITTEE -
A COMMITTEE OF THE
WASHOE COUNTY SCHOOL DISTRICT**

BYLAWS

Authority

In accordance with Board Policy 5600, Student Wellness, and federal and state laws and regulations, the Board of Trustees does hereby establish the Student Wellness Advisory Committee ("Committee") as a standing committee of the Washoe County School District ("District") Superintendent.

Mission and Purpose

1. The State of Nevada requires Local Educational Agencies (school districts) to form an advisory group. Such group shall:
 - a. Be comprised of a diverse team consisting of committed school and community stakeholders to assess the District's needs;
 - b. Develop a wellness policy that meets the operational realities of the District;
 - c. Work toward improved health and wellness outcomes for students;
 - d. Develop, review, and update the District's school wellness policy as needs change, goals are met, new information emerges, and the annual review is completed.
 - e. Serve in an advisory function to the Superintendent in areas of student health and wellness.
2. Mission Statement
 - a. The Committee supports the Superintendent and Board of Trustees in creating a school environment that promotes sound nutritional practices, physical activity, standardized healthy food choices, nutritional education, and other school-based activities that promote student health and well-being.

Reporting Structure

1. Recommendations from the Student Wellness 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. Members shall be selected in accordance with the application and review process described below and established by the District's Committee Operating Procedures Manual.
 - i. A selection group to include the committee's staff liaison shall meet to review the applications. The group may include the Board Services representative. It shall not include any current member of the Student Wellness Advisory Committee.
 1. Any application(s) deemed to not meet the criteria of open positions on the committees shall be set aside but may be considered in the future.
 - ii. Applications deemed to meet the criteria shall be considered at a properly noticed meeting of the Committee, generally the final meeting of the committee year.
 - iii. Through a vote of the membership, a recommendation shall be made to the Superintendent to approve the selection(s) and fill any vacant seats.
 - iv. The Superintendent shall retain final authority to approve any member to the committee.

2. Voting Membership

- a. Voting membership shall consist of thirteen (13) voting members, as follows:
 - i. Six (6) non-District staff, including:
 1. One (1) parent/guardian of a student who attend school in the District
 2. Three (3) community members from the health arena, to include nutrition, physical fitness and wellness
 3. One (1) at-large community member
 4. One (1) student of a District high school
 - ii. Seven (7) representatives of the District, to include the following:
 1. One (1) teacher of physical education, with the approval of the Superintendent or Designee
 2. One (1) teacher of elementary education, with the approval of the Superintendent or Designee
 3. One (1) teacher of culinary arts, baking/pastry, and/or foods/nutrition, with the approval of the Superintendent or Designee
 4. One (1) staff member of the Nutrition Services Department, with the approval of the Superintendent or Designee
 5. One (1) school health professional, with the approval of the Superintendent or Designee
 6. One (1) site administrator from an elementary school, with the approval of the Deputy Superintendent or Designee
 7. One (1) site administrator from a secondary school, with the approval of the Deputy Superintendent or Designee

3. Term of Service

- a. A term of membership shall be two (2) years, commencing on July 1st and ending June 30th.

MEMBER	CATEGORY	TERM ENDS
A	Parent/guardian of a Student who attends a District school	June 30 of Even-Numbered Years
B	Community member from the health arena	June 30 of Even-Numbered Years
C	Community member from the health arena	June 30 of Odd-Numbered Years
D	Community member from the health arena	June 30 of Even-Numbered Years
E	At-large community member	June 30 of Odd-Numbered Years
F	Student of a high school in the District	June 30 of Even-Numbered Years
G	Teacher of physical education in the District	June 30 of Odd-Numbered Years
H	Teacher of elementary education in the District	June 30 of Even-Numbered Years
I	Teacher of culinary arts in the District	June 30 of Odd-Numbered Years
J	Staff member of the WCSD Nutrition Services Department	June 30 of Even-Numbered Years
K	School health professional employed by the District	June 30 of Odd-Numbered Years
L	Site administrator from a District elementary school	June 30 of Even-Numbered Years
M	Site administrator from a District secondary school	June 30 of Odd-Numbered Years

- b. Members who cannot complete their term on the Committee 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.
 - 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. No member may serve for more than five (5) consecutive two-year terms without at least a one year break in service.
4. Vacancy
- a. A vacancy in the membership of the Committee must be filled in the same manner as the original appointment for the remainder of the unexpired term.
5. Officers
- a. The officers of the Committee shall be Chairperson and Vice-Chairperson, who are voting members of the committee.
 - b. Officer Nomination and Election
 - i. Officers shall be elected by vote of the members of the Committee and be elected by majority vote of the members of the Committee.
 - ii. The term of office shall be from July 1 to June 30 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 June meeting, with terms to begin in July of that same year.
 - 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 Committee.
 - 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, 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. 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 Committee;
 - iv. Report to the Superintendent the happenings of the Committee.

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 Superintendent or the Board of Trustees 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 policy. 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
 - a. Each member shall serve without compensation.
 3. Community Engagement
 - 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 Committee shall meet, at a minimum, twice annually. 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 occur in August.
 - 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 Committee 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 Committee meetings 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 Superintendent.

Reporting Requirements

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

Review and Revision

1. The Board Services Department shall assess and report to the Board of Trustees and Superintendent 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 through action of the Board of Trustees
3/21/2018	2.0	Revised: reduced minimum number of meetings to 2 per year; clarified application and selection process