



Administrative Regulation 9111

MEETING PROTOCOLS

Responsible Office: Office of the Superintendent

PURPOSE

The Superintendent has adopted this Administrative Regulation to establish the process in which agendas for meetings of the Board of Trustees shall be developed in the Washoe County School District (District).

REGULATION

1. The Department of Board Services ensures public notices for meetings of the Board of Trustees are created in a timely manner and posted in accordance with Nevada's Open Meeting Law.
 - a. Board Services shall create a schedule from July 1 of the current year to June 30 of the subsequent year for the submission of staff reports for agendas that will allow for the information to be reviewed by Board Services, Business, and Legal prior to a final review by either the Superintendent or Deputy Superintendent. The schedule will be distributed prior to the end of the current school year.
 - i. The schedule will be distributed to members of the Leadership Team, who will be responsible for providing the information to their individual offices and departments.
 - ii. The schedule will allow for the final draft of each agenda to be reviewed by the Superintendent and/or designee and the Board President prior to posting.
 - iii. If an Office or Department will submit items late, it is incumbent on employee to communicate with Board Services.
 - b. While it is preferable all support materials be submitted at the same time as the staff report, there are instances when that is not possible. Board Services shall work with individual employees on the final deadline for the submission of items.
2. Minutes
 - a. The Board Services Department shall develop, post, and retain the minutes of all public meetings and work sessions of the Board of Trustees in compliance with Nevada Revised Statute 241.035.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Regulation reflects the goals of the District’s Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 9110, Meeting Protocols.

3. This Administrative Regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 241, Meetings of State and Local Agencies.

REVISION HISTORY

Date	Revision	Modification
09/28/2022	1.0	Adopted