

**WASHOE COUNTY SCHOOL DISTRICT**  
**Reno, Nevada**

**January 10, 2006**

**TITLE:** Establishment of Board Standing Committees

**FROM:** John Albrecht, General Counsel

**DATE REPORT WRITTEN:** December 28, 2005

**PRESENTER(S):** John Albrecht, General Counsel

**LENGTH OF PRESENTATION:** 5 Minutes

**BACKGROUND:** The Board of Trustees has been working on Action Plan for Building the Board of Trustees Governing Capacity. Governance Counsel, Doug Eadie, prepared a resolution regarding the Board of Trustees establishing standing committees. Exhibit C, Action Plan: Building the Board of Trustees Governing Capacity. This Resolution includes establishing the standing committees and descriptions of their functions. The Board is authorized to establish committees by current Bylaw 9150.

**PREVIOUS BOARD ACTION:** None

**SUMMARY:** This is the third step in fulfilling the Action Plan: Building the Board of Trustees Governing Capacity. It would require adoption of the resolution which establishes three standing committees, a description of the functions of each committee, and an organization chart.

**LEGAL:** None

**FINANCIAL:** None

**ALTERNATIVES:** The Board may (1) adopt the resolution establishing the three committees as another step in strengthening the board; or, (2) decline to adopt the resolution.

**SUPERINTENDENT'S RECOMMENDATION:** That the Board of Trustees adopt the following resolution, which establishes three standing committees, their functional descriptions and an organizational chart.

Whereas, the Board of Trustees of the Washoe County School District, sitting as the High-Impact Governing Task Force, has determined that a structure of three Board standing committees will provide critical assistance to the Board in carrying out its Governing Mission in a full and timely fashion: the Board Operations Committee; the Ways and Means Committee; and the Performance Monitoring/External Relations Committee.

Be it resolved that:

These three Board standing committees be adopted as the governing structure of the Board of Trustees of the Washoe County School District, that the new Board Operations Committee established by this Resolution direct and oversee the implementation of the other two standing committees established by this Resolution, and that the functions of these three standing committees adhere to the committee descriptions that are set forth in the High-Impact Governing Task Force Action Plan and in the attached Standing Committee Functional Descriptions.

## **STANDING COMMITTEE FUNCTIONAL DESCRIPTIONS**

### **BOARD OPERATIONS COMMITTEE**

The Board Operations Committee, headed by the Board President and consisting of the Chairs of the other two Board standing committees and the Superintendent, is basically responsible for the effective functioning of the Board of Trustees and for the development and maintenance of a close, productive, enduring Board-Superintendent working relationship, in this capacity being accountable for:

- Coordinating the functioning of the Board of Trustees and the two other Board standing committees, keeping the Board Governing Mission updated, setting Board performance standards, and monitoring Board performance.
- Recommending revisions in the Bylaws of the Board in the interest of stronger governance of District affairs.
- Developing and overseeing execution of a formal Board member capacity building program, including such elements as orientation of new members, continuing education and training, and a mentoring program pairing new with senior Board members.
- Ensuring that the Superintendent position description is updated as necessary to reflect changing District needs, priorities, and circumstances.
- Annually negotiating chief executive performance targets with the Superintendent and annually or semi-annually evaluating progress in achieving these targets.

### **WAYS AND MEANS COMMITTEE**

The Ways and Means Committee is accountable for developing and leading the Board's participation in all District strategic and operational planning, including annual budget preparation, and for overseeing the development of the District's financial resources, in this capacity:

- Reaching agreement with the Superintendent on the detailed design of the District's planning and budget development cycle - with special attention to the Board's role in planning - and on the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process.
- Overseeing preparation for, and hosting, Board-Executive strategic work sessions, as part of the annual planning cycle.
- Recommending to the full Board the strategic issues that the District's strategic planning should focus on, and reviewing and recommending to the Board such critical planning products as updated values, vision, and mission statements, operational planning priorities, the annual budget, and other strategic and policy-level products that merit full Board attention. Note that the annual budget is a major operational planning product and, therefore, falls under the Ways and Means Committee. CONTROL of the budget after it has been adopted is a FINANCE function falling under the Performance Monitoring/External Relations Committee.

- Ensuring - as part of the annual operational planning/budget preparation process - that all District plans incorporate measurable performance targets that the Performance Monitoring/External Relations Committee can use in monitoring the educational and financial performance of all District operations.
- Reviewing recommended educational policies and policy revisions and recommending Board action.
- Overseeing the process of applying for financial support from governmental units and foundations, and maintaining close communication and coordination with the financial resource development activities of any bodies that have been or might be created in the future to build the District's financial resource base.

### **PERFORMANCE MONITORING/EXTERNAL RELATIONS COMMITTEE**

The Performance Monitoring/External Relations Committee is accountable for overseeing the District's educational, financial, and administrative performance and the District's relationships with the public-at-large and key District stakeholders, in this capacity:

- Reaching agreement with the Superintendent on the key elements of an educational, financial, and administrative reporting process, including the content, format, and frequency of performance reports to the Board, and overseeing implementation of the process.
- Reviewing performance reports in committee meetings and reporting educational, financial, and administrative performance to the full Board.
- Reviewing recommended administrative policies and policy revisions and recommending Board action.
- Serving as the Board Audit Committee, in this capacity reviewing external audit reports and overseeing corrective actions.
- Ensuring that the District's desired image is regularly updated.
- Overseeing the development and implementation of strategies for District image building, marketing and public relations and for maintaining close, positive relationships with key external stakeholders.
- Overseeing the development and implementation of governmental relations policies and strategies.
- Recommending to the Board positions on legislative issues.
- Coordinating Board member speaking in appropriate forums on behalf of the District.
- Fashioning strategies and plans intended to enhance internal and external communication

**STANDING COMMITTEE ORGANIZATION CHART**

