

**NEVADA STATE BOARD OF EDUCATION  
NEVADA STATE BOARD FOR CAREER AND TECHNICAL EDUCATION**

August 12, 2009

Department of Education  
9890 South Maryland Parkway  
Board Conference Room  
Las Vegas, Nevada

**MINUTES OF THE SUBCOMMITTEE ON STANDING RULES AND PROCEDURES OF THE  
BOARD**

**BOARD MEMBERS PRESENT:**

Jan Biggerstaff, Chair  
Gloria Bonaventura, Member  
Christopher Wallace, Member

**BOARD MEMBERS ABSENT:**

None

**DEPARTMENT STAFF PRESENT:**

Dr. Keith Rheault, Superintendent of Public Instruction  
James Wells, Deputy Superintendent, Administrative and Fiscal Services  
Tom McCormack, Consultant, Office of Fiscal Services  
Doris Arnold, Executive Assistant to the Superintendent of Public Instruction  
Karen Johansen, Administrative Assistant to the State Board of Education

**LEGAL STAFF PRESENT:**

Dr. James E. Irvin, Deputy Attorney General

**AUDIENCE IN ATTENDANCE:**

Kathleen Conaboy, K-12 Inc.

**1. Call to Order; Roll Call**

Member Biggerstaff called the meeting to order at 2:00 p.m. with attendance as reflected above. A quorum of three members was present.

**2. Election of Chair**

**Member Wallace moved to elect Jan Biggerstaff as the Chairperson of the Subcommittee on Standing Rules and Procedures of the Board. Member Bonaventura seconded the motion. Motion carried.**

### **3. Review and possible recommendations by Subcommittee to revise current Standing Rules and Procedures of the State Board of Education.**

Member Biggerstaff presented the following changes to the Standing Rules and Procedures document for consideration:

- Delete all text following “the Board may designate one meeting per year as a retreat” from the Standing Rules, item 2 bullet point 3;
- Cellular telephones, beepers and other audible electronic devices be turned to silent mode in the Board meeting room, unless such a device supports a hearing impaired participant;
- Regarding Board Travel Policy, item 7, recognizing the need for board members to have training and learning opportunities, each board member will be afforded the opportunity to attend at least one conference or training session of their choice in each fiscal year *determined by funding capabilities*;
- Transportation to and from the airport available with written authority for the Student Representative of the Nevada Association of Student Councils (NASC) to ride with a board member;
- The Board President and Student Representative *may* serve “Ex-Officio” to all board appointed Committees;
- Does the Board Assistant require prior approval by the Board to travel other than to regular or emergency meetings of the Board;
- Do we need clarification regarding the Board President or any board member using board stationery to vent an opinion on issues that have not been determined by a vote;
- Committees and Subcommittees such as K-12 and Standing Rules, may be appointed from time to time as deemed necessary by the Board;
- Should Task Forces and Study Groups be eliminated if they are not used;
- Regarding Principals and Ethics, members of the Nevada State Board of Education to extend a respectful attitude toward other members, staff, public and self; and
- An open personnel session must be held for the purpose of the Superintendent’s Evaluation, deleting the portion indicating a closed personnel session may be held. Discussion continued regarding the Superintendent’s Work Plan with topics being presented at the October Board Meeting.

### **4. Public Comments**

Kathleen Conaboy, K-12 Inc, commented that understanding the basic function of a board member is “policy making, not administrative,” and discriminating intelligently between these two functions is needed, as listed under Principals and Ethics. She suggested a clarification be added that the policy making of the Board must be in accord with statute passed by the Legislature, and it is not the purview of the Board to reinterpret statute or make policy that is in odds with legislative intent.

Member Wallace began a discussion that board members may be elected to serve in the same office position for more than one year.

Recommended changes to be provided to the October 8-9, 2009, State Board of Education Meeting for public discussion and possible Board action.

The Subcommittee on Standing Rules and Procedures was adjourned at 2:40 p.m.