

Meeting Guidelines: NDE Academic Standards Council

Purpose/Introduction

Public participation in boards, committees, councils, networks and commissions contributes to the work of State government and provides a valuable service to the State of Nevada Department of Education by presenting the concerns and viewpoints of the educational stakeholders in Nevada on a variety of issues. The purpose of this information is to familiarize these participants with the Nevada state policies and procedures as they relate to service on State committees. The policies and procedures below apply to all members of the boards, committees, councils, networks and commissions listed on the Nevada Department of Education website at: [NDE Boards and Commissions Page](#)

Council to Establish Academic Standards Background

The Nevada legislature passed major education reform legislation during its 1997 and 1999 sessions. A major emphasis of this legislation was to create standards to help improve the academic achievement of Nevada's students. To accomplish this goal the Nevada Council to Establish Academic Standards for Public Schools was established. This Council was charged with establishing high, measurable standards in English language arts, mathematics, and science. They were similarly charged with establishing standards in social studies, computer and technology education, health and physical education, and the arts no later than January 15, 2000. The members of this Council have devoted countless hours in order to provide the best possible framework for Nevada's children.

Appointment Practices

As per NRS 389.510 the Council to Establish Academic Standards for Public Schools, will consist of eight members. The membership of the Council consists of:

- (a) Four members appointed by the Governor;
- (b) Two members appointed by the Majority Leader of the Senate; and
- (c) Two members appointed by the Speaker of the Assembly.

The Governor shall ensure that:

- (a) Two of the members appointed by the Governor to the Council are parents or legal guardians of pupils who attend public schools. These members must not otherwise be affiliated with the public school system of this State.
- (b) Two of the members appointed by the Governor to the Council are licensed educational personnel.
- (c) Insofar as practicable, the members appointed by the Governor to the Council reflect the ethnic and geographical diversity of this State.

The Majority Leader of the Senate and the Speaker of the Assembly shall each ensure that:

- (a) One of the members whom he or she appoints to the Council is a member of the House of the Legislature to which he or she belongs.
- (b) The other member whom he or she appoints to the Council is a representative of a private business or industry that may be affected by actions taken by the Council.

Each member of the Council must be a resident of this State. After the initial terms, the term of each member of the Council is 4 years. The person who appoints a member to the Council may remove that member if the member neglects his or her duty or commits malfeasance in office, or for other just cause. A vacancy in the membership of the Council must be filled for the remainder of the unexpired term in the same manner as the original appointment. A member shall continue to serve on the Council until his or her successor is appointed.

The Governor shall select a Chair from among the membership of the Council in accordance with this subsection. The Governor shall not select as Chair a member of the Council who is affiliated with the public school system in this State, except that this subsection does not preclude the Governor from selecting a parent or legal guardian of a pupil as Chair if the parent or legal guardian is not otherwise affiliated with the public school system in this State. Once selected by the Governor, the Chair holds that office for 2 years.

Attendance

Under the Nevada Department of Education Policy, a member of the Council who misses more scheduled meetings than the allowed absences will be automatically recommended for removal from the Council. The Council to Establish Academic Standards will meet between three to four times per year. Council members may miss only one meeting per year.

When a council member is removed through an absence issue, the chairperson of the council must promptly notify the Nevada Department of Education Deputy Superintendent of Student Achievement Division and the member being removed. The chairperson may waive the meeting requirement for illness, emergency, or other good cause.

Open Meeting Law

The Nevada State Open Meeting Law is a shorthand name for Chapter 241 of the Nevada Revised Statutes which place certain requirements on Public Bodies and applies to the Council to Establish Academic Standards and requires that the council give reasonable advance public notice of meetings. Meetings must be open to the public and be held in an accessible public place. As NRS 241.010 clearly defines; “all public bodies exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.”

A meeting is defined in NRS 241.015 as; “The gathering of members of a public body at which a quorum is present, whether in person or by means of electronic communication, to deliberate toward a decision or to take action on any matter over which the public body has supervision, control, jurisdiction or advisory power.” For the Council to Establish Academic Standards a quorum would be the meeting of five of the eight members. Thus a Quorum + (Deliberation or Action) = Meeting.

The council chairperson is responsible for setting the time and place of meetings and preparing agendas in collaboration with the Nevada Department of Education staff. Council meetings may follow the parliamentary procedures of *Robert's Rules of Order* to govern formal actions or

decisions.. Further information around the Nevada State Open Meeting Law and any questions concerning meetings and actions taken at a given meeting are available on the Nevada Attorney General's website at: [Nevada Attorney General Website](#)

Ten Ground Rules for Meetings *

1. Show up on time and come prepared

Be prompt in arriving to the meeting and in returning from breaks.

Be prepared to contribute to achieving the meeting goals.

Come to the meeting with a positive attitude.

When reviewing a set of standards apply the approved rubric.

2. Stay mentally and physically present

Be present, and don't attend to non-meeting business.

Attend meetings in person and not via teleconference unless ill.

Listen attentively to others and don't interrupt or have side conversations.

Treat all meeting participants with the same respect you would want from them.

3. Contribute to meeting goals

Participate 100% by sharing ideas, asking questions, and contributing to discussions.

Share your unique perspectives and experience, and speak honestly.

If you state a problem or disagree with a proposal, try to offer a solution.

4. Let everyone participate

Share time so that all can participate.

Be patient when listening to others speak and do not interrupt them.

Respect each other's' thinking and value everyone's contributions.

5. Listen with an open mind

Value the learning from different inputs, and listen to get smarter.

Stay open to new ways of doing things, and listen for the future to emerge.

You can respect another person's point of view without agreeing with them.

6. Think before speaking

Seek first to understand, then to be understood.

Avoid using idioms, three letter acronyms, and phrases that can be misunderstood.

It's OK to disagree, respectfully and openly, and without being disagreeable.

7. Stay on point and on time

Respect the groups' time and keep comments brief and to the point.

When a topic has been discussed fully, do not bring it back up.

Do not waste everyone's time by repeating what others have said.

8. Attack the problem, not the person

Respectfully challenge the idea, not the person.

Blame or judgment will get you further from a solution, not closer.

Honest and constructive discussions are necessary to get the best results.

9. Close decisions and follow up

Honor decisions made by the majority of the council members.

Note pending issues and schedule follow up meetings as needed.

Identify actions based on decisions made, and follow up actions assigned to you.

10. Record outcomes and share

Record issues discussed, decisions made, and tasks assigned.

Share meeting reports with meeting participants.

Share meeting outcomes with other stakeholders that should be kept in the loop.

These have been adapted from:



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Compensation

For each day or portion of a day during which a member of the Council who is a Legislator attends a meeting of the Council or is otherwise engaged in the work of the Council, except during a regular or special session of the Legislature, the Legislator is entitled to receive the:

- (a) Compensation provided for a majority of the members of the Legislature during the first 60 days of the preceding session;
- (b) Per diem allowance provided for state officers and employees generally; and
- (c) Travel expenses provided pursuant to [NRS 218A.655](#).

The compensation, per diem allowances and travel expenses of the legislative members of the Council must be paid from the Legislative Fund.

Members of the Council who are not Legislators serve without salary, but are entitled to receive the per diem allowance and travel expenses provided for state officers and employees generally

Concerns

Concerns about the functioning of the council or their staffing should be addressed to the committee chairperson and/or to Deputy Superintendent of the Student Achievement Division which provides staff support for the council.