



NEVADA
Department of
Education



Governor's Financial Literacy Council Bylaws

DRAFT OUTLINE

Date: July 30, 2025

Prepared For: Governor's Financial Literacy Council

Prepared By: Nevada Department of Education

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Article I: Name and Purpose

- **Section 1.01 Name:** The name of this council shall be the Governor's Financial Literacy Council (the "Council").
- **Section 1.02 Purpose:** The purpose of the Council is to develop a strategic plan for the development of educational resources in financial literacy to serve as a foundation for professional development for pupils does this include the selection of fin lit programs?, identify learning activities targeted toward the standards and criteria of a curriculum in financial literacy, and develop and facilitate Financial Literacy Month, including Student Smart Week, Money Week, and the parent and family engagement summit, and the annual summit for educators. The Council also develops criteria for the State Seal of Financial Literacy and applies for grants, gifts, and donations of money to carry out its objectives, and prepares a written report with recommendations on instruction and curriculum in financial literacy. (Based on NRS 388.5968)
- **Section 1.03 – Equity & Inclusion**
The Council is committed to advancing inclusive, equitable, and accessible financial literacy education for all students in Nevada, with a focus on reaching rural communities, multilingual learners, students with disabilities, and historically underserved populations.

Article II: Membership

- **Section 2.01 Composition:** The Council shall consist of **13 members**, including:
 - The Superintendent of Public Instruction or their designee (ex officio)
 - The Chancellor of the Nevada System of Higher Education or their designee (ex officio)
 - Three members appointed by the Governor
 - Two members appointed by the Majority Leader of the Senate
 - Two members appointed by the Speaker of the Assembly
 - One member appointed by the Minority Leader of the Senate
 - One member appointed by the Minority Leader of the Assembly
 - One member appointed by the Chancellor of the Nevada System of Higher Education who has a background in economics or financial literacy.

The appointments should aim to reflect the gender, ethnic, and geographic diversity of Nevada, and ensure the Council includes: Three members from the business community with a background in economics

- One member from the business community employed in the banking industry
- One member from the business community employed by a credit union
- Three teachers (elementary, middle/junior high, secondary) with financial literacy training and responsible for teaching related courses
- One public school administrator
- One school district administrator

(Based on NRS 388.5966. Note: The composition of the Council changes effective July 1, 2028, with all members appointed by the Superintendent of Public Instruction and including a high school pupil.)

- **Section 2.02 Appointments and Terms:** Members shall be appointed by **the Governor, Majority Leader of the Senate, Speaker of the Assembly, Minority Leader of the Senate, Minority Leader of the Assembly, and Chancellor of the Nevada System of Higher Education** for 2-year terms. (Based on NRS 388.5966)
- **Section 2.03 Renewals:** Members may be eligible for reappointment. (Based on NRS 388.5966)
- **Section 2.04 Vacancies:** Vacancies shall be filled in the same manner as the original appointment not later than 30 days after the vacancy occurs. (Based on NRS 388.5966)
- **Section 2.05 Student Member Role:** (This section is relevant for the Council's composition *effective July 1, 2028*. Prior to that, a student member is not explicitly listed in the NRS as a required member.) The student member shall provide a pupil's perspective on financial literacy education. (Based on NRS 388.5966, effective July 1, 2028)
- **Section 2.06 Student Member Role (Effective July 1, 2028)**
 - A student member will contribute a pupil's perspective on financial literacy.
(Based on NRS 388.5966)
 - **Eligibility:**
 - The student must be a Nevada public, charter, or private high school student enrolled in grades 10–12 at the time of application.
 - **Involvement with Financial Literacy:**
 - The student must demonstrate meaningful engagement in financial literacy activities or coursework. Examples include participation in a school-based financial literacy course, competition, or initiative (e.g., DECA, Future Business Leaders of America, JA Finance Park, school-based enterprises, or teacher-led projects).
 - **Letter of Recommendation:**
 - The student must submit one letter of recommendation from any of the following:
 - Financial Literacy teacher or general educator
 - School principal or administrator
 - School counselor
 - Legislator or elected official
 - Community or organizational leader with knowledge of the student's work or character
 - **Essay Requirement:**
 - The student must submit a 300–500-word personal essay responding to the prompt:
"Why is financial literacy education important for Nevada students, and how can youth voice support the advancement of financial literacy in our schools and communities?"
 - **Representation:**
 - In selecting the student member, the Council shall aim to ensure representation across geographic regions (rural, urban, suburban), school types (public, charter, private), and student populations (e.g., English learners, low-income, students with disabilities).
 - **Selection Panel:**
 - A working group, including at least one Council member, one representative from NDE, and one financial literacy educator, shall review applications and make a recommendation to the full Council for final approval.

- **Term and Participation:**

The student shall serve a one-year term and may be reappointed. The student will be a voting member beginning July 1, 2028, and expected to attend at least two Council meetings per year (virtual or in-person) and participate in working group activities relevant to youth engagement.

Section 2.07 Voting vs. Non-Voting Participants: A majority of the members of the Council constitutes a quorum for the transaction of business, and a majority of those members present at any meeting is sufficient for any official action taken by the Council. (Based on NRS 388.5966)

Section 2.08 – Resignation, Removal, and Inactive Membership

A. Resignation: A Council member may resign at any time by submitting written notice to the Chair. The Chair shall notify the appropriate appointing authority within five business days of receipt of the resignation.

B. Removal for Cause: A member may be removed from the Council for any of the following:

- Failure to attend three consecutive Council meetings without reasonable excuse or prior notice;
- Engaging in conduct that undermines the mission or public trust of the Council;
- Violation of applicable laws, regulations, or Council bylaws.

Removal requires a majority vote of the full Council and must be documented in the official meeting minutes.

C. Student Member Transition (if applicable):

If the student member graduates or becomes otherwise ineligible (e.g., no longer a Nevada resident or enrolled in high school), the position shall be declared vacant and refilled according to the process outlined in Section 2.06

Article III: Officers

- **Section 3.01 Officers:** The officers of the Council shall include a Chair and Vice Chair. (Based on NRS 388.5966)
- **Section 3.02 Election:** Officers shall be elected by the Council members at the first meeting of the Council and at the first meeting of the calendar year each year thereafter. (Based on NRS 388.5966)
- **Section 3.03 Term Length:** Officers shall serve for a term of 1 year. (Based on NRS 388.5966)
- **Section 3.04 Duties of Officers:**
 - **Chair:** Presides over all Council meetings, approves meeting agendas in collaboration with the NDE representative, serves as the primary spokesperson for the Council, Assigns working group members and leads, Coordinates with Treasurer and NDE rep on all budget requests, Signs off on public communications (e.g., letters, proclamations)
 - **Vice Chair:** Supports the Chair in all duties, presides in the absence of the Chair, May co-lead planning for Financial Literacy Month or strategic initiatives, acts as liaison between working groups and full Council when delegated
 - **Secretary:** Prepares, maintains, and archives meeting minutes in coordination with NDE staff, Ensures Open Meeting Law documentation (e.g., agendas, minutes, notices) is submitted to NDE in required timelines, Tracks member attendance and terms, maintains working group rosters and contact lists
 - **Treasurer:** Works directly with NDE staff on Council-related budget proposals, Tracks Council spending, grant funds, and gift allocations (internal tracking only), Prepares brief quarterly financial updates for Council meetings, Reviews spending requests from working groups and flags for Chair/NDE

- **Section 3.05 Succession:** In the event that an officer is unable to complete their term the following procedures shall govern succession and appointment:
 - **Notice of Resignation or Vacancy**
Officers who wish to resign must submit written notice to the Council Chair and Secretary (or to the Vice Chair if the Chair is resigning).
 - **Interim Appointment**
The Chair (or Vice Chair, if the Chair position is vacant) may appoint an interim officer to serve until a formal vote can be held at the next Council meeting. Interim officers must be existing members of the Council.
 - **Election of Replacement**
At the next regularly scheduled Council meeting (or a special meeting called for this purpose), the Council shall nominate and elect a replacement officer by majority vote. The newly elected officer shall serve the remainder of the original term.
 - **Order of Succession**
If the Chair position becomes vacant and no interim appointment is made, the Vice Chair shall assume the duties of the Chair until a new Chair is elected. The Council may vote to confirm the Vice Chair as permanent Chair or elect another Council member to the role.
 - **Vacancy in Multiple Offices**
If more than one officer position becomes vacant simultaneously, the remaining officers—along with the NDE representative—shall convene to ensure leadership continuity, propose interim appointments, and schedule officer elections at the next meeting.
 - **Notification and Documentation**
All officer changes shall be recorded in Council meeting minutes and reported to NDE. Updated officer contact information shall be reflected in the Council’s official directory.

Article IV: Meetings

- **Section 4.01 Regular Meetings:** The Council shall meet at least four times a year at the call of the Chair. One meeting of the Council must be held in person and any other meeting may be held by a videoconference. (Based on NRS 388.5966)
- **Section 4.02 Notice of Meetings:** Notice of meetings shall be provided in accordance with the Nevada Open Meeting Law.
- **Section 4.03 Quorum:** A quorum for the transaction of business shall consist of a majority of the voting members. (Based on NRS 388.5966)
- **Section 4.04 Public Comment:** Provisions for public comment shall be made in accordance with the Nevada Open Meeting Law.
- **Section 4.05 Agenda Posting:** Agendas shall be posted publicly in advance of meetings as required by law.
- **Section 4.06 Use of Public Comment and Public Involvement**
 - The Council is committed to transparent and inclusive stakeholder engagement. To support this, the Council will:
 - Include time on each regular meeting agenda for public input, as required by Nevada Open Meeting Law.
 - Consider written comments submitted in advance or at the time of meetings.
 - Host at least one annual listening session or public input forum during Financial Literacy Month to gather feedback from students, educators, families, and community members.

- Use stakeholder surveys to inform major initiatives, including revisions to the financial literacy standards, development of professional learning opportunities, and changes to the Seal of Financial Literacy.
- Document and review all public input and provide follow-up responses or summaries as part of Council records.

Article V: Working Groups and Subcommittees

- **Section 5.01 – Establishment**

The Chair may appoint such subcommittees or working groups of the Council as deemed necessary to carry out the duties and initiatives of the Council. Working groups are **advisory** in nature and must report to the full Council.

- **Section 5.02 – Structure and Membership**

Each working group shall have a designated Chair or Co-Chairs, at **least three** members (which may include **non-Council participants**, per Article X), and defined responsibilities. Members are appointed by the Council Chair and may include volunteers with relevant expertise.

- **A. Professional Learning & Curriculum**

Purpose: Design, review, and recommend financial literacy professional development and instructional resources.

- Designs and reviews teacher PD offerings
- Recommends curriculum resources and classroom strategies aligned with Nevada standards
- Ensures alignment with best practices and compliance with Open Meeting Law

- **B. Outreach & Public Engagement**

Purpose: Strengthen partnerships and awareness of financial literacy efforts in Nevada schools and communities.

- Manage partnerships with schools, libraries, and community groups
- Recommends materials for families, media, and underserved populations
- Plans for parent summits, student contests, and outreach events
- Coordinates speakers, venues, and sponsors

- **C. Fundraising & Sponsorships**

Purpose: Identify grants, donations, and sponsorships to support Council initiatives.

- Identifies grant, sponsorship, and in-kind donation opportunities
- Coordinates with the Treasurer and NDE for compliance and fund use

- **D. Website & Communications**

Purpose: Manage public-facing materials, Council website, social media, and digital outreach.

- Recommend updates to the Council webpage and social media platforms
- Coordinates messaging during public campaigns or Council events
- Supports development and dissemination of communication materials

- **Working Group Chair Responsibilities:**

- Guides strategy and reporting
 - Provides NDE with agendas and support materials at least 10 business days prior to scheduled meetings to allow for timely public posting per Open Meeting Law
 - Ensures minutes are recorded and submitted to the Council Secretary or NDE staff for archiving

- Schedules and facilitates regular meetings (minimum of two per year), ensuring accessibility and quorum
- Submits updates at quarterly Council meetings
- Coordinates spending proposals with the Treasurer and NDE
- Tracks deliverables and timelines for key initiatives
- **Section 5.03 – Meetings**

Working groups shall meet as often as needed to fulfill their objectives but **no fewer than two times per year**. Group **Chairs** are responsible for scheduling and facilitating meetings and may request support from NDE staff as needed.
- **Section 5.04 – Reporting Expectations**

Working groups must report to the full Council **bi-annually** or more frequently if their initiatives are active (e.g., leading a campaign, planning an event, proposing budget items). Reports may be submitted in writing or presented verbally during Council meetings.
- **Section 5.05 – Recordkeeping and Archives**

All working group documents—including meeting notes, deliverables, and planning materials—must be submitted to the Secretary or NDE representative for archiving. These records will be used to support public transparency, continuity of Council work, and compliance with state expectations.
- **Section 5.06 Participation of Non-Council Members in Working Groups**
 - To enhance collaboration and draw on statewide expertise, the Council permits participation by non-Council individuals under the following conditions:
 - **A. Purpose and Value**
 - Engage educators, financial professionals, parents, students, nonprofit staff, or community leaders
 - Expand knowledge and representation without increasing formal voting membership
 - **B. Eligibility**
 - Must align with the Council’s mission and goals
 - May not represent a conflicting interest (e.g., vendor seeking contracts) unless disclosed and approved
 - **C. Role and Scope**
 - May attend and contribute to working group meetings
 - May co-develop resources or serve on subcommittees
 - May not vote or present as an official Council representative unless authorized
 - May not independently submit budgets, grants, or proposals on the Council’s behalf
 - **D. Approval Process**
 - Must be approved by the working group Chair and reported to the Council Chair and Secretary
 - Secretary maintains a quarterly updated list of external participants
 - **E. Expectations and Conduct**
 - Must uphold professional standards and contribute constructively
 - May be removed by the working group Chair, Council Chair, or NDE if disruptive or misaligned
 - **F. Confidentiality and Public Records**
 - Subject to Nevada public records law

- May not share internal drafts or planning materials without prior Council Chair or NDE approval

• **Section 5.07 – Open Meeting Law Applicability to Working Groups**

To ensure transparency and legal compliance, the Council adopts the following clarifications regarding the applicability of Nevada Open Meeting Law (OML) to its working groups and subcommittees:

- **A. Applicability:**

Working groups or subcommittees **are subject to OML** if they:

- Are formally created by vote or directive of the full Council, **and**
- Include a quorum of Council members **or**
- **Make formal recommendations or decisions** to be adopted by the full Council.

- **B. Exceptions:**

Working groups **are not subject to OML** if they:

- Consist solely of non-Council members and/or **fewer than a quorum** of Council members, **and**
- Serve in a purely **advisory, exploratory, or preparatory** capacity without making binding recommendations, policies, or decisions.

- **C. Best Practices:**

To promote transparency and consistency:

- Working groups should strive to provide advance notice of meetings to the Council and public when feasible.
- Draft agendas, even if not legally required, are encouraged for consistency.
- Summaries or notes from meetings should be submitted to the Secretary or NDE staff for archiving.

- **D. Coordination with NDE:**

Group Chairs must coordinate with the NDE representative to determine whether a particular meeting or initiative triggers OML compliance. When in doubt, groups should err on the side of transparency and request legal guidance.

Article VI: Member Expectations

Section 6.01 Attendance: Members are expected to attend all Council meetings. Members who are officers or employees of the State or local government must be relieved from their duties without loss of regular compensation to prepare for and attend meetings and perform necessary work. They are not required to make up time or take vacation/compensatory time for the absence. (Based on NRS 388.5966)

- **Section 6.02 Working Group Participation:** Members are expected to actively participate in **at least one** working groups/subcommittees as appointed by the Chair.
- **Section 6.03 Professional Development:** Members are encouraged to engage in relevant professional development, particularly regarding financial literacy, to support their roles.
- **Section 6.04 Student Member Responsibilities: Effective July 1, 2028:** The student member is expected to provide a pupil's perspective to the Council.

Article VII: Financial Responsibilities

- **Section 7.01 Fiscal Responsibilities:** The Council shall operate within approved budget guidelines and may apply for grants, gifts, and donations of money to carry out its objectives. (Based on NRS 388.5968)
- **Section 7.02 Budget Process with NDE:** To the extent that money is available, the Department of Education shall provide administrative support to the Council. Any costs associated with employing a

substitute teacher while a member of the Council who is a teacher attends a meeting must be paid by the school district that employs the member. (Based on NRS 388.5966)

- **Section 7.03 Spending Authority – NDE vs PEF**

- All state-appropriated funds and travel reimbursements must be approved by the Nevada Department of Education.
- Foundation or private funds (e.g., via Public Education Foundation [PEF]) require approval from both the Chair and Treasurer, with oversight by the NDE representative.

- **Section 7.04 Vendor and Contractor Guidelines**

To ensure equity, transparency, and compliance, the Council will follow these guidelines when recommending vendors, facilitators, or presenters:

- **Recommendation Process:**

- Working groups must submit vendor or speaker recommendations in writing to the Council Chair and NDE representative for review.
- Submissions must include purpose, expected cost, alignment with Council initiatives, and whether the vendor is a registered state contractor.

- **Approval and Compliance:**

- All vendors must meet ADA accessibility standards.
- Activities and materials must be nonpartisan, age-appropriate, and free from conflicts of interest.
- Procurement and contract procedures must follow NDE or fiscal agent guidelines.

- **Presentation and Public Use:**

- If vendors are presenting during Council events, materials must be submitted in advance for review and public posting if required.
- Vendor names and services may be listed in public-facing materials only after approval.

- **Evaluation and Follow-Up:**

- Vendor effectiveness and participant feedback may be evaluated by the working group or Council to inform future decisions.

Article VIII: Amendments

- **Section 8.01 Amendment Process:** These bylaws may be amended by a majority vote of the Council members, provided that written notice of proposed amendments has been given in advance.
- **Section 8.02 Annual Review:** These bylaws shall be reviewed annually by the Council.

Article IX: Conflict of Interest / Transparency

- **Section 9.01 Ethics and Conflict of Interest**

Council members shall disclose any potential financial or personal conflicts of interest.

Article X: Role of the Nevada Department of Education (NDE) Representative

- **Section 10.01 Administrative Liaison**

The representative from NDE serves as the administrative liaison between the Council and the Department, ensuring that all activities and recommendations align with state policy, legislative expectations, and fiscal regulations.

- **Section 10.02 Responsibilities**

- Coordinates posting of public notices, agendas, and minutes in compliance with Nevada Open Meeting Law

- Provides logistical support for meetings (Zoom, room reservations, accessibility)
- Supports reimbursements, grant tracking, and use of **state-appropriated funds** on behalf of the Council
- Provides updates from the Superintendent of Public Instruction and other relevant NDE offices
- Advises on allowable spending, vendor contracts, and procurement processes
- Seek out grant and funding opportunities
- Supports the maintenance of the Council webpage and digital outreach
- **Section 10.03 Non-Voting Ex Officio Status**
The NDE representative serves as a non-voting, ex officio member of the Council unless otherwise appointed with voting authority.

Article XI: Implementation and Review

- **Section 11.01 Initial Approval**
These bylaws shall be presented to the full Council on September 2, 2025, for approval by a majority vote.
- **Section 11.02 Implementation Timeline**
Sections related to budget approval, student member selection, and vendor guidelines will be piloted in the 2025–2026 cycle and reviewed annually.

Article XIII: Biennial Reporting Requirements (Pursuant to NRS 388.502)

Section 13.01 – Purpose

The Governor’s Financial Literacy Council shall prepare a written report that includes, without limitation, recommendations concerning the instruction and curriculum in financial literacy and the activities of the Council.

Section 13.02 – Due Date and Recipients

On or before **January 31 of each even-numbered year**, a copy of the report shall be submitted to:

- The **Superintendent of Public Instruction**
- The **Chancellor of the Nevada System of Higher Education**
- The **Joint Interim Standing Committee on Education**
- The **Governor**

Section 13.03 – Content Requirements

The report shall include, but not be limited to:

- Recommendations for improving financial literacy instruction in K–12 and postsecondary settings
- A summary of Council meetings, working group initiatives, and public outreach
- Status updates on the Seal of Financial Literacy, Financial Literacy Month activities, and any competitions or events
- Evaluation of instructional resources and professional development offerings
- Identification of gaps, needs, and opportunities for policy or programmatic improvement

Section 13.04 – Preparation and Approval

The report shall be compiled by the Secretary and/or NDE staff in coordination with Council officers and working group chairs.

The draft shall be reviewed and approved by a majority vote of the Council during a public meeting prior to submission.

Article XIII: Adoption and Signatures

These bylaws were approved by a majority vote of the Governor’s Financial Literacy Council on the date indicated below. Signatures of the officers reflect formal adoption and agreement to uphold the bylaws as written and amended.

Role	Name	Signature	Date
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Appendix A:

Student Member Application Directions



Governor's Financial Literacy Council – Student Member Application Instructions

The Council welcomes applications from high school students interested in representing Nevada youth in financial literacy education and policy.

Eligibility

- Enrolled in grades 10–12 at a Nevada public, charter, or private high school
- Demonstrated interest or participation in financial literacy

Required Materials

1. Letter of Recommendation (Choose one):
 - Teacher (preferably financial literacy or business)
 - School principal or counselor
 - Legislator or elected official
 - Community or organization leader with knowledge of applicant's work
2. Student Essay
 - 300–500 words
 - Topic: "Why is financial literacy education important for Nevada students, and how can youth voice support the advancement of financial literacy in our schools and communities?"
3. Student Information Form
 - Name, grade, school, contact information
 - Parent/guardian name and contact
4. Resume or Activity List (Optional but encouraged)
 - Clubs, classes, volunteer work, employment, etc.

Submission Instructions

- Submit all documents as a single PDF (or upload to the designated application platform)
- Email or submit by the posted deadline to: [Insert Submission Email or Link]

Selection Process

- Applications will be reviewed by a panel consisting of Council members and NDE staff.
- Finalists may be invited to a brief interview (virtual or written).
- Selected students serve a one-year term and participate in at least two Council meetings per year, as well as working group activities.

For questions, contact Amanda Hughes at: amanda.hughes@doe.nv.gov

Appendix B

Meeting Agenda Template

NEVADA DEPARTMENT OF EDUCATION STATE FINANCIAL LITERACY ADVISORY COUNCIL

Date, time

Department of Education	Virtual	Virtual	Virtual Teams Link
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PUBLIC NOTICE

The public is hereby noticed that the State financial Literacy Advisory Council reserves the right to take agenda items out of posted order; items may be pulled or removed from the agenda at any time; and items may be combined for consideration. A time for public comment is provided at the beginning and at the conclusion of the meeting. A time limit of three minutes will be imposed by the Council Chair for public comments in order to afford all members of the public who wish to comment an opportunity to do so within the timeframe available to the Council. If you are unable to attend but would like to provide a written statement for public comment, please submit your statement to amanda.hughes@doe.nv.gov before the close of the Council Meeting. The Council Chair reserves the right to call on individuals from the audience or to allow for testimony at any time. All individuals providing testimony must fill out a visitor card. Reasonable efforts will be made for members of the public who have disabilities and require special accommodations or assistance at the meeting. Please call the council assistant at 775-687-5931 or email at amanda.hughes@doe.nv.gov at least five business days in advance so that arrangements can be made. This public notice has been posted at the offices of the Department of Education (NDE) in Carson City and Las Vegas, and online at the Nevada Public Notice website, notice.nv.gov and the Nevada Department of Education website, doe.nv.gov. The support materials to this agenda are available, at no charge on the NDE website at: Meeting Materials (under the meeting date referenced above) or by contacting Amanda Hughes at the Department of Education Office, 755 N. Roop Street, Suite 201, Carson City, NV 89701, or 775-687-5931.

AGENDA

- CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE** Chair Raymond Specht will call the meeting to order and lead the Pledge of Allegiance.
- PUBLIC COMMENT #1** Public Comment will be taken during this agenda item regarding any item appearing on the agenda. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. The Chair of the Council will impose a time limit of three minutes.
- INFORMATION, DISCUSSION, AND POSSIBLE DECISION REGARDING PREVIOUS MEETING MINUTES** (5 min)
- INFORMATION, DISCUSSION REGARDING FY25 BUDGET** (5 min) One or more representatives may present budget reviews.
- COMMITTEE REPORTS** (5 minutes each)
 - Fundraising

- b. *PL and Curriculum*
 - c. *Website and Social Media*
 - d. *Outreach and Education*
6. **INFORMATION AND DISCUSSION REGARDING FINANCIAL LITERACY MONTH ACTIVITIES**
 7. **INFORMATION AND DISCUSSION REGARDING CURRENT LEGISLATION** (5 min)
 8. **INFORMATION, DISCUSSION, AND POSSIBLE ACTION REGARDING 2 YEAR PLAN** (15 min)
 9. **INFORMATION, DISCUSSION, AND POSSIBLE ACTION REGARDING FUTURE AGENDA ITEMS** (10 min)
 10. **PUBLIC COMMENT #2** *Public comments will be taken during this agenda item on any matter within the Council's jurisdiction, control, or advisory power. No action may be taken on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken. The Chair will impose a time limit of three minutes*
 11. **ADJOURNMENT**

Appendix C

Meeting Minutes Template

NEVADA FINANCIAL LITERACY ADVISORY COUNCIL

Date, time

Department of Education	2080 E. Flamingo Rd.	Las Vegas	Board Room #114
Department of Education	700 E. Fifth St.	Carson City	Board Room
Department of Education	Virtual	Virtual	Virtual Teams Link

SUMMARY MINUTES OF THE MEETING

COUNCIL MEMBERS' PRESENT

1. Ray Specht (via videoconference)
2. Scott Arkills (via videoconference)
3. Sarah Brown (In Person Carson City)
4. Armand Lorgulescu (via videoconference)
5. Michelle Jackson (via videoconference)
6. Kristin Reagan (via videoconference)
7. Nadya Rousseau (via videoconference)
8. Ana Sanchez (via videoconference)
9. Ashley Salisbury (via videoconference)
10. Stacy Watkins (via videoconference)
11. Michelle Wheatfill (via videoconference)
12. Joyce Woodhouse (via videoconference)

DEPARTMENT STAFF PRESENT

In Las Vegas

•

In Carson City

•

AUDIENCE IN ATTENDANCE (via videoconference)

•

1. CALL TO ORDER; ROLL CALL; PLEDGE OF ALLEGIANCE
2. PUBLIC COMMENT #1
3. OPENING REMARKS

4. **OPEN MEETING LAW REVIEW INFORMATION AND DISCUSSION**
5. **INTRODUCTIONS, DISCUSSION, AND POSSIBLE ACTION REGARDING NEW COUNCIL MEMBERS.**
Each council member introduced themselves and gave a brief overview of their role.
6. **INTRODUCTIONS, DISCUSSION, AND POSSIBLE ACTION REGARDING THE ELECTION OF OFFICERS**
7. **INFORMATION AND DISCUSSION REGARDING**
8. **INFORMATION, DISCUSSION, AND POSSIBLE ACTION REGARDING FY25 BUDGET**
9. **INFORMATION, DISCUSSION, AND POSSIBLE ACTION REGARDING STRATEGIC PLANNING**
10. **INFORMATION, DISCUSSION, AND POSSIBLE ACTION REGARDING FUTURE AGENDA ITEMS**
11. **INFORMATION, DISCUSSION, AND POSSIBLE ACTION REGARDING FUTURE MEETING DATES**
12. **PUBLIC COMMENT #2**
13. **ADJOURNMENT**

Appendix D

Financial Literacy Council Member Appointments

Name	Affiliation	Appointing Authority	Appointed Year	Term End
Scott Arkills	Silver State Credit Union	Governor Sisolak	2019	2025
Sarah Brown	Washoe County Administrator	Senator Cannizzaro	2024	2026
Amanda Hughes	Nevada Department of Education (NDE)	Deputy Supt. Ann Marie Dickson	2024	2026 (Ex officio)
Armand Iorgulescu	Clark County Student	Assemblyman Steve Yeager	2024	2026
Michelle Jackson	Junior Achievement South	Governor Lombardo	2025	2027
Jeffery Kirst	Washoe County HS Teacher	Senator Joyce Woodhouse	2019	2025
Kristin Reagan	Junior Achievement North	Senator Cannizzaro	2025	2027
Nadya Rousseau	State Coordinator, Entrepreneur Week	Assemblyman Steve Yeager	2025	2027
Ashley Salisbury	Nevada System of Higher Education (NSHE)	Chancellor of NSHE	2025	2027 (Ex officio)
Ana Sanchez	Washoe County Elementary Teacher	Assemblyman Steve Yeager	2025	2027
Raymond Specht (Chair)	CEO, Specht Leadership	Governor Sisolak	2019	2025

Name	Affiliation	Appointing Authority	Appointed Year	Term End
Stacy Watkins	Lexicon Bank	Governor Lombardo	2025	2027
Michelle Wheatfill	Clark County Administrator	Governor Sisolak	2024	2026
Joyce Woodhouse	Retired Legislator	Senator Cannizzaro	2025	2027
OPEN	NSHE appointed Educator of FinLit/Economics	Chancellor NSHE		

Appendix E

Calendar

[Council Calendar - Google Docs](#)

Council Meeting Q1 September 2, 2025

Council Meeting Q2 December 3, 2025

Council Meeting Q3 March 4, 2026

Council Meeting Q4 June 3, 2026

Appendix F

Donations, Sponsorships, and Tax-Deductible Contributions

A. Purpose and Authority

The Governor's Financial Literacy Council is authorized to receive financial contributions, grants, in-kind support, and sponsorships to further its mission of advancing financial literacy education across Nevada. These donations may be processed through:

- Public Education Foundation (PEF), a 501(c)(3) nonprofit organization

B. Tax-Deductible Contributions

Donations made through the Public Education Foundation may be tax-deductible under IRS guidelines. Donors should consult their tax advisor for specific eligibility.

To ensure proper documentation, all donation-related communication must:

- Include the full legal name and EIN of the fiscal agent
- Clearly state the purpose and intended use of the donation
- Include a receipt or acknowledgment letter

C. Donation Process

1. Donor Intent: Individuals or corporations interested in donating should complete the Council's Donation/Sponsorship Form (forthcoming) or contact the Council Chair or NDE representative.
2. Review and Approval: The Fundraising & Sponsorship Working Group and Treasurer will review donation terms for alignment with Council goals and compliance requirements.
3. Routing Funds:
 - For donations via PEF, the donation will be processed through the Foundation, and the donor will receive an acknowledgment letter from PEF for tax purposes.

Appendix G

Sample Acknowledgment Letter



Date

Dear [Donor Name],

On behalf of the Governor's Financial Literacy Council, we sincerely thank you for your generous contribution of [description or dollar amount] to support financial literacy initiatives in Nevada.

Your donation was received by the Public Education Foundation, a 501(c)(3) organization (EIN: [insert EIN here]), and will be used in accordance with the purpose outlined in your donor agreement. No goods or services were provided in exchange for this contribution.

Sincerely,

[Chair Name]

Chair, Governor's Financial Literacy Council

[PEF Contact or Fiscal Agent Signature, if applicable]