



Carson City School District  
1402 W King Street, Carson City, NV 89703  
(775) 283-2000 Fax (775) 283-2090  
[www.CarsonCitySchools.com](http://www.CarsonCitySchools.com)

**Family Life Advisory Committee  
Monday, November 15, 2021  
6:30 PM**

**MINUTES**

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**Location of Meeting:**

**Carson High School  
1111 North Saliman Road  
Carson City, NV 89701  
Room 148**

**Please park in the North parking Lot and come through the North Entrance of the school**

**Meeting called to order at 6:36 p.m. in person and via Zoom.**

**Introduction of Committee Members**

**In attendance: Cheryl Macy (substitute chair), Stephanie Cook (parent), Stella Thornton (student), Dan Thornton (parent), Vanessa White (religious representative), Veronica (Roni) Galas (guest speaker), Jennifer Minifie (teacher), and Fawn Lewis (school counselor). Also present were community members Joy Trushenski and Susan Ruch.**

- **Approval of the minutes from: April 12, 2021**
  - **Dan Thornton motioned to approve the minutes. Stephanie Cook seconded the motion. Motion passed unanimously.**
- **Review Nevada Revised Statute (NRS)**
  - **The group reviewed NRS 389.036, which stipulates the Nevada state requirements for family life committees and their functions.**
- **Hand out for Review the Carson City School District – Family Life Advisory Committee Rules and Procedures**
  - **The group reviewed the Rules and Procedures. It was noted that the October 30 date for the first meeting might be amended to allow for more flexibility. No action was taken on this item.**
- **Report on the Family Life Advisory Committee 2020/2021 presentation to the School Board**

The agenda of this meeting has been posted at the following locations: (1) Department of Education, 700 East Fifth Street; (2) School Administration Office, 1402 W. King Street; (3) Carson City Public Library, 900 North Rook Street; and (4) Carson City Manager's Office, 2621 Northgate Lane.

Carson City School District is pleased to provide accommodations for individuals with disabilities. If you have a disability, please let us know and we will provide assistance or accommodate you in any way that we possibly can.



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- Cheryl Macy shared the board information packet from the recent school board presentation.
- Carson City Health and Human Services – Veronica Galas, BSN, RN – Adolescent Health Promoting Healthy Behaviors Amount Teens
  - Ms. Gala introduced herself to the group and explained her role with the family life unit in health classes. Carson City Health and Human Services offers two sets of family life curricula: an abstinence only curriculum and one that is not abstinence only. She explained that in the past, her predecessor presented the abstinence-only curriculum under the guidelines of the district Family Life Advisory Committee.
  - Ms. Gala had questions about how to connect with the high schools to set up presentations. Ms. Minifie will be in contact with Ms. Gala to set up second semester presentations.
  - Committee members Stella Thornton and Stephanie Cook request that Ms. Gala be invited back to present both sets of curricula.
- Next Meeting Date: December 13, 2021 @ 6:30 PM

\*Action may be taken on any agenda item unless noted “for discussion only.”\*

If your item requires extended discussion, please request the chairperson to schedule the matter for a future meeting.

The agenda of this meeting has been posted at the following locations: (1) Department of Education, 700 East Fifth Street; (2) School Administration Office, 1402 W. King Street; (3) Carson City Public Library, 900 North Roop Street; and (4) Carson City Manager’s Office, 2621 Northgate Lane.

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# **Carson City School District**

## **Family Life Advisory Committee**

### **Rules of Procedure**

Revised September 2019

Adopted by Family Life Advisory Committee on  
Approved by Carson City School District Board of Trustees on 9/24/19

## **BACKGROUND**

In 1987 the Nevada Legislature amended Nevada Revised Statutes 389.036 for the purpose of requiring Nevada School Districts to establish a course or unit of a course of: (a) Factual instruction concerning acquired immune deficiency syndrome; and (b) Instruction on the human reproductive system, related communicable diseases and sexual responsibility. The amendments also required that each School District Board of Trustees appoint an advisory committee to advise the Board concerning the content and materials to be used in courses of instruction established pursuant to Nevada Revised Statutes 389.036. (NRS 389.036, as amended, shall be hereinafter referred to as the "Legislation".)

The Carson City School District Board of Trustees ("Board") appointed an advisory committee in the fall of 1987. That committee has been known as the Carson City Family Life Advisory Committee ("Committee"), and it has been advising the Board regarding the content and materials to be used in Carson City School District ("District") schools since its creation.

The Legislation provides some general categories of instruction which are to be included in a course of study recommended by an advisory committee, and it specifies the categories of people who are to serve on a committee, but it provides no guidance regarding the members' tenure, nor does it provide any parameters as to how courses of study are to be determined. Although the Committee has been meeting on a regular basis to conduct its business and has made numerous recommendations to the Board, the Committee thought it would be best to adopt a set of procedural rules which will govern its activities.

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## ARTICLE 1 – ROLE OF THE COMMITTEE

### **1.1 Jurisdiction Regarding Curriculum and Materials Pertaining to the Course of Study**

Courses/Units of Study:

- A. Factual instruction concerning acquired immune deficiency syndrome; and
- B. Instruction on the human reproductive system, related communicable diseases and sexual responsibility.

### **1.2 Curriculum Materials**

ONLY CURRICULUM AND MATERIALS WHICH ARE PRESENTED AS PART OF THE FAMILY LIFE PROGRAM NEED BE OFFICIALLY PROPOSED BY THE COMMITTEE AND APPROVED BY THE BOARD. The Family Life program is specific and comprehensive. The Family Life program is taught by a teacher or school nurse whose qualifications have been previously approved by the Board. The primary purpose of the specificity and comprehensiveness of the program is to provide a well-defined course of instruction which is endorsed by the Board as the District's sex education program. It is the content and presentation of the Family Life program with which the Committee has been charged with responsibility by the Legislation. To the extent any goals or objectives are included in the Family Life program, and to the extent any instructional materials (textbooks, movies, handouts, etc.) are endorsed as part of the Family Life program, such goals, objectives and instructional materials are subject to the jurisdiction of the Committee pursuant to the Legislation. Accordingly, only the Family Life program and the instructional materials utilized in conjunction with the program need to be approved by the Committee and adopted by the Board as required by the Legislation. The Legislation does not require any other program or materials to be approved by the Committee and adopted by the Board. Therefore, any other programs or materials which are not part of the Family Life program do not fall under the Committee's legislatively created jurisdiction.

### **1.3 The Committee's Consultative Role**

Although the Legislation limits the Committee's jurisdiction to recommending a sex education program to the Board, the Committee has been mentioned by various members of the Board and District staff as a possible review panel for other curricula, textbooks and instructional materials which cover some of the subjects in the Family Life program. To ensure that such other programs and materials are compatible with the philosophy and content of the Family Life program, the Committee will serve in a consultative role. As such, the Committee will not approve or disapprove the other programs or materials. Rather, for any other programs or materials which would fall under the Committee's consultative purview, the Committee shall, at the specific request of the Board, the Superintendent, or the curriculum staff, review such other instructional programs and materials to determine whether they are consistent with the philosophy and content of the Family Life program. The Committee will advise the party making the request for review whether the program or material is consistent with the Family Life program; and, if it is not, the Committee will identify inconsistencies.

### **1.4 Scope of the Committee's Consultative Role**

Pursuant to Section 1.3, above, the Committee's consultative role is limited to programs and material which address sexually transmitted diseases, sexual responsibility, and sexuality taught from human sexuality perspective. The Committee's consultative role does not extend to programs and materials used in the District simply because they happen to cover topics which may be included in the Family Life program. Accordingly, some programs or materials which shall not be subject to review by the Committee pursuant to Section 1.3, above, are as follows:

- A. Curricular programs which address any of the topics included in the Family Life program which are taught from other than a human sexuality perspective (e.g., decision making).
- B. Extracurricular programs such as programs sponsored by PTAs and student groups.
- C. Sexual abuse programs.
- D. Parenting programs or classes.

The above list is only intended to be illustrative and not all-inclusive of the types of programs and materials which would not be reviewed by the Committee pursuant to Section 1.3, above. The purpose of limiting the Committee's consultative role is to ensure the Committee does not serve as the censor of all programs and materials regarding acquired immune deficiency syndrome, the human reproductive system, related communicable diseases and sexual responsibility which may be presented within the District.



## ARTICLE 2 – MEMBERSHIP OF THE COMMITTEE

### **2.1 Committee Membership**

NRS 389.036 provides that the Committees is to be comprised of:

- A. Five parents of children who attend schools in the district; and
- B. Four representatives, one from each of four of the following professions or occupations:
  - 1. Medicine or nursing;
  - 2. Counseling;
  - 3. Religion;
  - 4. Pupils who attend schools in the district; or
  - 5. Teaching.

The composition of the Committee is controlled by statute, and the appointments of members are made by the Board. In addition to the nine Committee members required by the Legislation, the Board has decided that the Committee shall be advised by four student advisors who attend school in the District. The four student advisors are non-voting advisors and their terms are two years in length. It is not the intent of these Rules of Procedure to modify or contradict the statutory requirements or to encroach upon the Board's authority to appoint committee members. Rather, it is the intent of these Rules of Procedure to establish certain additional criteria regarding membership on the Committee, the duration of such membership and attendance requirements.

### **2.2 Term of Membership**

Appointment as a member of the Committee shall be for an initial term of three (3) years commencing with the first meeting of the Committee in the fall of the year of the member's appointment and continuing until the member's replacement has been appointed by the Board. In the spring of each member's third year of membership, such third year members shall advise the Chair of the Committee as to whether they wish to retire from the Committee or volunteer for an additional three (3) year term. In the event a member chooses retirement, his or her replacement shall be appointed by the Board. In the event the member desires to continue as a Committee member, his or her continuation as a member of the Committee shall be submitted to the Board for approval.

The Board may reject the continuation of a member for reasons which may include but not be limited to:

- A. Poor attendance;
- B. Failure to perform as an effective Committee member;
- C. Irresponsible behavior;
- D. Unethical behavior.

There shall be no limit on the number of terms a person may serve on the Committee.

### **2.3 Rotation of Terms**

As of the date of the Committee's approval of these Rules of Procedures, the Committee members are to be placed in three (3) groups of three (3) members each, with each group having a different year in which the terms of the members are to expire. The current Committee members and the years in which their memberships are to expire are set forth in Exhibit "A" attached hereto. Upon Board approval of a member who wishes to continue as a Committee member or upon the initial appointment to fill a vacancy created by the expiration of a Committee member's term, the reappointment or new appointment shall be for a period of three (3) years. In the event a Committee member resigns his or her membership early, or if a vacancy occurs as a result of the circumstances described in subsection 2.2 of these Rules of Procedure, then the person who is appointed by the Board to fill such vacancy shall initially serve the unexpired term of the member who resigned or who was removed for excessive absences. The replacement member will have the option at the end of his or her initial partial term to express his or her desire to continue as a member of the Committee. Any member who is appointed to fill the unexpired term of a member must qualify to fill the same category as the member whose position is being filled. For example, if the member whose unexpired term is being filled served as the religious representative on the Committee, the replacement member must also qualify as a religious representative.

### **2.4 Attendance at Meetings and Termination of Appointment Upon Excessive Absences**

Attendance at the Committee's meetings by the members is critical to the Committee's success. When a member misses three (3) meetings in one school

year, that fact should be brought to the attention of the School Board for disposition.

## **2.5 Vacancies**

All Committee vacancies shall be filled by the Board. Normally, all vacancies shall be filled by the Board as soon as possible after the vacancy occurs.

## **2.6 Committee Leadership**

### **2.6.1 Chair**

The Associate Superintendent for Educational Services, or designee, shall chair the Committee. The Chair shall be responsible for scheduling the first meeting of the Committee in the fall of each year and conducting the Committee meetings. In the event the Chair is absent from any meeting, the member in attendance at the meeting with the most years of service on the Committee shall conduct the meeting.

### **2.6.2 Secretary**

The administrative assistant to the Associate Superintendent for Educational Services or the committee chair shall serve as secretary to the Committee. The Secretary's duties shall include taking minutes of all meetings, recording all votes involving substantive motions, preparing agendas and giving notice of all meetings.

## ARTICLE 3 - MEETINGS

### **3.1 Place of Meetings**

All meetings shall be held at *Carson High School, 1111 N. Saliman Road, Carson City, Nevada*, or an alternative location if necessary.

### **3.2 Meeting Dates and Times**

#### **3.2.1 First Meeting Each Year**

In the fall of each year, the Chair shall coordinate the scheduling of the first meeting of the year with the Secretary. The first meeting of each year shall not be held later than October 30th.

#### **3.2.2 Other Regularly Scheduled Meetings**

At the first meeting of each year, the Committee members shall set the monthly meetings (except the last meeting of the year) and schedule the date and time of their next meeting. In the event the date and time of a meeting cannot be agreed upon without a vote, the date and time of the meeting shall be determined by a unanimous vote of all members present who are not abstaining.

#### **3.2.3 Special Meetings**

Special meetings may be called and scheduled. The Chair may call and schedule a special meeting of the Committee at any time. If three (3) or more members of the Committee request that the Chair call a special meeting, the Chair shall call and schedule a special meeting.

#### **3.2.4 Quorums; Postponement of Meetings**

A majority of the members of the Committee shall constitute a quorum. If a quorum is not present at any meeting, the members in attendance shall not conduct any business, and they shall set a date and time to which the meeting shall be postponed. Additionally, if a quorum of members is present, but a unanimous vote of all members present who are not abstaining believe it would be best to postpone the meeting to

another date and time, they shall set a date and time to which the meeting shall be postponed. In the event the date and time of the postponed meeting cannot be agreed upon without a vote, the date and time shall be determined by a vote of all members present who are not abstaining.

### **3.3 Agendas; Compliance with Open Meeting Law**

An agenda must be prepared for every meeting. The agenda for the first meeting of each year shall be determined by the Chair and the Secretary. For all regularly scheduled meetings, the agenda shall be determined by the Committee members in attendance at the time the meeting is scheduled. In the event a special meeting is called by the Chair, the Chair shall determine the matters to be included on the agenda. For all special meetings called at the request of Committee members in accordance with the provisions of subsection 3.2.3, the agenda shall include all items designated by the members of the Committee who requested the special meeting. The agenda for a continued meeting shall include only the unfinished business from the agenda of the postponed meeting. Only items or matters set forth on an agenda may be discussed at the meetings. In the event substantive matters are to be discussed and voted on at any meeting, the agenda shall clearly list and describe the items on which action will be taken in as much detail as is reasonably possible. All agendas shall include a time for public comment and discussion thereof so as to allow members of the public to comment on any matters discussed at the meeting. Notice of the meetings shall be posted in accordance with Nevada's Open Meeting Law.

### **3.4 Notice of Meetings**

#### **3.4.1 Notice to Committee Members**

*The Secretary shall provide notice of all meetings (first of each year, regular, special or postponed) to all Committee members no later than the last day on which notice of the meeting may be posted to comply with Nevada's Open Meeting Laws (NRS 241.010, et. seq.). The notice shall state the date, time, place of the meeting and shall include a copy of the agenda for the meeting.*

### **3.4.2 Notice to the Public**

All meetings of the Committee shall be noticed and held in accordance with Nevada's Open Meeting Laws. Notices of the meetings and agendas shall be posted by the Secretary at the times and locations required by the Open Meeting Laws.

## **3.5 Quorum**

### **3.5.1 Quorum**

Meetings of the Committee shall be conducted only if a quorum is present. A majority or more members of the Committee present in person shall constitute a quorum for all purposes. If the quorum requirement is met, the Committee may discuss all matters on the agenda, review audio/visual materials, vote on motions and generally conduct its business. If at any time during the meeting a Committee member leaves the meeting with the result that the quorum has been defeated, the meeting must terminate. The members remaining at the meeting may schedule the next regular meeting and set an agenda therefore (in accordance with subsection 3.2.2), or they may postpone the meeting (in accordance with subsection 3.2.4).

## **3.6 Decision-Making Procedures**

### **3.6.1 Procedures**

Voting on all issues, substantive and procedural, shall be by motion. All motions require a second in order to conduct discussion and vote on on the motion. After a second to a motion is made, the Chair shall invite discussion from the Committee members regarding the motion. At the conclusion of the discussion, the matter shall be submitted to a vote by the membership. To carry, a motion must be approved by a majority of the members voting on the motion. If a member decides not to vote (abstains), the voting quorum shall not be defeated thereby. The Chair shall not vote on any motions, accept to make or break a tie. The Secretary shall keep track of the vote on all substantive motions and shall report in the minutes of the meeting the members voting in favor of the motion, the members voting against the motion and any abstentions.

### **3.6.2 Public Comment**

In the event substantive matters are to be voted on, the Committee shall take public comment before any action is taken on any substantive matters considered by the Committee.

### **3.7 Conduct of the Meeting**

In general, *Roberts Rules of Order* will be used to facilitate the flow of the meetings; yet, *Roberts Rules of Order* will not be allowed to constrict discussion. The Chair shall call the meeting to order at the time the meeting is scheduled to commence or when a quorum to conduct business is present, whichever time is later. The Chair shall announce at the commencement of the meeting the anticipated adjournment time. All meetings shall follow the agenda unless a motion to take a matter out of order is made. The Chair shall be responsible for moving the meeting along in a timely fashion, but he/she shall not unreasonably shorten any discussions on any substantive matters. At the time set for public comment, the Chair shall determine the amount of time which may be allotted for the public comment (on a per person basis, an aggregate time basis or both) and the Chair shall announce any time limits before the public comment period commences. The decision regarding the length of the public comment period shall take into consideration the number of substantive matters discussed during the meeting, the relative importance of the matters, the number of people who indicate they wish to address the Committee and the Chair's perception of the importance of the substantive matters to the public. On motion made and approved unanimously by the Committee members in attendance at the meeting, other than the Chair, the time allotted for the public comment (on a per persons basis, an aggregate time bases or both) may be extended or shortened.

## ARTICLE 4 - AMENDMENTS

### **4.1   Process**

These Rules of Procedure may be amended at any time upon a motion made and approved by a majority of Committee members in attendance at any meeting other than the first meeting of the year, provided, however, that the discussion and possible vote on the proposed amendments must be set forth in the agenda for the meeting. The agenda must specifically identify the proposed amendment to be considered. A motion to amend these Rules of Procedure shall be considered a substantive motion. No amendment to these Rules of Procedure shall be effective until such amendment has also been approved by the Board.



## ARTICLE 5 – APPROVAL AND EFFECTIVE DATE

### **5.1 Approval by the Committee**

These Rules of Procedure shall be subject to approval by the members in attendance at the meeting during which the approval of the Rules of Procedure has been submitted for consideration. The approval of these Rules of Procedure shall be specifically identified on the agenda for the meeting. A motion to approve these Rules of Procedure shall be considered a substantive motion.

### **5.2 Approval by the Board**

These Rules of Procedure are subject to approval by the Board after they have been approved by the Committee.

### **5.3 Effective Date**

These Rules of Procedure shall become effective at the commencement of the first Committee meeting following approval by the Board.

## EXHIBIT A – Members and Term Expiration

**2017 Nevada Revised Statutes**

**Chapter 389 - Academics and Textbooks**

**NRS 389.036 - Establishment of course or unit of course of instruction concerning acquired immune deficiency syndrome, human reproductive system, related communicable diseases and sexual responsibility; appointment of advisory committee; notice to parent or guardian; consent of parent or guardian required; materials to be made available to parents or guardians of pupils.**

**Universal Citation: NV Rev Stat § 389.036 (2017)**

1. The board of trustees of a school district shall establish a course or unit of a course of:

- (a) Factual instruction concerning acquired immune deficiency syndrome; and
- (b) Instruction on the human reproductive system, related communicable diseases and sexual responsibility.

2. Each board of trustees shall appoint an advisory committee consisting of:

- (a) Five parents of children who attend schools in the district; and
- (b) Four representatives, one from each of four of the following professions or occupations:
  - (1) Medicine or nursing;
  - (2) Counseling;
  - (3) Religion;
  - (4) Pupils who attend schools in the district; or
  - (5) Teaching.

↪ this committee shall advise the district concerning the content of and materials to be used in a course of instruction established pursuant to this section, and the recommended ages of the pupils to whom the course is offered. The final decision on these matters must be that of the board of trustees.

3. The subjects of the courses may be taught only by a teacher or school nurse whose qualifications have been previously approved by the board of trustees.

4. The parent or guardian of each pupil to whom a course is offered must first be furnished written notice that the course will be offered. The notice must be given in the usual manner used by the local district to transmit written material to parents, and must contain a form for the signature of the parent or guardian of the pupil consenting to the

pupil's attendance. Upon receipt of the written consent of the parent or guardian, the pupil may attend the course. If the written consent of the parent or guardian is not received, the pupil must be excused from such attendance without any penalty as to credits or academic standing. Any course offered pursuant to this section is not a requirement for graduation.

5. All instructional materials to be used in a course must be available for inspection by parents or guardians of pupils at reasonable times and locations before the course is taught, and appropriate written notice of the availability of the material must be furnished to all parents and guardians.