

BYLAWS OF THE ATTENDANCE ZONE ADVISORY COMMISSION

ARTICLE I

Mission Statement

The purpose of the Attendance Zone Advisory Commission (hereafter referred to as "the Commission") is to provide recommendations to the Board of School Trustees through the Superintendent of the Clark County School District (hereafter referred to as "the Board") concerning any necessary changes to attendance zones.

ARTICLE II

Membership

The Commission shall consist of fifteen voting members, fourteen to be appointed by the Board of School Trustees and one appointed by the Superintendent of Schools. Each member of the Board shall appoint two members who reside in his or her district. Members will serve two year staggered terms with ~~the new members being appointed no later than mid-August~~ **reappointment of current members no later than mid-June. Any subsequent vacancies are to be filled by mid-October** of each school year. Full time employees of the school district cannot be appointed to the Commission.

ARTICLE III

Officers

The Commission shall elect one of its members to serve as chair for the school year. The Commission shall also elect a vice chair, to serve as chair in the absence of the chair, for the same period. Election shall be by majority vote.

ARTICLE IV

Duties of Officers

The chair shall serve as the official spokesperson of the **Commission and liaison to the Board of School Trustees**. The chair shall conduct meetings and work with district staff in the absence of a facilitator. **In the event of absence of both chair and vice chair the meeting will be moderated by a member of the commission appointed by the chair and/or vice chair.**

ARTICLE V

Absences **Attendance Policy**

Due to the complexity of the zoning process, it is essential that members attend as many meetings as possible. **If a commissioner is unable to attend a meeting due to an emergency or unforeseen circumstance a telephone conference may be**

requested allowing remote participation, if amenities are available. The Commission may request Clark County School District technical personnel to facilitate telephone conferencing, if available. After three absences *in a school year*, and each absence thereafter, the member will be referred, in writing, by the chair, to the appropriate Member of the Board and *the* Superintendent, with copies to Commission members. ~~and the Board liaison to AZAG.~~

The ~~liaison~~ *chair* will inform Board members and work with the individual responsible for the appointment. The individual responsible for the appointment will decide whether the Commission member should be removed.

ARTICLE VI

Facilitator

If requested by the Commission, by mid-October of each school year, the Superintendent shall recommend to the Board an individual who will serve as a facilitator of the Commission. The facilitator shall have no voting rights on the Commission. The facilitator's responsibilities shall include:

1. Developing agendas for the Commission, including public hearings on proposed alternatives.
2. Ensuring that meetings of the Commission, including public hearings on proposed alternatives, are properly noticed.
3. Ensuring that minutes of the meetings are taken and distributed.
4. Ensuring that the Commission members have the appropriate information.
5. Ensuring that the information on the proposed alternatives being considered by the Commission is made available to the appropriate school communities.
6. Serving as liaison between district staff and the Commission and between the Board and the Commission.
7. Conducting the meetings of the Commission.

ARTICLE VII

Meetings

All meetings of the Commission will be conducted in accordance with the open meeting statutes of the State of Nevada. The Commission will also hold public input meetings to allow public input regarding the alternatives it is considering, to explain its proposals, and to hear comments from the community regarding its proposals. These public input meetings shall be held no later than mid-February of each school year so that recommendations can be provided to the Board no later than the first Tuesday in March of each school year.

~~CCSD will provide an IT technician to assist with _____ at all AZAG meetings.~~

ARTICLE VIII

District Policies

In developing alternatives and in making its recommendations, the Commission shall follow all relevant district policies, regulations, procedures, and guidelines. Commission members should make every effort to familiarize themselves with the content of the policies and regulations identified in Appendix "A" and the procedures and duties identified in Appendix "B." Appendix "A" and Appendix "B" shall be comprised of a list of relevant district policies, regulations, guidelines, duties and procedures, updated by staff as required.

ARTICLE IX

Quorum

The membership of the Commission shall constitute a quorum when not less than a majority of the current sitting members are in attendance for the transaction of business properly to come before the Commission. Each member shall be entitled to one vote and no proxy votes will be allowed. A majority vote of the total current membership **present** will be required to pass a motion.

ARTICLE X

Vacancies

Reappointment **of current members** should be made by **mid-June** ~~mid-August~~; any subsequent vacancies should be filled by **mid-October** ~~November 1~~ if at all possible.

ARTICLE XI

Place of Meeting

Regular meetings will be held in the Board Room, at the Clark County School District Education Center, 2832 E. Flamingo Road, Las Vegas. At the discretion of the chair, the meetings may be held at other locations. Public input meetings will be held at such locations as deemed appropriate by a majority of the Commission.

ARTICLE XII

Parliamentary Procedures

Parliamentary Procedures not specified in these bylaws will be governed by Robert's Rules of Order.

APPENDIX A

District Policies and Regulations relevant to developing alternatives and recommendations for student boundaries.

Policy	Regulation	Title
5112	5112	School Attendance Zone Exceptions Zone Variances, Board Approved Option, Transfer and Magnet Regulation
7111	7111	District Attendance Zoning

APPENDIX B

Guidelines to be followed when developing alternatives and recommendations for student boundaries.

- AZAC Procedures
- AZAC Member Duties

Revised: (9/11/97; 8/24/06; 8/28/08)

ATTENDANCE ZONE ADVISORY COMMISSION

Procedures

A. Orientation

New members are oriented by staff, **no later than** ~~usually~~ in August.

B. Scenarios

Develop and defend scenarios. There could be many scenarios for a given school or situation. In most cases there should be at least 2 scenarios for any proposed zone change.

C. Proposals

When ready, motions must be made to have scenarios become proposals for formal public notification and input. AZAC votes will be taken on these motions and they must pass by a majority **of members present**. Whenever possible, at least 2 proposals should be taken to **the** public for input.

D. Public Input and Recommendations

After public input meetings, modify proposals, if necessary, and make motions for recommendations to the Board of School Trustees.

E. Final Approval

Attend Board meetings where final recommendations are presented to the Board of School Trustees.

APPENDIX "B"

Adopted: 8/24/06

ATTENDANCE ZONE ADVISORY COMMISSION

Member Duties

The following is a brief description of the activities necessary for individuals accepting an appointment to the Attendance Zone Advisory Commission.

- A. Members will attend meetings beginning in ~~September~~ **early each school year**. Meetings are usually held on Tuesdays and Thursdays and members may anticipate one meeting per week in October, two meetings per week in November and the first half of December. Members should expect at **most** least 5 evening meetings in January and then one or two daytime meetings per week. There will be a few February meetings and then the evening Board of School Trustees meetings – usually the last Tuesday in February and first Tuesday in March. Attendance at all meetings is essential for the process to be most effective.
- B. Members will develop scenarios. This will **may** require:
 1. Meeting with principals, parents and **School Associate Superintendents** ~~region staff~~ for input.
 2. Driving neighborhoods around school sites to assess for safety hazards, geographic **barriers** ~~hazards~~, road completions, traffic issues and suitable streets for boundaries.
- C. Members will **consider listen to** ~~accept~~ public input and **may** incorporate **it** into scenarios when appropriate.
- D. Members will be prepared to defend each scenario and explain issues and concerns including, but not limited to:
 1. Geography
 2. Socio-economic and ethnic balance
 3. Neighborhoods
 4. Traffic and street configuration
 5. Feeder school alignment
 6. ~~Previous zone changes in recent past~~ **Recent zone changes**
 7. Proximity of neighborhoods to school sites
 8. **Potential growth** ~~Growth~~ and development
 9. Information gathered from neighborhood and school meetings
 10. Criteria in Regulation 7111

APPENDIX "B"

Adopted: 8/24/06

ATTENDANCE ZONE ADVISORY COMMISSION (continued)
Member Duties

- E. Members **should** ~~will~~ be prepared to ask questions to clarify issues regarding others' scenarios.
- F. Members **should** ~~will~~ be prepared to vote on each motion to carry scenarios forward.
- G. Members **should** ~~will~~ review flyers for accuracy.
- H. Members **should** ~~will~~ keep **Trustees, School Associate Superintendents and** principals ~~and regions~~ informed of progress and major issues as they arise.
- I. Members **should** ~~will~~ attend all Public Input meetings.
- J. Members **should** ~~will~~ review recommendations for accuracy.
- ~~K. Members will keep your trustee informed of all progress.~~
- L. Members **should** ~~will~~ be respectful to fellow members, the public and staff.

APPENDIX "B"

Adopted: 8/24/06

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-7111

DISTRICT ATTENDANCE ZONING

- I. The Board of School Trustees has established an Attendance Zone Advisory Commission (AZAC) to gather information and make recommendations regarding attendance zones for the **Clark County School** District. ~~Zoning decisions will be made based upon new school construction, current enrollment, anticipated future enrollment growth, over- and underutilization of schools, facility use, alternative schedules, and program needs. Throughout this process, AZAC and staff will follow the provisions set forth in this regulation.~~ **Zoning decisions will be based upon the criteria in Section II of this regulation.**

A. Focus Area

1. Each year, staff in the Demographics, Zoning, and Geographic Information Systems (GIS) Department shall review current enrollment and ~~design~~ **program** capacity of each school with AZAC and the Instruction **Academic Instructional Services** Unit (or designees) in order to determine schools to be identified as Focus Areas for possible rezoning. ~~Considerations for these Focus Areas may consist of, but are not limited to, over- and underutilization of schools, stability of educational programs, feeder school alignment, current enrollment, and anticipated future enrollment growth.~~ Focus Areas may be adjusted throughout the Scenario process as needed.

B. Scenarios

1. Members of **the** AZAC will develop various scenarios for the Focus Areas to be presented and discussed at a public AZAC meeting. AZAC will consider input from parents, students, community members, Transportation Department staff, principals, and the Instruction **Academic Instructional Services** Unit (or designees) when reviewing each scenario. ~~When reviewing scenarios, AZAC will consider, but not be limited to, over- and underutilization of schools; racial, ethnic, and socioeconomic diversity of students; feeder school alignment; and proximity of the school to address of residency.~~

C. Proposals

1. AZAC will identify by majority vote a ~~variety of~~ **on** potential proposal(s) per Focus Area which will be presented at a public input meeting ~~in~~ **by the end of** January of each year. The public is encouraged to attend in order to provide input for the various proposals.

D. Recommendations

1. AZAC will review the public comments received and designate by majority vote a final recommendation for each of the Focus Areas. ~~By~~ **by** February 15 of each year. ~~the superintendent shall review each of the final recommendations. No later than the first week of March of each year, the superintendent and AZAC shall make a formal recommendation to the Board of School Trustees of all Focus Areas in which a zone change is deemed necessary.~~
2. The Superintendent **of Schools** shall review each of the final recommendations **and may submit his/her own recommendation.** No later than ~~the first week of~~ March of each year, the Superintendent **of Schools** and AZAC shall make a formal recommendation to the Board of School Trustees ~~of~~ **for** all Focus Areas in which a zone change is deemed necessary.
3. The Board of School Trustees will vote on Recommendations by the end of first week of March.

II. Criteria

In determining new or revised attendance zones, the AZAC will consider, but not be limited to, the following criteria, **listed in no particular order.**

- A. Current enrollment and anticipated future enrollment growth in area schools and **new and** future school construction;
- B. Racial, ethnic, and socioeconomic diversity of students enrolled at a school;
- C. Proximity of schools to where students live, with a preference to students living closest to school;
- D. **Maintain neighborhood cohesiveness, to the extent possible;**
- E. Stability of educational programs for students; ~~with the goal that students would not be rezoned more frequently than necessary;~~
- F. Stability of an attendance boundary with the goal that a school attendance boundary would not be changed in two consecutive years; except if new school construction requires a change;

- G. Distance and travel time of students from a school;
- H. Opportunity for siblings to attend same school;
- I. Safety of students in getting to and from school;
- J. Feeder school alignment;
- K. Impact of zone variances granted pursuant to Policy 5112;
- L. New high schools open without a twelfth-grade class; twelfth-grade students currently enrolled in an existing high school will not be reassigned when a high school attendance boundary is changed; *[old L & M combined to be L]*
- M. *M.* AZAC may recommend grade level phasing when evaluating attendance boundary changes *in appropriate circumstances*; ~~between existing middle/junior high schools and between existing high schools.~~
- N. *N. The need for portable classrooms to accommodate overcrowding; and*
- O. *O. Over- and underutilization of schools, facility use, alternative schedules, and program needs.*

III. Utilization of Facilities

The District will consider a building to be over-utilized if its current enrollment is 125 percent above its design *program* capacity and it requires more than eight (8) portable classrooms to provide a full educational program. The District will consider a building to be underutilized if its current enrollment is 90 percent or less than its design *program* capacity.

IV. Diversity

The Clark County School District is committed to taking reasonable measures to enhance the diversity of the student enrollment within each school. Such measures include, but are not limited to:

- A. Monitoring and regulating all zone variance requests from parents pursuant to the Policy 5112;
- B. Considering acquisition of school sites that have potential to maintain or improve diversity; and
- C. Implementing magnet and special programs.

V. ~~Use of Portables~~

~~In recommending attendance zone changes, AZAC will consider the need for more than eight (8) portable classrooms to accommodate overcrowding resulting from students residing in an attendance zone or when approved by the superintendent.~~

VI. Alternative Schedules

In determining whether any changes to existing attendance zones are necessary, the Superintendent shall consider the appropriateness of alternative schedules.

R-7111 (page 4)

Legal References:	NRS 388 System of Public Instruction
Review Responsibility:	Business and Finance Division
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CLARK COUNTY SCHOOL DISTRICT REGULATION

R-7124

CONVERTING ELEMENTARY SCHOOLS TO AND FROM A NINE-MONTH CALENDAR AND ALTERNATIVE SCHEDULES

- I. A change in a school's calendar or schedule due to an increase or decrease in enrollment of a school may be necessary to offer a full educational program for the maximum number of students. Design **and program** capacity of each school, as well as future enrollment growth and/or loss, will be considered when calendar or schedule changes are made.

Design capacity is calculated at the time of a school's construction using uniform factors throughout the District. These factors will include: number of permanent classrooms, instructional programs, self-contained programs, and adopted student/teacher ratios.

Program capacity reflects optimum use of the building and captures the annual changes to educational specifications and assigned specialized programs. It is not design capacity or building utilization.

Program ~~seating~~ capacity is adjusted annually to capture the changes in student/teacher ratios, instructional programs, and the addition and/or deletion of self-contained programs.

A. Maintaining a Nine-Month Elementary School Calendar

1. A nine-month calendar will be maintained at a school when a full educational program can be offered and common areas can accommodate student enrollment. In order to be cost-effective, an elementary school will remain on a nine-month calendar when:
 - a. The average of the count day enrollments for the prior and present school year and the projected student enrollment for the subsequent school year does not increase by more than 5 percent.
- AND
- b. The count day enrollment for the present school year and the projected enrollment for the subsequent school year are less than or equal to 125 percent of its ~~design~~ **program** capacity.

AND

- c. The count day enrollment for the present school year and the projected enrollment for the subsequent school year require eight (8) or fewer portable classrooms.
 2. The effect of new school construction on enrollment will be considered before converting an elementary school from a nine-month calendar. ~~If feasible, design~~ **program** capacity. Seating may be increased with the placement of more than eight (8) portable classrooms until new school construction is complete. The placement of these portable classrooms will not impact student safety and educational program standards.
- B. Converting from a Nine-Month Elementary School Calendar to a Multitrack Year-Round Schedule

1. A school may be considered to operate on a multitrack year-round schedule at the beginning of the next school year when:
 - a. The average of the count day enrollments for the prior and present school year and the projected student enrollment for the subsequent school year increase by more than 5 percent.
 - AND
 - b. The count day enrollment for the present school year and the projected enrollment for the subsequent school year exceed design **program** capacity by more than 125 percent.
 - AND
 - c. The count day enrollment for the present school year and the projected enrollment for the subsequent school year require more than eight (8) portable classrooms.

2. For schools operating a multitrack year-round schedule, students and their siblings, as well as Clark County School District employees and their children, who have different school schedules should be given first priority for track selection during pre-registration.

C. Converting from a Multitrack Year-Round Schedule to a Nine-Month Elementary School Calendar

1. Converting a school from a multitrack year-round schedule to a nine-month calendar is cost-effective when student enrollment continues to decline and future enrollment growth is limited. An

elementary school will be assigned to operate on a nine-month calendar at the beginning of the next school year when:

- a. The average of the count day enrollments for the prior and present school year and the projected student enrollment for the subsequent school year decrease by more than 5 percent.

AND

- b. The count day enrollment for the present school year and the projected enrollment for the subsequent school year are less than 125 percent of its design *program* capacity.

AND

- c. The count day enrollment for the present school year and the projected enrollment for the subsequent school year require fewer than eight (8) portable classrooms.

OR

2. The opening of a new school and/or building additions provide enrollment relief from overcrowding for the subsequent school year.

- D. The Superintendent may assign a school to operate on an alternative schedule when immediate and/or unforeseen extenuating circumstances impact student safety and/or educational standards.

II. Relief for Persistently Overcrowded Schools

- A. Future school construction may be prioritized to offer the most effective enrollment relief to schools that are experiencing continued enrollment growth, require more than eight (8) portable classrooms, and exceed their design *program* capacity by more than 125 percent.
- B. Building additions may be considered at schools with fewer than 43 permanent teaching stations and more than eight (8) portable classrooms when calendar and/or alternative schedules do not provide an equitable learning environment as a result of persistent overcrowding.
- C. Attendance boundary adjustments may be considered when school construction and alternative schedules are not expected to provide relief for continued student enrollment growth ~~and the need for more than eight (8) portable classrooms is anticipated.~~

III. Early Warning Notice

- A. An early warning notice of administrative action to potentially implement a change in nine-month calendar and/or multitrack year-round schedule will be given to parents and employees by the ~~Instruction~~ **Academic Instructional Services** Unit within 30 days of receipt of the state audited count day enrollment of the current school year. Following this action, schools will provide opportunities for parental and administrative input. Prior to implementing any changes, the Superintendent of Schools may consider alternative schedules based on educational needs. Notice of final administrative action to implement a change in nine-month calendar and/or multitrack year-round schedule will be given to the Board of School Trustees, parents, and employees by the first Monday in April, when possible, but not later than the first Monday in May of the school year prior to implementation.

Legal References:	NRS 388 System of Public Instruction
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