

Lyon County School District Board Memo

Date: September 22, 2026
To: Board of School Trustees
From: BillieJo Hogan, Executive Director of Human Resources
Re: Revisions to LCSD Board Policy GABB: Negative Information

Recommendation

That the Board of Trustees approve revisions to LCSD Board Policy GABB: Negative Information as a first reading.

Background Information

After each Nevada legislative session, the staff at POOL/PACT (our public agency insurance pool and risk management/human resources support entity) provide school districts with recommended policy changes based on the recent laws that were passed. Updating the LCSD policies to reflect the recommended changes keeps us in good standing with the insurance pool and mitigates our risk and liability.

The simple change in LCSD Board Policy GABB is revised language that adds a clear notice requirement when employee-submitted documents are omitted from a master personnel file. Under the updated policy, if the Executive Director of Human Resources decides not to include submitted information, HR must provide written notice to the employee within 15 days, identifying the excluded document and stating the specific rationale. This change establishes formal due process, transparency, and clear accountability for file maintenance.

Budget Considerations

None

Discussed at Previous Meeting

September 24, 2024

Attachment(s)

Lyon County School District Board Policy GABB: Negative Information