



NYE COUNTY SCHOOL DISTRICT
Board of Trustees
Policy Committee Agenda

A Policy Committee of the Board of Trustees of Nye County School District will be held on Tuesday, April 12, 2005, beginning at 9:00 AM at the Southern District Office Boardroom, 484 S West Street, Pahrump, NV 89048.

The subjects to be discussed, considered, or acted upon are listed below. Items do not have to be taken in the order presented below and the Board may combine two or more agenda items for consideration at any time. The Board may also remove any items on the agenda or delay discussion relating to any item listed on the agenda at any time. Unless removed from the Consent Agenda, items identified within the Consent Agenda will be acted on at one time.

1. CALL TO ORDER
2. PUBLIC COMMENT
3. APPROVAL OF MINUTES OF PAST MEETING, ACTION ITEM
4. REVIEW, DISCUSSION & RECOMMENDATIONS REGARDING POLICIES, ACTION ITEM
 - A. POLICY 1903 - INDEPENDENT SCHOOLS
 - B. POLICY ON PAYROLL CALENDAR
 - C. POLICIES ON WORK DAY AND WORK YEAR
 - D. POLICY ON MILITARY LEAVE
 - E. POLICIES ON FMLA, PARENTING LEAVE, NECESSITY LEAVE, BEREAVEMENT LEAVE, SICK LEAVE, UNUSED SICK LEAVE & RETIREES INSURANCE
 - F. POLICY ON DEDUCTIONS
 - G. POLICY ON JURY DUTY
 - H. POLICY ON MAJOR & MINOR ACCIDENTS
 - I. POLICY ON TEACHER AIDES
 - J. POLICY ON ATHLETIC LETTERS
 - K. POLICY ON INDIVIDUAL TRANSPORTATION CONTRACT TARDIES IN COMPARISON TO ATTENDANCE POLICY
 - L. POLICIES ON GRADING, SPECIAL ED GRADING, HOMEWORK, REPORTS TO NON-CUSTODIAL PARENTS, PUPIL PROGRESS & FAILURES OF STUDENTS

M. FACILITIES SECTION

N. FINANCIAL SECTION

5. REVIEW OF ADDITIONAL POLICIES BROUGHT TO THE COMMITTEE BY STAFF, ACTION ITEM
6. ASSIGNMENTS FOR RESEARCHING FUTURE TOPICS
7. SET DATE FOR NEXT POLICY COMMITTEE MEETING
8. ADJOURNMENT

This Meeting will be streamed live online via the link

<https://livestream.nyeschools.org/ViewStream.html> on the Nye County School District website.

Click on the following link if you have difficulties with the live streaming:

<https://bit.ly/ncsdbotmeetings>.

Public input may be accepted live via email for the duration of the Meeting and shared during the public input designated timeframe (all rules and timelines as listed in the Agenda still apply). Public comments made by members of the public attending the meeting virtually must be emailed to publiccomment@nyeschools.org and must include:

- a. The author's first and last name
- b. The author's phone number (will not be read with comment)
- c. Date of the Meeting for which the comment is intended

Nye County School District (NCSD) will empower students to learn at their highest level in an environment of mutual respect.

The NCSD BOT Goals are as follows:

Culture

Improve and sustain a culture of learning for all through:

- ◆ Recruiting, selecting, inducting, supporting, evaluating, and developing staff.
- ◆ Fostering a safe and respectful learning and working environment.
- ◆ Promoting ongoing family and community engagement in pursuit of our vision.

Academic

Elevate achievement and support lifelong learning for all through:

- ◆ Creating and sustaining a results-focused learning environment; establishing measurable goals for all.
- ◆ Creating and sustaining an instructional framework and common language to ensure essential content standards drive instruction.

The notice for this posting was posted on the NCSD Website (<https://www.nye.k12.nv.us>), Nevada's Notice Website (<https://notice.nv.gov/>), at the main physical location of the meeting, and has also been provided to all persons who have made a specific request of a copy of the Agenda by US Mail or electronic mail. A Public Binder will be available for viewing at the scheduled location at the time of the Meeting.

NYE COUNTY SCHOOL DISTRICT NOTICE OF NONDISCRIMINATION

Nye County School District (NCSD) does not discriminate on the basis of race, color, religion, national origin, ancestry, disability, age, marital status, sex, sexual orientation, gender identity

or expression, or any other category protected by applicable state or federal law in its program and activity, including employment. In keeping with requirements of federal and state law, NCSD strives to remove any vestige of discrimination in accommodating the public at public meetings.

The Nye County School District is pleased to provide reasonable accommodations for the disabled. Members of the public who are physically handicapped and require special accommodations or assistance to attend the meeting are requested to notify the Executive Assistant to the Superintendent and Board of Trustees in writing at 484 S West Street, Pahrump, NV 89048, email Iliana Garcia at igarcia@nyeschools.org, or call 775-727-7743, ext. 239 at least one week before the meeting.

Policy Committee Meeting Minutes, March 8, 2005

Present: Deborah Wescoatt, Nicole Genet, Dawn Murphy, Tracie Ward, Dr. William Roberts, Kay Walker, Ray Ritchie and Kerry Paniagua.

1. Call to Order

The meeting was called to order at 9: 13 a.m.

2. Public Comment

None offered.

3. Approval of Minutes of Past Meeting

Tracie Ward moved approval of the February 22, 2005 minutes. Dawn Murphy seconded, and there was a unanimous vote in favor.

4a. Policy 0940 – Travel and Board Visitations

Mr. Ritchie said he brought the matter of travel rates up in the Finance Directors’ meeting in Carson City last week just to confirm what he had researched a year ago. Every other district uses the state rates for meal reimbursement. The only thing the IRS changed was mileage, which is currently 40.5 cents per mile. If this district paid more than state rates, it would have to require receipts. He received an email from Dan McArthur on this but was unable to open the attachment. The country could be broken down into regions, but the district would have to be careful what is done so as not to violate IRS law and there would have to be a cap.

4b. Policy 1130 – Parent Involvement in Education – Title I Schools

Ms. Walker looked at both 1130 and 1200. She said 1200 speaks to recommended parental involvement and came about as a result of state law; she recommended leaving 1200 alone. However, 1130 speaks to required parental involvement. Dr. Roberts made the motion to accept the changes on 1130. Dawn Murphy seconded, and a unanimous vote was cast.

4c. Policy 1350 – Crisis Management Communications

Tracie Ward made the motion to move the new policy forward for first reading. Dr. Roberts seconded, and a unanimous vote was recorded.

4d. Policy 1840 – Relations with Law Enforcement Agencies

Ms. Walker said the language has been updated in the draft, and she was unable to locate any legal references. Mrs. Wescoatt said she would prefer having the word “assist” in the second sentence of the last paragraph to be in bold. Ms. Walker said generally any changes to

existing policies are placed in bold in the draft. Dr. Roberts asked if there are any policies that have words in bold, and Ms. Paniagua said there were some instances in which a word or phrase were italicized to make them stand out. Tracie Ward made the motion to move 1840 forward for first reading. Dawn Murphy seconded, and a unanimous vote was recorded.

Along with this policy, Ms. Walker presented a draft for 1891, Relations with Armed Forces. She said the second and third bullets were added to be in alignment with NCLB and language came right out of the law. She and Mrs. Liberty were unable to find any reference in SB-1. Tracie Ward made the motion that it go forward for first reading. Dawn Murphy seconded, and a unanimous vote was cast.

4e. Policy 1903 – Independent Schools

Ms. Walker recommended no change and found no legal references. Dr. Roberts asked about Title I requirements, and she said she could take another look. Mrs. Wescoatt said it will go back on the next policy agenda.

4f. Old Policy Manual

Mrs. Wescoatt said they would look at every old policy that isn't in the existing policy manual. 201.1 Qualifications and 201.2 License aren't in there. Dr. Roberts made the motion to move them forward and Tracie Ward seconded. Mrs. Wescoatt directed Ms. Paniagua to set it up with a new number, and she asked if they could be merged into one. Mrs. Ward said a sentence should be added that teachers won't be paid if they don't renew their licenses such as "failure to meet licensing requirements will result in immediate removal from the classroom." Mrs. Wescoatt said the new book doesn't make any distinction between administrative and licensed so she thought this needed to be identified as dealing with licensed personnel. The new sentence will read "failure to meet licensing requirements will result in removal from the assigned position." The vote was unanimous.

203 Health Requirements – Mrs. Ward said this is a touchy area. Ms. Paniagua asked if the district even does this, and Dr. Roberts said no. He is, however, seriously considering bringing to the board pre-employment drug screening. He isn't prepared to do so at this time because he doesn't have a cost analysis. It was decided not to bring this forward.

205 – Resignations – Dr. Roberts said resignations are submitted to the superintendent. He thought a policy was necessary. Mrs. Wescoatt suggested "all resignations will be submitted in written form to the superintendent in accordance with state law and local regulations" and to strike #2. Dr. Roberts so moved, Mrs. Ward seconded; and a unanimous vote was cast.

206 – Salaries – Dr. Roberts said it is covered under 6220. Mrs. Wescoatt didn't think the annual submission of salary schedules was being done. It was decided to leave it alone.

207 – Payroll Calendar – Mrs. Wescoatt said this needs to be in the policy manual. Mrs. Murphy said there's a 3681 regulation that speaks to it but no policy. Mrs. Wescoatt asked that it be developed into a policy for the next meeting.

208 – Deductions – Mrs. Wescoatt asked if this is in the master contract. Dr. Roberts said it's in regulation 3682. He was directed to come back with a policy.

211 – Military Leave – Mrs. Ward made the motion to move this forward, and Mrs. Murphy seconded. Mrs. Wescoatt said the NRS and federal law should be added. Dr. Roberts said some corporations make sure there is no loss in pay. Mrs. Wescoatt assigned it to Dr. Roberts. Mrs. Ward and Mrs. Murphy rescinded their motion and second.

212 – Political Leave – Mrs. Wescoatt asked if there was any appetite for this. Mrs. Ward asked about opinions that an employee cannot work for the government and run for office. She suggested they only take it up at such time as someone runs for office.

213 – Sick Leave – There was a discussion about employees who work more than 180 days and whether to hold them to 180 or what they actually work. Mrs. Wescoatt said principals all work different contracts. Dr. Roberts recommended contracting by the number of days worked. Mr. Ritchie said they can only accumulate up to a certain amount. Dr. Roberts didn't like placing a limit. He said he was willing to reward employees but didn't want them collecting over more than one contract year. Mr. Ritchie said someone could max out with 260 days but can't accumulate more unless he uses the 260. He said the district's policy is that someone who is hired with 260 can only come in with 180. Mrs. Wescoatt asked something about retroactive, and Mr. Ritchie said he would have to check the statute. Dr. Roberts said he would recommend allowing employees to accumulate but only cash out a certain number.

214 – Family Sick Leave – Regulation 6167 addresses this. Mrs. Ward suggested following federal government guidelines. Dr. Roberts thought there might be something in addition to that. He said all licensed employees receive 15 days of sick leave each year. Mrs. Wescoatt said everything seen here is in the master contract.

216 – Maternity Leave

217 – Bereavement Leave

218 – Non-approved Personal Leave – Mrs. Wescoatt said these are all part of FMLA. Ms. Paniagua said maybe they need to work with payroll on this because it doesn't just deal with personal leave. Mrs. Wescoatt said all these deal with FMLA and said Mr. Ritchie, Mrs. Barber and Ms. Paniagua would work with her on a policy.

219 – Unused Sick Leave – Dr. Roberts said there had been a discussion about this, but there's no policy. It was thought that 6355 addressed unused sick leave. Mr. Ritchie said there's something in the NCCTA contract. Mrs. Wescoatt assigned it to Mr. Ritchie.

220 – Jury Duty – This was assigned to Mrs. Ward.

225 – Evaluation – Regulation 4520 deals with administrators only. This was assigned to Dr. Roberts.

311 – Leaving School Building During School Day – Mrs. Wescoatt didn't believe there was an existing policy covering this and asked if it needed to be addressed. Dr. Roberts thought there should be a policy. Mrs. Wescoatt said she likes the way the old policy reads. Mrs. Murphy made the motion to move it forward for first reading. Mrs. Ward seconded, and a unanimous vote was recorded.

316 – Ethics – Dr. Roberts said regulation 6142 directs that employees are expected to abide by the code of ethics of the National Education Association and local regulations. Mrs. Wescoatt said the reg could be the policy. Mrs. Murphy said it should relate to all staff, whether paid or volunteer. Dr. Roberts said volunteers can't be held to it because he could have a financial relationship. The following statement will be the policy: "officers and employees of the NCSD will be expected to abide by a code of ethics." Mrs. Ward made the motion to move it forward for first reading. Mrs. Murphy seconded, and there was a unanimous vote in favor.

317 – Work Day – Mrs. Ward said it's defined in the contract. Mrs. Wescoatt asked about non-licensed personnel. Ms. Walker suggested "hours of duty will be in accordance with NCCTA and NCSO master agreements." Dr. Roberts thought it might be better to use the words "bargaining units." Number 317 and 318 were assigned to Dr. Roberts for the next policy meeting.

319 – General Information – It was decided this wasn't necessary because it was covered by several different policies.

320 – Substitute Teachers – There is a 6275 policy and two regulations on subs. Dr. Roberts said when he first got here, there was a discussion on whether to use 18-year olds. He felt subs should be at least 21. Mrs. Wescoatt said that could be covered in regulation.

321 – Evaluations – There is a 6343 evaluation policy for administrators. Mrs. Wescoatt asked if there was one for teachers. Dr. Roberts said 6341 is for teachers. The District is looking at updating evaluation forms, and it's a continuous process. Mrs. Wescoatt pointed out that we're not doing this schedule. Ms. Walker said it's in place in the regulation. Mrs. Wescoatt asked if procedures have been developed that the board has seen, and Dr. Roberts said he would assume the board initially approved the forms. Mrs. Wescoatt said it will be placed on the April 8 board agenda for discussion on evaluation procedures.

322 – Grievance Procedure

323 – Reduction in Force

400.1 – Physical examination (Bus Drivers)

400.3 – Full Time Employment

These are all in the negotiated agreements.

402 – Payroll Calendar & 403 – Deductions – Mrs. Wescoatt asked if the schedule is the same, and Mr. Ritchie said the second paycheck in December is paid before everyone leaves for Christmas break. He also said teachers used to be paid all their summer checks on the last

day of school. Dr. Roberts said administrators are paid in 24 equal payments. Mrs. Wescoatt assigned these to Mr. Ritchie.

405.1 – Retired Employees Health Insurance – Mr. Ritchie said that the District used to pay \$190 and then \$100 when the employee was old enough for Medicare. AB-286 requires school districts the entire amount. Dr. Roberts made the motion to move this forward for first reading. Mrs. Ward seconded, and a unanimous vote was recorded.

418 – Teacher Aides – Mrs. Wescoatt thought there was a policy covering aides. Policy 6275 includes part-time employees. She didn't think paraprofessionals have been addressed so she assigned it to Ms. Walker and Mr. Pekarek.

505.1 – General Statement – Policy 5620 covers grading. Mrs. Wescoatt said there have been problems over the years on grading. She asked if Jerry Hill and Karen Liberty could look over 505.1 through 505.10 and make sure there is a policy and regulation that match.

508.6 & 508.7 – Minor & Major Accidents – Ms. Walker said these aren't current because the District no longer contracts with health nurses and the District employs health aides. Mrs. Ward said the insurance company requires that forms be filled out. Mrs. Wescoatt thought there should be a policy to cover what forms need to be filled out.

512 – Extra Curricular and Athletic Code – Mrs. Wescoatt didn't think 7480 covers athletic letters, and each school handles it differently. Dr. Roberts thought that was okay because all school districts leave it up to the schools, and many times it's a coach's decision. Mrs. Wescoatt thought it should be standardized and would like the board to look at it. She wanted any policies on athletic and academic letters to be included as backup and asked for high school principals to provide information collected from athletic directors or athletic department heads on lettering requirements to the Superintendent by April 2.

512.6 – Late Bus – Mrs. Wescoatt said there is a late bus in some areas like Beatty and Gabbs. Mrs. Ward thought if a policy was put in place, all parents would want it.

513 – Discipline and Code of Conduct & 514 – Suspension and Expulsion of Students – The question was whether everything was covered adequately in the Student Behavior Handbook. Mrs. Ward said the law requires every year principals are required to turn in a behavior plan.

517 – Moment of Silence – Dr. Roberts said the law doesn't say anything about individual meditation. It says there will be a time set aside for patriotic observance.

522.8 – Daily Check of Vehicle – This is covered under the master contract.

523 – Senior Class Ending Activity or Trip – A policy was just done.

524 – Individual Transportation Contracts Students – Tardies – Ms. Paniagua explained this policy was put in place to cover a 17-year old student who drove under a contract and covered situations in which the student might be late due to a flat tire. Dr. Roberts said it is

covered under another policy and is called “unforeseen circumstances.” This was assigned to Mrs. Murphy, and she was told to compare it to the attendance policy.

5. Assignments for Researching Future Topics

Mrs. Wescoatt said the next section will be Facilities and requested that Mr. Wimpey be present. She asked everyone else to look over the policies and make recommendations. She offered to place the section on disk and said everyone could make notes right on the disk.

6. Set Date for Next Policy Committee Meeting

The next meeting was set for April 12 at 9:00 a.m.

7. Adjournment

Tracie Ward moved to adjourn at 11:33 a.m. Dawn Murphy seconded, and a unanimous vote was cast.

1903 INDEPENDENT SCHOOLS

The District shall cooperate with private and **faith-based** schools, including day care agencies, both in federally-assisted programs and other aspect of the district operations in ways that are required by law. The primary obligation of the district shall be to its students, and such cooperation shall not interfere with or diminish the quality of services offered to its students.

Reviewed: **April,2005**

Adopted:

Revised: **April 12, 2005**

NEPN/NSBA Classification: LBC

Legal Reference: **NCLB Part A, Section 1120**
NRS 385 Sections 1-40

6221

PAY CALENDAR

Pay calendars for bargaining unit members are addressed in negotiated contracts. Employees not covered under negotiated contracts will be paid on the 15th and last day of the month over the course of their work year. If the pay date falls on a Saturday or Sunday, employees will be paid on the preceding Friday. Should any payday fall during winter or spring break, employees will be paid on the last workday prior to the beginning of either break.

Final Paycheck

The payment of the last check will be in accordance with the negotiated contract. If the contract is silent or for those employees not covered by a negotiated contract, the terminated employee will receive his/her final paycheck within 24 hours of termination or in accordance with the terms of a legal settlement. Employees who resign or retire will receive their final paychecks on the next regular pay period.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

WORK DAY**Hours**

Licensed Personnel:

1. Hours of duty for licensed personnel will be in accordance with the Master Contract between the Nye County School District and the Nye County Classroom Teachers Association.
2. Hours of duty for half-day sessions will be scheduled by the principal, with the approval of the Superintendent. The Superintendent or Board of Trustees may schedule, on occasion, a short school day in session pursuant to NAC 387.140.

Non-Licensed Personnel:

1. Hours of duty for non-licensed personnel working in job classifications covered by the Nye County Support Staff Organization for full-day and half-day sessions will be assigned by the principal or site supervisor in accordance with the Master Contract between the Nye County School District and the Nye County Support Staff Organization.
2. Hours of duty for non-licensed personnel who are not bargaining unit members will be assigned by the principal or immediate supervisor in accordance with site operating hours and Nye County School District job descriptions.

Any permanent change to hours of duty must be submitted on a Personnel Action Form and approved by the Assistant Superintendent.

Duties

Licensed Personnel:

1. All duties will be in accordance with the Master Contract between the Nye County School District and the Nye County Classroom Teachers Association.
2. Licensed personnel will be assigned extracurricular duties by the principal in accordance with the Master Contract between the Nye County School District and the Nye County Classroom Teachers Association.

Non-Licensed Personnel:

1. All duties for non-licensed personnel working in job classifications covered by the Nye County Support Staff Organization will be in accordance with Nye County School District job descriptions and the Master Contract between the Nye County School District and the Nye County Support Staff Organization.

2. All duties for non-licensed personnel who are not bargaining unit members will be assigned by the principal or immediate supervisor in accordance with Nye County School District job descriptions.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification: GCLA, GCLB

Legal Reference:

MILITARY LEAVE

Military leave is absence which may be granted to:

- Employees ordered into military service of the United States;
- Employees ordered to serve in a branch of a reserve unit of the Armed Forces of the United States or the National Guard; or
- Employees mobilized by the National Guard or a reserve branch of the Armed Forces of the United States to meet local emergency situations.

A request for military leave of absence shall be submitted on a Request for Leave of Absence. A copy of the order to report for active duty or a copy of the notice of induction must be attached. Military leave will be granted with or without pay in accordance with Nevada Revised Statutes and the appropriate negotiated agreement.

An employee returning from a military leave of absence must request reassignment to a position within the District within ninety (90) days after discharge or separation from active duty or military service.

- A. Employees returning from service under honorable conditions will be assigned to the same or comparable position for which the employee is qualified. Time served in the Armed Forces shall count as time served with the District for position on pay scale.
- B. The Nye County School District shall not be required to reemploy any employee who is discharged from the United States Armed Forces under conditions other than honorable.

Twelve-month employees who are ordered to attend training sessions or who are assigned to short-term active duty for training shall consult with their immediate administrative supervisor and make every effort to arrange such activities so as to provide for a minimum of interruptions and to promote continuity of work objectives of the District.

An employee on an approved military leave of absence who fails to request reinstatement or who fails to return to the assigned position following discharge/separation from active duty or service may be terminated at the conclusion of the leave since failure of an employee to report is cause for dismissal.

Reviewed:
Adopted:
Revised:

NEPN/NSBA Classification: GCCAD, GCCBD, GDCD

Legal Reference: NRS Chapter 281, General Provisions as to Officers and Employees

6229

BEREAVEMENT LEAVE

Leave with full pay shall be allowed for three (3) days for each period of bereavement or absence due to death in the employee's immediate family and must be used for that purpose. Two (2) additional days with full pay may be approved by the employee's supervisor. Time may be allowed for travel, with maximum bereavement leave not to exceed seven (7) days. Bereavement leave shall be deducted from sick leave.

Immediate family includes husband, wife, son, daughter, mother, father, brother, sister, grandmother, grandfather, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, foster parent, foster child, step child, step parent, aunt, uncle, or any person living in the immediate household of the employee.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

PARENTING LEAVE

Refer to negotiated contract for bargaining unit members. For employees not covered under a negotiated contract, the following shall apply.

Parenting leave includes maternity, paternity and adoptions. Pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery, and any temporary disability resulting therefrom shall be treated as any other temporary disability for all job-related purposes under the provisions of sick leave.

Parenting leave may be granted to employees. Leave of absence for parenting must be applied for not later than sixty (60) calendar days prior to the expected date of delivery and, if possible, notice shall be given before the anticipated placement date of an adopted child. Upon written request of the employee for parenting leave and written approval of the employee's attending physician for maternity leave, the District may return the employee to active status prior to expiration of the leave. At the expiration of the leave, the employee must return to active duty, apply for and be approved for a leave of absence, or resign.

Employees who become pregnant may continue to perform their assignments until:

- The employee requests relief from assigned duties, or
- The District determines that the employee's condition prevents the employee from carrying out the essential functions of the job.

An employee shall be granted parenting leave not to exceed six (6) calendar weeks immediately surrounding the birth or placement of the child. The employee will have the option of charging any and all parenting leave to accrued sick leave. If accrued sick leave is not sufficient, annual leave and personal leave must be used before leave may be taken without pay.

Where both parents of a newborn or newly adopted child are employees of the District, the total combined sick leave available to both employees shall not exceed six (6) weeks.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification: GCCAC

Legal Reference:

6231 ANNUAL LEAVE

Annual leave is granted to qualifying employees who work 260 days per year, eight hours per day. Annual leave is earned at the rate of 6.66 hours per month for the first year of employment. Thereafter, employees earn at the rate of 10 hours per month.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification: GCDA, GCDB

Legal Reference:

6232**PERSONAL LEAVE**

At the beginning of each fiscal year, each nine or ten month employee will be credited with two (2) personal days of leave at full pay. Unused personal days will be allowed to accumulate up to a total of three (3) days (prorated for hourly employees).

At the beginning of each fiscal year, each twelve month employee will be credited with three (3) personal days of leave at full pay. Unused personal days will be allowed to accumulate up to a total of five (5) days.

Administrators who work 10 months will be granted 24 hours of personal leave, which may accumulate to a maximum 40 hours. Administrators who work 12 months will be granted 32 hours of personal leave which may accumulate to a maximum 52 hours. Personal leave is not to exceed 52 hours in any 12-month period. Excess hours beyond 52 hours will be forfeited.

Administrators will be allowed 16 hours of exchange time for verified time worked on Saturdays. Exchange time must be approved in advance by the Superintendent.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

NECESSITY LEAVE OF ABSENCE WITHOUT PAY

- A. A necessity leave of absence without pay may be granted to eligible employees who have identified and substantiated a non-medical personal or family emergency which will require a release from job responsibilities.
 - 1. A short-term absence, without pay, consisting of twenty (20) or fewer working days, must be approved by the employee's immediate supervisor. Employees eligible for annual leave or personal leave shall not be eligible for short-term necessity leave of absence until annual leave or personal leave has been exhausted. A maximum of twenty (20) days of short-term leave without pay may be requested and used within one twelve-month period of time. An employee who exhausts all earned leave and who, therefore, accesses short-term leave without pay without prior administrative approval may be subject to disciplinary action as employees cannot be absent without leave. A short-term necessity leave may not be used to extend a paid or non-paid family leave of absence beyond the time authorized for such leave.
 - 2. A long-term necessity leave of absence without pay shall consist of more than twenty (20) working days but no more than one calendar year and must be approved by the Superintendent/designee before the leave begins.
- B. The employee shall complete a Request for Leave form at least thirty (30) days prior to the effective date of the leave unless an emergency situation precludes such advance notice.
 - 1. If the necessity leave of absence is requested because of a hardship resulting from illness in the family, the request shall be accompanied by an attending physician's statement which outlines the need for the employee's absence. Such statement must detail the incapacitating condition, treatment and anticipated recovery time. The physician's statement will not be placed in the employee's personnel file. It will be kept in a separate file subject to review by only those individuals with a need to review this information. Once the employee's leave of absence has expired, the information obtained from the attending physician will be destroyed.
 - 2. The request for leave must be approved by the immediate supervisor and forwarded to the Superintendent for approval before leave begins.
- C. Employees granted necessity leave of absence without pay do not earn service credit toward retirement or advancement on the salary schedule while on non-paid leave status.
- D. Employees granted necessity leave of absence may continue to participate in the group medical plan after accrued sick leave is exhausted, provided the full premium is paid by check to the Payroll Department by the deadline. At the

expiration of leave without pay, employees may continue to participate in the health insurance program for an additional period not to exceed six (6) months (total combined insurance option – eighteen months by federal regulation – COBRA).

- E. An employee wishing to return to service upon expiration of the leave must file a written request for reassignment with the immediate supervisor prior to April 1 or at least sixty (60) days before the employee will be available for reassignment.
- F. The employee shall be returned to active service when a vacancy occurs for which the employee is qualified. The District is not obligated to return the employee to the original position held by the employee prior to the leave.
- G. An employee on approved necessity leave of absence who fails to request reinstatement or who fails to return to the assigned position following expiration of the leave of absence may be terminated at the conclusion of the leave since failure of an employee to report for duty is cause for dismissal.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

RETIREE INSURANCE

Retired Nye County School District employees have the following options for continued health insurance coverage:

1. Retired employees may join the State plan, which is detailed in NRS 287.046.
2. For retired employees who have been with the District fifteen (15) years or more and who choose not to join the State plan, the District will contribute not to exceed \$190 per month to its carrier for continued coverage until the age of 65 and eligibility for Medicare
3. Retired employees who have been with the District fifteen (15) years or more, who are 65 years of age or older, and who will be receiving benefits from PERS, but are not eligible for Medicare, may petition the District for continued financial assistance for insurance coverage. The District may contribute, but will not exceed \$100 per month to its carrier for continued coverage for those qualifying employees who are not eligible for Medicare.
4. Once an employee becomes eligible for Medicare, the District will no longer make contributions toward the cost of covering a retired employee under the District's group health plan. The District will offer a supplementary Medicare policy for the retired employee. If the employee chooses to enroll in this supplementary program, the District will contribute, but will not exceed, \$100 per month to the supplementary insurance carrier toward the premium.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification: NRS 287.046

Legal Reference:

6234

HEALTH INSURANCE

Employees who work six hours per day or 30 hours per week qualify for employer paid health insurance. Terms, conditions and benefits are negotiated through an Insurance Committee with representation by bargaining units, administration and a board member.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

SABBATICAL

Bargaining unit employees will be governed by the negotiated contract in regard to sabbatical leave. An employee desiring sabbatical leave of one (1) year must make written application to the Superintendent no later than April 15. The employee must have completed seven (7) years of continuous service within Nye County School District and may not have taken such leave within the preceding seven (7) years. No more than one percent (1%) of full-time members of the teaching staff in a school may be on sabbatical during any one school year. Teachers must substantiate their acceptance into an appropriate program and must describe the nature of the course of study proposed.

A committee of three (3) administrators chosen by the District and three (3) members selected by the Association will review the proposed program of study or travel and make recommendations to the Superintendent. The employee agrees to complete two (2) years of service to Nye County School District following sabbatical leave.

Salary shall be at twenty-five percent (25%) of the employee's annual rate in effect during the sabbatical school year, exclusive of any extra-curricular pay. An employee approved for sabbatical who wishes to be paid while on leave shall furnish a surety bond for twenty-five percent (25%) of the employee's annual rate, indemnifying the District against loss in the event the employee fails to render the minimum service required after return from leave. An employee on sabbatical who has furnished a surety bond will receive benefits, including that portion of the health insurance normally paid by the District, as well as the appropriate premiums for PERS based on the employee's sabbatical salary.

If the employee does not wish to furnish a surety bond, payment of sabbatical salary is to be made in 24 monthly installments and added to the salary received by the employee during the two years following the year in which the sabbatical was taken. That portion of the health insurance premiums normally paid by the District shall be continued during sabbatical, but no other benefits shall be paid during the period of the sabbatical.

The sabbatical leave shall count for appropriate experience increments on the salary schedule, and all seniority privileges shall be retained during the leave. Upon return, the District agrees to reinstate the employee to the original position or give preference to the employee for an existing position or vacancy for which the employee is qualified.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

FACILITIES INDEX

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2000

FACILITIES DEVELOPMENT GOALS/PRIORITY OBJECTIVES

It is the intent of the Board of Trustees that quality facilities be provided to insure an attractive, clean, comfortable, and safe atmosphere for student learning. These facilities will include:

- Buildings that are functional and solidly constructed;
- New buildings and renovations that are aesthetically appropriate to the community and to existing buildings;
- Quality engineering services to insure long-term functional durability of mechanical and electrical systems that exceed lower margin specifications;
- Design for long-range economy of operation and energy conservation;
- Features to simplify long-term maintenance and upkeep;
- Proper inspection interval during construction phase to assure quality workmanship;
- Design expertise to accommodate curriculum offerings with attention paid to interpreting educational specifications; and
- Meeting all safety and code requirements through the remodeling of older structures.

Reviewed: Sept. 13, 1995
Adopted: Oct. 11, 1995
Revised:

NEPN/NSBA Classification: FA
Legal Reference: NRS 393.080

2100**CONCEPT AND ROLES IN NEW CONSTRUCTION**

Providing for proper school plan facilities is a major responsibility of the Nye County Board of Trustees and district administration. The design of the school plant, adequacy of space, and flexibility of use all combine to improve upon or enhance the instructional program.

Since school facilities are costly when constructed, all buildings become a permanent part of the community. Great care must be taken to be sure that all district facilities will be appropriately designed, built, staffed, and maintained so as to protect the taxpayers' investment.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FB

Legal Reference: NRS 393.080

DETERMINING NEEDS

The significance of providing school facilities that enhance the district's educational program is a goal recognized by the Board of Trustees. To assure a comprehensive approach to projecting and planning needs, at least the following aspects will be considered:

- A. The expanding and changing educational programs of the district;
- B. The expanding and/or declining growth in all district areas;
- C. Relations with the total community and projected developments in those relationships over the years;
- D. Plant and site aesthetics as they affect the education of students and feelings of people about their school;
- E. Changing makeup of our population as to age distribution, educational levels, and the like;
- F. Community, planning and zoning;
- G. Financial ability of the school district;
- H. Safety and welfare of all students and staff members; and
- I. Relationship between the projected new facilities and those already in existence.

The Superintendent is responsible for establishing such administrative arrangements as necessary to determine such needs. In so doing, he/she may draw upon a wide range of resources including the area utility companies, commercial, industrial, developers, and governmental entities, as well as district staff and educational consultants.

Reviewed: Sept. 13, 1995
Adopted: Oct. 11, 1995
Revised:

NEPN/NSBA Classification: FB
Legal Reference:

PATTERNS OF PARTICIPATION

Educational programs are neither unchanging nor simple to incorporate into a facility plan. Anticipation of program change makes flexible buildings necessary so that the period of "up-datedness" is extended. At the same time, it is necessary to accommodate the existing program. The natural interest of parents, professional interest of educators, public relations interest of the Board of Trustees, neighborhood development interest of local residents, and the varied interest of many others are sufficient to both complicate the program and challenge the abilities of all concerned with school planning.

The school construction program must represent the cooperative endeavors of many individuals. Its success is a measure of the ability of many functionaries to cooperate. No single person or group isolating itself from the overall educational process can satisfactorily design a school facility that is intended to enhance the instructional program of others. Organization and communication in planning school facilities are tantamount to success.

To ensure that the school construction program proceeds as smoothly and rapidly as possible, the following step-by-step process from planning and building shall be utilized by the Supervisor of Maintenance and Operations' office. A school construction program involves five (5) broad phases:

- A. Identifying school building needs;
- B. Planning the school plant operations;
- C. Constructing the facilities;
- D. Testing and inspecting the project while construction is underway; and
- E. Accepting and using the facility.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FB

Legal Reference:

PROJECTING FACILITY PROGRAMS

A master plan related to plant facilities needed shall be maintained by the Nye County School District and shall be upgraded every five (5) years. Such master plan shall incorporate population projections, enrollment projections, site acquisition needs, school plant placement, and determination of funding needed to provide necessary school facilities in all district areas.

The superintendent/designee is responsible for maintaining a master plan, which is related to plant facilities. The Board of Trustees is responsible for the approval and guidelines of the master plan. Content of the master plan shall address the following:

- A. Five (5) year population projections;
- B. Five (5) year enrollment projections;
- C. Five (5) year Building/Site replacement needs, including maintenance;
- D. Projected cost value engineering for expenditures on future district acquisition of land, facilities, and facility restoration; and
- E. Site acquisition and placement needs.

Reviewed: Sept. 13, 1995
Adopted: Oct. 11, 1995
Revised:

NEPN/NSBA Classification: FB
Legal Reference:

2104 LAND USAGE

Every school site shall be master planned for ultimate development. This planning should include the locations of all buildings, grounds, and service facilities.

If all buildings in the master plan are not constructed in the first phase, then a tentative set of increments should be developed.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FB

Legal Reference: NRS 393.140

2105**DETERMINING EXTENT OF NEW CONSTRUCTION**

The extent of new construction shall be determined by:

- The increase in enrollment;
- Adopted pupil teacher ratios;
- Change in community zoning;
- Change in educational programs;
- Condition of existing facilities; and
- Within the present and projected budgetary limitations.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FB

Legal Reference:

2210

COMBINING SCHOOLS

The School Board recognizes as the ideal situation the appointment of a full-time non-teaching principal at each school under its jurisdiction.

The Board recognizes that in certain schools the best interests of the students will be served if the principal assumes a teaching role.

In exceptional circumstances, the Board may combine two or more schools under the leadership of one non-teaching principal.

Circumstances will be considered exceptional when it can be demonstrated that the following will result:

- More efficient staffing;
- Better use of resources and equipment;
- Better use of administrative time; and
- Safety.

The situation will also be considered exceptional if the establishment of a combined unit is seen as a step toward consolidation or as a positive alternative to closing the school.

Two or more schools housed in buildings located on two or more sites and under the direction of one principal will be known as a combined unit of school administration.

Recommendations of establishing combined units will be brought to the Board by the administration when it can be demonstrated that exceptional circumstances make it clearly to the advantage of the children to combine one school with another.

The Board will approve the establishment of a Combined Unit of School Administration only after schools and local communities have been consulted and their input considered.

Reviewed: Sept. 13, 1995
Adopted: Oct. 11, 1995
Revised:

NEPN/NSBA Classification: FCA
Legal Reference: NRS 393.080

CLOSING AND/OR CHANGE OF SCHOOL USE

The School Board of Trustees may change the location of schools, close a school, or change the use of the school building to a purpose other than the teaching of kindergarten through twelfth grade.

The Board of Trustees will consider a school for closure when the district can no longer offer mandated programs effectively at an acceptable cost per pupil and closure will have no significant negative impact on students.

Notification to Community and Public Participation

The Board of Trustees shall give a 30-day written notice to the principal and staff of the affected school and to the parents. The Board of Trustees will also publish a notice of the subject, time, and place of the meeting at which time the matter will be considered, at least ten days before the meeting.

Any resident of a school district who is aggrieved by a decision of the Board of Trustees to close or change the use of a school may make a written request to the Board of Trustees for a hearing for reconsideration of the decision. The hearing will be scheduled within 30 days after receiving the request and published in the county newspaper at least 10 days before the hearing. The Board of Trustees will hold the meeting in the community affected by the closure. The decision of the board of trustees after its reconsideration hearing is a final decision subject to judicial review as provided by law.

Reviewed: Sept. 13, 1995
Adopted: Oct. 11, 1995
Revised: July 30, 2004

NEPN/NSBA Classification: FCB
Legal References: NRS 393.080 & 393.085

2230**TEMPORARY SCHOOL FACILITIES**

It is the intent of the Board of Trustees to meet the long-range housing needs of students. It is recognized that during periods of rapid growth, attendance area adjustments, and emergencies, it may be necessary to house some students in temporary or relocatable facilities. When temporary or relocatable facilities are used to meet student housing needs, such facilities will conform to all applicable building codes, health and fire laws, and environmental standards.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FCC

Legal Reference:

2300 METHOD OF FINANCING

The purchase and financing of school sites and construction of buildings shall be financed by any combination of funds and resources as permitted by law.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FD

Legal References: NRS 387.3285, 387.3287, 387.331, 387.335, 387.531 & 387.541

2310 PUBLIC RELATIONS

The Board of Trustees accepts its responsibility for keeping the public informed as to the use of bond funding for new school construction and repair of existing school facilities.

The office of Superintendent will provide informative news releases through various media or by other means the Superintendent deems necessary or desirable.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FDA

Legal References: NRS 393.071, 393.0711, 393.0712, 393.0713, 393.0714, 393.0715, 393.0717, 393.0718 & 393.0719

2410

DEVELOPING EDUCATIONAL SPECIFICATIONS

To ensure that facilities being planned are designed best to implement the educational program, the Superintendent will recommend to the Board education specifications, which will apply when planning, building, or leasing permanent or temporary school facilities.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FEA

Legal Reference:

SPECIFICATIONS FOR NEW BUILDING SITES

In planning new school facilities, the following school groupings will be used:

- Elementary Schools: K-5
- Middle Schools: 6-8
- High Schools: 9-12

Exceptions to this plan will be necessary in smaller attendance areas. The proximity of existing students, future potential students, and school capacities will be the prime consideration for school locations. In larger attendance areas, the desirable sizes of schools in student population shall be as follows:

- Elementary: 200 - 600
- Middle School: 300 - 750
- High School: 500 - 2000

The following standards for school site areas are desirable:

- Elementary: 8 - 10 acres
- Middle School: 15 - 20 acres
- High School: 40 - 50 acres.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FEA

Legal Reference:

SELECTION OF ARCHITECTS AND ENGINEERS

The Board of Trustees will appoint certified architects, engineers, testing, and inspection companies for professional services with recommendations by the Superintendent/designee.

Selection of architects for each project will be made from a Board of Trustee approved limited listing arrived at by applying the criteria referred to above.

The Superintendent/designee shall, through appropriate delegation, be responsible for:

- A. Developing criteria applicable to the selection of architects and similar professionals for the Board of Trustees' approval.
- B. Recommending a limited list of architects and similar professionals to be approved by the Board of Trustees.
- C. Providing the pertinent information necessary for facilities review and reappraisal of the limited list of architects and similar professionals.
- D. Recommending specific architectural firms for projects from the approved list.

Reviewed: Sept. 13, 1995
Adopted: Oct. 11, 1995
Revised:

NEPN/NSBA Classification: FEB
Legal Reference:

2421

ARCHITECTURAL CONTRACTS AND FEES

A separate contract shall be signed for each project with the architect selected by the Board of Trustees. The contract shall include a statement outlining specific district requirements and procedures, which must be followed by the architect. The contract shall conform to all legal requirements.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FEB

Legal Reference:

2430

USING EDUCATIONAL CONSULTANTS

The Board of Trustees recognizes the complexities of providing new physical facilities and/or repairing existing facilities in a rapidly growing community. This responsibility is complicated by the demands for change made by a dynamic educational program.

Consultants and other appropriate resource personnel from state agencies, colleges, universities, planning laboratories, and consulting firms may be used to augment school district personnel when needed and recommended by the Supervisor of Maintenance and Operations.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FEC

Legal Reference:

2431 COLLABORATION WITH OTHER GOVERNMENTAL AND MUNICIPAL AGENCIES

The Board of Trustees will work with community, county, state and federal agencies as well as utility companies prescribed by law, in order to provide the best possible school facilities while obtaining the greatest efficiency and economy in the use of the tax dollar.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FEC

Legal Reference:

2441

SITE DEVELOPMENT

The Board of Trustees believes that site selections and development should start with the premise that the school is an integral and inseparable part of the total area community. Since the school is a community institution, it should reflect this relationship physically as well as ideologically.

The manner and extent to which a site serves a school district's educational needs should be considered as only one aspect of its adequacy. It should also be appraised with respect to its potential for contributing to the scope and depth of many other community functions.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FEDA

Legal Reference: NRS 393.155 & 393.080

2442 BUILDING DESIGN

The primary guiding principles in school design must be the educational program and the health and safety of students and staff. There is, in addition, the extremely important but intangible matter of aesthetics, particularly as they reflect the aspirations of people for their school.

The Superintendent shall be delegated the responsibility of recommending to the Board of Trustees the approval of building plans as prescribed by law.

Reviewed: Sept. 13, 1995
Adopted: Oct. 11, 1995
Revised:

NEPN/NSBA Classification: FEDB
Legal References: NRS 385.125, 393.110 & 393.130

2480

INSPECTION OF COMPLETED PROJECTS

Completed construction projects shall be inspected in accordance with the contract for architectural service. Administrative staff inspection (e.g. on-site inspection) shall be conducted by the Supervisor of Maintenance and Operations, General and Sub-Contractors of the respective trade employed by the school district, with the on-site inspector.

The Superintendent shall make recommendation to the Board of Trustees for building acceptance.

The Architect and Engineers shall conduct all inspections to determine the dates for substantial and final completion, and shall require the General and Sub-Contractors to complete all final work by issuing certificates of occupancy.

Reviewed: Sept. 13, 1995
Adopted: Oct. 11, 1995
Revised:

NEPN/NSBA Classification: FEH, FG
Legal Reference: NRS 393.080

2490

ASSEMBLING AND PRESERVING IMPORTANT DOCUMENTS

All bid documents, specifications, plans, "as-built," warranties, and construction documents for the planning and construction and/or repair of facilities shall be preserved indefinitely in the office of the Supervisor of Maintenance and Operations.

Subsequent changes to any building or site shall be entered on the original plans and filed in the same district office.

Reviewed: Sept. 13, 1995
Adopted: Oct. 11, 1995
Revised:

NEPN/NSBA Classification: FEJ
Legal Reference:

NAMING OF SCHOOLS

The Nye County Board of Trustees will select the names of schools after consideration is given to suggestions made by its members, district staff, students, and local interested citizens.

- A. Names for proposed new schools will be selected by approved vote by the Board of Trustees.

- B. The Superintendent/designee shall maintain a list of all names nominated or submitted for consideration for the naming of new schools. The list shall include, but is not limited to:
 - 1. Any geographical name submitted for consideration.
 - 2. All employees and Board Members who have served in the district and who have retired in good standing.
 - 3. Any name of a resident of the community submitted by any person for consideration.
 - 4. Any name of a person gaining state or national prominence submitted for consideration.

- C. The Superintendent/designee will present to the Board of Trustees all names submitted by all interested parties. After receiving the proposed names, the Board of Trustees will give thirty (30) days' public notice of its intent to vote on a name for the new or proposed school.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FF

Legal Reference:

2520

NAMES ON PLAQUES

In keeping with the practice of recognizing elected officials and others for their efforts and public service in providing new facilities to the public, a plaque will be prominently displayed listing the following at the time of acceptance of the project bid:

- Name of project
- Year completed
- Names and titles of members of the Board of Trustees and Superintendent
- Architectural firm
- General Contractor

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FFB

Legal Reference:

2521

PUBLIC DEDICATION OF NEW FACILITIES

A carefully planned dedication ceremony for the opening of any school will be developed by the Superintendent and the administrative staff of the school.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FI

Legal Reference:

2600

OCCUPYING FACILITY

Principals, secretaries, clerks, custodians, skilled maintenance worker, and groundskeeper personnel may be assigned to the new school in advance of its opening in order to make property preparation.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FH

Legal Reference:

2601 TRAINING OF STAFF

Staff training prior to the occupancy of a particular building shall be a part of the inservice training program. The training shall be directed by the appropriate supervisor who oversees or manages the equipment at the new facility. This applies to training conducted by the General and Sub-Contractors.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: FH

Legal Reference:

2700

EVALUATING EXISTING DISTRICT FACILITIES

All existing school facilities will be evaluated periodically by the office of Supervisor of Maintenance and Operations for structural, thermal, visual, health, safety, sonic, and aesthetic requirements for the desired educational program.

In addition to the inspections provided by the office of the Supervisor of Maintenance and Operations, planning for major restorations and remodeling will be incorporated in the district's five (5) year Building and Site master plan.

Reviewed: Sept. 13, 1995
Adopted: Oct. 11, 1995
Revised:

NEPN/NSBA Classification: FJ
Legal Reference:

2800

SECURITY OF BUILDINGS

Employees authorized to enter school after hours and restricted areas will be limited to persons who have obvious need to enter, such as district administration, school principals, school staff, district maintenance and custodial staff, and security personnel.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: ECAB

Legal Reference:

2810**BUILDING AND GROUNDS RECORDS AND REPORTS**

The Board of Trustees expects the Superintendent through the Supervisor of Maintenance and Operations to prepare and maintain maintenance service records and reports. Such records will include, but not be limited to:

- Maintenance work orders for non-contract work
- Maintenance work orders and cost records of all contracted maintenance and construction projects
- Annual cost analysis of the maintenance programs
- HVAC equipment maintenance records and reports.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: ECC

Legal Reference:

2820

ENERGY CONSERVATION

Declining levels of natural energy resources mandate that the school district develop and implement plans to conserve all forms of energy used in district facilities. The need to participate in reserving the nation's energy resources and the economic reality of increased cost of utility services require that an energy conservation program be supported by all school personnel.

The Board of Trustees accepts responsibility to maintain and fund an aggressive program to reduce consumption of energy by the school district and to provide education on energy conservation.

Reviewed: Sept. 13, 1995

Adopted: Oct. 11, 1995

Revised:

NEPN/NSBA Classification: ECF

Legal Reference:

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3100**ANNUAL BUDGET**

The annual budget of the Nye County School District expresses the educational goals of the school district within the scope of funds available from *tax sources*.

The budget shall be developed in conformance with the following policies:

1. Budget development shall be a participatory process.
2. Budget development shall be completed on the basis of policy.
3. The Board of Trustees shall participate in decision-making at all major stages in budget development.
4. When appropriations are considered, the Board of Trustees shall make decisions regarding changes or additions to the instructional and operational programs for the period of the budget.
5. Budgeting shall incorporate long-range financial planning.
6. Budget development shall provide for information and communication with the school community at appropriate stages, to promote understanding of the budget.

Reviewed: November 12, 1996
Adopted: April 9, 1997
Revised:

NEPN/NSBA Classification: DB
Legal Reference: NRS 354.470 through 354.626

3120 FISCAL YEAR

It is the policy of the District to operate on a fiscal year according to State statute. Current statutes define the fiscal year as beginning on the first day of July and ending on the 30th day of June following.

Reviewed: November 12, 1996
Adopted: April 9, 1997
Revised:

NEPN/NSBA Classification: DBB
Legal Reference: NRS 354.526

BUDGET PLANNING, PREPARATION, AND SCHEDULES

The budget of the Nye County School District shall be prepared in such form and detail that:

1. All items will be clearly identified and described in a program budget.
2. All requests for appropriations will be accompanied by supporting information.
3. Necessary deferred appropriations shall be included and shall be properly designated. These deferred appropriations shall provide the necessary funds to cover the cost of financing adopted budget items based on enrollment if the actual enrollment should exceed the estimate used for establishing initial budget allocations.
4. A contingency fund as provided in Nevada Revised Statutes shall be established for unanticipated needs. This fund shall not exceed three percent (3%) of the total appropriations in the General Fund.
5. The district will maintain an unreserved fund balance in the General Fund no less than two percent (2%) of total annual revenues.

The total budget and all its parts shall be prepared on a realistic basis with all revenues and appropriations carefully estimated, described and recorded.

The tentative budget shall be presented to the Board of Trustees for approval and filed with the Clerk of the Board, the County Clerk, the District Auditor, the Department of Taxation, and the State Department of Education on or before April 15th of each year.

Reviewed: November 12, 1996
 Adopted: April 9, 1997
 Revised:

NEPN/NSBA Classification: DBC
 Legal Reference: NRS 354.596, 354.598, 354.600, 354.604, 354.608, 354.609 and 354.610

DETERMINATION OF BUDGET PRIORITIES

The Nye County School District Board of Trustees recognizes that tax monies received from state, local and federal sources that constitute the general fund may vary from year to year.

To ensure all students in the school district receive a basic education, when preparing the budget the district will fund the following core programs prior to making other appropriations:

- (1) English, including reading, composition and writing;
- (2) Mathematics;
- (3) Science; and
- (4) Social Studies, which includes only the subjects of history, American history, geography, economics, government and American government.

The arts, computer education, technology, health and physical education will be taught to the extent practicable as required to meet the graduation requirements specified by the State of Nevada.

Reviewed: May 21, 2003

Adopted: May 29, 2003

Revised:

NEPN/NSBA Classification: DBD

Legal Reference: NRS 387, 389.018 & 389.035

3160**BUDGET HEARINGS AND REVIEWS**

Prior to approval of the final budget, a notice of public hearing shall be published in accordance with statutes, stating the time and place of such hearing, and listing places where copies of the proposed final budget are on file and available for inspection.

The public hearing regarding the proposed final budget shall be according to law.

During the public hearing, any citizen may appear to ask questions, make comments, or register objections to the proposed final budget or any of the items listed therein.

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DBF

Legal Reference: NRS 354.596

3161 BUDGET ADOPTION PROCESS

The Board of Trustees shall adopt the approved final budget on or before June 1 or as designated by law. This budget shall be authenticated by the necessary signatures of Board members. The final budget shall be transmitted to the Department of Taxation and shall be distributed as determined by the department.

An affidavit of proof of publication of notice of public hearing shall accompany the final budget.

Reviewed: November 12, 1996
Adopted: April 9, 1997
Revised:

NEPN/NSBA Classification: DBG
Legal Reference: NRS 354.598

3172

BUDGET TRANSFERS

Transfer of funds between major budget classifications may be made with the approval of the Board of Trustees in accordance with Nevada Revised Statutes.

Transfer of funds within any function or program may be made by the Budget Director. The Trustees shall be advised of such transfer at the next regular meeting.

Transfer of funds from the contingency fund may be made by the Board of Trustees in accordance with Nevada Revised Statutes.

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DBJ

Legal Reference: NRS 354.606 and 354.608

3180

BONDING AND DEBT SERVICE

The District shall retain professional financial consultants to assist in the long-range financial program for the District.

The Board of Trustees will, under legal provision, conduct an election for authorization to issue bonds. The election, the issuance, the sale, the receipts from sale, and the payment of the bonds will be made in accordance with Nevada Revised Statutes.

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DC

Legal Reference: NRS Sections 350 & 387

FUNDING PROPOSALS, GRANTS AND SPECIAL PROJECTS

The initiation of proposals which request special funds to enhance the educational opportunities of the Nye County School District shall be referred by the proper Director to the Superintendent. The proposal will include all pertinent and/or supporting information (i.e., how the grant enhances our current programs, the long-term impact of the grant, etc.).

When special fund programs are approved by the Board of Trustees and become operational, the Budget Director shall establish effective procedures for the fiscal administration of such programs, including oversight by a person not directly involved with the grant. However, the responsibility for compliance with the stipulations and conditions of the grant in regard to the use of grant funds shall rest with the designated head of the project. The administrative practices of the head of the project shall satisfy the stipulations of the approved programs, as well as the regulations and procedures of required audit.

Grant reimbursements shall be submitted monthly to the Superintendent and the Board of Trustees. Each grant or combination of grants administered by an agency shall have a limit of \$40,000 total grant reimbursements.

Reviewed: April 2, 2001
Adopted: April 23, 2001
Revised: February 20, 2002

NEPN/NSBA Classification:
Legal Reference:

3191 CASH MANAGEMENT

The award of grants to the Nye County School District necessitates the request for cash advances. The responsibility for anticipating the need for drawdowns for grants rests with the Grant Department. The Grant Department will routinely assess cash needs and projections and will request drawdowns no more than 30 to 60 days in advance of projected needs or according to the schedule listed in the specific grant.

The Grant Department in conjunction with the Accounting Department will monitor each grant monthly. The District will return any excess funds that exist at the end of the grant period to the granting agency at the end of the period required. In the event interest is earned with grant funds, interest will be remitted as required.

Reviewed: November 19, 2003

Adopted: December 10, 2003

Revised:

NEPN/NSBA Classification:

Legal Reference: A-133 Compliance Supplement

3194 ELIGIBILITY FOR SERVICES

The Nye County School District participates in Federal and State grants that provide services for individual students who must qualify for those services (i.e., Title I, Title I Migrant, Special Education and Free and Reduced Meal Program). The District will follow the proper guidelines to ensure and document that individuals receiving such services are eligible for receipt of services. The procedures that will be followed in making such determinations will be consistent with the program requirements. Only those recipients who meet the eligibility requirements will receive services.

Reviewed: November 19, 2003

Adopted: December 10, 2003

Revised:

NEPN/NSBA Classification:

Legal Reference: A-133 Compliance Supplement

MATCHING, LEVEL OF EFFORT OR EARMARKING REQUIREMENTS

The Nye County School District from time to time is required to provide adequate budget resources to meet a specified matching requirement or maintain a required level of effort. The Grant Department will be responsible for identifying the resources required for matching or maintaining level of effort.

The methods used for establishing a value for in-kind requirements of a grant will be based on identification of allowable costs as contained in the approved grant agreement. If not defined in the grant agreement, the value will be based on fair market value of the services or product provided. Fair market value is the prevailing current cost to buy or purchase the service in a third party or arm's length transaction and will be documented in writing. Such documentation may include, but not be limited to, payroll data base, square footage, travel claims, invoices or cancelled checks.

The District may use program funds only to supplement and, to the extent practical, increase the level of funds that would, in the absence of federal funds, be made available from non-federal sources for the education of participating students. Such funds may not be used to supplant programs that historically have been used for the education of students. Examples of supplanting funds would include the use of federal funds (1) to provide services that were otherwise required under other federal, State or local laws; (2) to provide services that were provided by the District with non-federal funds in the prior year; or (3) to provide services for participating students that were previously provided with non-federal funds for non-participating students. Any non-federal funds with similar requirements shall follow this procedure.

District ledgers may be used to support the position that funds were used to supplement, rather than supplant, the program.

Reviewed: November 19, 2003

Adopted: December 10, 2003

Revised:

NEPN/NSBA Classification:

Legal Reference: OMB Circular A-87 Cost/Principles

3196 GRANT REPORTING REQUIREMENTS

The Nye County School District will comply with requirements of the granting agency and will ensure that all information required by the granting agency is supported by accounting or performance records and is fairly presented in accordance with program requirements. The Grant Department will establish a tracking system which reminds staff when reports are due. The Grant Administrator will possess the knowledge, skills and abilities required to prepare, review and approve reports.

The Grant Department in conjunction with the Accounting Department will review each grant on a monthly basis and clearly mark the trial balance, which will be forwarded each month to the Principal or Department Head with any comments or concerns clearly marked. The review will include identifying budget concerns, reviewing the level of expenditures, and if drawdowns are occurring in a timely and appropriate manner. All reports are based on general ledger numbers. Reports are on a cash basis except at the end of the fiscal year, when they are adjusted to an accrual basis.

Reviewed: November 19, 2003

Adopted: December 10, 2003

Revised:

NEPN/NSBA Classification:

Legal Reference: A-133 Compliance Supplement

3230

FUNDS FROM FEDERAL TAX SOURCES

The Board of Trustees will authorize the Superintendent/designee to investigate federal funding and eligibility requirements prior to Board approval. No employee will make formal application for federal funds without Board approval.

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DEC

Legal Reference:

3310**REVENUES FROM INVESTMENTS**

Investments of the Nye County School District shall be made with the objective of providing the highest degree of safety, liquidity and rate of return. Written procedures will be developed to ensure compliance with Nevada Revised Statutes and will include a system of controls to regulate investment activities. The procedures will also contain an explicit delegation of authority for managing the investment program, provisions for safekeeping and custody of securities purchased, and descriptions of authorized investments to be made using school district funds.

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DFA

Legal Reference: NRS 355 and 356

3320

REVENUES FROM SCHOOL-OWNED REAL ESTATE

It is the position of the Board of Trustees to encourage acceptable uses for school buildings, which are not being utilized by the school district. Consistent with appropriate law, the District will lease or sell these buildings when it is reasonably certain that the present and future educational needs of the District can be met without the use of said properties.

Consideration will be given to the impact of the sale or lease of school properties on the environment.

First consideration will be given to providing educational, recreational, health, other community services, and preserving open space, but the economic impact of any proposed use will be weighed.

Teacherages

Teacherages owned by the Nye County School District shall be rented or leased to employees at amounts sufficient to insure reasonable costs of maintenance and which are comparable to the local economy. Utilities and services to such teacherages shall be paid by the renter.

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DFB

Legal Reference: NRS 387.205, 387.335, 393.080 to 393.130

3330 RENTAL AND SERVICE CHARGES

Rental fees, and any fees collected for temporary use of school facilities, will be deposited in the Buildings and Sites fund of the District and used for general upkeep of such facilities per Nevada Revised Statute.

Reviewed: November 12, 1996
Adopted: April 9, 1997
Revised:

NEPN/NSBA Classification: DFC
Legal Reference: NRS 387.177

3340

GATE RECEIPTS AND ADMISSIONS

Admission receipts of school events will be adequately controlled. The Principal is responsible for the proper collection, supervision, disbursement and/or remittance of these charges.

Admission to those school events for which an admission is charged ordinarily will be by tickets or special passes only. Adequate records will be maintained for accounting purposes.

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DFD

Legal Reference: NCSD Student Activity and Business Account Bookkeeping Manual

3341 FREE ADMISSIONS

Any employee who has completed 20 years of service to the District will be recognized with a lifetime pass to all school activities. A lifetime pass will also be given to School Board members who have served at least two terms in office. The Board may also grant a lifetime pass to any person who has made a significant contribution to the school district.

It is the practice of the school district to grant residents 65 years of age and older a lifetime pass upon request at the administration office.

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DFDA

Legal Reference:

ROYALTIES

The Board of Trustees supports and encourages school district staff members to publish or develop materials related to the educational profession and wishes to establish the principal of rewarding creativity by the staff. The Board does not wish to become an entrepreneur in either publishing or manufacturing enterprises, yet if there is a commercial return on the investment of District funds, the Board wishes to receive a return on that investment.

- It is suggested that staff members who desire to develop products make such action known to the Superintendent/designee prior to the time such work is started so that proper procedures can be established to assure that District interests and the interests of the staff member are protected.
- Materials developed by staff on their own time: Rights to copyrights or patents of books, materials, devices, etc., developed by staff members of the District on their own time will be relinquished by the Board of Trustees upon request of the staff member provided that the books, materials, devices, etc., were prepared without the use of District data, facilities, and/or equipment.
- Materials developed by staff using District facilities: It is the intent of the Board of Trustees that all books, materials, devices, or products that result from the paid work time and/or prescribed duties of staff members employed by the District will remain the property of the District and that the District will retain all rights and privileges pertaining to ownership. This regulation will not apply to those people who produce products while modeling for students (e.g. Industrial Arts, Art, etc.).
- In the event that any of these products have commercial appeal, the Superintendent/designee is authorized to secure copyrights, patents, etc. to ensure the ownership of the product by the District.
- The Superintendent/designee is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal.

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DFE

Legal Reference:

BANKING SERVICES

The following points will be considered in recommendations made to the Board for the selection of banks as depositories for school district funds:

- Safeguarding of funds requires that the bank possess:
 - ability to secure collateral in the appropriate amounts to legally cover investments and bank deposits; and
 - a capitalization position sufficient to guarantee the ability to provide necessary banking services.
- Operational procedures that are efficient and effective can best achieved by the school district if it can:
 - maintain the fewest accounts possible;
 - maintain the smallest amount of cash balance;
 - minimize audit checks;
 - minimize bookkeeping transactions; and
 - minimize the risk of error.
- Economy of operation can best be achieved with an appropriate number of depositories so as:
 - to require the least number of checks, forms, etc.;
 - to demand the services of the least number of school clerical personnel; and
 - to allow for the smallest amount of "float" or minimum cash balance.
- Special services of high importance to the school district include:
 - the provision for "checkless" transactions (APEX);
 - the provision for bank reconciliation services (ARP);
 - the ability to handle large sum investments; and
 - a good inventory of investments.
- Community involvement is exemplified by the bank:
 - having a suitable disclosure position on record;
 - being a local taxpayer;
 - offering social/educational contributions;
 - providing services for community; and
 - commitment to an affirmative action program (depository banks must file their affirmative action program with the District in order to be considered for recognition as a depository).

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DG
Legal Reference: NRS 662.055

3410 AUTHORIZED SIGNATURES

Checks drawn on the general fund or any special fund will require the signatures of the Board president and clerk.

All checks drawn on District funds may be signed by a machine provided by the Board. The Board clerk will be authorized to operate this machine.

The checks used by the school district will be pre-numbered.

Reviewed: November 12, 1996
Adopted: April 9, 1997
Revised:

NEPN/NSBA Classification: DGA
Legal Reference:

3440 CREDIT CARDS

The Board of Trustees may authorize the Superintendent/designee to apply for credit cards. Credit cards will be issued only in the name of the school district and only when authorized by the Board of Trustees. All cards will be under the supervision of the Chief Financial and Administrative Officer or his/her designee.

Credit cards may be issued to high schools for the sole purpose of holding room reservations for athletic travel and staff travel to authorized training or conferences. Cards may be issued to the Grants Department for travel expenses and incidental expenses such as books or other materials as long as such expenses are pre-authorized. Receipts for credit card purchases are required immediately upon return.

Credit cards for vehicle fuel will not be kept in privately-owned vehicles.

Reviewed: November 19, 2003
Adopted: December 10, 2003
Revised:

NEPN/NSBA Classification: DGD
Legal Reference:

3510 ACCOUNTING SYSTEM

The Superintendent/designee shall be responsible for developing and implementing a system of accounts as prescribed by the Nevada Department of Education, which will ensure exact and continuous record keeping of all funds under the jurisdiction and control of the Nye County School District.

Reviewed: March 12, 1997

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DIA

Legal Reference: NRS 354.622

FIXED ASSETS INVENTORY

The Nye County School District shall maintain an inventory of all fixed assets of the district. The inventory shall be kept of all assets purchased or acquired through gift or loan by the school district. Individual fixed assets inventory records shall be maintained in such a manner as to be readily entered in the general ledger of the district.

The fixed assets referred to in this policy shall include all equipment in excess of \$3000. Any equipment having a useful life of over one year shall also be inventoried.

The Superintendent/designee shall establish proper procedures for administering the fixed assets inventory. The grant department shall be responsible for assuring that fixed assets purchased through grants are inventoried on an annual basis.

The Chief Financial Officer shall establish procedures to clearly delineate the responsibility for record keeping and authorization for disposal of property. He/she will also establish procedures to ensure that the federal granting agency is appropriately reimbursed for disposal of property acquired with federal funds if deemed necessary.

Reviewed: March 12, 1997
Adopted: April 9, 1997
Revised: November 19, 2003

NEPN/NSBA Classification: DID

Legal Reference: NRS 354.625 & NAC 354.750, GASB-34 & OMB Circular A-87

3550

AUDITS/FINANCIAL MONITORING

In accordance with State statutes, all school system financial records will be audited following the close of each fiscal year.

The Board will appoint an independent auditor to conduct this audit, which must show all monies collected, disbursed, and retained, together with receipts verifying money collected and vouchers for money disbursed. The audit must also show a comparison of the disbursements with monies budgeted and must be completed in time to be submitted to the State Department of Taxation within four months following the close of the fiscal year.

The independent auditor also will audit the accounts of other agencies of the school system for report to the Board.

Reviewed: March 12, 1997

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DIE

Legal Reference: NRS 354.624 through 354.6245

3600**PURCHASING**

The Board will be responsible for meeting purchasing needs of the District. Purchasing services will include personnel and equipment necessary to process promptly all approved requisitions and to deliver goods and services promptly. Purchasing services will have as their criteria for all items and services:

- best possible quality;
- lowest possible cost;
- specifications of the user;
- availability when needed;
- least possible expenditure of time for the person requesting; and
- compliance of suppliers and staff with policies.

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DJ

Legal Reference: NRS Chapter 332 (Local Government Purchasing Act)

3610**PURCHASING AUTHORITY**

The purchasing of all equipment, supplies and related services shall be made in compliance with the State of Nevada and in accordance with the interpretations of law furnished by authorized legal counsel.

Purchases and related services within the scope of the approved budget may be purchased, as funds are available, without special authorization by the Board of Trustees. Proposed purchases for goods and services not included in the scope of the approved budget or special funds must receive authorization at an official meeting of the Board of Trustees prior to any commitments being made to a vendor.

The Superintendent/designee shall develop procedures outlining rules and regulations for the purchase of goods and services in accordance with the policies of the Board of Trustees and in the best interests of the educational program of the school district.

Reviewed: March 12, 1997

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DJA

Legal Reference: NRS 332.005 through 332.255

3620

PURCHASING PROCEDURES

The Superintendent/designee shall establish purchasing procedures, which will allow all reputable and licensed business firms and individuals to compete for the business of the Nye County School District on a fair and equal basis.

Reviewed: March 12, 1997
Adopted: April 9, 1997
Revised:

NEPN/NSBA Classification: DJB
Legal Reference:

3621

QUALITY OF SUPPLIES, EQUIPMENT AND SERVICE

All equipment, supplies and related services shall be of quality and design, which will provide a maximum of service with a minimum of maintenance.

Reviewed: March 12, 1997

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification:

Legal Reference: NRS 332.005 through 332.225

3622 QUANTITY PURCHASING

Whenever possible, goods and services will be purchased in quantities, which will result in obtaining discount prices.

Reviewed: March 12, 1997

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification:

Legal Reference: NRS 332.005 through 332.225

3623

STANDARD LIST OF SELECTED EQUIPMENT

Whenever practical, the Superintendent and staff, in conjunction with principals, teachers and supervisors, shall provide a standard list of selected equipment to be used in the educational and operational functions of the school district.

Reviewed: March 12, 1997
Adopted: April 9, 1997
Revised:

NEPN/NSBA Classification:
Legal Reference:

3624

INSTRUCTIONAL SUPPLIES AND EQUIPMENT

The terms "supplies" and "equipment" shall be interpreted in accordance with the Nevada Financial Accounting Handbook and the operational needs of the Nye County School District.

The Superintendent shall establish and implement the regulations and procedures to ensure the selection and purchase of instructional supplies and equipment of the proper quality and amount to facilitate the development, maintenance and evaluation of authorized instructional supplies and equipment.

The staff will establish programs and procedures designed to provide efficient management, needed replacement and effective standardization.

Reviewed: March 12, 1997

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification:

Legal Reference:

3625

PERFORMANCE GUARANTEES

Security for bids and contract performance in the form of a bid bond, cashier's or certified check drawn in favor of the Nye County School District, or cash may be required, when appropriate, in the case of bids or quotations. The Budget Director or his/her designee shall determine the proper security when related to any bid or quotation.

Reviewed: March 12, 1997

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification:

Legal Reference:

3626

REQUISITIONS

Properly authorized and approved written requisitions shall be the only basis for initiating purchasing procedures, which are not within the scope of contracts.

Reviewed: March 12, 1997

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification:

Legal Reference:

3627

PURCHASE ORDERS

Awards of business as a result of bids, quotations, negotiations or direct purchase shall be made to responsible business firms or individuals through the issuance of purchase orders to such firms or individuals.

Reviewed: March 12, 1997
Adopted: April 9, 1997
Revised:

NEPN/NSBA Classification:
Legal Reference:

BIDDING PROCEDURES

Competition from properly informed and responsible firms and individuals ensures value received for tax dollars. Therefore, competitive bidding by advertised invitation, requests for written quotations, phone negotiations, and negotiation shall be instituted in a manner that will provide for financially sound practices in the expenditure of school district funds.

Nye County School District bid files will contain the following bid history information:

- Methods of procurement, including selection of contract type, contractor selection or rejection, and the basis of contract price
- Verification that procurements provide full and open competition
- Requirements for cost or price analysis, including for contract modifications
- Receipt of and reaction to suspension and debarment certifications
- Other applicable requirements for procurements as required by federal or state grants

Reviewed: March 12, 1997

Adopted: April 9, 1997

Revised: December 10, 2003

NEPN/NSBA Classification: DJE

Legal Reference: NRS Chapter 332 (Local Government Purchasing Act)
A-133 Compliance Supplement Internal Control

3651 PROCUREMENT AND SUSPENSION DEBARMENT

The Nye County School District is prohibited from awarding a bid, sub-award, covered contract or any other covered agreement for program administration, goods, services or any other program purpose with any party that has been suspended or debarred by the federal government. This requirement is in force for any contract in excess of \$100,000. The party to whom the bid or contract is awarded is required to complete a Certificate of Non-Debarment to certify that the organization and its principals are not suspended or debarred.

Reviewed: November 19, 2003
Adopted: December 10, 2003
Revised:

NEPN/NSBA Classification:

Legal Reference: A-133 Compliance Supplement Internal Control Requirement

CERTIFICATE OF NON-DEBARMENT

The Contractor certifies, by acceptance and execution of this Agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

It further agrees, by accepting and executing this Agreement, that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. Where the Contractor or any lower tier participant is unable to certify this statement, it shall attach an explanation to this Agreement.

By _____
Signature

Date

Printed Name of Signing Official

Title

Business Address:

3660

LOCAL/COMPETITIVE PURCHASING

Where price, quality and service are equal, preference will be given in the awarding of bids or contracts to firms and individuals which maintain a place of business within the boundaries of the Nye County School District.

All Nevada Revised Statutes and their interpretations as furnished by authorized legal counsel shall be a part of the policies regarding local purchasing.

Reviewed: March 12, 1997

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DJF

Legal Reference: NRS Chapters 420 and 459

3670

VENDOR RELATIONS

The Nye County School District reserves the right to determine when and how representatives of vendors are received by its employees; however, in all instances, vendor representatives are to be treated with courtesy and fairness.

All school district employees concerned with the purchase of goods and services shall make available to all prospective bidders or vendors the same information relative to the purchase of a given item or service.

Specifications, terms and conditions of all bids and quotations shall be prepared in language familiar to the trade.

No favoritism will be extended to any vendor. Each order will be placed on the basis of quality, price, and delivery, past services being a factor if all other considerations are equal.

No person officially connected with or employed by the District will be an agent for, or have any pecuniary or beneficial interest in, or receive any compensation or reward of any kind from any vendor for sale of supplies, materials, equipment, or services.

Reviewed: March 12, 1997

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DJG

Legal Reference: NRS 332.155 through 332.161

3680

PAYMENT PROCEDURES

Payment for goods and services shall be in accordance with the conditions of the purchase order contract and upon satisfactory evidence that the vendor has delivered the merchandise or that the service has been performed, as stipulated in the conditions of the purchase agreement. Payment will be made in a timely manner so as to take advantage of the best terms.

Reviewed: March 12, 1997

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DK

Legal Reference:

3810 FEES AND DEPOSITS

Materials or services purchased by individual students through the school district as a part of the educational program shall be made available at the operational cost of providing such material or service to the student.

All fees collected as deposits are to be refunded in full if the items on which the deposit was placed are returned in the same condition as when issued or show only reasonable wear. Deductions are to be made only for abnormal wear, damage and loss. Fees collected for materials not purchased will be returned.

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification:

Legal Reference:

3900**SCHOOL PROPERTIES ACQUISITION**Sale of Real Property

Whenever the Board of Trustees determines that any real property belonging to the Nye County School District is no longer needed for the best interests of the district, such property shall be deemed surplus and sold in accordance with the Nevada Revised Statutes.

Exchange of Real Property

Whenever the Board of Trustees determines that the exchange of real property belonging to the school district for the property belonging to an individual, partnership, corporation, or other agency is in the best interests of the school district, the Board shall make such exchange in the manner and procedure provided for under the Nevada Revised Statutes.

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised:

NEPN/NSBA Classification: DN

Legal Reference: NRS 393.220 through 393.3293, NRS 332.185

3901**SCHOOL PROPERTIES DISPOSITION**

Whenever the Board of Trustees determines that any personal property belonging to the Nye County School District is deemed surplus and no longer necessary for school purposes, the property will be sold in accordance with the Nevada Revised Statutes.

Prior to disposal of property, a determination shall be made whether federal funds were used to purchase the asset. Contact shall then be made with the federal agency to determine if there is a requirement to return the funds used to purchase the asset.

Disposition

1. Personal property may be used as a trade-in allowance when it is of financial advantage to the school district to do so.
2. Personal property to be sold, if serviceable, shall be offered to other school districts and then to other political entities within the state.
3. Personal property remaining after the procedures outlined in No. 1 and No. 2 above shall be offered to the public for sale via sealed bid or public auction.
4. Personal property remaining after the public sale shall be either sold as scrap, if applicable, or discarded.

Reviewed: November 12, 1996

Adopted: April 9, 1997

Revised: December 10, 2003

NEPN/NSBA Classification: DN

Legal Reference: NRS 332.185