



NYE COUNTY SCHOOL DISTRICT
Board of Trustees
Regular Agenda

A Regular of the Board of Trustees of Nye County School District will be held on Friday, January 6, 2006, 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
 - A. PLEDGE OF ALLEGIANCE
 - B. ROLL CALL
2. ADOPTION OF AGENDA, ACTION ITEM
3. ELECTION OF OFFICERS, ACTION ITEM
4. FIX TERM OF OFFICE, ACTION ITEM
5. ESTABLISH SALARY OF MEMBERS, ACTION ITEM
6. DESIGNATE SIGNATURES FOR CHECKS/WARRANTS, ACTION ITEM
7. APPOINTMENT OF ANY OTHER POSITIONS, OFFICES OR COMMITTEES, ACTION ITEM
8. CONSENT CALENDAR, ACTION ITEM
 - A. APPROVAL OF DECEMBER 16, 2005 REGULAR SESSION MINUTES.
 - B. APPROVAL OF DECEMBER 16, 2005 EXECUTIVE SESSION MINUTES
 - C. APPROVAL OF TRANSPORTATION CONTRACTS
 - D. ACCEPTANCE OF HOME SCHOOL APPLICATIONS
 - E. APPROVAL TO ADMINISTER GED EXAMS TO 16-YEAR OLD STUDENTS
 - F. APPROVAL OF REQUESTS FOR IMMUNIZATION EXEMPTION
 - G. APPROVAL OF WARRANTS
9. REPORTS, INFORMATIONAL ITEM
 - A. SUPERINTENDENT'S REPORT

- B. ADMINISTRATOR REPORTS
- C. BOARD REPORTS
- D. BOARD COMMITTEE REPORTS
- 10. PUBLIC INPUT, INFORMATIONAL ITEM
- 11. BOARD APPOINTMENTS, ACTION ITEM
- 12. CHANGE OF DATE/LOCATION OF FUTURE BOARD MEETINGS, ACTION ITEM
- 13. DECISION REGARDING SUBDIVISION MAPS, ACTION ITEM
- 14. APPROVAL OF GRANTS, ACTION ITEM
- 15. RECOGNITIONS, INFORMATIONAL ITEM
- 16. DISCUSSION/POSSIBLE DECISION REGARDING SCHOOL CONSTRUCTION, ACTION ITEM
- 17. APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH DEPARTMENT OF HEALTH & HUMAN SERVICES, STATE HEALTH DIVISION, BUREAU OF EARLY INTERVENTION SERVICES, ACTION ITEM
- 18. EXECUTIVE (CLOSED) SESSION
 - A. DISCUSSION REGARDING POSSIBLE STUDENT RIGHTS VIOLATIONS
 - B. DISCUSSION REGARDING RESULTS OF STUDENT DISCIPLINARY HEARINGS
 - C. DISCUSSION REGARDING LEGAL ITEMS
 - D. DISCUSSION REGARDING PERSONNEL ITEMS
 - E. DISCUSSION REGARDING NEGOTIATIONS
- 19. DECISION REGARDING POSSIBLE STUDENT RIGHTS VIOLATIONS, ACTION ITEM
- 20. ADJOURNMENT, ACTION ITEM

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.

NRS 386.310 – Officers; organization

1. The board of trustees shall meet and organize by:
 - (a) Electing one of its members as president.
 - (b) Electing one of its members as clerk, or by selecting some other qualified person as clerk.
 - (c) Electing additional officers as may be deemed necessary.
 - (d) Fixing the term of office for each of its officers.
2. A record of the organization of the board of trustees must be entered in the minutes, together with the amount of salary to be paid to the clerk.
3. Immediately after the organization of the board of trustees, the clerk shall file the names of the president, the clerk and the members of the board of trustees with the department and the county auditor of the county whose boundaries are conterminous with the boundaries of the county school district.

NRS 386.320 – Salaries of president, clerk and other trustees; employment and compensation of stenographer.

2. If the total pupil enrollment in the school district for the immediately preceding school year is 1,000 or more:
 - (a) The clerk and president of the board of trustees may each receive a salary of \$85 for each board of trustees meeting they attend, not to exceed \$510 a month.
 - (b) The other trustees may each receive a salary of \$80 for each board of trustees meeting they attend, not to exceed \$480 a month.
 - (c) The board of trustees may hire a stenographer to take the minutes of the meetings of the board of trustees, and the stenographer may be paid a reasonable fee for each meeting attended.

**NYE COUNTY BOARD OF TRUSTEES
APPOINTED POSITIONS & OFFICES**

NASB DIRECTOR (1)

Represents Nye County at NASB meetings or functions (generally a two-year term).

LEGISLATIVE REPRESENTATIVE (1)

Receives all proposed education bills during the legislative session concerning education and presents pertinent information to the other members as it relates to our county. There are committee meetings in Las Vegas and Carson City if the district feels proposals need to be addressed personally. (Policy 0971)

DEBT MANAGEMENT COMMISSION REPRESENTATIVE (1)

Commission meets in February to organize. Meets annually in July or whenever business is presented to vote on proposals to incur debt. Some meetings are via teleconference (two-year term starting in January of each odd-numbered year).

NYE COUNTY PARK & RECREATION REPRESENTATIVE (1)

The Nye County Commissioners allow a representative from the local school district to sit on the committee to distribute funds specifically targeted for recreation areas (does not have to be a board member). The funded amount fluctuates from year to year. Each community may bid for specific projects (i.e., softball fields, bleachers, restrooms, arenas, fishing ponds, irrigation systems, fertilizer, equipment, etc.). (Usually a one-year term)

POLICY COMMITTEE (3)

Three members are appointed who serve two-year terms. The chairperson is responsible for committee agendas and bringing forward policies for the board agenda. (Policy 0550)

INSURANCE COMMITTEE (1)

Attends committee meetings several times a year by videoconference.

UNITED WAY OF PIONEER TERRITORY BOARD OF DIRECTORS (1)

This board oversees accountability of agencies receiving funds & assists in the annual campaign.

SICK LEAVE BANK (1 for each union or 1 for both unions)

The Union President has authority to grant 10 days from the sick leave bank. If additional days are requested, the members of the sick leave bank are contacted by phone.

ATTENDANCE COMMITTEE (1)

(See Administrative Reg 7233 for specific duties)

STRATEGIC PLAN COMMITTEE (3)

SB-289 CRISIS MANAGEMENT PLAN COMMITTEE (1)

NEGOTIATIONS TEAM

NYE COUNTY SCHOOL DISTRICT

-M-I-N-U-T-E-S-

December 16, 2005

Present: Deborah Wescoatt, President; Tracie Ward, Vice-President; Dennis Keating, Clerk; Edna Forsgren, Nicole Genet, Cindy Marcotte and Dawn Murphy, Members; Dr. William Roberts, Superintendent; Kay Decker, Rod Pekarek and Dale Norton, Assistant Superintendents; Ray Ritchie, Chief Financial and Administrative Officer; Cameron McRae, Transportation; Bob Whimpey, Maintenance and Operations; Karen Liberty and Jerry Hill, Curriculum Coordinators; Ginger Olson, Testing and Accountability Coordinator; Sam Simatos, Special Ed Director; Pat Garlin, Food Service Coordinator; Karen Holley, Grant Writer; Lisa Mays, Board and Administrative Services Coordinator; and Kerry Paniagua, Executive Secretary.

Absent: None.

Guests: Dan McArthur, CPA; Gina B. Good, Pahrump Valley Times; and Dale Blake, NCSSO President.

1. Call to Order

The meeting was called to order at 10:00 a.m. in the Pahrump boardroom with a videoconference link to the Tonopah boardroom. Board members, administrators and guests recited the Pledge of Allegiance.

2. Adoption of Agenda

Dennis Keating moved adoption of the agenda. Tracie Ward seconded, and a unanimous vote was cast.

3a. Approval of December 2, 2005 Regular Session Minutes

3b. Approval of December 2, 2005 Executive Session Minutes

3c. Approval of Transportation Contracts

3d. Acceptance of Home School Applications

3e. Approval to Administer GED Exams to 16-Year Old Students

- 3f. Approval of Requests for Immunization Exemption
- 3g. Approval of Warrants

Dawn Murphy made the motion to approve the consent calendar (no submissions for items 3c, 3e and 3f). Cindy Marcotte seconded, and a unanimous vote was recorded.

- 4a. Superintendent's Report

Dr. Roberts said he has been in contact with attorneys for Concordia and Beazer to learn why the District hasn't received water rights yet and was informed they are ready to submit paperwork to Procter Hug; Concordia has applied for 17.4 acre feet. Congressman Gibbons plans to visit schools on January 13. The Leadership Team met with surveyors for the El Diablo development, which plans to build 20 homes on 11 acres.

- 4b. Administrator Reports

Mrs. Olson provided updated withdrawal reports for board members. Mr. Ritchie informed the board that the attorneys overseeing the trust which offered \$501,500 for scholarships at Pahrump High School had neglected to provide a gift for the deceased individual's alma mater. They have reissued a check in the amount of \$382,158.80. The money is being invested in the State Investment Pool.

- 4c. Board Reports

Mrs. Marcotte attended the recognition for fall athletes and band members at Pahrump High and has been handling complaints from Amargosa. Mr. Keating attended a band concert and the recognition at Pahrump High. Mrs. Ward also attended the recognition as well as holiday programs at Johnson and Early Childhood.

- 4d. Board Committee Reports

Mrs. Ward was present at the Attendance Committee meeting.

- 5. Public Input

Dale Blake said there is no reason for insurance premiums to go up even though rates are going up. He urged the board to consider that employees who work six hours or less would be subjected to a loss of pay.

- 6. Board Appointments
- 7. Change of Date/Location of Future Board Meetings

Items withdrawn.

- 8. Decision Regarding Subdivision Maps

Mr. Whimpey received two subdivision maps for Mountain Falls for 28 acres and 23 acres respectively. The developer has already set aside 15 acres in their master plan.

9. Approval of Grants
10. Recognitions
11. Discussion/Possible Decision Regarding School Construction

Items withdrawn.

12. Approval of 2005-06 Budget Revision #1

Mr. Ritchie said the official weighted student count was 6012, and DSA is \$5,807 per student. The revised budget shows a reduction in DSA to \$26 million. Property taxes were updated this year by Department of Taxation, which caused a change to debt service. The beginning balance was changed from \$1.2 to \$1.4 million. The expenditures on the revision contain items approved by the board since the final budget was approved. Approximately \$300,000 was added to textbooks, supplies and equipment. The Ending Fund Balance is projected at \$256,000. He urged the board to be very conservative for the remainder of the year. Tracie Ward made the motion to approve the budget revision. Dawn Murphy seconded, and a unanimous vote was registered.

13. Presentation & Acceptance of Independent Audit for Year Ending June 30, 2005

Dan McArthur had two comments to address. The first was that approximately 25% of vendor receipts were missing from credit card statements although he felt the charges were appropriate. He would like the District to strengthen controls by requiring receipts for all transactions and personnel to audit and initial before payment. Hotel confirmations must be printed out when reservations are made, and that would suffice. Another comment is that some employees have been paid as contractors; therefore, income tax is not being withheld. The risk is that the District could be required to pay those taxes directly to the IRS. These two comments will require a written response by the District to the Department of Taxation.

The Carl Perkins grant was written to purchase 16 computers for CNA training. Three were unaccounted for; and the remaining computers were still in boxes, which led him to suspect it was an unnecessary expenditure. The State might require reimbursement. Salaries and benefits in the same grant were over expended by \$9,480.

Mr. McArthur issued a clean audit opinion. In his four year comparison, he found that the percentage of salaries and benefits had dropped to 83% of the total budget. There was a tremendous increase in grant activity. Depreciation is included in this audit, which shows \$75 million in assets net of depreciation. He felt the audit went well. His comments are intended to improve operations.

Mr. Ritchie said he had asked Mr. McArthur to particularly look at credit cards because the District is implementing a new system with controls. There have only been two credit

cards to this point which are generally used to make plane and hotel reservations. Mr. McArthur has been involved in the development of credit card procedures. In January several staff members will attend Clark County's meeting with staff on credit cards. He has been in contact with the State regarding the grants, and the State will not require repayment. Mrs. Wescoatt asked if the three computers were ever found; Mr. Ritchie didn't think so. They had been delivered to the community college. She asked for a report at the second January board meeting. If the CNA program cannot use the computers, he will ask the State if they can be placed elsewhere. He had previously sent an email directing that employees working extra duty must fill out time sheets. Dennis Keating made the motion to accept the audit. Tracie Ward seconded, and a unanimous vote was recorded.

14. Discussion Regarding Dollars for Scholars

Mr. Hill said mistakes have been made on the transcripts at one high school in awarding a full credit for dual credit classes instead of one-half credit. Eight students were affected. He explained that a standard high school course relates to 120 hours of Carnegie unit, and a college course of 15 hours for one credit is not equivalent. The procedure and the dual credit application in administrative regulation 5670 have been clarified, and all counselors have been notified.

15. Presentation of Standards Master Assessment Results

Mrs. Olson explained this was a pre-test taken in October so all students wouldn't be expected to be proficient. Teachers can look at the results to determine if students need a review of the material that was covered. The next assessment is in January, and the post test is at the end of May. The company provides a bank of 10,000 items, and the items selected are based on standards. A significant change would be expected for the post test. In the area of math, students continue to learn new skills whereas in the area of reading, students build on skills already learned. Dr. Roberts reminded the board that this District experiences a 30 to 40% transiency rate, which would affect results.

16. Presentation of High School Proficiency Exam Results

Mrs. Olson had prepared a PowerPoint showing the pass/fail rate of the class of 2006 throughout each administration of the high school proficiency exam.

17. Discussion/Possible Action on the 2005 Refunding Bond Resolution

Mr. Ritchie explained that the board had previously approved the refunding of 1995 bonds, but it wasn't to the District's benefit at that time. The market is more favorable now, and it would result in a savings of \$350,000 to \$400,000. It will also allow the District to bond for \$5 million for the new school if property values rise. GE Capital was awarded the bid and plans to resell to CitiCorp. Tracie Ward moved approval of the 2005C bond resolution. Dennis Keating seconded, and a unanimous vote was cast.

18. Approval of Health Insurance Plan

Mr. Ritchie asked the board to approve a six percent increase to the plan in addition to changes to the prescription rates; mail in prescription rates; and doctor, chiropractic and well baby visits. The changes would be effective February 1, and he hoped this would result in a drop in premium rates for the next renewal. There was a ten percent increase in the previous two years. He explained the makeup of the committee and that the two unions have one vote between them. The Executive Board of NCSSO did not approve the increase. Mrs. Wescoatt asked how the increase would affect employees who work less than eight hours. Mr. Ritchie said the District pays the premiums for qualified employees, and those who want to join must pay their own premiums. Dennis Keating made the motion to approve the plan and increases, and Dawn Murphy seconded. Mr. Keating restated his motion to approve the increase of premiums by six percent, the increase of prescriptions and increase of doctor, chiropractic and well baby visits. Dawn Murphy seconded. Those voting aye: Edna Forsgren, Nicole Genet, Dennis Keating, Cindy Marcotte, Dawn Murphy and Deborah Wescoatt. Those voting nay: none. Mrs. Ward abstained because her husband is an employee. The motion passed with a majority vote.

19a. Discussion Regarding Possible Student Rights Violations

19b. Discussion Regarding Results of Student Disciplinary Hearings

19c. Discussion Regarding Legal Items

19d. Discussion Regarding Personnel Items

19e. Discussion Regarding Negotiations

Discussion is reflected in Executive Session minutes.

20. Decision Regarding Possible Student Rights Violations

Tracie Ward made the motion that no violations were found. Dawn Murphy seconded, and a unanimous vote was cast.

21. Adjournment

Tracie Ward moved to adjourn at 12:20 p.m. Cindy Marcotte seconded, and a unanimous vote was recorded.

SCHEDULE OF MEETING

The meeting was called to order at 10:00 a.m. Dennis Keating made the motion to go into Executive Session at 11:53 a.m. Tracie Ward seconded, and a unanimous vote was recorded. The regular session resumed at 12:18, and the meeting adjourned at 12:20 p.m.

By _____

Nye County School District



Dr. William E. (Rob) Roberts
Superintendent

Office of the County Superintendent
P.O. Box 113
Tonopah, Nevada 89049
Phone 775-482-6258
Fax 775-482-8573

Southern Administration Office
484 S. West Street
Pahrump, Nevada 89048
Phone 775-727-7743
Fax 775-727-7768

BOARD OF TRUSTEES

Deborah L. Wescoatt, President
Tracie Ward, Vice President
Dennis Keating, Clerk
Edna Jean Forsgren
Nicole Genet
Cindy Marcotte
Dawn Murphy

January 6, 2006

MEMORANDUM

TO: Board of Trustees
FROM: Dr. William E. Roberts, Superintendent
SUBJECT: Superintendent Report

Happy New Year to one and all!!

Over the last three weeks there have been a few changes made to the district office building. New wiring has been installed for the network operations and phone lines. The lounge now boasts an exit door for the rear parking lot, giving employees easy access. New carpet was installed in Mr. Pekarek's and my offices, and the maintenance department is in the process of installing insulation in the walls of the building.

The year has begun well. On Tuesday, January 3, I visited Rosemary Clarke Middle School.

On Wednesday, January 4, I could be found at Hafen Elementary School and J.G. Johnson Elementary during the morning hours. In the afternoon I attended the Wrestling Tournament at Pahrump Valley High School. Also, in between school visits, I was interviewed by a reporter from Channel 41.

As a response to our request for use of effluent water for the sports fields, we have been informed by Utilities, Inc. of Central Nevada that a contract currently exists with the Willow Creek Golf Course as having "First Priority" for use of effluent water from the main sewage treatment facility. If, after satisfying the contractual obligations, additional effluent becomes available they will contact the district.

On Thursday, January 12, an Administrative Team meeting with all principals and department heads. That afternoon I will depart for the Senate Hearing, being held in the Grant Sawyer Building in Las Vegas, to testify on the "Unique Needs of Rural School Districts."

I am passing around a sample of our logo, which Karen Liberty had created by Lands End. If anyone wishes to personally order any clothing with our logo they may do so through this catalog.

An interesting item of information is that our water usage for this year compared to the same timeframe last year is down by 9,989,327 gallons. Our conservation efforts look to be working well.

**NYE COUNTY SCHOOL DISTRICT
2005-06 Board Meeting Dates**

July 05						
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<u>Date of Meeting</u>	<u>Time</u>	<u>Agenda Closes @ Noon on</u>
Fri. 7/29/05	10:00 am	Thur. 7/21/05
Fri. 8/12/05	10:00 am	Thur. 8/4/05
Fri. 8/26/05	10:00 am	Thur. 8/18/05
Fri. 9/9/05	10:00 am	Thur. 9/1/05
Fri. 9/23/04	10:00 am	Thur. 9/15/05
Fri. 10/7/05	10:00 am	Thur. 9/29/05
Fri. 10/21/05	10:00 am	Thur. 10/13/05
Fri. 11/4/05	10:00 am	Thur. 10/27/05
Fri. 11/18/05	10:00 am	Wed. 11/9/05
Fri. 12/2/05	10:00 am	Tues. 11/22/05
Fri. 12/16/05	10:00 am	Thur. 12/8/05
Fri. 1/6/06	9:00 am	Mon. 12/19/05
Fri. 1/20/06	10:00 am	Thur. 1/12/06
Fri. 2/10/06	10:00 am	Thur. 2/2/06
Fri. 2/24/06	10:00 am	Thur. 2/16/06
Fri. 3/10/06	10:00 am	Thur. 3/2/06
Fri. 3/24/06	10:00 am	Thur. 3/16/06
Fri. 4/14/06	10:00 am	Thur. 4/6/06
Fri. 4/28/06	10:00 am	Mon. 4/24/06
Fri. 5/12/06	10:00 am	Thur. 5/4/06
Wed. 5/17/06*	7:00 pm	Thur. 5/11/06
Fri. 5/26/06	10:00 am	Thur. 5/18/06
Fri. 6/16/06	10:00 am	Thur. 6/8/06
Fri. 6/30/06	10:00 am	Thur. 6/22/06

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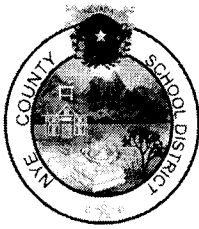
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NOTE: All meetings begin at 10:00 a.m. and will be held by videoconference between the Pahrump and Tonopah District offices unless the time or location is noted otherwise on the posted agenda.

*Public Budget Hearing pursuant to NRS 354.596.

Effective 6/24/05

Tues 10/11
Wed 10/26



Nye County School District

Office of the County Superintendent

P.O. Box 113
Tonopah, Nevada 89049
Phone 775-482-6258
Fax 775-482-8573

BOARD OF TRUSTEES
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Cindy Marcotte

Dr. William E. "Rob" Roberts
Superintendent

Southern Administration Office

484 S. West Street
Pahrump, Nevada 89048
Phone 775-727-7743
Fax 775-727-7768

Sam Simatos
Interim Director of Special
Education and
Related Programs

MEMORANDUM

DATE: December 7, 2005

TO: William "Rob" Roberts, Superintendent

FROM: Sam Simatos, Director of Special Education and Related Programs

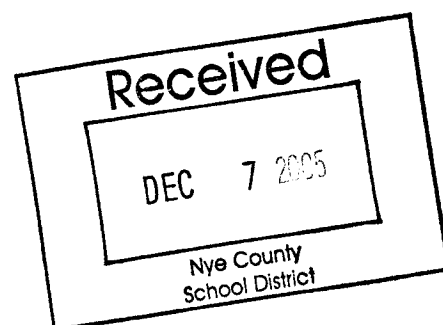
CC: Kay Decker, Assistant Superintendent

SUBJECT: Memorandum of Understanding Between the Nye County School District and Department of Health and Human Services State Health Division Bureau of Early Intervention Services

Attached is a copy of the *"Memorandum of Understanding Between the Nye County School District and Department of Health and Human Services State Health Division Bureau of Early Intervention Services"*.

Mrs. Decker has reviewed it prior to me forwarding it to Mr. Anderson's office. Mr. Anderson called today (December 7, 2005) and indicated the document was straight forward and gave his okay to present to the Board of Trustees prior to your approval/signature.

If you have any questions, please call me. Sam



MEMORANDUM OF UNDERSTANDING BETWEEN
the
NYE COUNTY SCHOOL DISTRICT
and
DEPARTMENT OF HEALTH AND HUMAN SERVICES
STATE HEALTH DIVISION
BUREAU OF EARLY INTERVENTION SERVICES

PURPOSE:

The Nevada Departments of Education and Health and Human Services have compatible goals and purposes in providing comprehensive special education and related services to Nevada's children and youth with disabilities ages birth through twenty one. This agreement outlines procedures and assurances for compliance when children are transitioning out of Nevada Early Intervention Services (NEIS) and into Nye County School District (NCSD), in accordance with the Individuals with Disabilities Education Act (IDEA), Bureau of Early Intervention Services (BEIS) policy and procedures, and Nevada Administrative Codes (NAC). This agreement addresses areas of joint responsibilities, which include referral, evaluation, eligibility, data collection, and dispute resolution activities and procedures. Nevada Early Intervention Services (NEIS) and Nye County School District (NCSD) are hereafter referred to as agencies.

The purpose of the transition meeting is to ensure a smooth transition for children receiving early intervention services to preschool services. The transition meeting provides the opportunity for the service coordinator, other agency service providers, and family to share with local school district staff what services have been provided, what the child's strengths are, areas of concern, and the family's priorities. A transition plan identifies the mutually agreed-upon procedural steps and timelines for eligibility activities, and who is responsible for each activity, in order to determine if a child qualifies for the preschool program.

NEVADA EARLY INTERVENTION SERVICES SHALL:

Referrals for children who are receiving Part C Early Intervention Services:

1. Prior to the initiation of the transition process, Nevada Early Intervention Services (NEIS) will review the most current evaluation and assessment data, identify priorities, concerns, and strengths, and fully explain the roles and responsibilities with the family.
2. With parent consent, NEIS will notify Nye County School District by filling out the NEIS "Transition Information" form (Attachment A) and send it, with an introductory cover letter and any pertinent NEIS generated reports when a child is 2-1/2 years old to the Director of Special Education Services.
3. With parent consent, NEIS will notify Nye County School District *no later* than 120 days prior to a child's third birthday when a transition meeting needs to be scheduled.
 - a. NEIS will call the Director of Special Education Services for the assignment of the Early Childhood Special Education preschool teacher. NEIS will then contact the teacher in order to begin the transition process, and to schedule a child's transition meeting no later than 90 days prior to their third birthday. NEIS must notify NCSD *in writing no later than 10 days prior to the transition meeting by sending out Prior Written Notices to anticipated participants, including the Early Childhood teacher, the Director of Special Education Services, and the parents.*
 - b. With parent consent, NEIS will immediately send copies of any pertinent reports to the Early Childhood Special Education preschool teacher.
4. A transition meeting will occur no later than 90 days prior to a child's third birthday.
 - a. If a child will turn three in August, September, or October a transition meeting must be scheduled with NCSD no later than May of the previous school year in order to meet the 90 day criteria when a school is not in session.
 - b. If a child will turn three in June or July, a transition meeting will be scheduled at least 90 days prior to the child's birthday, so an Individualized Education Program (IEP) can be developed prior to the end of school to ensure eligible children receive services at the beginning of the upcoming school year.

Referrals for children who are referred to Part C for the first time within three months of their third birthday:

1. With parent consent, the NEIS supervisor will notify the Director of Special Education Services at Nye County School District by phone immediately after receiving a new referral when a child is 33 months or older. At this time, it will be decided on a case by case basis the roles and responsibilities of each agency.
 - a. NEIS will assign a service coordinator who will be responsible for coordinating transition services, assisting families with completing intake and referral materials, and coordinating other services as needed until the child's third birthday.
 - b. A meeting will be scheduled as soon as possible in order to develop a child's transition plan for possible entry into Nye County School District.
 - c. NEIS will send referral information, and any additional data or documentation that is available, which will assist the district with their preparation for transition planning.

Evaluation, Assessment, and Eligibility:

1. NEIS's criteria for determining eligibility for Part C are somewhat different than for Part B. An evaluation of a child's skill levels in all domains (cognitive, physical, communication, social/emotional, and adaptive) is reported in increments of months and weeks. Additionally, informed clinical opinion, an account of pertinent records related to a child's current health status and medical history, a description of a family's resources, priorities, and concerns related to enhancing the child's development, and a family needs assessment all contribute information for eligibility and program planning.
2. A child with a diagnosed medical or mental condition that has a high probability of resulting in developmental delays is eligible for Part C services. When a child with a diagnosed condition is referred to NCS, medical reports will be provided by the family.
3. It is not the responsibility of NEIS to conduct evaluations for the sole purpose of determining eligibility for a school district's Early Childhood Education program. If eligibility cannot be determined to the satisfaction of the local school agency by using documents from the sending agency, a plan for determining eligibility will be developed and mutually agreed upon.

4. The NEIS service coordinator, attending service providers, and local school agency representatives will sign the transition plan when there is agreement, and the team works together to meet the timelines in order to prepare for development of an Individualized Education Program (IEP).
5. It is up to the discretion of each family to request that their NEIS service coordinator or other service providers attend a child's IEP meeting.

NYE COUNTY SCHOOL DISTRICT SHALL:

Referral:

1. Accept and process referrals for children currently enrolled with NEIS, or those referred to NEIS at 33 months of age or older.
2. The Director of Special Education Services, who is the recipient of all materials submitted by NEIS and the family, will review and disseminate to the other NCSD representatives who will be participating in the transition process.

Evaluation, Assessment, and Eligibility:

1. Local education agency representatives, families, NEIS service coordinators, and any other appropriate providers will attend and participate in all transition meetings.
2. Provide families with the necessary school information, training, and support to assist them in learning about their child's new educational program.
3. It is the responsibility of Nye County's local education agency to determine if a child is eligible for their early childhood program in accordance with NAC 388.
4. The IEP team will consider the child's Individualized Family Service Plan (IFSP) from NEIS.
5. Ensure that an IEP is in effect no later than the third birthday for an eligible child with a developmental delay who is transitioning to the special education program from NEIS.
6. When appropriate, local education representatives will explain the extended school year program and complete an extended school year eligibility determination form with families.

BOTH PARTIES AGREE:

DATA REPORT:

NEIS is required to collect and report IEP data on children that transition. NCSD will submit a copy of the NEIS "Transition Data Survey Form" (Attachment B) at the IEP meeting, or through other means, which has the date the IEP was written, and when services will begin. The data will be entered into NEIS's database.

CHILD FIND:

Both agencies agree to encourage collaborative screening efforts, which include the development and use of mutually agreed upon screening instruments, joint participation in screening activities, and other processes agreed upon by both agencies.

COMMUNICATION:

1. NEIS will transmit policy and procedure documents relating to transition to the Director of Special Education Services as needed, or when changes occur.
2. The Bureau of Early Intervention Services will send a list of children who are currently enrolled with NEIS and living in Nye County to the Director of Special Education Services twice a year.
3. Information on training opportunities or Child Find activities that arise, which may be mutually beneficial to both agencies will be transmitted by phone or in writing.

DISPUTE RESOLUTION:

Both agencies have worked cooperatively to support the development of a local memorandum of understanding to specify local procedures for transition services. In the event that a difference of opinion occurs with regard to policies and procedures necessary to accomplish these objectives, the staff and appropriate supervisor from the respective local agencies will meet to reach a resolution.

TERMINATION/REVIEW:

This Memoranda of Understanding will be reviewed and revised by the Director of Special Education Services and the Program Manager at least once every three (3) years/or when requested by either agency.

All parties may make changes upon mutual written agreement. If either Department wishes to make changes, such proposals must be submitted in writing for consideration by the other agency.

Dated: _____

Dated: _____

Martha Schott-Bernius,
Developmental Specialist IV, Rural Supervisor
Nevada Early Intervention Services

Sam Simatos, Director
Special Education Services and
Related Programs
Nye County School District

Dated: _____

Dated: _____

Mary Ellen Stephen,
Health Program Manager, South
Nevada Early Intervention Services

Dr. William E. "Rob" Roberts
Superintendent
Nye County School District

Dated: _____

Dated: _____

Alex Haartz, MPH
Administrator
Nevada State Health Division

Paul Anderson
General Counsel
Nye County School District

Approved as to form:

Dated: _____

Jonathan Andrews
Chief Deputy Attorney General
Nevada State Health Division

ATTACHMENT A

TRANSITION INFORMATION

Child's Name: _____

Date of Birth: _____ Male/Female: _____

Referred For: _____

Parent/Guardian Name: _____

Physical Address: _____

Mailing Address: _____

Phone Numbers: Home _____ Work _____

Message _____ Cell _____

Primary Language spoken in the home: _____

NEIS Service Coordinator: _____

NEIS Phone Number: _____

ATTACHMENT B

**Nevada Early Intervention Services
TRANSITION DATA SURVEY**

Child's Name: _____ **DOB:** _____

Eligibility Date: _____ **IEP Date:** _____

Date Services Begin: _____

School District: _____

First Copy: Nevada Intervention Services
Second Copy: School Administrative Office
Third Copy: Child's Record