



**NYE COUNTY SCHOOL DISTRICT**  
**Board of Trustees**  
**Policy Committee Agenda**

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A Policy Committee of the Board of Trustees of Nye County School District will be held on Friday, June 16, 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
2. APPROVAL OF MINUTES OF PAST MEETINGS, ACTION ITEM
3. PUBLIC INPUT, INFORMATIONAL ITEM
4. DISCUSSION/POSSIBLE DECISION REGARDING PROPOSED NEW POLICIES, ACTION ITEM
  - A. 0581 OUT-OF-DISTRICT CONSULTANTS
  - B. 6228 UNUSED SICK LEAVE
  - C. 6550 - EVALUATION OF CLASSIFIED STAFF
  - D. 8730 WEB SITE
5. DISCUSSION/POSSIBLE DECISION REGARDING REVISIONS TO EXISTING POLICIES, ACTION ITEM
  - A. 0212 - PREVENTION OF SEXUAL MISCONDUCT TOWARD STUDENTS
6. ASSIGNMENT OF FUTURE POLICIES, ACTION ITEM
7. 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](mailto: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](mailto:igarcia@nyeschools.org), or call 775-727-7743, ext. 239 at least one week before the meeting.*

**POLICY COMMITTEE MINUTES**  
**April 14, 2006**

Present: Deborah Wescoatt, Chair; Nicole Genet; Dawn Murphy; Tracie Ward; Dr. William Roberts; Dennis Keating; Rod Pekarek; Ray Ritchie; Bob Whimpey; Jerry Hill; Lisa Mays; and Kerry Paniagua.

The policy committee meeting was called to order at 10:00 a.m. in the Amargosa School cafeteria. Mrs. Ward moved approval of the March 24 minutes. Dr. Roberts seconded, and a unanimous vote was cast. There was no public input.

Policy 6550 – Mrs. Wescoatt said there wasn't enough time to discuss this at the last meeting, but her issue was with secretarial staff at the District level. She wanted it clarified who was responsible for doing evaluations because she understood some hadn't been done in a while. Mr. Pekarek said what was presented at the last meeting was really for clerical staff. The policy presented today is more generic, including clerical. Dr. Roberts said it covers district-level people who are not certified. Mr. Pekarek said it is for non-union people who are classified—coordinators, directors, maintenance and operations, transportation and clerical—who do not hold licenses. Mrs. Wescoatt asked who supervises staff at the district level. Mr. Pekarek said that has to be determined. The old job descriptions specify it is the office manager, but sometimes the superintendent did the evaluations. Mrs. Wescoatt said she wanted it specified that the office manager is the one who does the evaluations. Dr. Roberts said there was no policy before that directed who does the evaluations. Mr. Pekarek said it was only specified on some job descriptions, but a policy was necessary to state that evaluations will be done. Then the job descriptions would be revised to specify who conducts them. Dr. Roberts said the board should adopt the policy stating the office manager will do evaluations with input from the supervisors. All agreed.

Policy 7620 – Mrs. Wescoatt and Mrs. Ward liked the policy but had some concerns with the regulation. Mrs. Ward said it sounds like tennis won't be taught if it's something they like. Mr. Hill said the idea was to promote lifelong activities such as tennis and golf but said he would change the language. Mrs. Ward said on number 3, it would be easier to say federal guidelines would be followed. Mrs. Wescoatt had a problem with the amount of sodium. Mrs. Ward said teachers' vending machines should be eliminated, and there is a problem with nuts in number 6. Mrs. Wescoatt said nuts shouldn't be allowed at all because some people aren't aware they are allergic until they have a severe reaction. Kitchen staff makes parents aware of peanut butter, but nuts are worse. Parents should notify teachers and the District of a child's allergy. Dr. Roberts said a child observing someone else's allergic reaction could have a lifelong trauma. Mrs. Murphy said the cafeteria usually offers two menu options so that they aren't serving just peanut butter. Mrs. Genet asked about candy containing nuts. Mr. Hill asked if Reese's peanut butter cups would be okay. Mrs. Wescoatt thought so because it's in another form. She asked the last sentence under number 10 stricken because the District pays the health premiums and should be concerned about staff health. Under number 13, she asked if the LEA referred to schools or the

District. Mr. Hill said the LEA is the District. Mrs. Wescoatt asked that any reference to LEA be changed to Nye County School District.

Mrs. Ward said recess time is often used for those kids who aren't doing well and also for discipline. That would be eliminated. Mr. Hill said recess is a designated time set aside. Mrs. Ward said under number 14, lunch wouldn't be held until after the last recess. Mr. Hill said that is State-mandated. Mr. Pekarek said it's the exact opposite of what the District is doing. Mrs. Wescoatt asked that it be brought back April 28.

Policy 0220 – Mrs. Ward asked if the wording could be changed to “the mission statement is: Every Child a Success.” Dr. Roberts concurred. Mrs. Wescoatt said she would like a complete sentence. Mrs. Genet and Mrs. Murphy agreed with Mrs. Wescoatt.

Policy 0410 – Mrs. Wescoatt said she found the wording in another county's policies and felt it was extremely clear on what the board should be doing. Mrs. Ward said she preferred the existing policy. Mrs. Genet and Mrs. Murphy liked the change.

Policy 4101 – Mrs. Ward again preferred the present policy. Dr. Roberts asked for clarification. He said it was the policy when he came on board that he had the power to employ, transfer and demote. The first paragraph refers that he will be present at all board meetings except where the discussion concerns his contract. The language in present law states contract discussions are done in the public forum and asked that it be amended because he is now part of the discussion. The word “terminate” needs to be included under number 4. It needs to be stated somewhere. There are transfer requirements in the union contracts. The only place where there is no transfer language is with administrators in general. Mr. Pekarek said it also applies to other district classified personnel. Dr. Roberts said there are seven communities with different expectations. He said he serves at the pleasure of the board and will do whatever he is asked to do. Ms. Paniagua asked if the word “employees” was a typo under number 2 or if it was meant to be plural. Dr. Roberts said it would depend on if the board was stating that all employees are employees of the board. Mrs. Ward said the board only has one employee. Mrs. Wescoatt said the word is plural.

Policy 6260 – Mrs. Wescoatt said she added number 3. Mrs. Ward said it's a bad idea and could lead to future lawsuits. Mrs. Genet and Mrs. Murphy were okay with the change. Mr. Pekarek said contracts are only issued to licensed personnel and a few classified employees. He said it would apply to teachers, administrators and maybe some supervisors. Mr. Ritchie said it would only apply to licensed personnel. Dr. Roberts asked about Pathways and Adult Ed. Mr. Pekarek said there are extra-curricular contracts. Mrs. Decker asked if they are not to provide homebound or special ed services until such time as the contracts can get on an agenda. She said they only have ten cumulative days without it being considered a change in placement. The District is required by law to provide services. Mrs. Wescoatt asked if the teachers aren't already in the system. They are talking about incoming contracts at the beginning of the year so they would just be doing extra duty. Mr. Ritchie said they only sign one contract. Mr. Pekarek said what they would have is a stipend. Mrs. Decker asked about grants for tutorial services since the District hires tutors who aren't teachers. Is the District to hold up tutorial services until such time as their contracts get on an agenda? Mrs. Wescoatt asked if it's clear when such people are hired that

they are being hired under soft money. Mr. Hill said the District is hiring a social worker as a result of a grant. Dr. Roberts said it would be teachers, administrators and extra-curricular contracts. Mrs. Decker said there are independent contractors for the State support teams such as West Ed. Mrs. Wescoatt said contracts that are money driven should come before the board, and three board members have requested that. The board appropriates the money, and money is spent and people hired with the board finding out after. Some issues are that people are hired with soft money, and the District has had to pick it up. She said the District did it this way for a number of years until the board changed the policy after Dr. Roberts' first year. Dr. Roberts said he believed it was changed for Dr. Key, but Mrs. Wescoatt disagreed.

Policy 6283 – Dr. Roberts said this allows coordination with the principal and District office and brings in clarity. Mrs. Wescoatt said to move it forward to April 28 for first reading.

Policy 7363 – Mrs. Wescoatt said the problem is that it still allows elementary age children to use cell phones during breaks. She felt they should only be used in case of emergency. Mrs. Ward said it should apply to all ages. If the bus driver determines a child may call, then it's his determination. Mrs. Wescoatt agreed. She asked that the policy be changed to reflect that and that the District is not responsible for theft or damage to cell phones on school property.

The meeting was adjourned at 10: 48 a.m.

**0581**

**OUT-OF-DISTRICT CONSULTANTS**

The Superintendent shall be responsible for recognizing and anticipating the changing needs of the District and for developing programs designed to meet those needs. It is recognized that District personnel, however well qualified, may not possess the specific knowledge and technical expertise to enable the best possible program design and implementation. Therefore, the use of out-of-district consultants is endorsed when their services will make a significant and economically sound contribution to District operations.

The appropriate division head, in consultation with the Chief Financial and Administrative Officer, shall determine when a task justifies the engagement of an out-of-district consultant.

The Chief Financial and Administrative Officer is the authorized representative in all procurement matters pertaining to or proposed for the purchase or lease of supplies, equipment and services.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

**UNUSED SICK LEAVE**

**Employees covered by negotiated agreements must refer to the negotiated agreement. For all other employees, unused sick leave may be accumulated from year to year without limit. However, the cap on payment of unused sick leave is detailed below.**

**An employee who has a minimum of ten (10) years of employment with the Nye County School District who retires or resigns (or his estate) shall be entitled to payment for unused sick leave at the rate of twenty-five percent (25%) of his current daily salary times the number of days accumulated up to a maximum of ninety (90) days.**

**An employee who has a minimum of twenty (20) years of employment with the Nye County School District who retires or resigns (or his estate) shall be entitled to payment for unused sick leave at the rate of thirty-five percent (35%) of his current daily salary times the number of days accumulated up to a maximum of one hundred twenty (120) days.**

**Each employee who uses five (5) days or less of sick leave in the preceding year may sell back up to three (3) days of unused sick leave at the employee's daily rate of pay. Employees may not sell back more hours per day than worked. Requests must be submitted in writing after July 1.**

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

**EVALUATION OF CLASSIFIED STAFF**

The Board recognizes the value of implementing a program of classified employee evaluations for the purpose of promoting individual job performance, assessing competency, and improving services to pupils and the public.

Evaluations will be done at least once annually and as required on a formal basis. The evaluation will be conducted by the designated immediate supervisor/administrator of the employee. If the employee regularly performs duties for more than one administrator, the immediate designated supervisor/administrator may seek input from others as needed. The immediate supervisor/administrator will review the evaluation with the employee prior to forwarding the instrument to the Human Resources Department.

Steps will be initiated to improve any areas of weakness discussed during the evaluation. Once a deficiency has been noted in writing to an employee, the deficiency should be a part of the employee's evaluation unless the deficiency has clearly been remediated. Failure to objectively evaluate deficiencies will be reflected in the performance evaluation of the supervising administrator.

The immediate supervisor will inform his employees of the evaluation procedure, standards of performance required and duties to be performed. Each employee will be advised as to who will observe and evaluate his/her performance and who is designated as his/her immediate supervisor.

The Superintendent/designee shall prepare evaluation forms and procedures to implement this policy.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification: GDO

Legal Reference:

**8730**

**WEB SITE**

The purpose of the District web site is to make parents, students and the community aware of school, classroom and student activities and to foster communication among the District's stakeholders.

The District's web site will be the official site for all school sites/departments. All information included on the web site will serve to inform the public and will reflect a positive image of the District. All subject matter posted on the web site should relate to curriculum, instruction, school-authorized activities, school or District news or general information that relates to the District's mission.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

**0212**

**PREVENTION OF SEXUAL MISCONDUCT TOWARD STUDENTS**

The NCS D prohibits and will not tolerate any form of sexual misconduct (including sexual abuse, sexual molestation and sexual harassment) toward students on the part of District employees, administrators, officials, volunteers or third parties. **The District also prohibits student to student sexual misconduct or sexual harassment.**

This policy expands upon, and is established in addition to, the District policy on the prevention of harassment. Because the District has a particular interest in maintaining student safety and well-being, it has established this additional policy to specifically address sexual misconduct toward students.

Reviewed: February 4, 2005  
Adopted: February 26, 2003  
Revised:

NEPN/NSBA Classification: ACA/ACG, GBAA, JBA  
Legal Reference: NRS 200.366, 200.368, 201.195, 201.230, 201.540, 201.560 & 391.311