



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, September 22, 2006, beginning at 10:00 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. CONSENT CALENDAR, ACTION ITEM
 - A. APPROVAL OF SEPTEMBER 1, 2006 REGULAR MEETING MINUTES
 - B. APPROVAL OF SEPTEMBER 8, 2006 REGULAR MEETING MINUTES
 - C. APPROVAL OF SEPTEMBER 8, 2006 EXECUTIVE SESSION MINUTES
 - D. ACCEPTANCE OF HOME SCHOOL APPLICATIONS
 - E. APPROVAL OF REQUESTS FOR IMMUNIZATION EXEMPTION
 - F. APPROVAL OF LICENSED CONTRACTS
 - G. APPROVAL OF SPECIAL ASSIGNMENT AGREEMENTS
 - H. APPROVAL OF WARRANTS
4. REPORTS, INFORMATIONAL ITEM
 - A. SUPERINTENDENT'S REPORT
 - B. ADMINISTRATOR REPORTS
 - C. BOARD REPORTS
 - D. BOARD COMMITTEE REPORTS
5. PUBLIC INPUT, INFORMATIONAL ITEM
6. BOARD APPOINTMENTS, ACTION ITEM

7. CHANGE OF DATE/LOCATION OF FUTURE BOARD MEETINGS, ACTION ITEM
8. DECISION REGARDING SUBDIVISION MAPS, ACTION ITEM
9. APPROVAL OF GRANTS, ACTION ITEM
10. RECOGNITIONS, INFORMATIONAL ITEM
11. DISCUSSION/POSSIBLE DECISION REGARDING SCHOOL CONSTRUCTION, ACTION ITEM
12. DISCUSSION REGARDING HOME SCHOOL REGULATIONS, INFORMATIONAL ITEM
13. APPROVAL OF K-5 HEALTH PROGRAM, ACTION ITEM
14. APPROVAL TO ENTER INTO AN AGREEMENT WITH CLARK COUNTY SCHOOL DISTRICT TO PARTICIPATE IN VIRTUAL HIGH SCHOOL, ACTION ITEM
15. APPROVAL OF TEST SECURITY GUIDE, ACTION ITEM
16. APPROVAL TO REINSTATE MARY SUE MORIN AS ESL DIRECTOR, ACTION ITEM
17. APPROVAL TO MOVE JEFF SKELTON TO ASSISTANT PRINCIPAL AT ROSEMARY CLARKE MIDDLE SCHOOL, ACTION ITEM
18. APPROVAL OF RESOLUTION FOR SALE OF GABBS PROPERTY, ACTION ITEM
19. APPROVAL OF SECOND READING OF POLICY 1231 - COMMUNITY INVOLVEMENT IN SCHOOL ELECTIONS, ACTION ITEM
20. APPROVAL OF SECOND READING OF POLICY 1650 - POLITICAL CANDIDATES, ACTION ITEM
21. APPROVAL OF FIRST READING OF POLICY 7443 - EMPLOYEE PASSES, ACTION ITEM
22. APPROVAL OF FIRST READING OF POLICY 6147a - DRUG TESTING, ACTION ITEM
23. 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
24. DECISION REGARDING POSSIBLE STUDENT RIGHTS VIOLATIONS, ACTION ITEM
25. 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.

NYE COUNTY SCHOOL DISTRICT

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

September 1, 2006

Present: Deborah Wescoatt, President; Tracie Ward, Vice-President; Dawn Murphy, Clerk; Nicole Genet, Dennis Keating and Cindy Marcotte, Members; Dr. William Roberts, Superintendent; Dale Norton, Assistant Superintendent; Ray Ritchie, Chief Financial and Administrative Officer; Lisa Mays, Board and Administrative Services Coordinator; and Kerry Paniagua, Executive Secretary.

Absent: Edna Forsgren.

Guests: Procter Hug, Walther, Key, Maupin, Oats, Cox and LeGoy; Keith Everhard, Straub Construction; Mark Waite, Pahrump Valley Times; and Harold Tokerud, Pahrump.

1. Call to Order

The meeting was called to order at 9:00 a.m. in the Pahrump boardroom with telephone connections to the Tonopah District Office, board members and attorney Procter Hug.

2. Adoption of Agenda

Mrs. Ward moved adoption of the agenda. Mr. Keating seconded, and a unanimous vote was recorded.

3. Public Input

None offered.

4. Award of Bid, Construction of Floyd Elementary School

Bids were opened August 24, and the following bids were received for the stick-built portion:

	<u>Base</u>	<u>Alternate #1</u>	<u>Alternate #2</u>
West Coast Contractors	\$14,300,000.	+\$221,000.	<\$1,903,000.>
Straub Construction	\$13,228,000.	+232,000.	<670,775.

The following bids were received for the modular portion:

Modtech Holdings, Inc.	\$4,997,777.
U.S. Modular	4,890,041.

Mrs. Wescoatt said the District received a letter from the low bidder, Straub Construction, asking to be released from his bid, citing a problem with the structural steel component of the project. Under NRS 241,015.2(b)(2), the board recessed to a non-public closed meeting to confer with legal counsel. The board reconvened, and Mrs. Ward made the motion to reject all bids. Mrs. Marcotte seconded, and a unanimous vote was cast.

Mrs. Wescoatt asked the Construction Committee to meet at 9:00 a.m. on September 5. She directed the September 8 agenda to be amended for a discussion and decision on Floyd Elementary.

5. Adjournment

Mrs. Ward moved to adjourn at 9:20 a.m. Mrs. Marcotte seconded, and a unanimous vote was cast.

SCHEDULE OF MEETING

The meeting was called to order at 9:00 a.m. The board recessed for a closed meeting to confer with its attorney and reconvened at 9:15 a.m. The meeting was adjourned at 9:20 a.m.

By _____

Prepared by Kerry Paniagua

NYE COUNTY SCHOOL DISTRICT

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

September 8, 2006

Present: Deborah Wescoatt, President; Tracie Ward, Vice-President; Dawn Murphy, Clerk; Edna Forsgren, Nicole Genet, Dennis Keating and Cindy Marcotte, Members; Dr. William Roberts, Superintendent; Rod Pekarek, Dale Norton and Jerry Hill, Assistant Superintendents; Ray Ritchie, Chief Financial and Administrative Officer; Bob Whippey, Maintenance and Operations; Cameron McRae, Transportation; Sam Simatos, Director of Special Education and Related Services; Ginger Olson, Testing and Accountability Coordinator; Karen Holley, Grant Writer; Tim Wombaker, Mt. Charleston Principal; Max Buffi, Pathways Principal; Lisa Mays, Board and Administrative Services Coordinator; and Kerry Paniagua, Executive Secretary.

Absent: None.

Guests: Dennis Floto, Manhattan; and Mark Waite, Pahrump Valley Times.

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. All members were present except Mrs. Genet, who arrived at 10:08.

2. Adoption of Agenda

Mrs. Ward moved adoption of the agenda, and Mrs. Marcotte seconded. Those voting aye: Mrs. Forsgren, Mr. Keating, Mrs. Marcotte, Mrs. Murphy, Mrs. Ward and Mrs. Wescoatt. Those voting nay: none. Mrs. Genet was absent for this vote. The motion carried with a majority vote.

3a. Approval of August 25, 2006 Regular Meeting Minutes

- 3b. Approval of August 25, 2006 Executive Session Minutes
- 3d. Approval of Licensed Contracts
- 3e. Approval of Special Assignment Agreements
- 3f. Approval of Warrants

Mrs. Ward made the motion to approve the consent calendar with removal of item 3c for discussion, and Mrs. Murphy seconded. Those voting aye: Mrs. Forsgren, Mr. Keating, Mrs. Marcotte, Mrs. Murphy, Mrs. Ward and Mrs. Wescoatt. Those voting nay: none. Mrs. Genet was absent for this vote. The motion carried with a majority vote.

3c. Acceptance of Home School Applications

Mrs. Ward made the motion to approve all applications except for the Henderson and Quinton applications because there was no physical address listed, and she wanted to make sure the board wasn't approving applications for another district. Mr. Keating seconded. Mrs. Wescoatt didn't think the law allowed the board to require home school parents to divulge their home addresses. Mrs. Ward restated her motion to approve all but the Henderson and Quinton applications until further research is done. Mr. Keating seconded, and there was a unanimous vote in favor.

4a. Superintendent's Report

Dr. Roberts reported on the State Superintendents' meeting at which iNVEST was discussed. Approximately \$80,000 will be available for AYP incentive.

4b. Administrator Reports

Mr. Hill said two classes will be offered at Pahrump High as a pre-requisite to the nursing program, and Great Basin is providing a teacher. This will level out lab science classes. Mr. Pekarek reported there are nine vacancies, seven of which are special ed related. Mr. McRae reported on student counts on bus routes in Pahrump and plans to reduce the high numbers on some runs.

4c. Board Reports

Mrs. Murphy and Mrs. Ward attended the J.G. Johnson open house and said the new principal made a good impression. Mr. Keating attended the Drug Court dinner. Mrs. Wescoatt said the tech plan will be done September 12. She will attend the High School Summit in Reno on September 14. She attended the County Commissioners meeting and the barbecue for Amargosa School. The University Chancellor has invited stakeholders to a meeting at The Winery September 25. She requested the help of all board members for the Harvest Festival the weekend of September 29.

4d. Board Committee Reports

Mrs. Wescoatt said the construction and bond committees will meet September 11.

4e. Student Educational Travel Reports

A written report was provided by Karen Visser.

5. Public Input

None offered.

6. Board Appointments

7. Change of Date/Location of Future Board Meetings

Items withdrawn.

8. Decision Regarding Holding Board Meetings in Other Attendance Areas Prior to the Election

The board set the following dates for Town Hall meetings:

September 21	6:00 p.m.	Amargosa
October 5	6:00 p.m.	Beatty
October 12	7:00 p.m.	Pahrump
October 19	3:00-5:00 p.m.	Round Mountain
November 2	6:00 p.m.	Tonopah

9. Decision Regarding Subdivision Maps

10. Approval of Grants

Items withdrawn.

11. Recognitions

Mrs. Ward said she would like to recognize all the support personnel who worked all summer to get facilities ready for school opening.

12. Discussion/Possible Decision Regarding School Construction

Mrs. Wescoatt said the construction committee would like to recommend a permanent modular school, which would take six months from contract signing to completion. She asked permission to travel to Phoenix and Kingman to view schools and a community college. She asked for a motion to locate an architect who specializes in this type of construction. Mrs. Ward made the motion to approve seeking an architect. Mrs. Murphy seconded, and a unanimous vote was recorded. Mr. Keating asked if they would also be looking at stick built. Mrs. Wescoatt said that wasn't a recommendation of the committee because time is short. Mr. Keating made the motion to approve the board president's travel to Arizona. Mrs. Murphy seconded, and a unanimous vote was cast.

13. Discussion Regarding Housing Shortage in Round Mountain

Mrs. Forsgren was asked by the Round Mountain principal to bring the housing shortage to the board's attention. She understood three or four teachers commute from Tonopah to Round Mountain but was concerned that if housing was purchased to accommodate one teacher, the others might feel slighted. Dr. Roberts explained that teacherages have been provided in rural areas, particularly in Gabbs, and that the rent charged went back into a fund for maintenance and repair. He felt the shortage in Round Mountain was exacerbated by the mine's expansion. He said there were three older modular homes for sale last week in Round Mountain. He said recruiting teachers is more difficult, and one of the things prospective teachers look for is quality of life. At the high school level, schools need teachers who are able to attend evening and weekend activities. Although he didn't advocate being in the landlord business, he would support looking into the housing situation. He said one of the reasons he drives a four-wheel vehicle is that there are four passes over 6000 feet in elevation.

Mrs. Murphy asked if he could bring back information on how many teachers commute, what housing is available and the actual need. Mrs. Ward said it's a shock for a first year teacher to move into rural Nevada, and people don't want to buy housing if they're not sure they'll stay. Mr. Pekarek explained some of the drawbacks of offering teacherages and said that Eureka County only offers teacherages for two or three years. Mrs. Wescoatt asked board members to remember their ability to bond was contingent upon a healthy Ending Fund Balance.

14. Discussion/Possible First Reading of a Policy on Employee Passes

Mrs. Wescoatt said Pahrump High is losing a lot of gate receipts because of employees loaning out their passes. Mr. Keating suggested the ID badge be used instead of a pass. Mrs. Wescoatt asked for a policy to be written that permits the employee and immediate family to enter games with the photo ID.

15. Approval of First Reading of Policy 1231 – Community Involvement in School Elections

Mrs. Murphy moved approval of the first reading. Mrs. Ward seconded, and a unanimous vote was registered. A copy of this policy is attached to the minutes.

16. Approval of First Reading of Policy 1650 – Political Candidates

Mrs. Murphy made the motion to approve the first reading. Mrs. Ward seconded, and a unanimous vote was cast. Mrs. Marcotte then suggested the words "nor candidates" be added to the third sentence and the last sentence be struck. Mrs. Ward made the motion to change the wording on the third sentence to "neither staff, students nor candidates" and to remove the last sentence. Mrs. Marcotte seconded, and a unanimous vote was recorded. A copy of this policy is attached.

17. Discussion/Decision Regarding Construction of Floyd Elementary School

Discussion is covered under item 12.

- 18a. Discussion Regarding Possible Student Rights Violations
- 18b. Discussion Regarding Results of Student Disciplinary Hearings
- 18c. Discussion Regarding Legal Items
- 18d. Discussion Regarding Personnel Items
- 18e. Discussion Regarding Negotiations

Discussion is reflected in Executive Session minutes.

19. Decision Regarding Possible Student Rights Violations

Mrs. Marcotte made the motion that there were no student rights violations. Mr. Keating seconded, and a unanimous vote was recorded.

20. Adjournment

Mrs. Marcotte moved to adjourn at 11:45 a.m. Mrs. Murphy seconded, and a unanimous vote was cast.

SCHEDULE OF MEETING

The meeting was called to order at 10:00 a.m. Mrs. Ward made the motion to go into Executive Session at 11:25 a.m. Mrs. Murphy seconded, and a unanimous vote was recorded. The regular session resumed at 11:44, and the meeting adjourned at 11:45 a.m.

By _____

Prepared by Kerry Paniagua

LICENSED CONTRACTS

9/22/06

Alexander, William	*Hafen, Grade 3
Barker, Richard	*PVHS, Social Studies
Hood, Dolly	*South, Speech
Hovden, Morris	*Gabbs, Math
Hug, Brian	*PVHS, Athletic Director & Weights
Kingsley, Kimberly	*Manse, Grade 1
Loechel, Scott	*PVHS, Auto Shop
Manning, John	*PVHS, Special Ed
Pivik-Laughlin, Ambrena	*RCMS, Special Ed
Planck, Tammy	*RCMS, Core
Potter, Rachel	*Silver Rim/Round Mountain, Early Childhood
Rorex, Richard	*THS, Music
Schroeder, Harold	*Gabbs, English
Tsu, Jessica	*Hafen, Grade 3

* First Year Probationary

SPECIAL ASSIGNMENT AGREEMENTS

9/22/06

Senior, Aimee	BHS Asst. Varsity Softball
Brown, Charity	Gabbs Jr High Head Volleyball
Hall, Howard	Gabbs HS Sophomore Class Advisor
Hanifen, Frances	Gabbs HS Freshman Class Advisor
Kerns, Jerri	Gabbs HS Senior Class Advisor
Stinson, Connie	Gabbs HS Athletic Director
Wood, Sue	Gabbs HS Junior Class Advisor & Yearbook Advisor & Student Council Advisor
Hammar, Jeff	RCMS Asst. Football
Brecht, Paul	PVHS Science Chair
Brex, Dawn	PVHS Special Ed Chair
Brown, Abbie	PVHS Newspaper Advisor & Junior Class Advisor
Burke, Joe	PVHS ROTC Drill Team
Caristo, Diane	PVHS Math Chair & Sophomore Class Advisor
Cosner, Rhonda	PVHS Social Studies Chair
Dabrowski, Crystal	PVHS Freshman Class Advisor
DiLella, Paul	PVHS Drama Coach & English Chair
Eason, Kathy	PVHS Performing Arts Chair
Farr, Doug	PVHS Band Director & Vocal Director & Flag Team Advisor
Hernandez, Daniel	PVHS ROTC Color Guard
Hopkins, Robert	PVHS PE/Health/ROTC Chair
Lair-Cornelius, Traci	PVHS FBLA Advisor & Yearbook Advisor
Lanway, Ty	PVHS Science Club Advisor
Miller, Barbara	PVHS Senior Class Advisor
Paxton, James	PVHS Interact Advisor
Paxton, Rhonda	PVHS Student Council Advisor & Honor Society Advisor
Thompson, Nancy	PVHS Key Club Advisor
Warner, Susan	PVHS Spanish Club Advisor
Bresemann, Sonja	Rd Mtn Jr High Girls Head Basketball
Bresemann, Todd	Rd Mtn Jr High Boys Head Basketball
Brown, Ramona	Rd Mtn Jr High Asst. Track
Merritt, Holly	Rd Mtn Jr High Yearbook Advisor
Morones, Olga	Rd Mtn Jr High Head Track
Rascon, David	Rd Mtn Jr High Asst. Boys Basketball
Scamahorn, Shane	Rd Mtn Jr High Asst. Football

Ackerman, Chad	RMHS Asst. Boys Varsity Basketball
Akers, Victoria	RMHS Head Varsity Track
Brown, Candace	RMHS Asst. Softball & Girls Golf
Brown, Derrick	RMHS Head Wrestling
Haines, Donald	RMHS FBLA Advisor
Jensen, Melinda	RMHS Newspaper Advisor
Johnson, Doug	RMHS Head Varsity Softball
Jones, Delvin	RMHS Head Girls Varsity Basketball
McDaniel, Wil	RMHS Senior Class Advisor & Drama & Asst. Varsity Track
Madziarek, Amy	RMHS Asst. Varsity Basketball
Merritt, Holly	RMHS National Honor Society Advisor & Academic Olympics
Seipp, Sherry	RMHS Junior Class Advisor
Topholm, Jake	RMHS Athletic Director & Head Varsity Baseball & Head Varsity Boys Basketball
Tuss, Walter	RMHS Head Varsity Wrestling & Asst. Varsity Baseball
Vath, Leo	RMHS Boys Golf
Craddock, Jayson	TMS Asst. Football
Boni, Judi	THS FBLA Advisor
Dwyer, Janet	THS Senior Class Advisor
Howard, Mark	THS Academic Olympics Advisor
Johnson, Art	THS VICA Advisor
Manes, Charles	THS Junior Class Advisor
Maughan, Tricia	THS Fall Cheerleader Advisor
Sprick, Marie	THS Sophomore Class Advisor
Wright, James	THS Freshman Class Advisor

FINANCIAL INFORMATION
NYE COUNTY SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING SEPTEMBER 22, 2006

Dear Board Member:

If you have questions regarding this Financial Report, please contact Mr. Ritchie's Office in Pahrump prior to the Board Meeting, to insure a timely response at the meeting.

9/6/2006

BOARD OF TRUSTEES BUDGET for 06-07

	<u>Budgeted</u>	<u>YTD Exp.</u>	<u>Encumbered</u>	<u>Balance</u>
Social Security	850	131		719
Workers Comp	250	49		201
Medicare	200	31		169
Day of Service	13,680	2,115		11,565
Professional Service	75,000			75,000
Lobbying		3,000		(3,000)
Communications				
Travel	7,000	537		6,463
Supplies	4,000	523	1,000	2,477
Fuel		65		(65)
Tech Supplies/Software				
Tech Items of Value				
Dues & Fees	15,400	11,375		4,025
TOTAL	\$116,380	\$17,826	\$1,000	\$97,554

NYE COUNTY SCHOOL DISTRICT

As of 9/6/06

SUMMARY OF EXPENDITURES	BUDGETED	ACTUAL	%
100 - Regular	24,319,640	190,117	0.78%
300 - Vocational	967,850	0	0.00%
900 - Other	755,593	22,057	2.92%
TOTAL DISTRIBUTED EXPENDITURES	26,043,083	212,174	0.81%
000 - Undistributed			
2100 - Student Support	263,755	1,312	0.50%
2200 - Staff Support	232,896	43,039	18.48%
2300 - General Administration	1,369,140	137,110	10.01%
2400 - School Administration	3,580,311	429,737	12.00%
2500 - Business Support	2,182,021	280,747	12.87%
2600 - Plant Operation & Mtce.	6,346,233	1,112,257	17.53%
2700 - Student Transportation	2,820,245	310,392	11.01%
5200 - Transfer to Other Funds	7,143,739	50,000	0.70%
TOTAL UNDISTRIBUTED EXPENDITURES	23,938,340	2,364,593	9.88%
TOTAL EXPENDITURES	49,981,423	2,576,768	5.16%
Contingency			
Unappropriated Fund Balance	421,455		
Reserved Fund Balance			
TOTAL EXPENDITURES & FUND BALANCE	50,402,878		

SUMMARY OF AVAILABLE FINANCING	BUDGETED	ACTUAL	%
Beginning Balance	421,455	421,455	100.00%
Ad Valorem	8,394,253		0.00%
Sales & Use Taxes	8,254,006		0.00%
General Govt. Services Tax	1,996,226	211,403	10.59%
Tuition - In-State	20,000		0.00%
Tuition - Out of State	60,000		0.00%
Earnings on Investments	150,000		0.00%
Bank of America Sweep Interest	50,000		0.00%
Miscellaneous	134,753	14,185	10.53%
State Distributive	29,502,853	7,247,596	24.57%
Special Appropriations (Counselors)	50,000	50,000	100.00%
Other Appropriations	220,244	381,312	173.13%
Federal Grants in Aid	0	0	



Nye County School District

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
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BOARD OF TRUSTEES
Deborah Wescoatt, President
Tracie Ward, Vice President
Dawn Murphy, Clerk
Edna Jean Forsgren
Nicole Genet
Dennis Keating
Cindy Marcotte

Dr. William E. "Rob" Roberts
Superintendent

Jerry C. Hill
Assistant Superintendent
for Student Achievement

MEMORANDUM

TO: Board of Trustees
Dr. William E. "Rob" Roberts, Superintendent

FROM: Department for Student Achievement
* Jerry C. Hill, Assistant Superintendent for Student Achievement
* Karen Holley, Grant Writer
* Karen Liberty, Curriculum Coordinator
* Ginger Olson, Coordinator of Testing, Accountability and Educational Technology

RE: Report to Board of Trustees

DATE: September 14, 2006 – for Board Meeting September 22, 2006

JERRY HILL:

- Resolved scheduling of Nursing prerequisite biology classes at PVHS/GBC.
 - Made suggestions to PVHS on resolution of overcrowding in lab science classes, met with principal.
- Apprised all McREL participants and all Nye principals of the basic premise and scope of work of the McREL technology initiative through e-mail and subsequent phone calls and face-to-face meetings.
- Met with McREL team and our department's leadership group to help organize program for 2006-2007.
- Helped to facilitate first McREL workshop for 40 staff members (Sept. 7&8).
- Held McREL de-briefing meeting with Department for Student Achievement.
- Held Department - Staff Development Committee Meeting to align our 5 staff development goals and district goals and improvement plan.

MEMORANDUM

September 14, 2006

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- Met regarding Manse and Amargosa School Support Teams, School Improvement Plans and District Improvement Plan.
- Will attend Nevada H.S. Summit meeting in Sparks (Sept. 14th.)

GINGER OLSON:

- The leadership team for McRel held its first meeting Sept. 6. We discussed the specifics of the trainings that would be provided during the 06-07 school year.
- The first teacher leader training by McRel was held Sept. 7-8 at Great Basin Community College. Teaching strategies and web sites were discussed.
- A meeting was held to discuss the best way to track short-term substitutes with Charyl, Vicki and ladies in the north. The plan was to use payroll to do the tracking, but the program does not provide all of the information needed for the accountability report. The solution for this year is to have secretaries report to Charyl on a monthly basis.
- The staff development committee held a meeting Sept. 11 to discuss the current initiatives and possible plans for the future.
- On Sept. 12th, the technology plan committee met to discuss the results of their assignments. Each member of the committee has part of the plan to complete by October 20.
- Attended the NASA High School Improvement Initiative in Sparks.
- Will attend the Plato Training at Pathways during teacher in-service day, Sept. 15
- Will conduct the annual Test Security meeting in conjunction with the Department of Education for all principals and counselors in Beatty Sept. 21.

2006 BOARD OF TRUSTEE COMMITTEE ASSIGNMENTS

NASB Director	Cindy Marcotte
Legislative Representative	Deborah Wescoatt
Debt Management Commission Rep.	Tracie Ward
Parks & Recreation Representative	Nicole Genet
Policy Committee	Nicole Genet, Dawn Murphy, Tracie Ward & Deborah Wescoatt
Insurance Committee	Edna Forsgren
United Way Board of Directors	Dawn Murphy replaced by Dennis Keating
Sick Leave Bank	Dennis Keating
Attendance Committee	Tracie Ward
Strategic Plan Committee	Nicole Genet, Tracie Ward & Deborah Wescoatt
SB-289 Crisis Management Committee	Cindy Marcotte
Negotiations Team	Dennis Keating & Deborah Wescoatt
Construction Committee	Dawn Murphy, Tracie Ward & Deborah Wescoatt
Bond Committee	Edna Forsgren, Tracie Ward & Deborah Wescoatt
Career & Technical Skills Committee	Cindy Marcotte

Last updated 5-31-06

**NYE COUNTY SCHOOL DISTRICT
2006-07 BOARD OF TRUSTEES MEETING CALENDAR**

<u>Meeting Date</u>	<u>Time*</u>	<u>Location</u>	<u>Agenda closes @ noon on</u>
Monday, 7/10/06	11:00 a.m.	Videoconference	Friday, 6/30/06
Friday, 7/28/06	10:00 a.m.	Videoconference	Thursday, 7/20/06
Friday, 8/11/06	10:00 a.m.	Videoconference	Thursday, 8/3/06
Friday, 8/25/06	10:00 a.m.	Videoconference	Thursday, 8/17/06
Friday, 9/8/06	10:00 a.m.	Videoconference	Thursday, 8/31/06
Friday, 9/22/06	10:00 a.m.	Videoconference	Thursday, 9/14/06
Friday, 10/6/06	10:00 a.m.	Videoconference	Thursday, 9/28/06
Friday, 10/20/06	10:00 a.m.	Videoconference	Thursday, 10/12/06
Friday, 11/3/06	10:00 a.m.	Videoconference	Wednesday, 10/25/06
Friday, 12/1/06	10:00 a.m.	Videoconference	Tuesday, 11/21/06
Friday, 12/15/06	10:00 a.m.	Videoconference	Thursday, 12/7/06
Friday, 1/5/07	10:00 a.m.	Videoconference	Wednesday, 12/20/06
Friday, 1/19/07	10:00 a.m.	Videoconference	Thursday, 1/11/07
Friday, 2/2/07	10:00 a.m.	Videoconference	Thursday, 1/25/07
Friday, 2/16/07	10:00 a.m.	Videoconference	Thursday, 2/8/07
Friday, 3/9/07	10:00 a.m.	Videoconference	Thursday, 3/1/07
Friday, 3/23/07	10:00 a.m.	Videoconference	Thursday, 3/15/07
Friday, 4/6/07	10:00 a.m.	Videoconference	Thursday, 3/29/07
Friday, 4/20/07	10:00 a.m.	Videoconference	Wednesday, 4/11/07
Friday, 5/4/07	10:00 a.m.	Videoconference	Thursday, 4/26/07
Wed., 5/16/07**	6:00 p.m.	Videoconference	Thursday, 5/10/07
Friday, 5/18/07	10:00 a.m.	Videoconference	Thursday, 5/10/07
Friday, 6/1/07	10:00 a.m.	Videoconference	Thursday, 5/24/07
Friday, 6/15/07	10:00 a.m.	Videoconference	Thursday, 6/7/07

NOTE: Unless time or location is noted otherwise on the posted agenda. Agenda closing dates subject to change if necessary.

*Denotes change since last update.

**Includes Public Budget Hearing [NRS 354.596].

All meetings are held by videoconference between the Pahrump and Tonopah District offices unless otherwise noted on the agenda.

Effective 6/28/06

AGENDA REQUEST FORM

Date of Meeting

Date Submitted

Submitted by

Title

Title of Topic

The Presenter will be

This item is for: Recognitions Information Action

Do you request this item be timed? Yes No Requested time

Do other sites need to be connected? Yes No Specify

Financial Cost Funding Source

Backup will be emailed by Date Name

NOTE: Use Times New Roman, font size 12, on all backup material.

Background

Comments

HEALTH/WELLNESS COMMITTEE MEMBERS
 Nye County School District
 2005-2006

Name	School/Address	Telephone #	Position
Abt, Nancy	Manse Elementary	727-5330	Counselor
Budahl, Maureen E.	CAT Team Leader 250 N. Hwy 160 #6 Pahrump, NV 89048		CAT & Community Member
Farris, Mike	Baptist Church 512 W. Tonopah Avenue Tonopah, NV 89049	482-3118	Pastor
Liberty, Karen	District Office Pahrump	727-7743 x227	C & I/LEP Coord.
Metcher, Lori	JG Johnson Elementary	727-3894	Teacher
Metcher, Tom	1520 E. Basin Ave. #106 Pahrump, NV 89060	Cell 209-4747	Juvenile Dept.
Mills, Lois	Manse Elementary	727-5136	Teacher
Peterson, Pam	Pahrump District Office	727-5373	Head School Nurse
Schneider, Andrew	PVHS Health		Teacher
Tokerud, Harold		751-7659	Retired Sch Admin Community member
Wilson, Brenda	POB 849 Tonopah, NV 89049	482-6659	Parent/Community Health Nurse Secretary
Wilson, Danni (Mrs)	POB 3088 Tonopah, NV 89049	482-3022	Parent
Winter, Joanne	Mt. Charleston ES	751-9414	Counselor



ATTENTION: PARENTS, TEACHERS, & COMMUNITY

The Nye County School District will be adopting new **Health Curriculum for grades K-5.**

The Community, Teachers, and Parents of the Nye County School District are invited to take a look at state approved curriculum samples for Health. Your opinions and choice are essential to the Health Committee so they will have the opportunity to make a high-quality choice.

WHERE: NCS
Tonopah District Office
122 Military Circle
Tonopah, NV 89049
775-482-6258

DATE: **Thursday, June 1, 2006**

TIME: **(7:30 AM to 4:00 PM)**

And

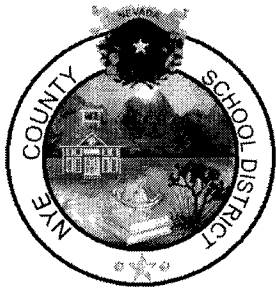
NCS
Pahrump District Office
484 S. West Street
Pahrump, NV 89048
775 727-7743

DATE: **Friday, June 2, 2006**

TIME: **(7:30 AM to 4:00 PM)**

Response cards will be available for your comments. The cards will be given to the committee when they meet June 7, 2006. The Nye County School District hopes that you will have the opportunity to preview the Health Curriculum *The Great Body Shop.*

If you should have questions please contact Karen Liberty at the Pahrump District Office, (775) 727-7743 x227.



Nye County School District

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

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Dr. William E. "Rob" Roberts
Superintendent

Jerry C. Hill
Assistant Superintendent
for Student Achievement

MEMORANDUM

TO: Board of Trustees

FROM: Jerry C. Hill
Assistant Superintendent for Student Achievement

CC: Dr. William "Rob" Roberts, Superintendent

RE: Clark County Virtual High School Program

DATE: September 14, 2006

It is requested that the Board approve Nye County School District's entering into a contact with Clark County School District for participation in CCSD's Distance Education - Virtual High School Program.

The attached Contract Agreement is in the process of being revised to reflect that the program will be free of charge to Nye County School District (see e-mail of 9/1/2006 from Allison Powell, Coordinator, CCSD Virtual High School).

**CONTRACT AGREEMENT FOR A PROGRAM OF DISTANCE EDUCATION
OF NON-RESIDENT PUPILS
PURSUANT TO NRS 388.829**

STATE OF NEVADA

COUNTY OF CLARK

THIS CONTRACT AGREEMENT made and entered into this _____ day of _____, 2006, between

CLARK COUNTY SCHOOL DISTRICT

Hereinafter called Attendance District, and

NYE COUNTY SCHOOL DISTRICT
STATE OF NEVADA

Hereinafter called Residence District, for the purpose of providing distance education services to non-resident pupils of Clark County School District.

WITNESSETH

WHEREAS, the respective parties under the laws of Nevada are authorized to enter into a contract whereby students in the school district of the Residence District may enroll in a program of distance education to be taught in the School District of the Attendance District, providing space is available.

WHEREAS, the Attendance District hereby agrees to enroll in a program of distance education students of the Residence District referenced in Part 3-A of this agreement, providing space is available.

WHEREAS, the Attendance District hereby agrees to provide to the general education pupils of the Residence District comparable instruction and facilities for learning as are furnished the pupils of the Attendance District.

NOW, THEREFORE, the parties hereto agree as follows:

1. This agreement is effective for the period of September 1 to August 31 of the 2006/07 school year.
2. The Attendance District shall provide a program of distance education to pupils of the Residence District who are listed in Part 3-A of this agreement.

3. The Resident District Shall:

- A. Furnish the Attendance District with a list of all pupils to be provided services by December 31/August 31 (as appropriate). The list is to contain the pupil's name, grade, county of residence, and state. A list of the pupils to be provided services (Exhibit A) is attached and made part of this agreement. In the event the student will enroll part time in the program of distance education, the list will set forth the percentage of the total time services will be provided per school day in proportion to the total time services are provided who are counted pursuant to NRS 387.1233 (1)(a)(2).

4. Special Conditions:

- A. The Board of School Trustees of the Residence District understand that the Superintendent of Public Instruction will make appropriate adjustments in the apportionments of the school district pursuant to NRS 387.124 to account for the pupil's enrollment in the program of distance education.
- B. The parties hereto agree that this agreement shall not become valid or binding upon either party until approved by the governing bodies of the Attendance and Residence District, the Superintendent of Schools of both parties, and the Superintendent of Public Instruction.
- C. During the performance of this agreement, the Attendance District and the Residence District agree as follows:

There is hereby incorporated by reference the same as if specifically written herein all rules, regulations and all other requirements including but not limited to, compliance with the Nevada Revised Statutes governing Nevada Public Schools; laws of the State of Nevada; the rules, regulations and policies of the Nevada State Board of Education; and the rules and regulations of the governing board of the Attendance District. In case of conflict between any provisions of this agreement and such laws, rules, and regulations, the rules and regulations of the Attendance District shall prevail.

- D. When a pupil of the Residence District ceases to be a member of the Attendance District, a record of his withdrawal shall be established on the same document that contains his enrollment information, and the Residence District is to be immediately notified of the withdrawal. The record must show the day of withdrawal and reason, if known.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed in quadruplicate originals on the ___ day of _____, 2006.

GOVERNING BOARD OF
CLARK COUNTY SCHOOL DISTRICT

By _____
Director, Magnet Schools and
Distance Education

By _____
Superintendent

Date

Date

APPROVED:
NEVADA DEPARTMENT OF EDUCATION
By _____

From: "Allison L. Powell" <alpowell@interact.ccsd.net>
To: <jhill@nye.k12.nv.us>
Date: 9/1/2006 9:59 am
Subject: CCSD Virtual High School Participation

Hi Jerry,

I have been working with Teresa Sullivan at Beatty High School about getting their students started with the Virtual High School. We were planning to meet on Tuesday to discuss how it will work for her students, but I have not received a copy of the contract from Nye County. Will your district be participating. It will be free to students during the fall and spring semester as the grant rolled over another year. I have money for two mentor/coordinators (one from the south and one from the north) to help coordinate the project as well. We would like to continue to work with Teresa Sullivan as the northern contact if possible, but would prefer to work with another representative in the south. My counselor has recommended a teacher named Paul Brecht from Pahrump HS who she met at an AP Conference in Florida this summer. She said he had a lot of great ideas about working with the Virtual HS and expanding the software of the program to your district. Would this be possible? If you are still interested in working with us, can you please send the signed district participation contract to us as soon as possible. I will keep our meeting with Teresa and contact Paul, if I hear back that you are willing to participate. Thank you for your time and support and have a great three day weekend!

Allison Powell
Coordinator, Instructional Web Design
CCSD Virtual High School - Distance Education
<http://www.ccsdde.net>
702-855-8435 x4803
702-855-8438 - fax

"Whatever you are, be a good one." -- Abraham Lincoln

Scanned by Gwavix for all known viruses.
<http://www.gwavix.com>
NCSD Technology Department

From: "Allison L. Powell" <alpowell@interact.ccsd.net>
To: "Jerry Hill" <JHill@nye.k12.nv.us>
Date: 9/12/2006 3:09 pm
Subject: Re: Fwd: Re(4): Fwd: Re(2): Title V Grant- Virtual HS

CC: "Melissa F. Reymer" <MFR603@interact.ccsd.net>
Thank you! Also, our counselor received a call from the Assistant Principal at Pahrump Valley High School about signing students up for our classes. I told our counselor to let her know our legal department is working on the addendum to the contract and that it should be ok to sign the students up, but if they were uncomfortable, we could wait until the spring semester. I will keep you posted on what they decide to do, I just wanted to keep you in the loop. Thank you again for all of your help!

Allison

Test Security Guide

Policies and Professional Expectations

2006-2007



Nye County School District
Dr. William Roberts, Superintendent

Prepared by
Ginger Olson
Office of Accountability and Assessment
(775) 727-7743

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**122 Military Circle
Tonopah, NV 89049
775-482-6258**

**484 S. West St.
Pahrump, NV 89048
775-727-7743**

<http://www.nye.k12.nv.us>

Superintendent

Dr. William E. "Rob" Roberts

Assistant Superintendent for
Student Achievement

Jerry Hill

Coordinator of Accountability
and Assessment

Ginger Olson

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Area II, Pahrump, Amargosa, Beatty, Crystal, N. Pahrump**

NYE COUNTY SCHOOL DISTRICT TEST SECURITY GUIDE

INTRODUCTION

The Nye County School District (NCSD) Test Security Guide is intended to articulate clear and consistent guidelines for the administration of tests and/or examinations in the Nye County School District for all employees who administer or assist with the testing program. This guide is intended for use in conjunction with ***Procedures for the Nevada Proficiency Examinations 2006-2007*** provided by the Nevada Department of Education

The intent of these pages is to focus upon the standardization of the testing policies and procedures in the Nye County School District. This guide simplifies crucial testing security and confidentiality concerns important to the quality of the district wide testing program.

The united effort and professional integrity of every employee in the district is necessary to assure the accuracy and validity of our examination results. Without security, confidentiality and standardized administration of our assessments, scores lack validity and cannot appropriately contribute to informed future decision-making.

STATEMENT OF RESPONSIBILITY

Members of the Board of Trustees, the Superintendent, Coordinator of Accountability and Assessment, teachers, counselors, building administrators, and other appropriate school personnel are together responsible for effectively implementing the Nevada Proficiency Examination Program (NPEP). In promoting the Nevada Proficiency Examination Program requirements:

1. Each school principal will annually certify in writing that the expectations and requirements of the State of Nevada and NCSD will be met at the school level;
2. Each school will produce a school test security plan that will be kept on file at the school site and a copy of which shall be submitted to the office of Coordinator of Accountability and Assessment.
3. Each teacher and other administrative or classified personnel involved with the testing program will attend the school site meeting where they will receive a copy of the *NCSD Test Security Guide Policies and Professional Expectations*. They must certify in writing that they have received and read the guide.

In accordance with Nevada Administrative Code (NAC 389.054), the principal of each site where NPEP tests are given is required to accept responsibility for both the proper administration of the tests at that site and the physical security of the test

materials including test booklets, prompts, and completed answer documents. The principal must be familiar with the prescribed procedures for administering the tests and certify, on an annual basis, that these procedures will be followed at the school. The principal is also responsible for providing complete training annually in test security and test administration for all school personnel. District test directors are responsible for making certain that principals have all relevant information and manuals to carry out that responsibility.

In addition to the annual training, training sessions prior to each test administration should focus on security and administration issues relating to the specific test being given. An overview of the important security and administration issues should also be included in these trainings.

PURPOSE OF THE ASSESSMENT PROGRAM

The comprehensive series of assessments in various test formats with varying purposes provides opportunities for districts, schools, teachers, students, and parents to assess student achievement in the areas specified by Nevada Revised Statutes (NRS). The High School Proficiency Examination (HSPE) tests student achievement and proficiency relative to the 1998 Nevada Content and Performance Standards in English Language Arts, Science and Mathematics. The HSPE, required for high school graduation, also functions as a measure to help ensure that students leave high school with the skills and knowledge necessary for college, careers, and life.

State assessments prior to the HSPE provide objective data that can be used by teachers and students to determine individual progress in essential areas and by schools to identify areas where changes are necessary to improve student learning. If used properly, Nevada's assessment system can help students be better prepared for the HSPE when they reach high school.

Another purpose of the NPEP is to provide accountability to the public and to the Legislature. Test scores from the Criterion Reference Tests (CRTs), the writing assessments, and the HSPE are used to determine Adequate Yearly Progress (AYP) for every public school and charter school.

In view of the many variables involved in assessment, it is considered inappropriate to compare only test and/or examination scores without consideration of other factors, such as population tested, transiency rates, socioeconomic factors of the population, dropout rates, etc.

The use of test and/or examination data is to encourage analysis of results and to assist in planning for instructional improvement at every level, i.e., student, classroom, grade level, school, or district. The statistical data and other information received from tests and/or examinations are most effectively used for diagnostic and prescriptive purposes to improve the curriculum and instructional program.

The National Assessment of Educational Progress (NAEP) is a national assessment. Called the “nation’s report card” accurate and reliable data are crucial to reflect Nevada’s student performance on the content areas included in this instrument. The student data from the NAEP are compiled into a single state profile.

PARENT/GUARDIAN NOTIFICATION

All school administrators and teachers are required to communicate with the parents/guardians of students who will be tested one month before the actual testing. Schools may post the notification to their website, send home a letter or newsletter to inform parents of upcoming tests.

To maximize the opportunity for appropriate use of assessment results and in accordance with NRS 389.015, not more than 10 working days after a school district receives the results of the examinations, the superintendent of each school district shall certify that the results of the examinations have been transmitted to each school within the school district. Except as otherwise provided, not more than 15 working days after each school receives the results of the examinations, the principal of each school and the governing body of each charter school shall certify that the results for each pupil have been provided to the parent or legal guardian of the pupil (a) during a conference or (b) by mailing the results to the last known address of the parent or legal guardian. *If a pupil fails the High School Proficiency Examination, the school shall notify the pupil and the parents/guardians of that pupil as soon as practical, but not later than 15 working days after the school receives the results of the examination.*

Reporting the test and/or examination scores of individual students to anyone other than authorized school personnel, the student’s parent/guardian, or the student is a violation of the privacy rights of the individual. Any research conducted within NCSD that may deal with student test and/or examination scores must first be approved in writing by the Coordinator of Accountability and Assessment, who will ascertain that individual confidentiality will be fully maintained.

TESTING WINDOWS CALENDAR 2006-2007

Nevada Administrative Code (NAC) 389.051 prescribes when the NPEP examinations are to be given. The Nevada Department of Education prescribes the specific date or range of dates on or during which an examination or examinations will be given. Strict adherence to these dates is mandatory. Students who are enrolled during the State's testing window must participate in the examination(s).

Program	Grade(s)	Dates
Standards Master	3-10	September 1 – 30, 2006
		May 1 – 31, 2007
ITBS/ITED	4,7,10	January 16 - February 16, 2007
CRTs	3 – 8	March 1 – April 13, 2007
Analytic Writing	5	January 16 – 26, 2007
	8	February 5 –15, 2007
HSPE Writing	11	November 1, 2006
		March 28, 2007
	12/Adult	November 1, 2006
		January 31, 2007
		March 28, 2007
		May 16, 2007
July 11, 2007		
HSPE Math Reading Science*	10	March 26 – 30, 2007
	11	March 26 – 30, 2007
	12/Adult	October 30 – November 3, 2006
		January 29 - February 3, 2007
		March 26 – 30, 2007
		May 14-16, 2007
		July 10 – 12, 2007
*(10 th grade only)		
PLAN	10	October 11, 2006

Standards Master: NCSD criterion referenced tests
 ITBS: Iowa Test of Basic Skills
 ITED: Iowa Test of Educational Development
 CRT: Nevada Criterion Referenced Tests
 Analytic Writing: Nevada Writing Assessment
 HSPE: High School Proficiency Examination
 PLAN: Pre ACT

TEACHER TRAINING

By September 30th of each year, each school will provide written information regarding the testing program, schedule and purpose to all teachers and educational personnel employed by the school district or governing body, all employed personnel who are involved in test administration, pupils who are required by law to take the exams, and the legal guardians of these pupils. The written notice must be prepared in a format that is easily understood and must include a description of the district test security plan, and action that may be taken against personnel and pupils for violations of the plan or for other testing irregularities.

Prior to the first scheduled test administration, each school will conduct a required meeting on the testing program, schedule, district test security plan and actions that may be taken against personnel and pupils for violations of the plan or for other testing irregularities. Each teacher will sign a verification form indicating that they have received the required information.

Instructions in proper test administration will be given with two formal training programs. The District Test Coordinator will conduct a mandatory training for all counselors and principals. All procedures will be outlined per the district test security guide, NDE regulations, security issues, etc. The building principal will conduct the second program each year to all staff whether or not the individual is directly involved in test administration. Written verification of the meeting will be submitted to the district test director that includes:

- Verification that the NCSD Test Security Guide has been provided to all certified and classified personnel.
- A roster of all personnel in attendance during mandatory building/staff meeting on test administration.

This training must be designed to cover the following:

- Instructions in proper handling of test materials.
- Instructions in proper test administration.
- Security procedures as outlined in this document.
- Procedures regarding allowable activities in the preparation of students.
- Information regarding protection of school district personnel with regard to the disclosure of testing irregularities.
- Conditions related to testing, as stated in NRS 391.312, under which a teacher may be suspended, dismissed, or not re-employed.

- Conditions related to testing, as stated in NRS 291.312, under which an administrator may be demoted, suspended, dismissed or not re-employed.
- Conditions related to testing, as stated in NRS 391.330, under which the state board may suspend or revoke the license of any teacher, administrator or other licensed employee.

All educational personnel whether or not he/she are directly involved with state or district test administration will acknowledge in writing that he/she:

- Has read and understands all information provided by the school district related to proper test security and test administration.
- Understands the potential consequences for failure to observe and carry out the requirements of the district test security plan.
- Understands the potential consequences for failure to comply with the state and district test security plans.
- Information regarding protection of school district personnel with regard to the disclosure of testing irregularities are outlined in AB214. Definitions and responsibilities are outlined in the NCSA Test Security Guide. Security procedures follow NRS 389.015 and are outlined in the NCSA Test Security Guide.
- Conditions related to testing as stated in NRS 391.312 outline the conditions under which an administrator or teacher may be suspended, dismissed or not re-employed are outlined in the NCSA Test Security Guide. Failure to observe and carry out the requirements of this plan is a violation of NRS 389.015 and may result in a teacher or administrator being demoted, suspended or dismissed or not re-employed.
- The state board may suspend or revoke the license of any teacher; administrator or other licensed employee as outlined in the NCSA Test Security Guide.

Principals must complete and submit to the district's test director the form entitled "Authorization to Administer Tests in the Nevada Proficiency Examination Program in Accordance with Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC): School Year 2006-2007." These three-part forms (also referred to as *Principal Assurance Forms*) will be sent to the principals the first week of September. Once the principal completes and signs the form, she/he keeps the third (pink) copy and returns the original (white) and second (yellow) copy to the school district test director. The school district keeps the second copy and must return the original to the Office of Assessment, Program Accountability and Curriculum, Room 108, by **September 9, 2006**. Regulations prohibit districts from distributing testing materials to schools from which a completed form has not been received.

Although the principal may choose to assign test scheduling and training responsibilities to a school test coordinator, delegating these duties does not absolve the principal of ultimate responsibility for test security and proper test administration.

All writing test prompts, test and/or examination booklets, and teacher directions or manuals should be counted by the school site test coordinator numbered, and batched well in advance of the test and/or examination date to ensure ample materials for the date of test and/or examination administration. Numbering test and/or examination booklets or photocopies also facilitates more efficient return of materials.

PROCEDURES FOR THE ADMINISTRATION OF TESTS AND EXAMINATIONS

Tests and/or examinations are not to be distributed to those who will administer them until the prescribed date for test and/or examination administration. When not in the school's locked test storage cabinet or in classroom use for test administration, test and/or examination materials should not be left in any area to which students or others have unsupervised access.

Sufficient teachers must be provided to adequately supervise and monitor the test and/or examination. At least one test administrator and a sufficient number of monitors must be provided at the testing site to adequately supervise the testing. A ratio of one test administrator to not more than 30 students is strongly recommended.

During test and/or examination administration, teachers and/or monitors *must* closely and frequently monitor to see that each student is marking answers in the correct manner. They should help those students who are not marking their answers appropriately. After such problems have been resolved (e.g., bubbles are not dark enough, two bubbles are marked on the same line, bubbles extend beyond the specified area, any changed answers are completely erased, etc.), the only educational assistance given should clarify the instructions for taking the test and/or examination. The teacher/monitor should continually walk through the classroom during the time allocated for the test and/or examination. Sitting down during the assessment period is inappropriate. It is essential for teachers to carefully follow all instructions, which are provided for test and/or examination administration, and to monitor student progress continuously during the assessment period. It is important to observe unusual behavior carefully.

The teacher/monitor must NOT provide assistance that will reveal an answer, i.e., pointing out the reasoning underlying an item or referring to previous instruction about a specific skill or objective. Indicating a correct or incorrect response in any manner is a violation of ethical testing practices and professional expectations.

The teacher/monitor may assist students with mechanical tasks, such as helping a student to locate a specific section on the answer sheet. Teachers/Monitors should be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices.

Students are better prepared for the assessment situation if the teacher explains that the purpose of taking a test and/or examination is to find out which skills have been mastered so that instruction can focus upon skills that need further development. It should be pointed out that some items might be more difficult than others and some material may be new to students; they are not expected to know all the answers. For all multiple-choice assessments, students should be told that there may be more spaces on their answer sheets than the number of items in their test and/or examination book. Extra spaces on their answer sheets should be left blank.

Students should mark only one response for an item and should erase completely any responses they do not want.

At no time during testing should students be left unattended with test and/or examination materials or be allowed to remove/carry their test and/or examination materials from the classroom to any other location.

Students should bring only required materials to the test and/or examination session: soft #2 pencils and calculators, if authorized by the state, district, or publisher. All other materials—including test and/or examination booklets, writing test prompts, answer sheets, rulers and scratch paper—should be provided at the testing location. These materials must be collected from each student before he/she leaves the testing room. All used scratch paper will then be destroyed in an appropriate manner as determined by the administrator of that school.

Students may be allowed the option of using calculators provided by the school for Part 1 of the Math Concepts and Estimation test and the entire Math Problem Solving and Data Interpretation test in the *ITBS* and the Mathematics: Concepts and Problem Solving test in the *ITED* provided that using calculators in a testing situation is consistent with typical practice in their classrooms.

Calculators MUST NOT be used for the Part 2 of the Math Concepts and Estimation test in the *ITBS* , or the Computation test in both the *ITBS* and *ITED* or any portion of the *HSPE*.

Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.

During writing assessments, test administrators or monitors must not assist students or review the students' rough drafts between writing sessions.

All test materials, including test booklets, writing prompts, answer sheets, and scratch paper, must be returned to the test administrator before a student is allowed to leave the testing area for any reason. Extra care must be taken to monitor the students' use of scratch paper to avoid cheating.

All electronic devices are prohibited during testing. This includes but is not limited to: cell phones, Palm Pilots, or other PDA's, any device capable of sending and/or receiving text messages, MP3 players, radios, CD players.

Every student taking a HSPE will need photo identification. Students must sign a roster. The original roster must be sent to the Coordinator of Accountability and Assessment. Schools should retain a copy for their records. Schools should arrange for reading, writing, mathematics, and science tests to be administered by individuals who do not teach the subject tested.

STORAGE AND DISTRIBUTION OF MATERIALS

Program	Delivery Method
Standards Master	Materials picked up by principals at district offices or
	receive them through fleet.
ITBS/ITED	Materials picked up by principals at district offices or
	receive them through fleet
*CRTs	Direct delivery to schools, pick-up from schools
Analytic Writing	Materials picked up by principals at district offices or
	receive them through fleet.
HSPE Writing *Math Reading Science	
	Materials picked up by principals at district offices or
	receive them through fleet.
	Direct delivery to schools, pick-up from schools
	Direct delivery to schools, pick-up from schools
Direct delivery to schools, pick-up from schools	

* Change for 06-07

Test booklets, answer keys, and completed answer sheets must be stored in locked storage cabinets while located at the district or school site. At no time may examination materials be left unattended in any area where students and others have unsupervised access. This includes loading docks and mailrooms, counselor's offices, and classrooms.

Only the principal or school test coordinator should have access to the storage cabinet used for the storing of test materials. The key to the storage area must not be kept in a desk drawer or other readily accessible location.

School district test directors must follow the directions from the Nevada Department of Education and/or the test publisher regarding the receipt of materials and the reporting of discrepancies.

The school test coordinator must maintain a log identifying the serial numbers of the test booklets assigned to each test administrator. This log must be sent to the district test director, a copy of this log is to be kept at the school site.

The school test coordinator must account for all test booklets and other testing materials immediately upon their return from each test administrator.

The test administrator must maintain a log identifying the serial number of the test booklet assigned to each student in the classroom.

On completion of testing, test administrators must return testing materials to the test coordinator in a timely manner and not later than the end of the school day on which the test(s) is/are administered. If testing will take place over a period of more than one day, all testing materials must be returned to the school test coordinator each day and picked up again the morning of the next testing day. All test and/or examination booklets or copies of tests and/or examinations must be accounted for when they are returned to the school administrator for storage. Test booklets must be placed in serial number order before being returned to the test coordinator.

TEST AND/OR EXAMINATION COLLECTION AND SCORING

The school administrator or his/her designee is responsible for collecting, organizing and checking the accuracy of the demographic information on the answer sheets or test booklets at the school level.

The teacher is responsible for collecting and organizing the answer sheets or test booklets for his/her individual classroom. The teacher should carefully check and correct each answer sheet, if needed, for demographic accuracy, e.g., the student's name, I.D. number, grade level, school name, etc. It is imperative that the subtest answer portion of the answer sheet not be altered in any way, with the exception of erasing stray marks and darkening responses as may be required for scoring. For answer documents that are not pre-coded, it is crucial that the bubble on the test form be accurately darkened.

It is important for everyone associated with test administration to understand that the figures for state accountability reporting are based upon CRT, HSPE and writing demographic coding. The following subgroups must be coded accurately: ethnicity, gender, F/RL, IEP status, LEP status, date of entry into the United States, migrant, 504 status, years in school (YIS), years in district (YID).

Scoring, whether completed by NCSD staff or a private vendor, will be handled in accordance with the publisher's directions and using the norms for the appropriate test and/or examination level and time of year.

CODING OF ANSWER DOCUMENTS

The principal of each school required to participate in a state-mandated examination is also responsible for making certain that coding of answer documents is done accurately. Because participation rates of students are used to determine AYP, schools must submit an answer sheet for every student enrolled at the grade level being tested whether that student actually tests or not. The information on the demographic page for each answer document must be filled in completely and accurately. If a student is absent or does not test for any other reason, then the answer document must be coded appropriately using the DNP (Did Not Participate) code. No Child Left Behind requires a 95% participation rate on each state-mandated test for the grade level as a whole and for each specified subpopulation. Audits may be conducted to verify the number of students eligible to participate in any specific testing program.

NRS 389.017 mandates that the superintendent of schools of each school district and the governing body of each charter school shall certify that the number of pupils who took the examinations is equal to the number of pupils who are required to take the examinations and who are enrolled in each school in the district or in the charter school.

Significant errors in coding will be treated as irregularities in test administration and must be reported to the Assessment Support for Test Security at the Nevada Department of Education.

TIMING THE TEST OR EXAMINATION

Accurate timing of all tests and/or examinations is important to ensure the reliability of the results. Although most tests and/or examinations are not based solely upon speed, the time limits on some parts of an instrument may mean that some students will not complete all of the items. Established time limits should afford students ample opportunity to demonstrate the range of their abilities; most students will finish within the specified times.

The administrative test and/or examination instructions, accompanying teacher directions or manuals, and other materials specify the time limits for each test, examination, or subtest. Administrators and teachers, in cooperation with Public Policy, Accountability & Assessment, are responsible for implementing and monitoring the specified time limits. Students should not be allowed to work beyond the number of minutes specified for testing. Any deviation from the specified time limits is a violation of ethical testing practices and professional expectations. When specified, such deviations must also be reported on special forms provided for some tests and/or examinations.

Although the specific administration schedule for *ITBS/ITED* testing at each school is a site-based decision, all schools are strongly encouraged to schedule *ITBS* long content area subtests (i.e., Reading and Mathematics) so that students can complete Part I and Part II for the same content area on the same day.

If permitted by test and/or examination instructions, at appropriate intervals, the teacher/monitor may announce the number of minutes remaining. The starting and stopping times for each subtest or section may be written on the chalkboard.

TEST AND/OR EXAMINATION ITEM SECURITY AND CONFIDENTIALITY

In accordance with NRS 389.015, the questions contained in state-mandated examinations and the approved answers are confidential, and disclosure is unlawful except:

- To the extent necessary for administering and evaluating the examinations. (This refers primarily to the process of test development or selection. **Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited.**)
- When it is *necessary for the performance of the duties of*
 1. State officer who is a member of the executive or legislative branch.
 2. Superintendent of schools of a school district.
 3. Director of curriculum of a school district.
 4. Director of testing of a school district.
 5. (Department staff and/or the Attorney General's Office are charged with determining whether gaining access to state-mandated examinations is necessary and permitted by law.)
- That specific questions and answers may be disclosed if the superintendent of public instruction determines that the content of the questions and answers is not being used in a current examination and making the content available to the public poses no threat to the security of the current examination process. (Nevada High School Proficiency Examinations in reading and mathematics developed before 1990 have been released by the Superintendent of Public Instruction.)
- A test administrator who is requested to read aloud the contents of a state-mandated test in compliance with student IEP requirements must sign a form indicating that he/she will not disclose the test contents to any other person.

Specific test and/or examination items must not be copied or taught!

The test and/or examination items, problems, or questions contained in all NPEP tests and/or examinations and the approved answers for scoring them are confidential. Under no circumstances shall copies of writing test prompts or test and/or examination booklets, marked answer sheets, or answer keys be circulated among faculty, administrators, or other persons, except for test and/or examination administration. Copies of tests and/or examinations currently in use are not to be stored in places to which faculty or other persons have unsupervised access.

Writing Assessment

Teachers/monitors must not make written notes regarding specific writing test prompts, test and/or examination items or problems, or illustrations.

Copying writing test prompts, test and/or examination items, problems, or questions and the approved answers for grading them by any means or disclosure of those items, problems, or questions and the approved answers for scoring them is a breach of NCS D testing procedures and ethical expectations for the professional behavior of all district employees. Such breaches of testing procedures *will* be cause for disciplinary action. **There are no exceptions.**

Under no circumstances shall copies of writing tests or test booklets, marketed answer sheets, or answer keys be circulated among faculty, administrators, or other persons.

Teachers in the 5th and 8th grades are encouraged to copy their students' writing to be used for diagnostic purposes after scoring results have been received. Teachers may copy their students' writing on the High School Proficiency Examination for the purpose of back-up security only. Teachers may not give these papers back to the students.

Administration of a NPEP examination to a person who is not eligible to take that examination is an unauthorized disclosure of test content and must be reported as a test irregularity.

Any questions about the use of test materials or the breach of test security should be directed to the school principal or to the Coordinator of Accountability and Assessment.

Any concern about the contents of a writing test prompt, test and/or examination item, problem, or question should be communicated directly to the school principal within the first two school days after that test and/or examination has been administered. He/She will forward that concern to the Coordinator of Accountability and Assessment.

In addition to adherence to all test security procedures, the following test preparation practices are **approved**:

- Informing teachers about the norm-referenced tests, their purposes and the use of results.
- Informing students in advance that they will be taking the *ITBS* or *ITED*.
- Explaining the purpose and general form of the *ITBS* or *ITED* to students.

- Familiarizing students with the test format.
- Training students in generic test-taking tips.
- Evaluating a school's previous test performance in broad content areas.
- Practicing on tests of similar format, but not content.
- Utilizing any materials provided by NCSD or Nevada Department of Education

In order to enhance the accuracy and validity of norm-referenced testing information, the following test preparation practices are to be specifically avoided:

- Becoming familiar with *ITBS* or *ITED* test questions¹.
- Narrowing practice to specific objectives found on the test.
- Spending in-depth, extended periods of time in test preparation activities.
- Using the *ITBS* or *ITED* as a model for constructing exercises that are parallel in content and/or format.
- Doing practice exercises with response options in identical order as the *ITBS* or *ITED*.
- Using a parallel form of the *ITBS* or *ITED*.
- Using practice exercises that contain items from the *ITBS* or *ITED*.

NRS 389.015 indicates that all items contained in Nevada Proficiency Examination Program examinations and the approved answers are confidential. Disclosure of test items/booklets and testing materials and approved answers used for ALL state-mandated assessment is unlawful and constitutes grounds for revocation of licensure or other penalty, unless a person has written authorization in advance from the Nevada Superintendent of Public Instruction. *Per NRS 391.312 and 391.330, the failure to observe and carryout the regulations of the state and district security plans, may result in the following action:*

1. *a school district may suspend, dismiss or not re-employ a teacher;*
2. *the school district may demote, suspend, dismiss or not re-employ an administrator; and/or*
3. *the Nevada State Board may suspend or revoke the license of a teacher, administrator or other licensed employee.*

INVALIDATION OF TEST SCORES

Several circumstances may necessitate invalidating a student's answers and/or scores. Instances of cheating on state-mandated assessments will require that a student's scores be invalidated. Answer documents may also need to be invalidated if a test administration irregularity or a test security irregularity occurs that affects the validity of the students' scores. All instances of invalidation require that a Report of Test Irregularity be filed with the Nevada Department of Education.

Regardless of the reason for the invalidation, however, the answer document must be submitted to the appropriate testing company or to the Nevada Department of Education for inclusion in district and school reports.

Students with invalidated scores will be counted as not participating in the assessment, and they will be counted as non-proficient for AYP purposes. **Answer documents for absent students must never be invalidated.** Incomplete answer documents should be submitted to the appropriate testing company or the Department of Education for scoring with the completed answer documents. Writing answer documents that have at least one word on them should also be submitted with completed answer documents for scoring. Writing answer documents (for 5th and 8th grade) that do not have any writing on them but students did complete either the brainstorming and/or the rough draft are to be submitted under a special header sheet.

To indicate that answer documents have been invalidated, the following procedure must be used:

- For the CRTs and the *HSPE in Mathematics* and the *HSPE in Reading*: Mark the invalidation code on the demographic page of the answer document. Submit with the other answer documents to the state's testing company.
- For the *ITBS* and *ITED*: Mark the invalidation code on the demographic page of the answer document. Submit with the other answer documents to Riverside Publishing.
- For any of the writing tests: Separate the tests from the other answer documents and return to the Nevada Department of Education under a separate header sheet.

ELIGIBILITY REQUIREMENTS FOR HSPE

State laws governing participation in the *High School Proficiency Examination (HSPE)* are quite specific. All students seeking a standard high school diploma must take and pass the reading, math and writing tests that comprise the *HSPE*. Beginning with the class of 2010, students must also pass the science test. Eligibility to take the HSPE is determined by the number of credit hours of each student.

Grade Level	Eligibility Requirement	Required Tests	When Administered
10	At least 5 completed units of credit	Reading Mathematics Science	March 26-March 30, 2007
11	At least 11 completed units of credit	Reading Mathematics	March 26-March 30, 2007
		Writing	November 1, 2006 March 28, 2007
12 ¹	At least 17 completed units of credit	Reading Mathematics	October 30-November 3, 2006 Jan 29 - Feb 2, 2007 March 26-30, 2007 May 14-16, 2007 July 9-13, 2007
		Writing	November 1, 2006 January 31, 2007 March 28, 2007 May 16, 2007 July 11, 2007
Adult	Students who have enrolled in an adult high school diploma program	Reading Mathematics	October 30-November 3, 2006 Jan 29 - Feb 2, 2007 March 26-30, 2007 May 14-16, 2007 July 9-13, 2007
		Writing	November 1, 2006 January 31, 2007 March 28, 2007 May 16, 2007 July 11, 2007

¹A student who has not yet earned the required number of credits during the junior year to qualify as a senior, and who begins the senior year credit-deficient but who has an academic plan which projects that he/she will graduate from high school within 2 semesters and by his/her regularly scheduled graduation date may submit a written request to the district superintendent to take the exams under the 12th grade schedule.

CONSIDERATIONS FOR STUDENTS WITH SPECIALIZED NEEDS

In accordance with state and federal requirements all students must participate in the NPEP. Students with specialized needs may include students identified in need of services in accordance with NRS 388.440 and the Individuals with Disabilities Education Act (IDEA) or students protected from discrimination under Section 504 of the Rehabilitation Act of 1973. It must be recognized that these are two separate and distinct groups of students with specific rights afforded in accordance with two different federal statutes.

Students who are identified for services under NRS 388.440 and IDEA must meet specific state criteria and must have a current Individualized Educational Program. Students who are afforded accommodations under Section 504 of the Rehabilitation Act of 1973 must have a current Section 504 Accommodation Plan. Students identified as Gifted and Talented only are not students with Specialized Needs relative to statewide testing.

The following information has been developed to assist school officials in making appropriate decisions related to the participation of all students with specialized needs in NPEP assessments.

Students Eligible for Services Under the Individuals with Disabilities Education Act

Under the Individuals with Disabilities Education Act (IDEA), the Individualized Educational Program (IEP) committee has the authority to determine how a student will participate in the statewide assessment program. The IEP committee may decide that a student with a disability will participate in the state assessment program in one of the following ways:

1. under standard conditions using no accommodations or using accommodations that do not affect the validity of the assessment¹;
2. under non-standard conditions, using testing modifications which change or alter the content or administration of the assessment and invalidate the test result; or
3. participate in the state's alternate assessment program, the *Nevada Alternate Scales of Academic Achievement (NASAA)*.

Accommodations are designed to improve access to the assessment and its content while maintaining test validity and comparability of scores. Accommodations are variations in the assessment environment or process; including scheduling, setting, administration, and response format.

IEP committees must be familiar with the state's list of accommodations for each state assessment before making decisions regarding how a student will participate in a particular assessment. IEP committees should carefully weigh the

¹ Any accommodation selected for a student must be written in the student's IEP and should be one that is used during the regular instructional day in the classroom to address an identified need.

consequences associated with the use of accommodations and modifications. Any accommodation selected for a state assessment should be one used during the regular instructional day in the classroom to address a student's identified need. For example, the IEP committee may determine that a student needs a calculator as an accommodation for the math portion of the HSPE. In this example, the student would already be using a calculator in his/her current math class during problem solving exercises. Such an accommodation would be written in the student's IEP under Supplemental Services. There should be no attempt to implement or try accommodations unfamiliar to the student at test time.

A written request for an accommodation not included on the IEP Accommodation form must be submitted to the Nevada Department of Education (NDE), Office of Assessment, Program Accountability, and Curriculum no later than one month prior to the scheduled test date by the school administrator or counselor serving on the IEP committee. Approval may be granted on a case-by-case and test-by-test basis and only if, in the judgment of the NDE, the requested accommodations do not affect the validity of the test. Approval will be given for a specified period of time only. The approval letter, if the accommodation is granted, must be included with the student's IEP. Schools will receive the Department of Education's decision no later than one week prior to the date of the test.

A student may require a test modification to make the testing experience meaningful, even though there are consequences associated with using a test modification. **Testing modifications are changes in the administration and/or content of the assessment that affect the validity of the assessment and the reliability of the results.** Testing modifications alter the scope or content of what is being assessed. When determining AYP or when reporting test performance for IEP students, the scores for IEP students that test using modifications will be invalidated and will not count for participation. Clearly, IEP committees must make decisions regarding the use of testing modifications for an individual student with a full understanding of the consequence for the student.

Special education students must take the state-required tests during the same window of administration as all other students. All special education students must take the state tests appropriate for the grade level in which they are enrolled. Additionally, special education students, must be administered all sub-tests of each examination of the *CRTs*, *ITBS/ITED*, and the *HSPE*. Currently, the only deviation from this format is for those students who are participating in the state's alternate assessment, *Nevada Alternate Scales of Academic Achievement (NASAA)*. Information regarding the NASAA appears on page 26 of this document and in a separate document entitled, *Administration and Reporting Guidelines for NASAA*.

HSPE

For special education students, the IEP committee determines how an individual special education student will participate in the HSPE program.

To be counted as passing the test and meeting the graduation requirements associated with the HSPE, a student must be administered the tests using standard conditions or accommodations that do not affect the validity of the assessment. IEP committees must understand the consequences for students and for schools when a decision is made to test using modified conditions or to test using the state's alternate assessment.

Requests for accommodations not listed on the state IEP Accommodation form must be made in writing to the Nevada Department of Education (NDE), Office of Assessment, Program Accountability, and Curriculum, no later than one month prior to the scheduled date of the assessment. A copy of the student's IEP must be included with each request. Approval for such accommodations will be made on a case-by-case and a test-by-test basis and only if, in the judgment of the NDE, the requested accommodation does not affect the validity of the assessment. Approval will be given for a specified period of time only. The written approval, if granted, will be mailed or faxed to the requesting school, no later than one week prior to the HSPE test date.

All students, including special education students, have more than one opportunity to pass the *HSPE* and need to be exposed to the general education curriculum in all subject areas upon which the *HSPE* is based, e.g., reading, writing, and math. The general curriculum for students with disabilities is defined as the same curriculum as the one for non-disabled peers and sets an expectation that students with disabilities will be taught and assessed on grade level content and achievement standards.

Alternate Assessment

The IEP committee determines if a student with a disability will participate in a particular state assessment by taking the state's alternate assessment. The IEP committee must explain in the student's IEP why the general assessment is not appropriate and describe how the student will be assessed. *The Nevada Alternate Scales of Academic Achievement (NASAA)* is the state's alternate assessment for the state CRT, NRT, HSPE, and the state writing assessments. *NASAA*, a comprehensive measurement of academic and broad functional domains based upon alternate achievement standards, has been developed as a summative measure of language arts and math for students with the most significant cognitive disabilities.

The criteria that an IEP committee uses to determine if *NASAA* is appropriate for a particular special education student are found in the *Guidelines for Participation in the Nevada Alternate Scales of Academic Achievement*. As the IEP committee makes this decision, the consequences of access to standard curriculum, grade promotion, and high school graduation must be considered. If the IEP committee determines that the

alternate assessment is the most appropriate way to include a special education student in the statewide assessment program, the *NASAA* test will be administered at a minimum of two times per year in conjunction with the state CRT, NRT and HSPE, and scores will be reported twice.

Students who take the *NASAA* should plan to take it in their 11th grade year. If a student takes the *NASAA* in his/her 10th grade year, they must take it again in the 11th grade because this is when the cohort for AYP is determined. All assessments, including the *NASAA*, must be completed within the identified fall and spring testing windows.

Students With a Section 504 Accommodation Plan

Section 504 of the Rehabilitation Act of 1973 protects qualified individuals from discrimination based on their disability. A school team, primarily composed of general education staff, determines if a student requires a Section 504 Accommodation Plan. The Accommodation Plan outlines adjustments and/or accommodations to be implemented in the student's school program and during assessments, if necessary.

Students receiving accommodations through a Section 504 Accommodation Plan may participate in the statewide assessment program:

1. under standard conditions using no accommodations, or
2. using accommodations that do not affect the validity of the assessment²

The Section 504 Plan must indicate the accommodation the student needs from the list of accommodations that appear on the state's Section 504 Accommodation form. The Section 504 Accommodation Plan must further indicate the assessment(s) for which the student requires the identified accommodations.

Requests for accommodations not listed on the state's Section 504 Accommodation form must be made in writing, to the Nevada Department of Education (NDE), Office of Assessment, Program Accountability, and Curriculum, no later than one month prior to the scheduled date of the assessment. A copy of the student's Section 504 Accommodation Plan must be included with each request. Approval for such accommodations will be made on a case-by-case and a test-by-test basis and only if, in the judgment of the NDE, the requested accommodation does not affect the validity of the assessment. Approval will be given for a specified period of time only. The written approval, if granted, will be mailed or faxed to the requesting school, no later than one week prior to the date of the test.

² Any accommodation selected for a student must be written in the student's Section 504 Accommodation Plan and be one that is used during the regular instructional day in the classroom to address an identified need.

NOTE: Section 504 students may not use a calculator on the *HSPE*. NAC 388.0565 allows the use of a calculator on the *HSPE* **only** if a student is enrolled in a program of special education pursuant to NRS 399.440 and 388.520, inclusive, and his/her individual educational plan specifies that he/she may use a calculator for assessment purposes.

Guidelines for Students with Limited English Proficiency

Federal legislation requires that all limited English proficient students be assessed to determine what they know and can do in academic content areas. Accommodations are available for these students. (See the *NDE Procedures for the Nevada Proficiency Examination Program* “Students with Special Needs” section for a list of approved accommodations for these students.)

In addition to academic content area tests, during the spring of 2007, the *LAS - LINKS* will be used to determine language proficiency for LEP students in grades Kindergarten through 12. Districts will continue to use the *LAS* for initial placement of students. Schools have the first 30 days of the school year in which to test students using the *LAS*, and new students coming in after that time are to be tested for initial placement within 15 days of their enrollment.

Although LEP students must be assessed in terms of language proficiency according to state and federal statutes, the students’ scores on the test used to determine language proficiency, the *Language Assessment Scales (LAS) and LAS - LINKS*, cannot exempt them from taking the required statewide tests. Therefore, all LEP students, regardless of their English language proficiency level, must participate in the state content tests in reading, mathematics, science, and writing.

“Newly arrived” immigrants, those LEP students new to the United States who have never been enrolled in a school in the United States, must participate on all state academic content area assessments. Although participation is required, performance and participation among this subpopulation are not included when making AYP decisions.

Decisions to use accommodations on the state academic content area assessments should be made collectively by the student, parents, teacher(s), and school administrator(s) most familiar with the student’s English language acquisition. However, each student’s file, prior to the administration of the test, should document the student’s participation in the Nevada Proficiency Examination Program and any accommodations used. Any accommodations in test administration, test setting, or test scheduling that are made consistent with the student’s instructional program **must** be indicated on the form entitled “Academic Proficiency Testing Accommodations Record for Limited English Proficient Students” in section titled “Students with Special Needs” of the NDE ***Procedures for the Nevada Proficiency Examination Program***. This form contains a list of accommodations for LEP students and must be maintained in the student’s records.

A written request for other reasonable accommodations that are consistent with accommodations used in the student's instructional program and that do not interfere with the validity of the test must be submitted to the Nevada Department of Education, Office of Assessment, Program Accountability, and Curriculum no later than one month prior to the scheduled test date by a school administrator or counselor. Approval for such accommodations may be granted but only on a case-by-case and test-by-test basis and only if, in the judgment of the Nevada Department of Education, they do not affect the validity and/or reliability of the specific test. Approval will be given for a specified period of time only. The approval, if granted, must be included with the student's records. Schools will receive the Department of Education's decision in writing no later than one week prior to the date of the test.

A limited English proficient student who is **on monitored status does not qualify** to use accommodations of any kind. A student on monitored status must be coded as "LEP" on the answer document. Each student who has been previously identified as LEP, but who has exited that status, will be coded as "Former LEP" on answer documents for any state-mandated content test.

BREACH OF TEST SECURITY OR IRREGULARITY IN TEST ADMINISTRATION

The Nye County School District Plan includes:

Steps in reporting suspected breaches or irregularities:

In the event of any alleged or suspected breach of test and/or examination security or unauthorized disclosure of test and/or examination content this sequence must be followed:

1. The situation must be immediately reported to the school test coordinator and school principal.
2. The test coordinator or principal must, in turn, report the breach of test security to Ginger Olson, Coordinator of Accountability and Assessment, within 24 hours of the time the alleged or suspected breach has been brought to his/her attention.
3. The Coordinator of Accountability and Assessment will communicate with appropriate NCSA district level administrators about the suspected breach or unauthorized disclosure.
4. For all state-mandated assessments, within 24 hours, the coordinator of assessments must report any breach of test security or suspected irregularity in test administration to the Nevada Proficiency Examination Program.
5. Examples of a breach in testing security by a teacher may include but are not limited to:
 - leaving the test materials on student's desks and taking the class to the restroom, recess, lunch, music, art, p.e.

- stepping out into the hall and leaving the students unattended during testing
- reading and answering questions on the test
- prompting students by reminding them of key phrases
- putting up or not removing posters that give unfair advantage such as multiplication charts
- changing a student's answer on the answer sheet

6. Examples of a breach in test administration by a teacher may include but are not limited to:

- failure to read the directions verbatim from the test administrator's manual
- failure to have the students write their name on the CRT test booklet
- allowing students to write on or in the ITBS/ITED test booklet
- giving too much time on a timed test
- giving too little time on a timed test
- failing to monitor during testing
- sitting at a desk/computer during testing

Final steps in reporting suspected breaches or irregularities:

1. Within five days, the school **principal** must provide a completed Report of Compromise of Nevada Proficiency Materials.
2. For all alleged breaches of test security or irregularities in test administration for state mandated assessments, NCSD must submit the completed Report of Compromise to the NDE within 14 days of the discovery of the event.

Investigation Protocol:

1. Reported instances of alleged breaches of test administration or test security shall be investigated by the school district and/or by the Nevada Department of Education.
2. Both the school district and the Nevada Department of Education may issue a subpoena, as needed, to compel the attendance or testimony of a witness or the production of relevant materials.
3. If the witness refuses to attend, testify, or produce relevant materials, the school district or the Nevada Department of Education may report that refusal to the district court.
4. Any questions about appropriate test administration, contents of this guide or alleged breaches of the test security should be directed to the school principal and to Ginger Olson, Coordinator of Accountability and Assessment, at 775-727-7743 extension 226.

REPORTING SUSPECTED SECURITY BREACHES OR TESTING IRREGULARITIES

In accordance with AB 214 as adopted by the 2001 Legislature, all pupils, school officials, and others must report any suspected irregularities in testing administration or testing security.

AB 214 as adopted by the 2001 Legislature specifically prohibits any school official from directly or indirectly using his/her official authority to influence another school official in an effort to interfere with or to prevent the disclosure of information concerning a testing irregularity.

If any reprisal or retaliatory action is taken within 2 years of the disclosure, a process of appeal for that school official will result in a hearing before the State Board of Education.

A person who willfully discloses untruthful information concerning testing irregularities shall be guilty of a misdemeanor and is subject to disciplinary action.

A teacher or administrator may be demoted, suspended, dismissed or not re-employed or his/her license may be suspended for failure to observe and carry out state or school district plans for ensuring the secure administration of required examinations.

In certain instances of repeated test administration irregularities at the same school in consecutive years, the Nevada Department of Education may determine that an examination must be administered again at the expense of the school district.

In the event of any alleged or suspected breach of test and/or examination security or unauthorized disclosure of test and/or examination content, this sequence must be followed.

- 1. The situation should be immediately reported to the school test coordinator AND school principal.*
- 2. The test coordinator or principal must, in turn, report the breach of test security to the Coordinator of Accountability and Assessment within 24 hours of the time the alleged or suspected breach has been brought to his/her attention.*
- 3. The Coordinator of Accountability and Assessment will communicate with appropriate NCSD district level administrators about the suspected breach or unauthorized disclosure.*
- 4. For all state-mandated assessments, the Coordinator of Accountability and Assessment, must report any breach of test security or suspected irregularity in test administration to the Nevada Proficiency Examination Program.*

5. *Within five days, the school principal must provide a completed Report of Compromise of Nevada Proficiency Materials.*
6. *For all alleged breaches of test security or irregularities in test administration for state-mandated assessments, NCSD must submit the completed Report of Compromise to the Nevada Department of Education within 14 days of the discovery of the event.*

IMPORTANT DEFINITIONS

Assembly Bill 214 includes specific definitions for various terms used in this context.

Section 1.4

“Irregularity in testing administration” means the failure to administer an examination to pupils pursuant to NRS 389.015 or 389.550 in the manner intended by the person or entity that created the examination.

Section 1.6

“Irregularity in testing security” means an act or omission that tends to corrupt or impair the security of an examination administered to pupils pursuant to NRS 389.015 or 389.550, including, without limitation:

1. *The failure to comply with the department or district security procedures;*
2. *The disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law; and*
3. *Other breaches in the security or confidentiality of the questions or answers to questions on an examination.*

Section 1.8

“School official” means:

1. *A member of a board of trustees of a school district;*
2. *A member of a governing body of a charter school; or*
3. *A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school.*

Section 11

“Examination” means:

1. *Achievement and proficiency examinations that are administered to pupils pursuant to NRS 389.015 or 389.550; and*
2. *Any other examinations that measure the achievement and proficiency of pupils and which are administered to pupils on a district-wide basis.*

Section 14

“Reprisal or retaliatory” action includes, with limitation:

1. *Frequent or undesirable changes in the location of an office;*
2. *Frequent or undesirable transfers or reassignments;*
3. *The issuance of letters of reprimand, letters of admonition or evaluations of poor performance;*
4. *A demotion;*
5. *A reduction in pay;*
6. *The denial of a promotion;*
7. *A suspension;*
8. *A dismissal;*
9. *A transfer; or*
10. *Frequent changes in working hours or workdays, if such action is taken, in whole or in part, because the school official disclosed information concerning irregularities in testing administration or testing security.*

Section 22

Language is provided that the provisions of AB 214 “do not abrogate or decrease the effect of any of the provisions of NRS that define crimes or prescribe punishments with respect to the conduct of school officials.” This means that there shall be no retaliation for the disclosure of information but that there may be consequences for the breach of test security or irregularity in test administration.

“District Test Coordinator” refers to the individual who represents an individual school district on all matters of testing, including, but not limited to:

- Responsibility for ensuring that test security procedures are adhered to.
- Dissemination and collection of testing materials.
- Interpretation of test results.

“On-site Test Coordinator” refers to the individual who represents an individual school on all matters of testing, including, but not limited to:

- Assisting the school principal in the administration and training.
- Assisting the school principal in the delivery and return of testing materials within the school.
- It is important to note that the on-site test coordinator’s responsibilities do not, in any way, minimize the fact that the school principal assumes final responsibility for the proper training and administration of all state-mandated testing.

“Test Administrator or Teacher” refers to the individual who is responsible for administering tests to students.

"Monitor" refers to the individual who assists the Test Administrator in giving the tests/examinations to students. A monitor may pass out and collect materials, monitor the students, escort a student from the room in case of emergency. A monitor may not administer the test. Monitors may be aides, other teachers, counselors, principals or volunteers (as long as they do not have a child in the school in which they are acting as a test monitor). Monitors must receive the same test security training as teachers.

CONCLUSION

Additional information and guidance for all school personnel directly involved in test administration is contained in manuals that must be used for each test. The following manuals can be found on the NDE website <http://www.doe.nv.gov/statetesting/hsprofexam.html>

- ***Nevada High School Proficiency Examination 1998 Series Administration Manual and Test Coordinator's Manual 2007***
- ***2007-2007 Nevada High School Proficiency Examination in Writing Administration Manual and Test Coordinator's Manual***
- ***2005-2006 Nevada Fifth & Eighth Grade Proficiency Examinations in Writing Administration Manual and Test Coordinator's Manual***
- ***Nevada Criterion-Referenced Test Administration Manual and Test Coordinator's Manual 2007 for Tests in Reading, Mathematics, and Science***
- ***Spring 2007 Test Coordinator's Manual (ITBS/ITED)***
- ***ITBS/ITED Directions for Administration***
- ***Limited English Proficient (LEP) Student Testing Program, School Year 2006-2007***
- ***NASAA System Manual, August 2005 (electronic format)***
- ***Administration and Reporting Guidelines for NASAA 2005-2006***

Any questions about appropriate test administration, contents of this guide, or alleged breaches of test security that cannot be answered by using the above manual, should be directed to the school principal and/or to the Coordinator of Accountability and Assessment for Nye County School District.

To ensure consistency in test administration and the integrity of the entire testing program, proper test security procedures must be followed. Unless otherwise stated, test security guidelines outlined in this section apply to all NPEP administrations, including live and pilot testing during its developmental stages.

NEVADA DEPARTMENT OF EDUCATION PROCESS FOR REPORTING AND INVESTIGATING TESTING IRREGULARITIES

- In accordance with NRS 389.628, a school official who has reason to believe that a violation of the district test security plan has occurred must immediately report the incident to the district board of trustees. The district test security plan may require all reports of test security violations to be first directed to the school principal for reporting to the district board of trustees.
- If the board of trustees has reason to believe that a violation of the district test security plan has occurred, and that the violation has also resulted in an irregularity in test administration or security for a state-mandated test, the board of trustees must:
 - Immediately report the incident to the Test Security Coordinator at the Department either orally or in writing.
 - Ensure that a Report of Test Irregularity is submitted to the Department within 14 school days after the incident occurred.
 - Begin an investigation of the incident in accordance with NRS 389.628.
- In order to expedite the reporting process, the board of trustees may designate the district test coordinator or other school district official to receive reports of test security violations on behalf of the board. The manner in which school officials will contact the school district board of trustees with regard to reports of test irregularities; and how the board will, in turn, notify the Department must be clearly stipulated in the District Test Security Plan.
- Within 20 working days of receipt of the Report of Test Irregularity, a team of reviewers consisting of two or three department assessment consultants will:
 - Conduct a thorough review of the information contained in the Report of Test Irregularity.
 - If necessary, request additional information to assist in the review process from the school principal, district test director, or other school official involved in the reported test irregularity.
 - Determine whether evidence exists to indicate that actions, which resulted in the testing irregularity were conducted intentionally.

- Determine whether evidence exists to indicate that consequences associated with the testing irregularity have resulted in or will result in significant damage to the Nevada Proficiency Examination Program.
- Determine whether sufficient evidence exists to warrant an invalidation of student scores.
- If the Department's team of reviewers determines that an irregularity in test administration or security has occurred, but there is no evidence that the irregularity was intentional, and there is no evidence that the consequences associated with the irregularity will result in significant damage to the Nevada Proficiency Examination program, the Department's Test Security Coordinator shall notify the board of trustees or its designee in writing indicating the results of its findings. These results may include, but are not limited to:
 - A requirement for the school or district to conduct an additional administration of the examination.
 - A requirement for the school or district to complete a corrective action plan.
 - The Department's recommendations and/or requirements for inclusion in the school or district corrective action plan.
- If the Department's team of reviewers determine that there is sufficient evidence that an intentional irregularity in testing administration or security has occurred, or there is evidence that the consequences associated with the irregularity (regardless of intent) resulted in or may result in significant damage to the Nevada Proficiency Examination Program, the Department's Test Security Coordinator shall notify the board of trustees or its designee in writing indicating the results of its findings. These results may include, but are not limited to:
 - A requirement for the school or district to conduct an additional administration of the examination.
 - A requirement for the school or district to complete a corrective action plan.
 - The Department's recommendations and/or requirements for inclusion in the school or district corrective action plan.

- A requirement for the district to begin an investigation in order to obtain further information regarding the testing irregularity. The Department may also choose to conduct an investigation separately, or in conjunction with the school district.
- Information that the report is being submitted to the Deputy Attorney General's office for further review.
- A requirement for the invalidation of student test scores.
- If the Department's team of reviewers determine that at least one testing irregularity occurred at a school during one school year on any state required examination, excluding the high school proficiency examination, and in the immediately succeeding school year, at least one additional irregularity occurs, the review team shall determine whether the irregularity warrants an additional administration of the examination.
 - If the review team determines that an additional administration of the examination is required, the department shall notify the school and the school district of this determination. The additional administration may include an entire grade or just specific pupils as determined by the department.
 - The review team must consider the effect of each testing irregularity regarding whether the scores of pupils will be invalidated and whether sufficient time remains in the school year when determining the need for an additional administration of an examination.
 - The additional administration must occur in the same school year in which the irregularity occurred. The school district shall pay for all costs related to the additional administration.
 - Unless determined otherwise, the district test director will coordinate the additional test administration, with the assistance of school district administrators as he/she deems necessary.
- A school principal will be required to file a corrective action plan with the Department under conditions which include, but are not limited to:
 - When an investigation reveals that the test irregularity resulted from inappropriate school test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials.

- When an investigation reveals that the school principal did not provide for adequate or sufficient training of school personnel in test administration and/or security procedures.

A district test director will be required to file a corrective action plan with the Department under conditions which include, but are not limited to:

- When an investigation reveals that the test irregularity resulted from inappropriate district test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials.
 - When an investigation reveals that the district test director did not provide for adequate or sufficient training of school district personnel in test administration and/or security procedures.
- The Department Test Security Coordinator will forward a report of test irregularity to the Deputy Attorney General if an investigation reveals that the test irregularity:
 - Resulted in a breach in the security or confidentiality of test questions or answers; or
 - Was the result of an individual's intentional failure to observe and carry out the requirements of the district and state test security plans.

If the report is forwarded to the Deputy Attorney General, further investigation of the incident may be required. Investigations will be conducted by the Department's Test Security Coordinator and/or an investigator assigned to the case by the Attorney Generals' Office. Following this investigation, the Deputy Attorney General and the Superintendent of Public Instruction or the Deputy Superintendent of Instructional, Research, and Evaluative Services will confer about the case.

If it is determined that the evidence is insufficient to issue a charging document against an individual(s) for (a) a breach in the security or confidentiality of test questions or answers, or (b) intentional failure to observe and carry out the state or district test security plan and the evidence does not indicate a significant consequence as related to the test irregularity, the Department's Test Security Coordinator will write a letter reporting this finding to the district superintendent and testing director. No disciplinary action will be taken by the Department, **but this does not preclude a school district from taking disciplinary action.**

If the evidence is sufficient to support a charging document against an individual(s) for (a) a breach in the security or confidentiality of a test's

questions or answers, or (b) intentional failure to observe and carry out the state or district test security plan and the State Superintendent of Public Instruction decides to take action for the suspension or revocation of the individual's license, a notice of complaint will be issued to the licensee.

When there is sufficient evidence to take action against an individual's license, both the significance of the test irregularity and the intent of the individual's actions are factors considered in evaluating the appropriateness of suspension or revocation of license.

If a notice of complaint is issued, the individual(s) has the right to request a hearing from an impartial hearing officer chosen from the American Arbitration Association.

- If the individual(s) does not request an impartial hearing, a hearing before the State Board of Education pursuant to NRS Chapter 291.312 will be conducted.
- If the individual requests an impartial hearing, the hearing officer will hear the matter, make findings, and issue a recommendation. The ultimate determination of discipline against the licensee is made by the State Board of Education.

All questions and reports of test irregularities must be directed first to Ginger Olson and then to the Nevada Department of Education's Office of Assessment, Program Accountability, and Curriculum. Submission of the Report of Test Irregularity should be made to the Administrative Assistant for Test Security.

ASSESSMENT CONTACT INFORMATION

Nye County School District
Coordinator of Accountability and Assessment
Ginger Olson
484 S. West Street
Pahrump, NV 89048
775-727-7743 Ext. 226
golson@nye.k12.nv.us

Nevada Department of Education
Assessment, Program Accountability, and Curriculum
700 E. Fifth Street
Carson City, NV 89701
PH: 775-687-9186 FAX: 775-687-9118

Assistant Deputy Superintendent

Dr. Paul La Marca
775-687-9186
plamarca@doe.nv.gov

Assistant Director, Assessment; Science

Dr. Richard Vineyard
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Assistant Director, Accountability Norm-Referenced Tests (ITBS/ITED)

Carol Crothers
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Norm-Referenced Tests (ITBS/ITED)

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HSPE Reading and Mathematics, CRTs

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Test Security

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Administrative Assistant CRT, NRT, HSPE in Reading & Math

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National Assessment of Educational Progress (NAEP)

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jcantrell@doe.nv.gov

Administrative Assistant Writing

Vacant
775-687-9129

Administrative Assistant Writing

Bobbie Paul
775-687-9213
bpaul@doe.nv.gov



Nye County School District

Northern Administrative Office
P.O. Box 113
Tonopah, Nevada 89049
Phone 800-796-6273 or 775-482-6258
Fax 800-771-6273 or 775-482-8573

Southern Administration Office
484 S. West Street
Pahrump, Nevada 89048
Phone 877-727-7705 or 775-727-7743
Fax 877-727-7723 or 775-727-7768

BOARD OF TRUSTEES

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

Dr. William E. (Rob) Roberts
Superintendent

September 1, 2006

MEMORANDUM

TO: Board of Trustees

FROM: Dr. William E. Roberts, Superintendent

SUBJECT: Reinstating Mary Sue Morin as ESL Director

Please see the attached letter from Mary Sue Morin. I recommend we approve this request. There is enough money in the grant to cover this budget expenditure.

WR:lm



Nye County School District

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
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Dr. William E. "Rob" Roberts
Superintendent

Raymond Ritchie
Chief Financial &
Administrative Officer

Corr:158:06

September 12, 2006

TO: Board of Trustees
FROM: Raymond Ritchie, Chief Financial & Administrative Officer
RE: Director ELL/Principal (Amargosa)

Director ELL/ Principal (Amargosa):

Principal (Amargosa)
Salary only (excluding benefits) = \$74,608.25
210 days

Director ELL (for 50 days of work) = \$6,126.75
(This portion will be paid for by a grant)
No cost to Nye County School District

Should you have any questions, please don't hesitate to call me.

RR:ro

Cc: Dr. Roberts, Superintendent
Jerry Hill, Asst. Superintendent
Dale Norton, Asst. Superintendent
Rod Pekarek, Asst. Superintendent
Joanne Barber, Payroll

Nye County School District



Mary Sue Morin
ELL Director

Office of the County Superintendent

P.O. Box 113
Tonopah, Nevada 89049
Phone 775-482-6258
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Dr. William E. "Rob" Roberts
Superintendent

August 29, 2006

Dr
Dr. Rob Roberts, Superintendent
484 S. West Street
Pahrump, Nevada 89048

RE: ESL Director Position

Dear Dr. Roberts:

Due to the changes in the decision by NCSD to hire a Director of Curriculum, Instruction, and ESL, I would like to rescind my resignation as Director of ELL. I do not wish to let the ESL department go without positive leadership and direction as well as answers in such a critical year of restructuring.

Please consider this request as a sincere desire to best serve the Nye County School District.

Sincerely,

Mary Sue Morin



COMMUNITY INVOLVEMENT IN SCHOOL ELECTIONS

Any election to authorize bonded indebtedness will be held on dates in accordance with state law.

In addition to the other provisions of law pertaining to the conduct of bond elections, the clerk of the Board (or his/her designee) will provide for written notification of the election to be **given in accordance with NRS 350.022.**

The notice **must contain the information required by NRS 293.481 to be provided to the County Clerk: (a) a copy of the question, including an explanation of the question; and (b) arguments for and against the question; and, to the extent applicable, the information required by NRS 350.024 to be included in the sample ballot and notice of election.**

Expenditures of any school district funds or in-kind services to otherwise inform voters about the issues in the bond election must be specifically authorized by the Board. The information disseminated about election issues will be fair and balanced in accordance with law.

While the Board may, and should, provide the public with information on school building needs, it may not authorize the use of District funds to advocate "yes" votes on bond issues.

As the need for bond issues support arises, a citizens' committee may be encouraged to form for the purpose of promoting the passage of the bond issue and collecting funds needed for such promotion.

Reviewed: February 22, 2005
Adopted: September 25, 1996
Revised:

NEPN/NSBA Classification: KCCA
Legal Reference: NRS 387.328, 387.3285, 387.3287, 387.331, 387.335

1650

POLITICAL CANDIDATES

The Board is a non-partisan public body and, as such, will not endorse political candidates. The Board may, from time to time, support positions on public issues that impact the school district. Neither staff nor students **nor candidates** will disseminate candidate campaign materials from school district sites nor will district facilities, equipment, or other resources be used to disseminate candidate campaign materials.

Reviewed: February 22, 2005
Adopted: September 25, 1996
Revised:

NEPN/NSBA Classification: KHE
Legal Reference:

7443

EMPLOYEE PASSES

The District-issued employee photo ID will be considered the employee pass to Nye County School District school-sponsored events at which admission fees are charged. The ID will admit the employee along with his/her spouse and children. The employee must accompany family members into the event. Employee passes will not be recognized at any post-season tournaments.

Reviewed:

Adopted:

Revised:

NEPN/NSBA Classification:

Legal Reference:

6147(a) DRUG TESTING

The district recognizes the importance of providing/ensuring a drug-free workplace for the health and safety of its employees, students and visitors. In doing so, the District believes that a testing program is necessary to ensure the highest level of conformity to the drug-free workplace policy.

The District, through other policies and administrative regulations, will implement a drug and alcohol testing program for all employees of the District. The District will implement programs as follows:

- A. Bus Drivers and Commercial Vehicle Drivers, Pursuant to Title 49 CFR, Part 382 and Part 40**
- B. All other District employees:**
 - 1. Pre-Employment/Pre-Placement**
 - 2. Reasonable Suspicion**
 - 3. Post Accident**

Employment with Nye County School District is contingent upon, among other things, compliance with this policy. Failure to comply will subject an employee to immediate termination of employment and will preclude an applicant from an offer of employment.

Reviewed:
Adopted:
Revised:

NEPN/NSBA Classification: GBEC
Legal Reference: Federal Drug Free Workplace Act