



**NYE COUNTY SCHOOL DISTRICT**  
**Board of Trustees**  
**Special Agenda**

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A Special of the Board of Trustees of Nye County School District will be held on Thursday, June 28, 2007, beginning at 3:00 PM at the Southern District Office Boardroom, 484 S West Street, Pahrump, NV 89048.

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

1. CALL TO ORDER
2. ADOPTION OF AGENDA, ACTION ITEM
3. PUBLIC INPUT, INFORMATIONAL ITEM
4. AWARD OF BID: PURCHASE & INSTALLATION OF SEVEN MOBILE HOUSING UNITS IN GABBS & ROUND MOUNTAIN, ACTION ITEM
5. DISCUSSION/POSSIBLE DECISION REGARDING REQUEST FOR MERIT PAY RAISE FOR DALE NORTON, ACTION ITEM
6. DISCUSSION/POSSIBLE DECISION REGARDING REQUEST FOR MERIT PAY RAISE FOR ALENA DUVALL, ACTION ITEM
7. EXECUTIVE (CLOSED) SESSION, INFORMATIONAL ITEM
  - A. DISCUSSION REGARDING PERSONNEL ITEMS
8. APPROVAL OF FUTURE AGENDA ITEMS, ACTION ITEM
9. ADJOURNMENT, ACTION ITEM

This Meeting will be streamed live online via the link <https://livestream.nyeschools.org/ViewStream.html> on the Nye County School District website. Click on the following link if you have difficulties with the live streaming: <https://bit.ly/ncsdbotmeetings>.

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

- a. The author's first and last name

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

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

The NCSD BOT Goals are as follows:

**Culture**

Improve and sustain a culture of learning for all through:

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

**Academic**

Elevate achievement and support lifelong learning for all through:

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

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

*NYE COUNTY SCHOOL DISTRICT NOTICE OF NONDISCRIMINATION*

*Nye County School District (NCSD) does not discriminate on the basis of race, color, religion, national origin, ancestry, disability, age, marital status, sex, sexual orientation, gender identity or expression, or any other category protected by applicable state or federal law in its program and activity, including employment. In keeping with requirements of federal and state law, NCSD strives to remove any vestige of discrimination in accommodating the public at public meetings.*

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



## 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

**BOARD OF TRUSTEES**  
Dennis Keating, President  
Harold Tokerud, Vice President  
Tracie Ward, Clerk  
Polly Church  
Mike Floyd  
Edna Jean Forsgren  
Kevin S. Pape

**Dale A. Norton**  
Assistant Superintendent  
For Character Education

**Dr. William E. "Rob" Roberts**  
Superintendent

April 30, 2007

Dr. William E. "Rob" Roberts, Superintendent  
Nye County School District  
484 South West Street  
Pahrump, NV 89048

Dear Dr. Roberts:

I am writing to request your consideration in granting merit pay to me based on the attached documentation of my responsibilities and accomplishments since my appointment as Assistant Superintendent for Character Education. My myriad duties and achievements, coupled with my proven track record of being a "doer" and a team player support this request for a pay increase. Additionally, the attached document indicates that my work performance meets and exceeds expectations as per my job description.

Over the years, I have proven time and again my diligence and dedication to the district. Even during my personal time I have often been the first to respond to district emergencies. With no job being too small, from attending numerous school activities to literally "jumping in with both feet" to clean the SDO carpet after a septic emergency, I have continuously demonstrated industriousness and tenacity. My work ethics and effective professional endeavors repeatedly go above and beyond the call of duty.

According to the District Administrative Salary Schedule, "BOT approval is required for merit pay increases between 0% and 15% annually." I am respectfully requesting that you recommend the maximum amount of a 15% merit pay increase to the Board of Trustees in order to match my salary to my work performance, duties, responsibilities and achievements. Thank you for your consideration in this matter.

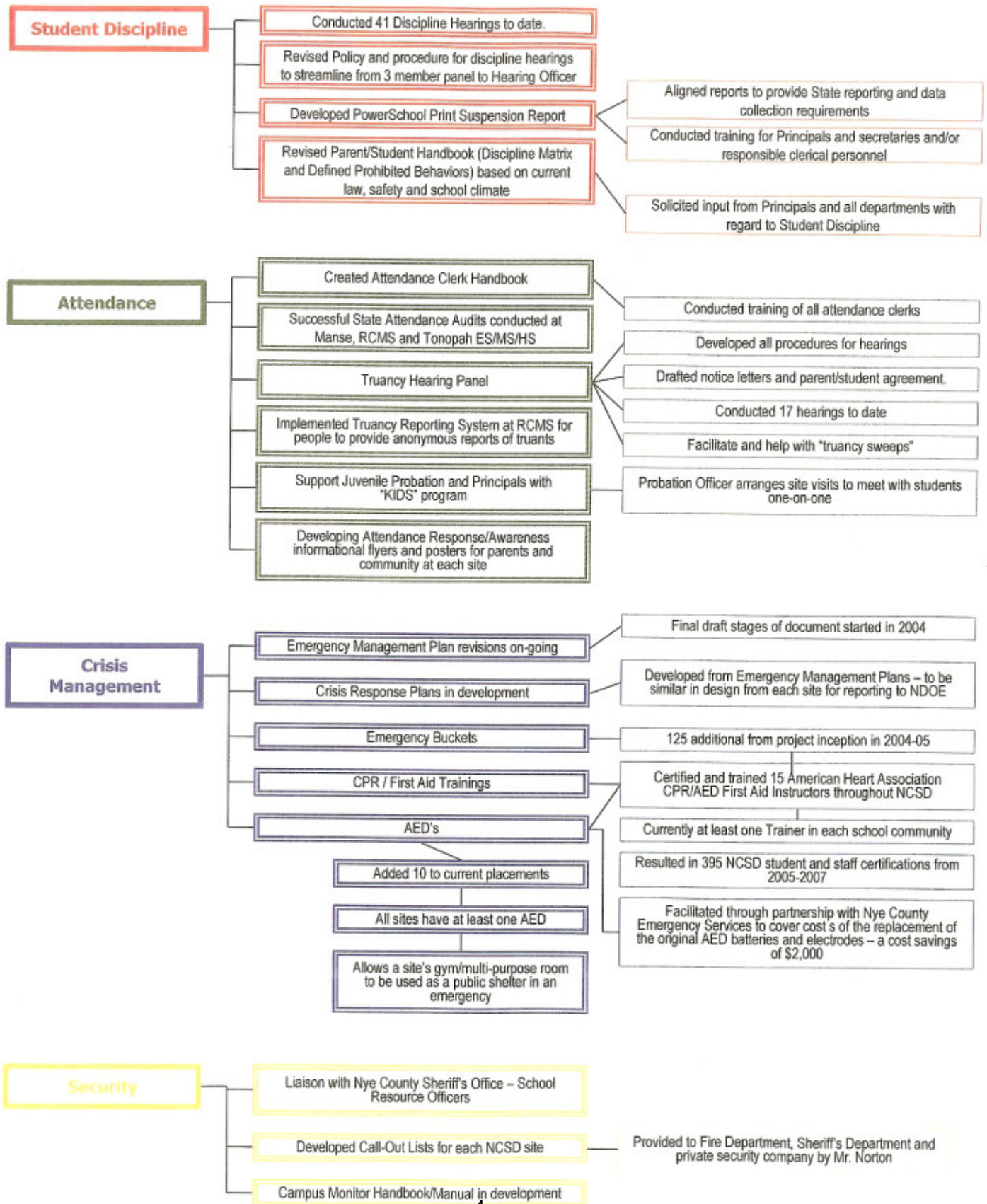
Sincerely,

Dale A. Norton  
Assistant Superintendent  
For Character Education

Cc: Dennis Keating, BOT President

# ASSISTANT SUPERINTENDENT FOR CHARACTER EDUCATION

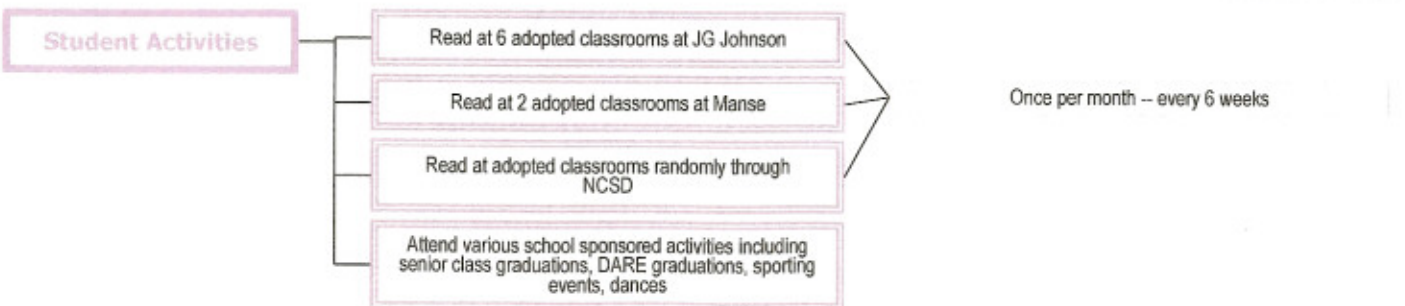
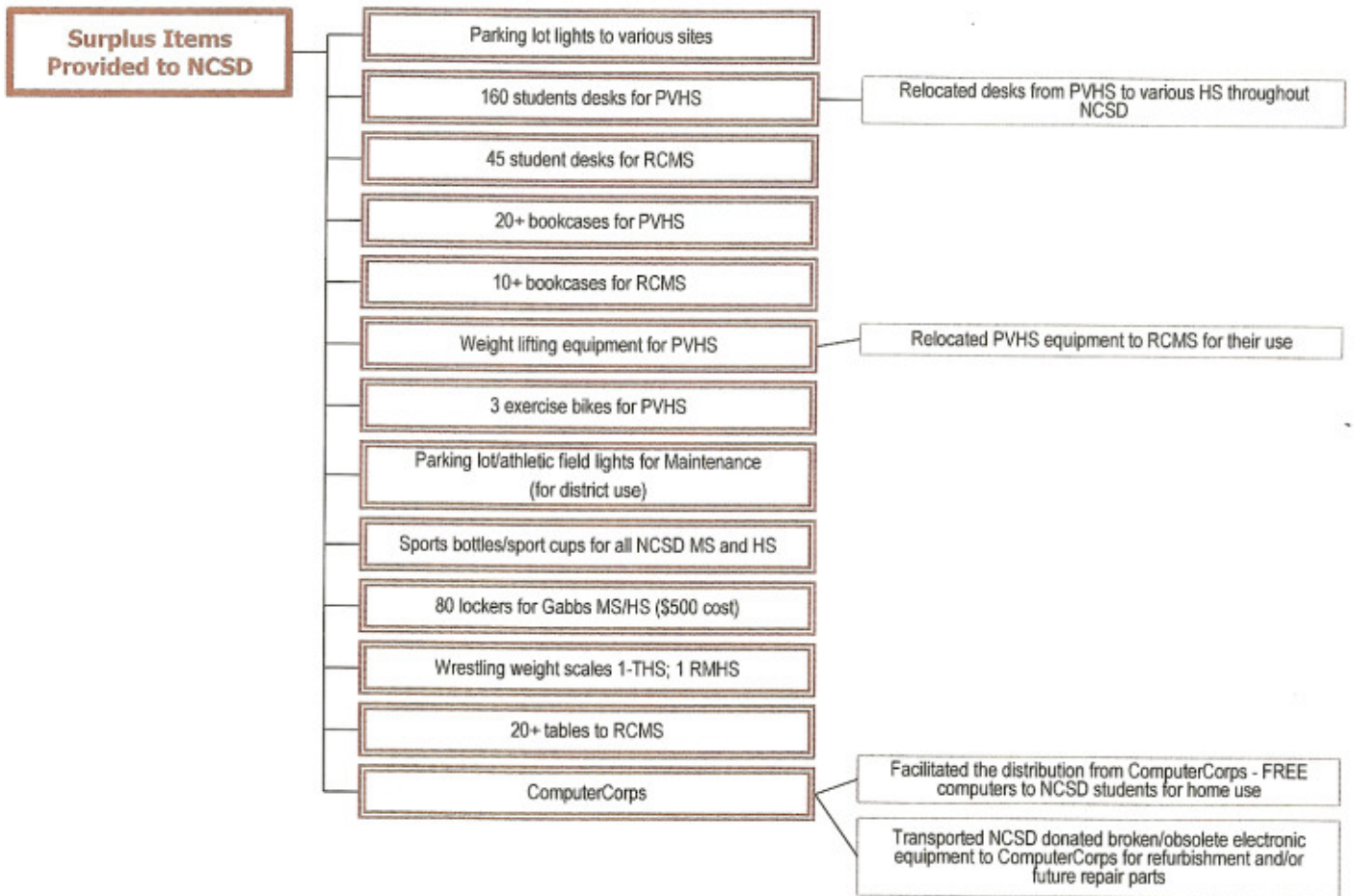
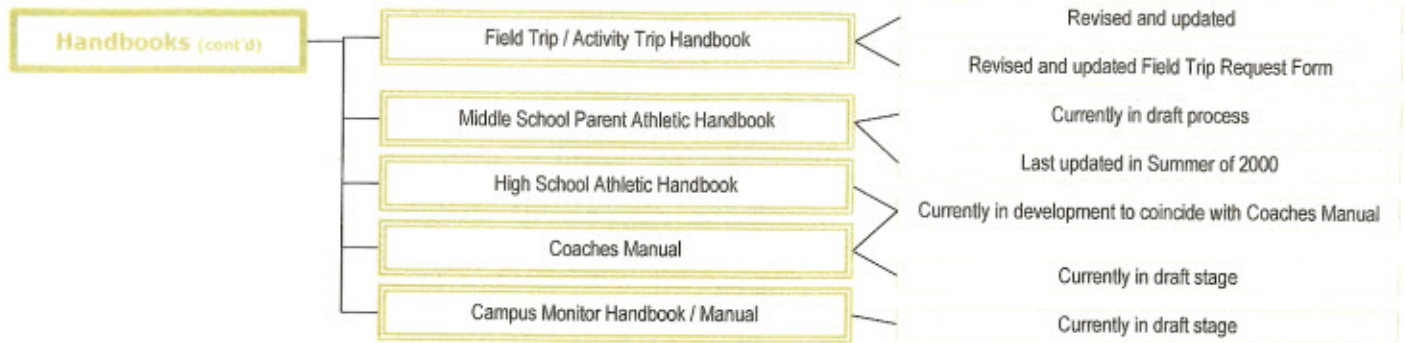
## Responsibilities



**ASSISTANT SUPERINTENDENT FOR CHARACTER EDUCATION**  
**Responsibilities – Page 2**



**ASSISTANT SUPERINTENDENT FOR CHARACTER EDUCATION  
Responsibilities – Page 3**





# Nye County School District

## Office of the County Superintendent

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Dr. William E. "Rob" Roberts  
Superintendent

Dale A. Norton  
Assistant Superintendent  
for Character Education

## MEMORANDUM

TO: Dr. William "Rob" Roberts, Superintendent

FROM: Dale A. Norton  
Assistant Superintendent for Character Education

RE: Merit Pay Request for Alena Duvall

DATE: May 22, 2007

On April 5, 2007, Jerry Hill and I submitted a request for Alena Duvall to receive a pay increase. That request did not include a specific amount.

There are several considerations looked at in preparing this request.

1. Alena's job performance for both Jerry Hill and myself;
2. Research into comparable pay scales for Alena's position as a secretary to, normally only one, but two Assistant Superintendents; and
3. The fact that Alena was hired two years ago (as of June 2007) and at that time a newly hired District secretary could be placed at three years of verifiable experience on the NCSD pay scale (which was Alena's starting point on the scale).
  - According to the current NCSD pay scale, a newly hired District secretary can be placed at five years verifiable experience. This allows someone being hired to come in at a rate of pay equal to Alena when Alena not only has verifiable experience but has proved that she meets or exceeds the requirements of the position.

Our request is to increase Alena's pay, after movement to year 5 on the NCSD scale as of her June 1, 2007 two year anniversary date, to year 5, level 3 (an increase of approximately 6.5%) with all compensation being retroactive to her June 1 anniversary date.

This amount is justified and compensates Alena at a rate still below the mid-range average for both Clark County and Douglas County for similar positions.

Adopted: 6/30/06  
 Effective: 7/1/06  
 Pay Increase 4%  
**NON-EXEMPT  
 OFFICIAL**

**NYE COUNTY SCHOOL DISTRICT  
 2006-2007  
 DISTRICT ADMINISTRATION OFFICE**



Yr. of continuous exp. with NCSD	0	1	2	3	4	5	6	7	11	12
Level 1	26,788	28,845	30,902	32,959	35,017	37,073	39,130	41,187	43,244	45,301
Level 2			31,890	33,946	36,003	38,061	40,117	42,174	44,231	46,289
Level 3					37,491	39,548	41,604	43,662	45,719	47,776
Level 4					39,968	42,024	44,082	46,139	48,195	50,253
Level 5					42,441	44,499	46,556	48,612	50,669	52,727

- Level 1 Entry level into the District Office
- Level 2 May be considered for advancement to this level only after two years full time employment on Level 1. Must have adequately displayed a working knowledge of job functions and assignments.
- Level 3 May be considered for advancement to this level only after four years of full time employment. Must meet or exceed requirements of Level 2. Must have a thorough knowledge and understanding of job functions and will be assigned areas with a high degree of responsibility and expertise.
- Level 4 May act as assistant to the Assistant Office Manager or Office Manager, as well as performing duties which include the greatest degree of responsibility of the clerical/bookkeeping staff. Must meet or exceed requirements of Level 3.
- Level 5 Assistant Officer Manager. Must meet or exceed the requirements of Level 3 and 4.

**ANY ADVANCEMENT MUST BE APPROVED BY THE OFFICE MANAGER AND SUPERINTENDENT**  
 Five years acceptable experience upon verification allowed on this schedule.  
 260 days  
 Holidays included in salary.

Employees who have attained the position of Step 12 on the above Salary Schedule prior to the 06/07 school year will be allowed an additional 2% over that particular salary.  
 Board of Trustees approval is required for merit pay increases between 0% and 15% annually.

**Douglas County Schools**  
**2006 - 2007**  
**Min/Max Salary**

Rng #	Position	2006-2007 Salary Range		
		Min	Max	Sub
12	Custodian - Group Leader	\$15.53	\$24.10	\$15.06
	Custodian - Trainer			
	Driver Safety Trainer - Transportation			
	Grdskeeper - Equip. Operator/Irrigation/Chemical			
	Groundskeeper - Mechanic			
	Parts Controller - Operations & Maint.			
	Physical Therapist Assistant			
	Preventive Maintenance			
	Quality Specialist			
Training & Development Coordinator				
13	Budget Specialist	\$16.30	\$25.83	
	Carpenter			
	Groundskeeper - Lead			
	Locksmith			
	Roofer			
	Painter			
	Security Access Specialist			
14	Assessment Specialist	\$17.08	\$25.96	\$16.57
	Dispatcher - Transportation			
	District Registrar & Records Mgr.			
	Facility Use Coordinator - Facility			
	Scheduler - Transportation			
	Special Needs Coordinator - Transportation			
Sign Lang. Interpreter/Tutor (no cert.)	\$17.08	\$21.80	\$40.00	
15	Admin. Assistant to Asst. Supt., CFO, & COO	\$17.85	\$28.22	\$17.31
	Construction Specialist			
	ITS Tech I			
	Control Systems Specialist - O&M			
	Plumber			
	Secretary to BOE			
	HVAC			
15A	Foreman (Vehicle Mechanic)	\$19.02	\$0.00	\$0.00
16	Application Support Specialist	\$19.68	\$30.95	\$19.09
	Communications Specialist			
	District Registrar & CDE Coordinator			
	Electrician			
	Paralegal/Legal Assistant			
	Personnel Developer - Staff Development			
17	Admin. Assistant to Superintendent & COS	\$21.05	\$32.81	\$20.42
	ITS II			
	Lead - O&M, Senior Control Specialist			
	Sign Lang. Interpreter/Tutor (w/cert.)			
	Senior Tax Program	\$7.00		

↑  
23<sup>03</sup>

CLARK COUNTY SCHOOL DISTRICT

2009-2629  
2320

**CLASS TITLE: ADMINISTRATIVE SECRETARY III**

**Class Code: 0251  
Grade: 54**

**CLASS DEFINITION AND SUMMARY:**

Under direction provides administrative assistance and management support requiring a high degree of awareness, tact, creativity, and initiative in directing or completing projects and resolving problems.

**ESSENTIAL TASKS OF THE POSITION:** (Illustrative, not inclusive)

- Responsible for managing internal operations of the superintendent's/regional/divisional office for the superintendent/deputy/regional/associate superintendents, including scheduling meetings.
- Plans, organizes, implements, and supervises secretarial/clerical work for regional, associate, deputy superintendents, and the superintendent's office.
- Prepares reports and compiles agenda items for board meetings.
- Compiles agenda items and appropriate backup information for submittal to the superintendent and/or Deputy Superintendents of Instruction and Operations.
- Provides leadership, supervision, direction, and daily oversight to superintendent office area/regional/department staff for a smooth flow of information and delivery of services, and to ensure that procedures are implemented.
- Researches, compiles, and analyzes data from a variety of sources.
- Performs independent research, prepares, and summarizes information for special projects, as assigned.
- Responsible for auditing payroll variances for accuracy and monitoring budgets to provide assistance.
- Provides administrative support by researching questions, obtaining information, coordinating and disseminating information, and following up on the progress and status of projects.
- Demonstrates authority and ability to resolve issues at the lowest level.
- Frequent contact with the public and employees at all levels which requires that information be obtained and relayed to visitors on their needs, and when necessary, refers to appropriate administrative staff.
- Interprets rules, regulations, policies, and procedures to employees and the general public.
- Gives explicit or general directions and routes correspondence to board members, administrators, and support staff.
- Utilizes advanced microcomputer software skills to prepare correspondence, complex reports, charts, tables, and forms; prepares, maintains, and provides statistical information; may be required to write/create memos, correspondence, or reports, as directed.
- Reviews materials for administrative approval for typographical/grammatical accuracy, format, conformance with procedures, internal consistency, and ensures proper approvals have been obtained.
- Attends meetings and provides agenda and minute support (dictation/notes/transcription).
- Provides input for the evaluation of assigned support staff.
- Conforms to safety standards as prescribed.
- Performs other tasks related to the position as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished as being one step below the top level in the administrative secretarial series. The Administrative Secretary III is responsible for complex secretarial duties, managing confidential information, and providing direction and leadership to secretaries and other staff within the superintendent's office area/regional/divisional related offices. Work is often accomplished by directing and/or requiring the assistance of other secretarial/clerical staff. The scope and complexity of this position is such that it deals with diverse matters, which require an extensive knowledge of the regional/associate/deputy superintendent/superintendent's area of responsibility.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of school district operations in relation to regional/divisional operations.
- Knowledge of the requirements of the Open Meeting Law.
- Knowledge of secretarial practices, business machines, office management, and record keeping/accounting.
- Knowledge of school district budget and payroll systems.
- Extensive knowledge of personal computers and software applications, which includes word-processing, databases, spreadsheets, and presentations.
- Ability to plan, organize, and set priorities on work and to work independently without immediate supervision.
- Ability to keep information confidential and maintain an ethical attitude.
- Ability to gain cooperation and conformance without authority.
- Ability to interpret, explain, and apply written and oral instructions, procedures, and regulations.

**KNOWLEDGE, SKILLS AND ABILITIES:** (continued)

Ability to supervise subordinates.  
Ability to possess strong writing skills and perform editorial checking for spelling, punctuation, and grammar.  
Ability to use discretion and make sound judgments.  
Ability to demonstrate leadership skills.  
Ability to demonstrate strong communication skills.  
Ability to determine procedures for handling unique problems.  
Ability to meet predetermined deadlines and flexible in shifting to new tasks when priorities change.  
Ability to promote public relations and to deal tactfully and diplomatically with people.  
Ability to concentrate on accuracy of details.  
Ability to work flexible hours or shifts.  
Judgment as to when to act independently and when to refer situations to administrator.  
Ability to work cooperatively with management, staff, outside agencies, and the public.  
Ability to recognize and report hazards and apply safe work methods.

**QUALIFICATIONS:**

**TRAINING AND EXPERIENCE:**

High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).  
Five (5) years of secretarial experience with extensive public contacts.  
Verified keyboarding/typing score of 60 words per minute net.

**LICENSES AND CERTIFICATES:**

None.

**PREFERRED QUALIFICATIONS:**

Ability to take dictation (i.e., shorthand, speedwriting, stenography, Dictaphone, etc..) at the rate of 80 words per minute and/or transcription of recordings at an equivalent rate.

**DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:**

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Verified keyboarding/typing score of 60 words per minute net.
3. Specific documented evidence of training and experience to satisfy qualifications.

**EXAMPLES OF ASSIGNED WORK AREAS:**

Clark County School District facilities-schools and department offices.

**Strength:** Sedentary/light - exert force to 10 lbs. occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

**Physical Demands:** Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Vision to read printed materials, VDT screens or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

**EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:**

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, telephones, filing cabinets/equipment, etc.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V).

05/31/01

Revised: (1/14/03; 07/15/05; 01/08/06)

Administrative Secretary III	0251	01/08/06	54	\$20.09	\$26.29
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