



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 Thursday, August 30, 2007, beginning at 5:00 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
 - A. PLEDGE OF ALLEGIANCE
 - B. ROLL CALL
2. ADOPTION OF AGENDA, ACTION ITEM
3. CONSENT CALENDAR, ACTION ITEM
 - A. APPROVAL OF AUGUST 9, 2007 REGULAR MEETING MINUTES
 - B. APPROVAL OF AUGUST 9, 2007 EXECUTIVE SESSION MINUTES
 - C. APPROVAL FOR BOARD MEMBERS TO ATTEND NEVADA ASSN OF SCHOOL BOARDS CONFERENCE IN RENO, OCTOBER 11-14, 2007
 - D. APPROVAL FOR BOARD MEMBERS TO ATTEND NATIONAL SCHOOL BOARDS ASSN CONFERENCE IN ORLANDO, MARCH 29 - APRIL 1, 2008
 - E. APPROVAL OF WARRANTS
4. REPORTS, INFORMATIONAL ITEM
 - A. SUPERINTENDENT'S REPORT
 - B. ADMINISTRATOR REPORTS
 - C. BOARD REPORTS/BOARD COMMITTEE REPORTS
 - D. EDUCATIONAL TRAVEL 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. AWARD OF BID: REROOF SOUTHERN DISTRICT OFFICE, ACTION ITEM
12. DISCUSSION/POSSIBLE DECISION REGARDING PROPOSAL FROM GVT INVESTMENTS, LLC, ACTION ITEM
13. DISCUSSION/POSSIBLE APPROVAL OF 2007-08 TEST SECURITY GUIDE, ACTION ITEM
14. DISCUSSION/POSSIBLE DECISION REGARDING DELETION OF POLICY 0300 - BOARD GOVERNANCE & OPERATIONS, ACTION ITEM
15. DISCUSSION/POSSIBLE APPROVAL OF SECOND READING, POLICY 0100 - BOARD OF TRUSTEE BASIC COMMITMENTS & GOVERNANCE, ACTION ITEM
16. DISCUSSION/POSSIBLE APPROVAL OF SECOND READING, POLICY 0421 - QUALIFICATIONS OF MEMBERS, ACTION ITEM
17. DISCUSSION/POSSIBLE APPROVAL OF SECOND READING, POLICY 0550 - STANDING BOARD COMMITTEES, ACTION ITEM
18. DISCUSSION/POSSIBLE APPROVAL OF SECOND READING, POLICY 6275 - TEMPORARY & PART-TIME PERSONNEL (SUBSTITUTE TEACHERS), ACTION ITEM
19. DISCUSSION/POSSIBLE APPROVAL OF SECOND READING, POLICY 6750 - SCHOOL BOARD NEGOTIATING AGENTS, ACTION ITEM
20. DISCUSSION/POSSIBLE APPROVAL OF SECOND READING, POLICY 7051 - COMPULSORY ATTENDANCE AGES, ACTION ITEM
21. DISCUSSION/POSSIBLE APPROVAL OF SECOND READING, POLICY 7720 - EMPLOYMENT OF STUDENTS, ACTION ITEM
22. DISCUSSION/POSSIBLE DECISION REGARDING REQUEST TO PURCHASE HOUSING IN BEATTY, ACTION ITEM
23. EXECUTIVE (CLOSED) SESSION
 - A. DISCUSSION REGARDING POSSIBLE STUDENT RIGHTS VIOLATIONS IN REGARDS TO RESTRAINTS
 - B. DISCUSSION REGARDING LEGAL ITEMS
 - C. DISCUSSION REGARDING PERSONNEL ITEMS
 - D. DISCUSSION REGARDING NEGOTIATIONS
24. DECISION REGARDING POSSIBLE STUDENT RIGHTS VIOLATIONS, ACTION ITEM
25. APPROVAL OF FUTURE AGENDA ITEMS, ACTION ITEM
26. 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-

August 9, 2007

Present: Dennis Keating, President; Harold Tokerud, Vice-President; Tracie Ward, Clerk; Mike Floyd, Edna Forsgren and J.E. "Doc" McNeely, Members; Dr. William Roberts, Superintendent; Rod Pekarek, Dale Norton and Jerry Hill, Assistant Superintendents; Ray Ritchie, Chief Financial and Administrative Officer; Bob Whimpey, Maintenance and Operations; Cameron McRae, Transportation; Karen Holley, Federal and State Grants; Lisa Mays, Administrative and Board Services Coordinator; and Kerry Paniagua, Executive Secretary.

Absent: Kevin Pape.

Guests: Dr. Terry Owens and Mary Brickles, Hafen Elementary; Tim Wombaker and Laura Weir, Mt. Charleston; Alvin Eiseman, Tonopah High; Dave Wonderly, Maintenance and Operations; Don Rust, Pahrump Town Board; and Christina Eichelkraut, Pahrump Valley Times.

1. Call to Order

The meeting was called to order at 6:30 p.m. in the Pahrump boardroom with a videoconference link to the Tonopah boardroom. Mrs. Forsgren was connected by telephone. Board members, administrators and guests recited the Pledge of Allegiance. Roll call was taken; all members were present except Mr. Pape.

2. Adoption of Agenda

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

- 3a. Approval of July 26, 2007 Regular Meeting Minutes
- 3b. Approval of July 26, 2007 Executive Session Minutes
- 3c. Acceptance of Home School Applications

Mrs. Ward made the motion to remove warrants from the consent calendar and to approve all other items. Mr. Floyd seconded, and a unanimous vote was registered.

3d. Approval of Warrants

Mrs. Ward made the motion to approve the warrants, and Mr. Tokerud seconded. Those voting aye: Mrs. Forsgren, Mr. Keating, Mr. McNeely, Mr. Tokerud and Mrs. Ward. Those voting nay: none. Mr. Floyd abstained because he is part owner of Floyd's Ace Hardware. The motion carried with a majority vote.

4a. Superintendent's Report

Dr. Roberts told board members of the topics discussed in the three-day Administrators' meeting. The new drug and alcohol testing went into effect for all new employees, and none have failed to date. Dr. Hagar facilitated the goals workshop, and the group collectively constructed the goals the board will vote on. He was pleased with the Connect Ed training, a system that will allow the district to make phone calls to every parent without tying up phone lines. It also contains a survey component. As long as the information in PowerSchool is correct, every parent will receive information.

4b. Administrator Reports

Mr. Pekarek provided a list of 15 vacancies although applicants are still interviewing. The ability to recruit within Nevada has increased substantially. The licensed teacher for Even Start is a one-year position. Mr. Hill explained a one-year, grant-funded TOSA has been assigned only to Amargosa. Mr. Whimpey said he will be inspecting the three Gabbs teacherages and two Round Mountain teacherages in the next couple days. Two classrooms in Round Mountain will be ready next week. Next week two more teacherages in Gabbs will be ready for inspection. The modulars at Hafen, Pathways, Manse and Johnson are either ready for occupancy or will be shortly. Still to be delivered are modulars at Manse and Mt. Charleston. Dr. Roberts asked him to arrange a tour of houses and classrooms when the board visits Round Mountain, if available.

Mr. Hill said an additional TOSA will be used as a data instructional specialist. Three consortium grants have been submitted for staff development initiative in active teaching and learning, funding a drop-out prevention coordinator and RTI specialist, and an ELL grant. A grant has also been submitted to continue the successful middle school disruptive student program which handled 38 students who would otherwise have been removed as habitual discipline problems. Mrs. Holley provided a comparison of 05-06-07 grants totaling nearly \$800,000 and 07-08-09 grants totaling just over \$1.5 million. Mr. Ritchie reported on training for Connect Ed, a parent notification and survey program.

Dr. Owens introduced Mary Brickles, the new Assistant Principal at Hafen Elementary. Mr. Wombaker introduced Laura Weir, the new Assistant Principal/enrichment teacher at Mt. Charleston. Ms. Paniagua introduced Alvin Eiseman, the Tonopah High principal.

4c. Board Reports/ Board Committee Reports

Mrs. Ward and Mr. Tokerud said they attended the goals session. Mr. Tokerud was impressed with the new administrators' interaction with the group. He commended Dotty Merrill for her work with NASB. Mr. McNeely thanked Dr. Roberts and Mrs. Mays for their help bringing him up to speed. Mr. Keating said he will attend the NASB Executive Directors' meeting on August 18.

5. Public Input

None offered.

6. Board Appointments

Item withdrawn.

7. Change of Date/Location of Future Board Meetings

Board members decided to change the time of the Round Mountain meeting to 5:00 p.m.

8. Decision Regarding Subdivision Maps

9. Approval of Grants

10. Recognitions

Items withdrawn.

11. Discussion/Decision Regarding 2007-08 Goals Developed on August 8 at Administrators' Meeting

Dr. Roberts presented the five goals developed by consensus and added one goal that was considered but hadn't received top votes. The goals presented were (in no order of importance): (a) Time built into the teacher's scheduled day for Professional Learning Communities (PLC); (b) Increase graduation rate District-wide, (c) Emphasis on student security, including gang activity and bus security; (d) Sustain development and training of PLC components, (e) Continue vertical curriculum alignment and establish common goals; and (f) Reduce drop-out rate.

Mr. Floyd asked if there was discussion on how to accomplish the goals. Dr. Roberts said there was, but they haven't been compiled yet. Mr. Tokerud said the graduation and drop-out goals would be his top choices and felt that PLC would be tied to negotiations. Mr. Pekarek said there are two ways to accomplish the PLC goals—by buying or trading time elsewhere. Dr. Roberts said schools would need at least 30 minutes a week to discuss best practices by grade level. Currently the State allows five professional development days, and the principal can determine the topics. At the high school and middle school levels, it is possible to develop common prep periods. Mr. Pekarek said some Nye County schools have come up with ingenious ideas to create time. Mr. McNeely made the motion to

approve the goals with the understanding the Superintendent will bring back a final document. Mrs. Ward seconded, and a unanimous vote was cast.

12. Discussion/Decision Regarding Request for Purchase of Additional Teacherage in Round Mountain

Mr. Ritchie said that Round Mountain Gold had donated two lots for homes to the District. When they got the paperwork, it was actually three lots. He requested an additional \$40,000 for another home. Mr. Tokerud moved to approve the request. Mrs. Ward seconded, and a unanimous vote was recorded.

13. Award of Bid: Sale of Two Modular Classrooms in Round Mountain

One bid was received and opened earlier in the day. Round Mountain Gold bid \$12,000 for each building, for a total of \$24,000. Mrs. Ward made the motion to award the bid to Round Mountain Gold. Mrs. Forsgren seconded, and a unanimous vote was cast.

14. Discussion/Possible Decision Regarding Sight & Sound Wall Between Manse Elementary & Wal-Mart

Dr. Roberts explained the history behind the wall. The District had finally filed suit to get the wall built. A settlement was reached, and it was now the board's decision on how to proceed. The purpose was to place a sight and sound barrier between the two facilities. The District has occasionally had to escort people from the school grounds, and there have been some children who have run away to Wal-Mart. The District recommends an eight foot fence. Mr. Whimpey said the fence should run 510 feet. The proposal for a cinder block wall was around \$25,000. A chain link fence with vinyl slats would cost around \$13,000. Wal-Mart has a graffiti problem. On the other hand, the slats will become hard and break in two years. Mr. McNeely said there would be constant maintenance with slats and no real noise barrier. Dr. Roberts said graffiti has to be removed the next day and suggested use of a sand blaster.

Mr. Whimpey said aluminum slats might cost about \$500 more. Mr. Floyd said they should place a vinyl fence and run it around the rest of the property. Mr. Tokerud said he didn't want a fence that could be tagged. Mrs. Ward thought it would be easier to cover tagging than to replace slats. Mr. Tokerud made the motion to install an eight foot chain link fence with metal slats, and Mr. Floyd seconded. Mr. Floyd suggested checking how much more they can put up to match the settlement funds. Mr. Keating felt metal slats could pose a potential hazard for kids. Mr. Whimpey said he intended to remove the existing six foot fence because of the debris. Mr. Tokerud restated his motion to leave it up to administration to build whatever type fence they preferred, and Mr. Floyd seconded. Those voting aye: Mr. Floyd, Mrs. Forsgren, Mr. Keating and Mr. Tokerud. Those voting nay: Mr. McNeely and Mrs. Ward. The motion carried with a majority vote.

15. Discussion/Possible Decision Regarding Deletion of Policy 0300 – Board Governance & Operations

Mrs. Ward made the motion to delete Policy 0300. Mr. Tokerud seconded, and a unanimous vote was recorded.

16. Discussion/Possible Approval of First Reading, Policy 0100 – Board of Trustee Basic Commitments & Governance

Mrs. Ward moved approval of the first reading. Mrs. Forsgren seconded, and a unanimous vote was cast. A copy of this policy is attached.

17. Discussion/Possible Approval of First Reading, Policy 0421 – Qualifications of Members

Mrs. Ward made the motion to approve the first reading, and Mr. McNeely seconded. A unanimous vote was registered. A copy of the policy is attached to these minutes.

18. Discussion/Possible Approval of First Reading, Policy 0550 – Standing Board Committees

Mrs. Ward moved approval of the first reading. Mr. Tokerud seconded, and a unanimous vote was recorded. A copy of the policy is incorporated into these minutes.

19. Discussion/Possible Approval of First Reading, Policy 6275 – Temporary & Part-Time Personnel (Substitute Teachers)

Mrs. Ward made the motion to approve the first reading. Mr. McNeely seconded, and a unanimous vote was cast. A copy of this policy is attached.

20. Discussion/Possible Approval of First Reading, Policy 6750 – School Board Negotiating Agents

Mrs. Ward approved the first reading, and Mr. Floyd seconded. A unanimous vote was registered. A copy of this policy is attached to the minutes.

21. Discussion/Possible Approval of First Reading, Policy 7051 – Compulsory Attendance Ages

Mrs. Ward moved approval of the first reading, and Mr. Tokerud seconded. A unanimous vote was cast. A copy of the policy is incorporated into the minutes.

22. Discussion/Possible Approval of First Reading, Policy 7720 – Employment of Students

Mrs. Ward made the motion to approve the first reading, and Mr. McNeely seconded. Mr. Tokerud asked if this conflicted with Policy 7051. Mrs. Ward explained there were exceptions as provided by law. Mr. Tokerud felt the first paragraph addressed part-time employment, but the second addressed full-time employment. Mrs. Ward said students

who work part-time during school hours need a permit. The vote to approve the policy was unanimous. A copy of the policy is attached.

23. Discussion/Possible Decision Regarding Policy 1650 – Political Candidates

Dr. Roberts felt there was a need to discuss this policy in regard to renting facilities to political candidates in order to generate funds to renovate schools. Mr. McNeely felt the downside to the current policy was that government teachers are not able to set up debates and use campaign materials. Mr. Tokerud said it also prevents candidates from speaking to civics classes. Dr. Roberts said elected officials can speak to classes, but candidates cannot. He suggested keeping just the first two sentences. Dr. Roberts said the policy has posed problems for County employees at polling places on District property. Mrs. Ward made the motion to send this to the Policy Committee for review. Mr. Tokerud seconded, and a unanimous vote was recorded.

24a. Discussion Regarding Possible Student Rights Violations in Regards to Restraints

24b. Discussion Regarding Legal Items

24c. Discussion Regarding Personnel Items

24d. Discussion Regarding Negotiations

Discussion is reflected in Executive Session minutes.

25. Decision Regarding Possible Student Rights Violations

Item withdrawn.

26. Approval of Future Agenda Items

Dr. Roberts said previously teacherages in Gabbs rented for \$125 per month, and the rent in Round Mountain was \$250 per month. With the new homes, it was proposed that rent increase to what the market would bear or be only slightly lower. Therefore, rent in Gabbs is proposed at \$300, and rent in Round Mountain would be \$350 because Round Mountain has more amenities. Currently Round Mountain Gold rents to its employees at \$350. Mr. Pekarek said in the past the Superintendent set the rates. Mrs. Ward felt it should be left up to the Superintendent. Mr. McNeely thought the board didn't need to set the prices but did need to set guidelines. Dr. Roberts said the problem is that teachers will want to move in very soon and apologized for bringing it up so late. Mr. Floyd said since these are brand new homes, they shouldn't be just given away. Dr. Roberts suggested they contract with the employee for 12 months and notify them the price may increase or decrease next year.

27. Adjournment

Mr. Tokerud moved to adjourn at 9:14 p.m. and Mrs. Ward seconded. Those voting aye: Mr. Floyd, Mr. Keating, Mr. McNeely, Mr. Tokerud and Mrs. Ward. Those voting nay: none. Mrs. Forsgren was absent for this vote. The motion passed with a majority vote.

SCHEDULE OF MEETING

The meeting was called to order at 6:30 p.m. Mrs. Ward made the motion to go into Executive Session at 8:23 p.m. Mr. Tokerud seconded, and a unanimous vote was cast. Mrs. Forsgren disconnected at 8:50 p.m. The regular session resumed at 8:55 p.m. The meeting adjourned at 9:14 p.m.

By _____
Clerk

Prepared by Kerry Paniagua

Attached you will find registration materials for the 2007 NASB Conference to be held in Reno at the Airport Plaza Hotel & Conference Center, October 11-14, 2007. Also attached is a preliminary program overview so that you will be able to see the rich array of opportunities that will be available for school board members, superintendents, and others. Superintendents will be included as speakers during several of the breakout sessions scheduled for Friday afternoon.

You will see that there are four things different about this year's Conference.

1. Because of the increase in facility use fees, guest speaker costs, equipment, scheduled meals, and other related expenses, NASB will charge a small registration fee for representatives from its member school boards who attend the Conference. That information is fully explained in the registration materials. We hope that superintendents and other members of each district governance team will attend the Conference along with their school board members.

2. The Conference will kick off with a reception on Thursday night at the National Automobile Museum. This will provide a time for networking in a relaxed environment filled with classic automobiles, some student entertainment, and some tasty finger-food. A no-host bar will be available. Transportation will be provided.

3. The October 12 afternoon program features four different break-out sessions. During the time allotted, you will be able to attend three of the four sessions and will sign up for those that you wish to attend when you pick up conference materials at the Airport Plaza. Each session will be limited to 30 attendees so that the session will be small enough to promote information sharing, individual questions, and thoughtful answers. We have included a special session featuring Marty Johnson for school districts that will be developing bond measures for the ballot in the next year or two.

4. The Sunday morning program is substantial, so we hope that everyone will plan to attend (a) the panel discussion focused upon superintendent evaluation [both for superintendents new to the position and those who have served longer in the position] followed by (b) a workshop featuring Jim Huges on how to develop district goals and measuring achievement of those goals as they impact the superintendent evaluation.

Room reservations can now be made by calling the Airport Plaza Hotel & Conference Center at either (775) 348-6370 or (800) 648-3525. A rate of \$58.00 plus applicable taxes per night is guaranteed for Conference attendees who reserve their rooms while there is availability in the block of 100 set aside for NASB. There is no charge for parking at the Airport Plaza. The Airport Plaza is across the street from the Reno-Tahoe International Airport on the corner of Plumb Lane and Terminal Way.

As in past years, Sherry Miceli will be coordinating a professional development workshop for school board secretaries/administrative assistants. Registration for that function will be handled separately.

Please do not hesitate to call me with questions about any of this information. We look forward to seeing you in October at this exciting Conference for Nevada's school board members, superintendents, and governance teams.

Dr. Dotty Merrill

Preliminary Program Overview

Thursday, October 11	Friday, October 12	Saturday, October 13	Sunday, October 14
	Breakfast On Your Own 7:45am Conference Materials Available 8am Welcome to the Conference and What's Going On Today	7:30am Continental Breakfast, Welcome to the Conference, and Special Guest from the Utah School Board Association—What are Utah school board members doing to promote improved student achievement?	7:30am Buffet Breakfast and Discussion re Future NASB Activities
2007 Conference Airport Plaza Hotel & Conference Center Reno, NV	8:30am Bill Hoffman—Update re Open Meeting Law Requirements; recent important US Supreme Court decisions which have addressed student rights, with update on the newest case involving enforcement of the school's anti-drug policy	8:30am-11am Lighthouse Study Presentation	8:30am Panel Discussion: School Boards and the Superintendent Evaluation (1 hr)
	Break	Break	Break
11am-2pm Luncheon meeting of the NASB Executive Committee 	Rick Hsu, Member of the Nevada Ethics Commission—What kinds of elected official behavior can raise red flags? How does the system work? How can the Commission assist school boards and their members?	11am Continuation of Lighthouse Study Presentation Discussion	10:00am Jim Huge--Developing District Goals and Measuring Outcomes
	Noon-1pm Lunch and Networking	Noon-1pm Lunch and Networking	Noon Farewell and Conclusion of Conference
2pm-5pm Meeting of the NASB Board of Directors 	Break-out Sessions [three 55-minute sessions with breaks]: (1) Dr. Karlene Lee, CCSD—Empowerment schools and their effectiveness (2) Dr. Paul LaMarca, NDE—The Nevada Growth Model for Measuring School Achievement (3) Marty Johnson—School District Capitol Financing in the “New World” (4) Pay for performance programs and incentives for educational staff--TBD	1pm to 2pm Guided Discussion in Small Groups re School Board Leadership for Student Achievement	
4pm-6pm Pick up Conference Materials Dinner: On Your Own		200-215pm Break	
6:30pm-9:30pm Reception and Student Entertainment, National Automobile Museum [transportation provided]	6:30pm—Dinner and Guest Speaker with Student Entertainment	230pm Panel Discussions re Policy Decisions to Improve Student Achievement with Special Guest from the California Association of School Boards 4:30pm NASB Business Meeting	
		6:30pm—Dinner, NASB Awards, and Entertainment	

NEVADA ASSOCIATION OF SCHOOL BOARDS ANNUAL CONFERENCE

October 11-14, 2007

Airport Plaza Hotel & Conference Center—Reno

REGISTRATION INFORMATION

As expenses for the Annual Conference have greatly increased over time, the Association has adopted a registration fee to partially defray costs for the facility, equipment, guest speakers, research materials, Conference notebooks, and scheduled meals for Conference participants.

Individual school board members, superintendents, administrators, and school board secretaries/administrative assistants are considered members of NASB if their school district pays dues annually and may register at the NASB member rate. Other attendees must register at the non-member rate.

MEMBER RATE for each attendee, if the check is received BEFORE September 15.....\$ 65.00*

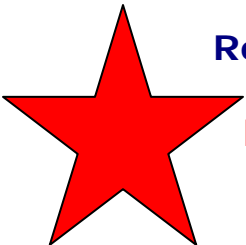
MEMBER RATE for each attendee, if the check is received AFTER September 15.....\$100.00*

NON-MEMBER rate for each attendee, if the check is received BEFORE September 15.....\$150.00*

NON-MEMBER rate for each attendee, if the check is received AFTER September 15.....\$200.00*

**CANCELLATION POLICY: Refund requests must be submitted in writing AND postmarked not later than October 1. There will be a \$10.00 processing charge for each cancelled registration deducted from all refunds. After October 1, there will be no refunds on registration fees. There will be no refunds for no-shows. NASB encourages substitutions from within a school district. Refund requests may be faxed to (775) 324-5579 or directed to Conference Cancellations, NASB, PO Box 14855, Reno, NV 89507.*

NOTE: If you have special needs that we can address to make your participation more enjoyable, please call the Executive Director, Dotty Merrill, at (775) 443-5988.



**Room reservations must be made by calling the Airport Plaza.
Conference registration does not include room reservation.
Room Reservations: (775) 348-6370 or (800) 648-3525
Group Name: Nevada Association of School Boards
Conference Rate: \$58 per night
[Available for reservations made before October 1, 2007]**



CONFERENCE REGISTRATION FORM

Separate confirmation letters and additional Conference information will be sent to each registrant prior to the Conference. Current contact information should be provided on the registration form below.

SCHOOL DISTRICT _____

Registration Information

Full Name of Attendee	Name for Name Tag	Title for Name Tag	Mailing Address
EX: Penelope Jones	Penny	School Board Member	PO Box 91879 Reno, NV 89513

REGISTRATION DEADLINE—OCTOBER 5, 2007

PLEASE send this Registration Form and the check for registration to:

2007 Conference Registration
Nevada Association of School Boards
PO Box 14855
Reno, NV 89507



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

Dr. William E. (Rob) Roberts
Superintendent

August 30, 2007

MEMORANDUM

TO: Board of Trustees

FROM: Dr. William E. Roberts, Superintendent

SUBJECT: Superintendent Report

The man who can make hard things easy is the educator. – Ralph Waldo Emerson

Friday, August 10, was spent visiting school sites in the Pahrump Valley and surrounding area.

Monday, found me meeting with representatives from the Nuclear Energy Institute regarding Yucca Mountain. I was the guest speaker at the Chamber of Commerce Meeting at Terrible's Lakeside. My presentation focused on the Nye County School District successes and challenges.

I met with Valley Electric representatives regarding their "Fill the Boom Truck" school supply donation effort. They did an amazing job of collecting donations for the children of our district. The supplies were divided between all the schools in the district. We also received a check for \$1,000 to purchase additional school supplies from In addition to the school supplies. This was donated by Gerald Schulte, owner, and Edward Eder, sales manager of Dream Homes of Pahrump. Ray Ritchie saw to the distribution of the money.

On Tuesday, August 14, I met with Dr. Orsi and representatives from Nova Southeaster University. We discussed college classes for staff and faculty in Nye County. They will give our employees a ten percent discount on tuition.

Wednesday, I attended the New Teacher Orientation session in the morning, listened to Senator Reid at noontime as he spoke at the Community Center, and drove to Las Vegas for my fight to Reno to attend the monthly Superintendent's meeting. I returned home late Thursday evening.

I visited school sites on Friday and found teachers hard at work in preparation for the upcoming year.

Monday, found me meeting with staff regarding performance pay, visiting school sites and discussing a new kids page with a local newspaper. Pahrump Valley Times will be running a weekly section just for kids.

Tuesday was the first day of school for our students. It was a wonderful day to be out at the school sites greeting all the new and returning faces. I visited every school in Pahrump, Amargosa, and Beatty.

Wednesday was spent at Tonopah and Round Mountain Schools.

Thursday, I attended the Governor's Methamphetamine Task Force Meeting in Las Vegas and visiting school sites in Pahrump.

Friday, found me at the Policy Committee meeting in the morning and visiting school sites in the afternoon.

Monday, August 27, found me at my desk cleaning up the mountain of paperwork that accumulates so quickly, and I shot a Public Service Announcement with Kevin Pape concerning the September 1, 2007 Health Fair at Wal-Mart on Channel 41.

Tuesday, I left for Tonopah and all points north. Wednesday was a wonderful day in Gabbs.

In the past two weeks, I have driven nearly 2,000 miles.



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
Mike Floyd
Edna Jean Forsgren
John "Doc" McNeely
Kevin S. Pape

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
- * Maria Descamps, Director of Curriculum, Instruction & School Improvement
- * Ginger Olson, Director of Testing, Accountability & Educational Technology
- * Karen Holley, Coordinator of Federal and State Grants and Programs

RE: Report to Board of Trustees

DATE: August 22, 2007 - - for Board Meeting August 30, 2007

JERRY HILL:

- Wrote press release on AYP designations for Nye County Schools and academic achievement.
- Met with Pahrump Valley Times reporter for background acquisition for major in-depth news story.
- Initial Departmental Meeting (Part I.) held to acquaint staff with departmental and district missions and goals on 8/15. Meeting to resume on 8/22.
- Met with RCMS principal and PATHWAYS principal to resolve issue of 16 year olds at middle school.
- Handled various parent concerns throughout period.
- Met with Dr. Lurker of Great Basin to discuss short range issues and long range plans for further NCSD/GBC cooperative ventures.

MEMORANDUM

August 22, 2007

Page -2-

- Worked with director of SPED and principals to resolve placement issues involving fragile children.
- Met with RCMS faculty on staff day to commend the faculty on its students' academic performance demonstrated by CRT results.
- Met with principal, asst. principals, school psychologist, teachers (RCMS) and parent and student regarding sensitive matter of the placement of student returning from disciplinary suspension. Full agreement reached.
- Visited Pahrump Schools on opening day, met with principals at each school on several matters, spoke with faculty and staff.

GINGER OLSON:

- During the first part of the month, I spent hours preparing data for the administrators' meeting. I provided each school with information on their school's performance on the state criterion referenced tests, and on individual student performance. Using this data, the schools will be better able to meet the needs each individual child. It was gratifying that the principals appreciated the information provided.
- A meeting to discuss some of the issues created with poor data was held Aug. 1. In attendance were Dale Norton, Jerry Hill, Debby Elvin, Alena Duval, Charyl Madeline and myself. I am compiling a list of who creates reports from PowerSchool and what data fields are required. This list will ensure that all of the data needed is present and in the correct format. The state will be pulling count day data directly from PowerSchool beginning this year. Any errors will cost the district DSA dollars.
- On August 10, I met with Gary Ward and Linda Reed to discuss the possibility of creating a math program similar to Dr. Rob's Ranger Readers to provide incentives for students in math. Several ideas were generated. I will be addressing this with the principals at the September administrator's meeting.
- Since the last board meeting I have met with the Department for Student Achievement on the 15th, 22nd, 23rd, and 29th. These meetings have discussed our goals and direction for the 07-08 school year.
- I am the district representative for Rosemary Clarke Middle School on their Technical Assistance Program (TAP). I met with principal Joe Peters on the 16th to discuss scheduling. RCMS is Needs Improvement Year 3 so they will also have a state support team of which I will be a part.

MEMORANDUM

August 22, 2007

Page -3-

- A survey was distributed to teachers regarding professional development. The data from the survey was compiled and shared at the department meeting on Aug 22. The information from this survey was shared at a meeting later that same day with the teachers on special assignment (TOSAs) who provide most of NCSD professional development.

The Test Security Guide was revised this month and will be before the board August for approval. This is the guide for all teachers which explains testing procedures.

MARIA DESCAMPS

- Created and sent out letters to Amargosa, and Rosemary Clarke Middle regarding their Supplementary Education Support (SES) status.
- Contacted all approved SES providers from the State Department that are willing to provide after school tutoring services to priority level 1 and level 2 students at Amargosa and Rosemary Clarke Middle School.
- Currently waiting on approval from Ray Ritchie to send out contracts to all approved SES providers with deadline dates, so that we may begin to provide services to our at risk students in a timely manner.
- Attended a department meeting
- Creating a professional development activity for September 13, 2007, which will provide an opportunity for our principals to reflect on their last years School Improvement Plans, as well as provide a format for dialogue among the principals to discuss where they are now, where they want to go, and what strategies they are going to use to get there.
- Contacted Dr. Janet Usinger and made arrangements for the continuation of the Math Curriculum Mapping project at Rosemary Clarke Middle. Last year only two teachers were in attendance at the initial meeting. Mr. Peters has been contacted and we have scheduled the next meeting date for October 9, 2007. I reminded Mr. Peters that the Curriculum Mapping project is of high priority; he assured me that all the math teachers at RCMS would be at the next meeting with Dr. Usinger.
- Contacted the elementary school principals about a possible training of new teachers to be held during the next in-service day, October 9, 2007. Elissa Couch recently went through an extensive training to become a certified Owning Words for Literacy trainer, (OWL). The State has provided funds through Reading First, which will pay for thirty teachers to go through OWL I and OWL II training. These workshops concentrate on vocabulary building skills which will

MEMORANDUM

August 22, 2007

Page -4-

only further enhance our CRT scores across the grade levels. Every teacher that attends will receive two professional books for free.

- Attended RCMS's professional development in-service on Components of an Effective Lesson. My main reason for being there was to observe the TOSA's so that I might have a better understanding of their role within Nye County Schools.
- Met with the TOSA's and asked them to move their offices into the Department for Student Achievement. We are currently working on cleaning out rooms to make room for them, and are confident that they will move in after Labor Day weekend.
- Went out to Manse, Mt. Charleston and Rosemary Clarke to offer my support in helping make 2007-2008 an awesome school year. I plan to visit the remaining Southern Schools before the end of the week to do the same. Will make future arrangement to go to the North to visit schools and offer support.
- Went to Manse to personally walk Brittney Hull into second grade. She asked me last year when I was her teacher and I did not want to break my promise to her. It actually worked out great. I got to see teachers, speak to parents and wish lots of children an awesome school year.

FINANCIAL INFORMATION
NYE COUNTY SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING August 30, 2007
For FY2007

NYE COUNTY SCHOOL DISTRICT
 GENERAL FUND - FY2007
 as of August 2, 2007

SUMMARY OF EXPENDITURES	BUDGETED	ACTUAL	%
100 - Regular	\$ 24,057,438	\$ 21,381,060	88.88%
300 - Vocational	904,053	824,686	91.22%
900 - Other	761,589	739,758	97.13%
TOTAL DISTRIBUTED EXPENDITURES	\$ 25,723,080	\$ 22,945,504	89.20%
000 - Undistributed			
2100 - Student Support	239,948	224,302	93.48%
2200 - Staff Support	242,859	211,595	87.13%
2300 - General Administration	1,491,707	1,340,092	89.84%
2400 - School Administration	3,369,788	3,351,496	99.46%
2500 - Business Support	2,298,371	2,177,566	94.74%
2600 - Plant Operation & Mtce.	7,631,411	7,235,780	94.82%
2700 - Student Transportation	3,010,410	2,834,227	94.15%
5200 - Transfer to Other Funds	7,131,293	5,913,532	82.92%
TOTAL UNDISTRIBUTED EXPENDITURES	\$ 25,415,787	\$ 23,288,591	91.63%
TOTAL EXPENDITURES	\$ 51,138,867	\$ 46,234,095	90.41%
Contingency			
Unappropriated Fund Balance	\$ 1,027,013		
TOTAL EXPENDITURES & FUND BALANCE	\$ 52,165,880		

SUMMARY OF AVAILABLE FINANCING	BUDGETED	ACTUAL	%
Beginning Balance	\$ 862,290	\$ 862,290	100.00%
Ad Valorem	9,304,057	9,972,892	107.19%
Sales & Use Taxes	8,254,006	6,607,023	80.05%
General Govt. Services Tax	1,996,226	1,962,970	98.33%
Tuition - In-State	13,600	13,600	100.00%
Tuition - Out of State	48,010	48,010	100.00%
Earnings on Investments	300,000	366,693	122.23%
Bank of America Sweep Interest	100,000	103,215	103.21%
Miscellaneous	93,000	119,327	128.31%
State Distributions	20,050,000	20,050,000	100.00%

NYE COUNTY SCHOOL DISTRICT
 BOARD OF TRUSTEES BUDGET - FY2007
 as of August 2, 2007

SUMMARY OF EXPENDITURES	BUDGETED	ACTUAL	ENCUMBERED	BALANCE
Social Security	\$ 850	\$ 758	\$ -	\$ 92
Workers Comp	250	284	0	(34)
Medicare	200	177	0	23
Day of Service	13,680	12,220	0	1,460
Professional Service	75,000	76,445	0	(1,445)
Lobbying	15,000	16,500	0	(1,500)
Communications	600	591	0	9
Travel	7,000	7,359	0	(359)
Supplies	3,500	2,673	427	400
Fuel	500	478	0	22
Dues and Fees	17,000	16,480	0	520
TOTAL EXPENDITURES	\$ 133,580	\$ 133,964	\$ 427	\$ (811)

FINANCIAL INFORMATION
NYE COUNTY SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING AUGUST 30, 2007
For FY2008

NYE COUNTY SCHOOL DISTRICT
 GENERAL FUND - FY2008
 as of August 2, 2007

SUMMARY OF EXPENDITURES	BUDGETED	ACTUAL	%
100 - Regular	\$ 26,615,444	\$ 26,693	0.10%
300 - Vocational	921,199	0	0.00%
900 - Other	782,249	15,889	2.03%
TOTAL DISTRIBUTED EXPENDITURES	\$ 28,318,892	\$ 42,582	0.15%
000 - Undistributed			
2100 - Student Support	408,373	1,473	0.36%
2200 - Staff Support	311,877	12,651	4.06%
2300 - General Administration	1,472,558	73,413	4.99%
2400 - School Administration	3,900,036	219,536	5.63%
2500 - Business Support	2,371,233	77,359	3.26%
2600 - Plant Operation & Mtce.	8,048,380	532,298	6.61%
2700 - Student Transportation	3,319,369	269,092	8.11%
5200 - Transfer to Other Funds	7,831,661	0	0.00%
TOTAL UNDISTRIBUTED EXPENDITURES	\$ 27,663,487	\$ 1,185,822	4.29%
TOTAL EXPENDITURES	\$ 55,982,379	\$ 1,228,404	2.19%
Contingency			
Unappropriated Fund Balance	\$ 1,024,979		
TOTAL EXPENDITURES & FUND BALANCE	\$ 57,007,358		

SUMMARY OF AVAILABLE FINANCING	BUDGETED	ACTUAL	%
Beginning Balance	\$ 421,455	0	0.00%
Ad Valorem	9,798,327	0	0.00%
Sales & Use Taxes	9,092,727	0	0.00%
General Govt. Services Tax	2,057,942	0	0.00%
Tuition - In-State	4,800	0	0.00%
Tuition - Out of State	48,010	0	0.00%
Earnings on Investments	200,000	0	0.00%
Bank of America Sweep Interest	50,000	0	0.00%
Miscellaneous	53,000	100	0.19%
State Distributions	22,876,574	0	0.00%

NYE COUNTY SCHOOL DISTRICT
 BOARD OF TRUSTEES BUDGET - FY 2008
 as of August 2, 2007

SUMMARY OF EXPENDITURES	BUDGETED	ACTUAL	ENCUMBERED	BALANCE
Social Security	\$ 850	0	0	\$ 850
Workers Comp	320	0	0	320
Medicare	200	0	0	200
Day of Service	13,680	0	0	13,680
Professional Service	75,000	0	0	75,000
Lobbying	0	0	0	0
Travel	14,000	0	0	14,000
Supplies	4,000	0	2,700	1,300
Fuel	1,200	0	0	1,200
Dues and Fees	16,940	0	0	16,940
TOTAL EXPENDITURES	\$ 126,190	0	\$ 2,700	\$ 123,490



Nye County School District

BOARD OF TRUSTEES

Transportation Office
1900 S. Woodchips
Pahrump, NV 89048
Phone 775-727-2443
Fax 775-727-2445

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

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

Dr. William E. "Rob" Roberts
Superintendent

Cameron L. McRae
Director of Transportation

Rodney L. Pekarek
Assistant Superintendent
For District Services

August 17, 2007

TO: Dr. William E. (Rob) Roberts, Superintendent of Schools

FROM: Cameron McRae, Director of Transportation

SUBJECT: Transportation Readiness Report 07/08

Dr. Roberts,

I am pleased to report to you that the Transportation Department is ready to start the school year. We have completed the driver in-service training and testing with all participants successfully completing the required work. Five (5) Pahrump and one (1) Round Mountain route will start the year with substitute drivers while we continue the hiring process. We were able to recruit a new driver for the Eureka High School route.

Ninety nine (99) of our one hundred (100) school buses have passed the NHP bi-annual inspections, the shop staff in Tonopah and Pahrump have corrected any defects noted, performed any required servicing and are ready to run on Tuesday. The one (1) bus was not inspected because we have not completed the new engine installation yet. It will be inspected after completion of this work prior to being placed back in service. The three (3) new school buses approved by the board last fall arrived in June and have been delivered to Beatty for use.

The office staff along with temporary office help has completely processed including phone notification 2,254 of the 4,500+- bus registration forms sent to all Pahrump students in July. As of 3:00PM Friday there was only a hand full of forms left to process. So far we do not have any route in capacity trouble. We do expect a last minute flurry of registrations starting Monday.

With the addition of four (4) PVHS routes and the "cleaning" up of other routes, there have been only five (5) complaints/concerns that have been forwarded to me for my personal attention. Not all of them were resolved to the parent's desired conclusion.

I hope this information is useful. Please contact me should you have any questions.

Cc: Rodney Pekarek, Assistant Superintendent



Nye County School District

BOARD OF TRUSTEES

Transportation Office
1900 S. Woodchips
Pahrump, NV 89048
Phone 775-727-2443
Fax 775-727-2445

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

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

Dr. William E. "Rob" Roberts
Superintendent

Cameron L. McRae
Director of Transportation

Rodney L. Pekarek
Assistant Superintendent
For District Services

August 15, 2007

TO: Dr. William E. (Rob) Roberts, Superintendent of Schools
FROM: Cameron McRae, Director of Transportation
SUBJECT: School Bus Status Report (update from 06/07)

Dr. Roberts:

The Nye County School District currently has one hundred (100) regular and specialized route buses in service throughout Nye County with the majority of them assigned to the Pahrump area. We have nine (9) buses assigned to "activity runs", five (5) in Pahrump, and four (4) elsewhere in the county.

The following is some basic information concerning the regular / spec-ed route fleet.

Age of buses:	1987 – 2006 29 buses 2000 or newer	Median Age 1997 65 buses 1990-1999	Average Age 11.5 years old 6 buses 1989 or older
Mileage on buses:	Fewest miles - 5,000 miles 3 new Beatty buses	Highest mileage <300,000 miles	

Current cost to procure replacement buses for "normal route" use is between \$125,000.00 and \$130,000.00. I would recommend as Bus Replacement Priority #1 as three (3) route buses for the Round Mountain area. The existing route buses would be transferred to other duties within the District.

The following is some basic information concerning the "activity" bus fleet.

Age of buses: 1996-2002 2ea. 1996 7ea. 2002

Mileage on buses: All of these buses are now over 100,000 miles. I would recommend this group of buses as Bus Replacement Priority #2. These buses would then be moved to Pahrump for regular route use.

Current cost to procure replacement buses similar to these is between \$125,000.00 and \$145,000.00 depending upon specifications.

Please contact me should you have any questions concerning this information.

2007 BOARD OF TRUSTEE COMMITTEE ASSIGNMENTS

NASB Director	Harold Tokerud
Legislative Representative	Dennis Keating
Debt Management Commission Rep.	Tracie Ward
Parks & Recreation Representative	Doc McNeely
Policy Committee	Dennis Keating, Harold Tokerud & Tracie Ward
Insurance Committee	Edna Forsgren
United Way Board of Directors	Kevin Pape
Sick Leave Bank	Dennis Keating
Attendance Committee	Tracie Ward
SB-289 Crisis Management Committee	Harold Tokerud
Construction Committee	Mike Floyd, Harold Tokerud & Tracie Ward
Career & Technical Skills Committee	Mike Floyd
Economic Development Council	Kevin Pape

Last updated 3-30-07

**NYE COUNTY SCHOOL DISTRICT
2007-08 BOARD OF TRUSTEES MEETING CALENDAR**

<u>Meeting Date</u>	<u>Time</u>	<u>Location</u>	<u>Agenda closes @ noon on</u>
Thursday, 7/26/07	6:30 p.m.	Videoconference	Wednesday, 7/18/07
Thursday, 8/9/07	6:30 p.m.	Videoconference	Wednesday, 8/1/07
Thursday, 8/30/07	5:00 p.m.	Round Mountain	Wednesday, 8/22/07
Thursday, 9/13/07	6:00 p.m.	Duckwater	Wednesday, 9/5/07
Thursday, 9/27/07	6:30 p.m.	Videoconference	Wednesday, 9/19/07
Thursday, 10/18/07	6:00 p.m.	Gabbs	Wednesday, 10/10/07
Thursday, 11/8/07	6:30 p.m.	Videoconference	Wednesday, 10/31/07
Thursday, 11/29/07	6:30 p.m.	Videoconference	Monday, 11/19/07
Thursday, 12/13/07	6:30 p.m.	Videoconference	Wednesday, 12/5/07
Thursday, 1/3/08	6:30 p.m.	Videoconference	Wednesday, 12/19/07
Thursday, 1/24/08	6:00 p.m.	Beatty	Wednesday, 1/16/08
Thursday, 2/14/08	6:30 p.m.	Videoconference	Wednesday, 2/6/08
Thursday, 3/13/08	6:00 p.m.	Amargosa	Wednesday, 3/5/08
Thursday, 4/3/08	6:30 p.m.	Videoconference	Wednesday, 3/26/08
Thursday, 4/24/08	6:00 p.m.	Tonopah	Wednesday, 4/16/08
Thursday, 5/8/08	6:30 p.m.	Videoconference	Wednesday, 4/30/08
*Wednesday, 5/21/08	6:30 p.m.	Videoconference	Tuesday, 5/13/08
Thursday, 6/19/08	6:30 p.m.	Videoconference	Wednesday, 6/11/08

NOTE: Meetings are held by videoconference between the Pahrump and Tonopah District offices unless otherwise noted. Changes in time or location will be noted on the posted agenda. Agenda closing dates subject to change if necessary.

*Includes Public Budget Hearing [NRS 354.596]

Effective 8/9/07

GVT Investments, LLC
5250 Hafen Ranch Rd.
Pahrump, NV 89061
Phone (775) 727-5216 Fax (775) 727-9666

August 16, 2007

Dr. William Roberts
Superintendent
Nye County School District
484 S. West Street
Pahrump, NV 89048

**Contribution to the NCSD for the Indian Road Subdivision APN 045-361-01, 5400 E. Turner Blvd.
Pahrump, NV**

Dear Dr. Roberts,

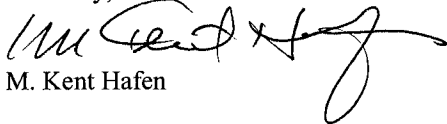
We have submitted our Development Agreement for the Indian Road Subdivision. One of the requirements of submittal is, "Applicant must meet with the Sheriff, School District and Town of Pahrump to discuss benefits that may be offered to these entities, and written comments from each entity must accompany the application." We have obtained a letter from the Sheriff's office and a resolution from the Town Board approving our contributions to each entity. We would like your approval of our offer to provide the easement and build the pathway from Artesia to Floyd Elementary school as well as the stub-out of water and sewer lines to the site.

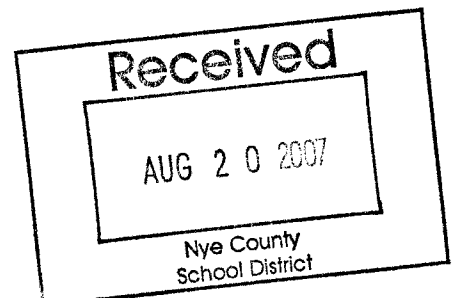
We have met with you and your staff on various occasions to discuss our contribution offer for items that are in addition to the \$1,600.00 tax imposed on each residential unit to be built in the Subdivision. Listed below are the approximate amounts that we are willing to contribute in addition to the statutory tax. We have already stubbed out sewer and water lines to the School site which is valued at approximately \$32,160. We are willing to put in a pathway from the Artesia Subdivision to the Floyd School which we estimate will cost \$121,372, the breakdown for this is attached herein as Exhibit A. This would put our total contribution to the NCSD at \$153,532.

Our estimate shows it will cost approximately \$41,372 to construct the pathway and \$80,000 for the easement. We are willing to install all of this, but if you feel you could install this pathway cheaper we would be willing to donate up to \$40,000 in cash to the School District to reimburse you for your cost to construct this pathway.

Please let us know if the NCSD will accept our contribution as stated in this letter.

Sincerely,


M. Kent Hafen



Pathway from Artesia to Floyd Elementary

<u>Description</u>	<u>Distance</u>	<u>Cost</u>
40' Wide Easement	260'	\$ 80,000.00
8' High Block Wall	222'	\$ 11,100.00
8' High Block Wall	40'	\$ 2,000.00
Demo/Haul-off of 54' Existing 5' Wall	54'	\$ 500.00
8' Wide Walking Trail (Pavement)	260'	\$ 6,032.00
16 Ballards to Prevent Motorized Vehicles		\$ 4,000.00
36" Culvert	120'	\$ 4,500.00
4 - 36" Connectors		\$ 160.00
Bar screen on 2 Ends of the Culverts		\$ 3,500.00
Head Frame and End Frame Concrete		\$ 6,000.00
102 Cubic Yards of 3/8" Gravel		\$ 1,080.00
Misc. Grading		\$ 2,500.00
Total		<u>\$ 121,372.00</u>

Note: No Lighting Included

Test Security Guide
Policies and Professional Expectations
2007-2008



Nye County School District
Dr. William Roberts, Superintendent

Ginger Olson, Director
Accountability and Assessment
(775) 727-7743

INTRODUCTION.....	1
STATEMENT OF RESPONSIBILITY	1
PURPOSE OF THE ASSESSMENT PROGRAM.....	2
PARENT/GUARDIAN NOTIFICATION.....	2
TESTING WINDOWS CALENDAR	3
TEACHER TRAINING.....	4
PROCEDURES FOR THE ADMINISTRATION OF TESTS AND EXAMINATIONS.....	5
STORAGE AND DISTRIBUTION OF MATERIALS	7
TIMING THE TEST OR EXAMINATION	8
TEST AND/OR EXAMINATION ITEM SECURITY AND CONFIDENTIALITY	8
TEST AND/OR EXAMINATION COLLECTION AND SCORING.....	11
IMPORTANT DEFINITIONS	12
CODING OF ANSWER DOCUMENTS	14
INVALIDATION OF TEST SCORES	15
ELIGIBILITY REQUIREMENTS FOR HSPE.....	16
CONSIDERATIONS FOR STUDENTS WITH SPECIALIZED NEEDS	16
STUDENTS ELIGIBLE FOR SERVICES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT..	16
ALTERNATE ASSESSMENT	18
STUDENTS WITH A SECTION 504 ACCOMODATION PLAN	19
GUIDELINES FOR STUDENTS WITH LIMITED ENGLISH PROFICIENCY	19
BREACH OF TEST SECURITY OR IRREGULARITY IN TEST ADMINISTRATION.....	21
PROCESS FOR REPORTING AND INVESTIGATING TESTING IRREGULARITIES	22
CONCLUSION.....	26
ASSESSMENT CONTACT INFORMATION.....	27

**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

Director of Accountability
and Assessment

Ginger Olson

Nye County School District Board of Trustees

**Dennis Keating, President
Area VII, Pahrump**

**Harold Tokerud, Vice President
Area IV, Pahrump**

**Tracie Ward, Clerk
Area V, Pahrump**

**Mike Floyd
Area III, Pahrump**

**Edna Jean Forsgren
Area I, Duckwater, Gabbs, Round Mountain, Tonopah**

**John "Doc" McNeely
Area II, Pahrump, Amargosa, Beatty, Crystal, N. Pahrump**

**Kevin Pape
Area VI, 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. This guide is intended for use in conjunction with ***Procedures for the Nevada Proficiency Examinations 2007-2008*** provided by the Nevada Department of Education.

The united effort and professional integrity of every employee in the district is necessary to assure the accuracy and validity of our examination results, which allow these results to contribute to informed decision-making.

STATEMENT OF RESPONSIBILITY

Members of the Board of Trustees, the Superintendent, Director of Accountability and Testing, 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 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 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.
4. 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 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.

PURPOSE OF THE ASSESSMENT PROGRAM

The comprehensive series of assessments provides opportunities for districts, schools, teachers, students, and parents to assess student achievement in the areas specified by Nevada Revised Statutes (NRS).

The Nevada Proficiency Examination Program provides accountability to the public and to the governmental offices. 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. The High School Proficiency Examination (HSPE) measures student achievement and proficiency 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 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. 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 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. 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

Some schools are required to participate in the National Assessment of Educational Progress (NAEP). Called the “nation’s report card” NAEP results are compiled into a single report for Nevada. Accurate and reliable data are crucial to reflect Nevada’s student performance on the content areas included in this instrument.

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, test results are sent to schools by the district within ten days of receipt. Reports are 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 Director of Accountability and Assessment, who will ascertain that individual confidentiality will be fully maintained.

TESTING WINDOWS CALENDAR 2007-2008

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
ITBS/ITED	4,7,10	January 22 - February 22, 2008
CRTs	3 – 8	February 15 – March 18, 2008
Analytic Writing	5	January 14 – 25, 2008
	8	February 4 – 14, 2008
HSPE Writing	11	October 31, 2007
		April 2, 2008
	12/Adult	October 31, 2007
		January 30, 2008
		April 2, 2008
		May 14, 2008
July 16, 2008		
HSPE Math Reading Science* *(10 th grade only)	10	March 31 – April 4, 2008
	11	March 31 – April 4, 2008
	12/Adult	October 29 – November 2, 2007
		January 28 - February 1, 2008
		March 31 – April 4, 2008
		May 12 – 14, 2008
		July 14 – 18, 2008
PLAN	10	October 10, 2007

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.

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 prior to the first scheduled test administration, 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 NCS D 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.

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 2007-2008" (also referred to as *Principal Assurance Forms*). Once the principal completes and signs the form, she/he keeps the third (pink) copy, 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. 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.

PROCEDURES FOR THE ADMINISTRATION OF TESTS AND EXAMINATIONS

The following procedures must be followed:

- All writing test prompts, test and/or examination booklets, and teacher directions or manuals should be inventoried 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.
- Tests and/or examinations are not to be distributed to those who will administer them until the day of the test and/or examination. 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.
- Certified teachers who are trained in proper test administration procedures must administer examinations. Each examination must be administered in a public facility approved by the board of trustees.

- Sufficient teachers must be provided to adequately supervise and monitor the test and/or examination. A ratio of one test administrator to not more than 30 students is required.
- Directions must be read verbatim. They may not be omitted or paraphrased.
- Teachers and/or monitors **must** closely and frequently monitor to see that each student is marking answers in the correct manner. Sitting down during the assessment period is inappropriate.
- Assistance to students may be provided if the student is marking their answer documents incorrectly (marking on the wrong line, bubbles are not dark enough, two bubbles are marked on the same line, bubbles extend beyond the specified area, changed answers are completely erased, etc.)
- 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.
- During writing assessments, test administrators or monitors must not assist students or review the students' rough drafts between writing sessions.
- 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.
- 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.
- All materials—including test and/or examination booklets, writing test prompts, answer sheets, rulers and scratch paper, calculators (if used)—will 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.
- 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 unless permitted by a students IEP.

- 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.
- Students who are not participating in a specific test are not allowed in the testing room while tests are being administered.
- **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, iPods, radios, CD players.
- Every student's identity must be confirmed by a photo identification before taking a HSPE. Students must sign a roster using their legal signature (not printed). The original roster must be sent to the Director 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

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 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.** 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 (teacher).

The test administrator (teacher) 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.

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.

Nevada CRTs are designed to measure each student's proficiency on grade level standards. As such, these tests do not have specific time limits. Guidelines are provided to allow schools to schedule appropriately. Schools should make provisions for the one or two students per class that may require additional time. Students who are working productively may be moved to another location to continue working. This will allow the remainder of the class to resume their normal activities.

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.

(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 or LEP 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.

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 NCSD 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.**

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 Director 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 Director of Accountability and Assessment.

Prior to test day, teachers must remove or cover anything that provides an advantage to the students testing. Items to remove/cover include but are not limited to multiplication tables; steps to follow to complete a process such as multiplication, division or writing; and word walls with headings (cover or remove headings).

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

- Informing students about the criterion referenced tests, their purposes and the use of results.
- Utilizing the Practice CRTs provided by Nevada Department of Education & NCSD. These practice tests are comprised of released test questions and may be accessed from the NCSD website.
- Informing students 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.
- Teachers in the 5th and 8th grades are allowed and encouraged to copy their students' final writing draft 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.

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 questions.
- 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.*

TEST AND/OR EXAMINATION COLLECTION AND SCORING

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.

When the school administrator returns materials to the Director of Accountability and Assessment, it is expected that all materials will already be organized and sorted as requested. After testing, it is imperative that all required materials are returned within the specific timelines to the district office **NO EXCEPTIONS.** Any delay in receipt of all materials also impedes the processing of materials.

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.

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 Director” 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 licensed teacher 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.

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. It is important for everyone associated with test administration to understand that the figures for state accountability reporting are based upon CRT 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). New requirements for 2007-08 include tracking performance of former IEP and LEP students.

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. Students who take the HSPE must participate in the math and reading exam in the spring of their 10th grade year and must participate in the writing exam in the fall of their 11th grade year. Students who are unsuccessful in achieving proficiency in any one of these areas must participate again in that area during the spring of their 11th grade year to meet AYP participation.

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 Director of Accountability and Assessment.

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. In grades 5 and 8, the writing assessment takes place over multiple days. If a student completes the brainstorming and/or rough draft sessions only, they are to be submitted for scoring under a special header sheet coded as "incomplete". Writing answer documents that have at least one word on them should also be submitted with completed answer documents for scoring.

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

Grade Level	Eligibility Requirement	Required Tests
10	At least 5 completed units of credit	Reading Mathematics Science
11	At least 11 completed units of credit	Reading Mathematics Writing
12 ¹	At least 17 completed units of credit	Reading Mathematics Writing
Adult	Students who have enrolled in an adult high school diploma program	Reading Mathematics Writing

See Testing Windows Calendar (page 3) for test administration dates.

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 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;

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.

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 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. (See *NDE Document of Appendices* for a list of accommodations.)

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)*.

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*. The class of 2010 is also required to pass the science assessment.

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 in lieu of the state CRT, NRT or HSPE, and scores will be reported twice.

Students participating in the HSPE program by taking the *NASAA*, must be tested in their 11th grade year.

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,
2. Or using accommodations that do not affect the validity of the assessment.²

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. Any request for an accommodation due to a medical emergency must be submitted to the Director of Accountability and Assessment. 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.) The *LAS* assessment is used 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.

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.

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. During the spring of 2008, the *LAS - LINKS* will be used to determine language proficiency for LEP students in grades Kindergarten through 12.

"Newly arrived" immigrants, those LEP students new to the United States within the past twelve calendar months, 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

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 the Director of Accountability and Assessment, within 24 hours of the time the alleged or suspected breach has been brought to his/her attention.
3. The Director of Accountability and Assessment will communicate with appropriate NCS D district level administrators about the suspected breach or unauthorized disclosure.
4. For all state-mandated assessments, within 24 hours, Director of Accountability and Assessment 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
 - allowing students to listen to electronic devices
 - allowing students to converse or move about the room during testing
 - reading the test materials
 - writing down examples from the test materials
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

PROCESS FOR REPORTING AND INVESTIGATING TESTING 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 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 Director of Accountability and Assessment within 24 hours of the time the alleged or suspected breach has been brought to his/her attention.*
- 3. The Director 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 Director 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 to the Director of Accountability and Assessment.*
- 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.*

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 Departments 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.

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.

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.html> and selecting the appropriate assessment

- ***Nevada High School Proficiency Examination in Writing Administration Manual and Test Coordinator's Manual***
- ***Nevada Fifth & Eighth Grade Proficiency Examinations in Writing Administration Manual and Test Coordinator's Manual***
- ***Test Coordinator's Manual (ITBS/ITED)***
- ***ITBS/ITED Directions for Administration***
- ***Limited English Proficient (LEP) Student Testing Program***
- ***Alternate Assessment (NASAA) Testing Program***

Click on the [Measured Progress](#) link on this website to access the following manuals

- ***Nevada High School Proficiency Examination 1998 Series Administration Manual and Test Coordinator's Manual***
- ***Nevada Criterion-Referenced Test Administration Manual and Test Coordinator's Manual for Tests in Reading, Mathematics, and Science***

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.

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 Director of Accountability and Assessment for Nye County School District.

ASSESSMENT CONTACT INFORMATION

Nye County School District
Ginger Olson, Director of Accountability and Assessment
484 S. West Street
Pahrump, NV 89048
775-727-7743 Ext. 226

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

Dr. Richard Vineyard
775-687-9195
rvineyard@doe.nv.gov

Assistant Director

Carol Crothers
775-687-9135
ccrothers@doe.nv.gov

Norm-Referenced Tests (ITBS/ITED)

Julian Montoya
775-687-9255
jmontoya@doe.nv.gov

HSPE Reading and Mathematics, CRTs

Henry King
775-687-9259
hking@doe.nv.gov

HSPE Reading and Mathematics, CRTs

Tom MacDiarmid
775-687-9261
tmacdiarmid@doe.nv.gov

Writing Assessments (Grades 5 & 8),

HSPE Writing
Beverly Mudd
775-687-9189
bmudd@doe.nv.gov

Test Security

Carol Mason
775-687-9260
cmason@doe.nv.gov

Administrative Assistant

CRT, NRT, HSPE in Reading & Math
Melissa Swann
775-687-9188
mswann@doe.nv.gov

National Assessment of Educational Progress (NAEP)

Tor Loring
775-687-7283
tloring@doe.nv.gov

Administrative Assistant Writing

Lorna Watson
775-687-9129
lwatson@doe.nv.gov

Administrative Assistant Writing

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

0300

BOARD OF TRUSTEE GOVERNANCE AND OPERATIONS

General Powers of the Board:

The Board of Trustees shall act as the general agent of the State in carrying out the will of the people of its district in the matter of public education. It shall be responsible for carrying out certain mandatory laws and shall consider and accept or reject the provisions of the permissive laws; in all cases where the State laws do not provide or prohibit, the Board of Trustees shall consider itself the agent responsible for establishing and appraising the educational activities.

Reviewed: February 4, 2005

Adopted: June 28, 1995

Revised:

NEPN/NSBA Classification: BA

Legal Reference: NRS 386.350

0100**BOARD OF TRUSTEES BASIC COMMITMENTS AND GOVERNANCE**

The legal basis for education in the Nye County School District is vested in the will of the people as expressed in the Nevada Constitution, the statutes pertaining to education, court interpretation of the validity of these laws, and the powers implied under them.

The school district has the rights, powers and duties of a county board of trustees as provided by NRS Chapter 386.

The Board of Trustees shall act as the general agent of the State in carrying out the will of the people in the matter of public education. It shall be responsible for carrying out certain mandatory laws and shall consider and accept or reject the provisions of the permissive laws. In all cases where State laws do not provide or prohibit, the Board of Trustees shall consider itself the agent responsible for establishing and appraising the educational activities.

Reviewed: July 26, 2007

Adopted: June 28, 1995

Revised: April 8, 2005

NEPN/NSBA Classification:

Legal Reference: NRS 385.005 & 386.350

QUALIFICATIONS OF MEMBERS

To qualify as a candidate for election as a member of the Board of Trustees of the Nye County School District, an individual shall be a qualified elector of Nye County and reside within the School Trustee Election District from which he or she seeks election.

Election:

School trustee elections are held as provided in NRS 386.205. Trustees will be elected from the voters of the area in which they reside.

Terms of Office:

At the general election in 2002, trustees from odd-numbered districts shall be elected for four-year terms. At subsequent elections, trustees shall be elected for four-year terms.

At the general election in 2002, trustees from even-numbered districts shall be elected for two-year terms. At subsequent elections, trustees shall be elected for four-year terms.

Each trustee shall hold the office of trustee from the first Monday in January following his or her election until his or her successor is elected or appointed and qualified. Each trustee shall subscribe to an official oath, which shall be filed with the Nevada State Superintendent of Public Instruction.

Reviewed: July 26, 2007
Adopted: June 28, 1995
Revised: June 10, 2002

NEPN/NSBA Classification: BBBA

Legal Reference: NRS 386.205, 386.215, 386.225, 386.240, 386.260 and 386.300

0550

STANDING BOARD COMMITTEES

No individual member and no group comprised of less than the full membership shall be designated as a permanent committee to perform any of the Board of Trustees' functions except those for which State law requires signatories.

Standing Committee:

The Policy Committee shall consist of three members, appointed by the President, to serve two-year terms. The members of the committee shall appoint their own chairman. The committee shall meet at least three times a year and whenever requested by the Board.

The Policy Committee shall annually review and update the policy manual. All policy items will be reviewed by the committee before being placed on the agenda for approval.

This policy provision shall work in concert and conjunction with the provisions of policy number 0720.

Reviewed: July 26, 2007

Adopted: June 28, 1995

Revised:

NEPN/NSBA Classification: BDE

Legal Reference:

6275

TEMPORARY AND PART-TIME PERSONNEL (SUBSTITUTE TEACHERS)

The Board of Trustees recognizes that changing conditions in the community and unusual personal circumstances of employees make necessary the recruitment and employment of temporary and part-time personnel.

It shall be the responsibility of the Superintendent/designee to develop procedures and regulations governing the employment of temporary and part-time personnel.

Temporary employees are not covered by provisions of the district's negotiated agreement and may not participate in the Nevada Public Employees Retirement System.

A student teacher who has completed not less than four weeks of student teaching may apply to the District for employment as a substitute teacher. The application must include the written approval of the teacher who supervises the student teacher through the Nevada System of Higher Education or accredited postsecondary educational institution and the teacher who is responsible for supervising the student teacher in the classroom. Before assigning a long-term substitute who is not a licensed teacher, the District shall assign a student teacher who satisfies the following requirements.

The District shall ensure that the student teacher is assigned to teach in the subject area and grade level in which the student teacher is completing his/her student teaching. The student teacher must be supervised by a licensed teacher who is available to assist and observe the student teacher on a periodic basis and oversee the management of the classroom, instructional duties and administrative duties of the student teacher. A student teacher so employed is entitled to compensation at the rate of pay authorized for substitute teacher but is not entitled to compensation for time spent completing his/her student teaching or course work.

Reviewed: July 26, 2007

Adopted: May 21, 1997

Revised:

NEPN/NSBA Classification: GCG

Legal Reference: NRS 286.297, 287.130, 287.19, 391.375

SCHOOL BOARD NEGOTIATING AGENTS

The Board of Trustees is ultimately responsible for negotiations with employee units. The Superintendent will appoint the Personnel Director and a team of other administrators to conduct direct negotiations or the Superintendent may recommend that a professional negotiator be appointed. Members of Nye County Association of School Administrators (NCASA) may not be members of the District team negotiating with NCASA. Neither the Superintendent nor board members will serve as the chief negotiator.

If a professional negotiator is appointed, the negotiator's fees or salary will be determined by the Board of Trustees. Whether a professional negotiator or a member of the administrative staff, the duties of the chief negotiator will be as follows:

1. To negotiate in good faith with certified bargaining units to arrive at a mutually satisfactory agreement on wages, hours and working conditions of employees represented by the units
2. To interpret the signed negotiated contracts to administrators and coordinate all aspects of contract administration during the term of various contracts with employee organizations; and
3. To plan, organize, direct and represent the District in all aspects of contract negotiations including fact finding and arbitration insofar as these activities directly relate to pursuance of negotiated agreements.

The chief negotiator will:

- assemble the negotiating team designated by the Superintendent to serve on the negotiation team
- direct accumulation of data needed for negotiations;
- follow guidelines set forth by the superintendent and/or Board of Trustees as to acceptable agreements and report on a regular basis as to progress being made;
- present projected issues for negotiation to the Board prior to the first meeting with the union's negotiating team and at subsequent Board meetings during the process and follow the directions of the Board of Trustees in presenting the District's positions; and
- make recommendations to the Superintendent, the Leadership Team and/or the Board of Trustees as to acceptable agreements.

Reviewed: July 26, 2007
 Adopted: May 21, 1997
 Revised: December 17, 2004

NEPN/NSBA Classification: HF
 Legal Reference: NRS 288.150

7051 COMPULSORY ATTENDANCE AGES

The Board of Trustees shall provide for the enrollment of children between the ages of 7 and 18 years unless the child has graduated from high school in accordance with Nevada statutes.

Exceptions to this policy shall be only as provided for by law.

Reviewed: July 26, 2007
Adopted: December 10, 1997
Revised: March 28, 2000

NEPN/NSBA Classification: JEA
Legal Reference: NRS 388.060 & 392.040 through 392.110

EMPLOYMENT OF STUDENTS

Students' school responsibilities are to take precedence over non-school related jobs. However, students who need or desire to work part time while attending school will be encouraged to do so, provided their work commitments do not interfere with their achievement in school.

Any child between the ages of 14 and 18 who has completed the work of the first eight grades may be excused from full-time attendance and may be permitted to enter proper employment or apprenticeship, by the written authority of the Board of Trustees excusing the child from such attendance. The board's written authority must state the reason(s) for such excuse.

No employer or other person shall employ or contract for the services or time of such child until the child presents a written permit from the attendance officer or Board of Trustees. The permit must be kept on file by the employer. Upon termination of employment, the permit must be returned by the employer to the Board of Trustees.

Reviewed: July 26, 2007
Adopted: December 10, 1997
Revised: August 12, 2005

NEPN/NSBA Classification: JO
Legal Reference: AB-212 (2007)

June 21, 2007

Dr. William E. Roberts, Supt.
Nye County School District
484 S. West Street
Pahrump, Nevada 89048

Dear Dr. Roberts:

I am writing this letter in the hopes that the Board of Trustees would consider purchasing a residence for the administrator of the Beatty Schools.

If the district will provide the administrator of Beatty schools a house to rent, I will be able to move out of the small one bedroom apartment that my husband and I are now renting.

My husband and I have looked at the homes for sale or rent in the Beatty community. At this time these properties do not meet our requirements, so I am asking the Board of Trustees to look into providing the administrator with a residence in Beatty.

Your kind consideration in this matter will be greatly appreciated. Please let me know of your decision.

Sincerely,

Nancy L. Hein