

Agenda of Policy Committee Meeting

The Board of Trustees Nye County School District

An Policy Committee Meeting of the Board of Trustees of Nye County School District will be held Friday, April 8, 2022, beginning at 1:00 PM at the Southern District Office Boardroom, 484 S. West Street, Pahrump, NV 89048.

Disabled members of the public who require reasonable accommodations in order to attend this Meeting are asked to notify District Administration at 775-727-7743, ext. 224, at least 24 hours prior to the Meeting. Questions regarding backup materials may be directed to Board Secretary Kelly Wood, 775-727-7743, ext. 224. A Public Binder will be available for viewing at the scheduled location at the time of the Meeting.

This Meeting will also be streamed live online via the link on the Nye County School District website. Public comment may be accepted live via email for the duration of the Meeting and shared during the Public Input time designated on the Agenda. Public comment made by members of the public attending the meeting virtually must be emailed to publiccomment@nyeschools.org and must include:

1. The author's first and last name.
2. The author's phone number (phone number will not be read on the official record).
3. Date of the Meeting for which the comment is intended.

All Public Input rules and timelines listed on the Agenda still apply.

This Agenda has been 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.

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

1. **CALL TO ORDER**
2. **PUBLIC INPUT, INFORMATIONAL ITEM**

This time is set aside for the public to make comments on items within the authority of this Board and are not for Board interaction. Matters raised cannot be deliberated or acted upon until properly placed on a future agenda. **Comments that are irrelevant, repetitious, slanderous, offensive, inflammatory, willfully disruptive or deemed personal attacks will**

not be permitted. A Request to Speak form must be completed and submitted to the Board Secretary before the Public Input is open. A time limit of 3 minutes per person or 5 minutes for the spokesperson for a group will be imposed.

3. ADOPTION OF AGENDA, FOR POSSIBLE ACTION

4. APPROVAL OF MINUTES OF LAST POLICY COMMITTEE MEETING, FOR POSSIBLE ACTION **4**

5. REVIEW AND REVISION OF EXISTING POLICIES, FOR POSSIBLE ACTION

A. POLICIES FOR REVIEW ONLY, FOR POSSIBLE ACTION

These policies have no suggested revisions or changes.

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9. PUBLIC INPUT, INFORMATIONAL	
This time is set aside for the public to make comments on items within the authority of this Board and are not for Board interaction. Matters raised cannot be deliberated or acted upon until properly placed on a future agenda. Comments that are irrelevant, repetitious, slanderous, offensive, inflammatory, willfully disruptive or deemed personal attacks will not be permitted. A Request to Speak form must be completed and submitted to the Board Secretary before the Public Input is open. A time limit of 3 minutes per person or 5 minutes for the spokesperson for a group will be imposed.	
10. ADJOURNMENT, FOR POSSIBLE ACTION	
The Chair may adjourn the meeting.	

POLICY COMMITTEE MINUTES
November 19, 2021

Present: Tim Sutton, Chair; Mark Hansen, Member; Mark Owens, Member, via Zoom; Warren Shillingburg, Member; Kyle Lindberg, Associate Superintendent; Ray Ritchie, Chief Operating Officer; Brenda Slusser, HR Executive Director; Rob Williams, Director of Technology; Kelly Wood, Executive Secretary.

Absent: None

The Policy Committee was called to order by Mr. Sutton at 1:07 p.m. in the Southern District Office Boardroom, Pahrump, NV.

Public Input

None.

Mr. Hansen moved for adoption of the agenda. Mr. Owens seconded and the motion passed with a unanimous vote in favor.

Mr. Hansen made a motion to approve the March 31, 2021 Policy Committee Meeting Minutes. Mr. Owens seconded and the motion passed with a unanimous vote in favor.

The Committee looked over the following policies that were up for review:

6142 Code of Ethics – Mr. Hansen made a motion to approve as reviewed with no changes. Mr. Owens seconded and the motion carried with a vote all in favor.

6143 Staff Conduct - Mr. Hansen made a motion to approve as reviewed with no changes. Mr. Owens seconded and the motion carried with a vote all in favor.

6147 Drug Free Workplace – Mr. Hansen made a motion to approve as reviewed with no changes. Mr. Owens seconded and the motion carried with a vote all in favor.

6148 Drug Testing – Discussion ensued about drug testing for marijuana. Mr. Hansen made a motion to approve as reviewed with no changes. Mr. Owens seconded and the motion carried with a vote all in favor.

6169 Death Benefits - Mr. Hansen made a motion to approve as reviewed with no changes. Mr. Owens seconded and the motion carried with a vote all in favor.

6245 Free Admissions – Mr. Hansen made a motion to approve as reviewed with no changes. Mr. Owens seconded and the motion carried with a vote all in favor.

6353 Resignations - Mr. Hansen made a motion to approve as reviewed with no changes. Mr. Owens seconded and the motion carried with a vote all in favor.

6355 Voluntary Early Retirement Incentive Program - Mr. Hansen made a motion to approve as reviewed with no changes. Mr. Owens seconded and the motion carried with a vote all in favor.

6000 Personnel Goals – Priority Objectives - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6100 General Personnel Policies - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6110 Notice of Nondiscrimination on the Basis of Sex Under Title IX - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6120 Staff Involvement in Decision Making - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6140 Communications with Staff - Mr. Sutton suggested that the last line of the first paragraph be changed to state that Board members should not give direction directly to the staff, and that it should go through the Superintendent. Discussion ensued, and the Committee agreed. Mr. Sutton made a motion to approve as revised with the additional suggested revision of the first paragraph, last sentence. Mr. Owens seconded and the motion carried with a vote all in favor.

6141 Staff Rights and Responsibilities - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6144 Employee Dress - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6165 Placement of Occupationally Injured Employees - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6166 Criminal Defense Costs of Employees - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6167 Employee Family and Medical Leave - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6170 Staff Participation in Community Activities - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6171 Staff Participation in Political Activities - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6180 Personnel Records and Files - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6183 Staff Concerns-Complaints-Grievances - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6220 Salary Schedules-Compensation - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6221 Pay Calendar - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6224 Compensation for Transferred Administrators - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6225 Professional Supplementary Pay Plans – In the second paragraph, first sentence, Mr. Sutton suggested changing the word “recommended” to “approved”, and “Superintendent” to “Superintendent/Designee”. Discussion ensued, and the Committee agreed. Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6226 Staff Fringe Benefits - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6227 Sick Leave - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6229 Bereavement Leave - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6231 Annual Leave - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6232 Personal Leave - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6233 Necessity Leave of Absence Without Pay - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6234 Health Insurance - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6235 Retiree Insurance - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6236 Military Leave - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6237 Sabbatical - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6238 Jury Duty - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6240 Holidays for Non-Union Employees - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6260 Staff Recruitment-Selection-Hiring - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6273 Professional Staff Certification and Credentialing Requirements - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6275 Temporary and Part-Time Personnel-Substitute Teachers - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6283 Student Teachers - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6284 Department Chairpersons - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6290 Professional Staff Development - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6292 In Service Training - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6300 Assignment and Transfer of Personnel - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6311 Work Day - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6315 Leaving School Building During School Day - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6333 Counselor Duties - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6341 Licensed Personnel Probation and Evaluation - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6343 Non-Represented Administrative Evaluation - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6439 Donated Leave Program for Non-Union Employees - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6520 Temporary Employees - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6574 Corrective Discipline of Non-Union Classified Staff – Mr. Sutton asked if the State is now using “progressive” as opposed to “corrective”, or is that just for students. Dr. Slusser replied yes it would apply to both students and staff. Mr. Sutton made a motion to approve as revised, and to also change the word “corrective” to “progressive”. Mr. Owens seconded and the motion carried with a vote all in favor.

6575 Arrest-Conviction of Classified Employees - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6750 School Board Negotiating Agents - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6820 Announcement of Final Negotiated Agreement - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6840 Impasse Procedures – Mr. Sutton asked if this policy is stating what the NRS states. Ms. Wood checked NRS 288.217 and confirmed it does. Mr. Sutton suggested deleting the policy since it just repeats the NRS. Discussion ensued, and the Committee agreed. Mr. Sutton made a motion to delete this policy. Mr. Owens seconded and the motion carried with a vote all in favor.

7140 Assignment of Students to Classes and Grade Levels - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

7551 Disciplinary Hearings - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

7622 Immunization of Students - Mr. Sutton made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

0211 Safe and Respectful Learning Environment – Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

0550 Standing Board Committees – Mr. Sutton stated in the last sentence of the policy the word “in” was crossed out, and it should remain part of the sentence. Mr. Hansen made a motion to approve as revised, and with the correction of keeping the word “in” in the last sentence. Mr. Owens seconded and the motion carried with a vote all in favor.

2500 Naming of Educational Facilities - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

5563 School Volunteers - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6142a Nepotism-Employment and Assignment of Relatives - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6145 Staff Conduct in Cyberspace - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6160 Prohibition of Workplace Violence - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6303 Administrators in the Classroom - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6330 Responsibilities and Duties of Licensed Personnel - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6350 Termination of Professional Staff - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6356 Discipline-Suspension-Dismissal of Professional Staff - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6358 Verification of Employment - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6423 Support Staff Supplementary Pay-Overtime - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6550 Evaluation of Classified Staff - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

6700 Negotiations Goals – Priority Objectives - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

7052 Entrance Age Requirements - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

7222 Attendance Monitoring and Accounting - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

7223 Attendance/Truancy Advisory Committee - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

7540 Suspension or Expulsion of a Pupil for Battery – Weapon – Distribution of a Controlled Substance - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

7560 Habitual Discipline Problems - Mr. Hansen made a motion to approve as revised. Mr. Owens seconded and the motion carried with a vote all in favor.

3193 Supplement Not Supplant Federal Grant Funds - Mr. Hansen made a motion to approve as proposed. Mr. Owens seconded and the motion carried with a vote all in favor.

5349 Distance Learning Program (Distance Education) - Mr. Hansen made a motion to approve as proposed. Mr. Owens seconded and the motion carried with a vote all in favor.

6161 Hepatitis B Immunizations - Mr. Hansen made a motion to approve as proposed. Mr. Owens seconded and the motion carried with a vote all in favor.

6168 Subpoena of Employees - Mr. Hansen made a motion to approve as proposed. Mr. Owens seconded and the motion carried with a vote all in favor.

6223 Administrative Staff Contracts and Compensation - Mr. Hansen made a motion to approve as proposed. Mr. Owens seconded and the motion carried with a vote all in favor.

6360 Non-School Employment of School Personnel - Mr. Hansen made a motion to approve as proposed. Mr. Owens seconded and the motion carried with a vote all in favor.

6370 Professional Research and Publishing - Mr. Hansen made a motion to approve as proposed. Mr. Owens seconded and the motion carried with a vote all in favor.

Assignment of Future Policy Research – Discussion ensued regarding how often the Committee needs to review each section of policies. A Policy Committee meeting will be set in February to review the Board Governance section of policies (0100s).

Public Input

None.

Mr. Sutton adjourned the meeting at 2:33 p.m.

SECTION 504 NONDISCRIMINATION

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment [34 CFR 104.3(j)].

In order to fulfill obligations under Section 504, Nye County School District (NCSD) is responsible for nondiscrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the school system.

NCSD has responsibilities under Section 504, which include the obligations to identify, evaluate and, if the learner is determined to be eligible under Section 504, afford access to appropriate educational services. If the parent/legal guardian disagrees with the determination made by the professional staff of NCSD, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. FERPA gives the parent/legal guardian the right to:

1. inspect and review his/her student's educational records;
2. make copies of these records;
3. receive a list of all individuals having access to those records;
4. ask for an explanation of any item in the records;
5. ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the student's rights; and
6. hearing on the issue if the school refuses to make the amendment.

Adopted: March 11, 2005
 Revised: November 6, 2020
 Reviewed: November 6, 2020

NEPN/NSBA Classification:

Legal Reference: Section 504 of the Rehabilitation Act of 1973

0424

REMOVAL FROM OFFICE

The recall of a member of the Board of Trustees of the Nye County School District shall be subject to the manner of removal provided for under the Constitution and laws of the State of Nevada.

Adopted: June 28, 1995

Revised:

Reviewed: September 26, 2018

NEPN/NSBA Classification: BBBD

Legal Reference: NRS 283.440

BOARD OF TRUSTEES MEETING AGENDA

The agenda of the Board of Trustees (BOT) will be prepared by the BOT President in consultation with the Superintendent, BOT members, staff members, and other groups or individuals directly concerned. The proposed agenda will be posted in compliance with NRS 241.020.

An agenda will consist of:

- a. a clear and complete statement of the topics scheduled to be considered during the meeting;
- b. a list and description of the items to be voted on during the meeting which must be clearly denoted as items on which action will be taken; and
- c. reasonable time allotted to each individual wishing to speak to the BOT.

Any BOT member who wishes to place an item on the agenda should make his/her request in writing to the BOT President, Superintendent or BOT Secretary and provide the backup necessary in a timely manner. The BOT Secretary will provide the Agenda Request Form upon request. The decision for placement on the agenda rests with the BOT President/ Superintendent.

Adopted: June 28, 1995
Revised: December 10, 2020
Reviewed: December 10, 2020

NEPN/NSBA Classification: BEDB
Legal Reference: NRS 241.020

POLICIESAdoption of Policies

The Board of Trustees (BOT) is the policy forming body of Nye County School District (NCSD). The BOT will enact written policies, which will guide the action of those to whom the BOT delegates authority. In formulating policies, the BOT will adopt general principles, which provide authorization for the Superintendent and professional staff to take action. Application of such policies to individual problems and jobs is an administrative detail to be performed.

The Superintendent will, in cooperation with staff, recommend policies for adoption and recommend revision of existing policies. Policies may be proposed to any member of the BOT by lay groups, organizations or by any citizen.

A first reading of policies to be adopted, revised or deleted will be presented in writing to the Policy Committee at a scheduled Policy Committee meeting. A second reading of policies to be adopted, revised or deleted will be presented to the BOT at a regular BOT meeting. Effective date of adoption or deletion will be the second reading unless another date is specified. The BOT will review its policies periodically in view of the needs of the community and schools.

Adoption of Administrative Regulations

The BOT delegates to the Superintendent the function of formulating administrative regulations designed to interpret and carry out the policies of the BOT. These regulations will specify required actions and details necessary for the operation of Nye County School District (NCSD) and must be consistent with the policies adopted by the BOT. Regulations may be made available to the BOT and to the public for review and comment.

Suspension of Policies

The policies of the BOT will be subject to suspension only upon a quorum vote of the members of the BOT when the proposed suspension has been presented in writing at a Policy Committee meeting. Emergency policies may be adopted by the BOT upon its own finding that an emergency exists.

Adopted: June 28, 1995
 Revised: November 6, 2020
 Reviewed: November 6, 2020

NEPN/NSBA Classification: BGB, BGC, BGD & BGF
 Legal Reference:

0920

BOARD OF TRUSTEE DEVELOPMENT OPPORTUNITIES

The process of education is constantly changing, brought about by scientific, economic, social and political forces. It is expected that Trustees apprise themselves of development opportunities such as school board conferences, conventions and workshops, so that they may be well informed and possess timely information related to the education of students.

Adopted: June 28, 1995
Revised: September 27, 2007
Reviewed: September 26, 2018

NEPN/NSBA Classification: BIB
Legal Reference: NRS Chapter 386

4130

SUPERINTENDENT CONTRACT

The initial contract of the Superintendent shall be for terms of one to four years. If he/she has served successfully and satisfactorily for the terms of the initial contract, he/she may be re-employed for longer terms.

Adopted: January 31, 1996
Revised:
Reviewed: September 26, 2018

NEPN/NSBA Classification: CBD
Legal Reference: NRS 391.110

4135

SUPERINTENDENT SALARY - COMPENSATION – BENEFITS

The Board of Trustees may annually set the salary and fringe benefits for the position of superintendent of schools.

Adopted: January 31, 1996
Revised: September 26, 2018
Reviewed: September 26, 2018

NEPN/NSBA Classification: CBE
Legal Reference: NRS 391.110

4170

EVALUATION OF SUPERINTENDENT

Evaluation is a valuable tool in establishing and carrying out the goals of any institution. Although the evaluation of the superintendent has several purposes, the ultimate objective is to ensure educational excellence through effective governance and management of the school system.

The successful operation of the school district is achieved with an effective working relationship between the board and the superintendent. The development and maintenance of such a relationship may be assisted by an annual review of the role and responsibilities of the superintendent, accompanied by the appraisal of his/her performance.

Adopted: January 25, 1995
Revised: January 31, 1996
Reviewed: September 26, 2018

NEPN/NSBA Classification: CBI
Legal Reference:

TITLE: 4170R Evaluation of Superintendent

PURPOSE AND BACKGROUND: To provide an evaluation process for the Board of Trustees regarding the performance of the Superintendent

APPLICABILITY: Nye County School District (NCSD) Board of Trustees (BOT)

MONITORING RESPONSIBILITY: Board of Trustees NCSD BOT

OUTLINE OF PROCEDURE:

The Board BOT President or a committee of the Board BOT will select an evaluation instrument, which may contain:

- a. a section for rated evaluation;
- b. a section for written comments by the evaluator;
- c. a section for written responses by the Superintendent;
- d. a section for signatures.

The ultimate objective of the Superintendent's evaluation is to ensure educational excellence through effective governance and management of the school system.

The evaluation will be held in the month specified in the Superintendent's contract. The evaluation instrument will be distributed during the prior month to Board members the BOT. Results will be compiled, and a written summary will be prepared for the Board BOT President. The entire Board BOT will have the opportunity to review the summary evaluation and agree that it is the consensus of the Board BOT. The formal evaluation will be held in open session.

At the same meeting the Superintendent shall will report to the Board of Trustees BOT the progress to date on the district objectives and at such time, based on their evaluation and assessment, the Board of Trustees BOT may renew and/or extend the Superintendent's contract.

If, after the evaluation, or at any time during the Superintendent's tenure, a majority of the entire Board of Trustees BOT considers the Superintendent's performance to be deficient in one or more areas as defined by the evaluation criteria, the Superintendent shall will be so notified in writing. The notice shall will include specific suggestions for improvement.

If the Superintendent is notified of deficiencies, a ninety (90) day probationary period shall will be established. The probationary period may be extended by the Board BOT at its sole discretion. During the probationary period, the entire Board shall BOT will meet with the Superintendent at least once a month for the purpose of assisting in the correction of the deficiencies, while such deficiencies still exist. If, in the opinion of the majority of the Board members BOT, there has not been adequate improvement and the deficiencies justify replacement of the Superintendent, he/she shall will be notified in writing at the conclusion of the probationary period that his/her contract will be terminated for cause.

If the contract renewal date falls during the probationary period, the contract will be automatically extended until the end of the probationary period in order to give sufficient time for correction of deficiencies.

Effective: January 31, 1996
Revisions: August 10, 2009
Review:

NEPN/NSBA Classification: CBI
Legal References:

Forms Location: None

4180

SUPERINTENDENT TERMINATION OF EMPLOYMENT

See the Superintendent's employment contract for requirements.

Adopted: January 31, 1996
Revised: December 11, 2002
Reviewed: September 26, 2018

NEPN/NSBA Classification: CBJ
Legal Reference: NRS 391.110

4191

RETIREMENT-RESIGNATION OF SUPERINTENDENT

See the Superintendent's employment contract for information.

Adopted: January 31, 1996
Revised: December 11, 2002
Reviewed: September 26, 2018

NEPN/NSBA Classification: CBJB
Legal Reference: NRS 391.110

4192

INCAPACITATION OF SUPERINTENDENT

An Acting Superintendent pro tempore may be appointed by a majority of the members of the Board of Trustees upon determining the Superintendent is incapacitated in such a manner that he/she is unable to perform the duties of that office.

Adopted: January 31, 1996
Revised:
Reviewed: September 26, 2018

NEPN/NSBA Classification: CBB
Legal Reference:

4305**STATE AND FEDERAL PROGRAMS ADMINISTRATION**

The Nye County School District operates many specially funded programs, which must be administered in accordance with particular federal and/or state laws and conditions of the grants.

The Board of Trustees, through its approval of such programs and acceptance of funds, is ultimately responsible for them even though many of the regulations, which govern them are established by another agency.

The coordinator for federal and state programs is charged with the responsibility for coordinating funded projects, for administration of grants, and for ensuring that the various departments, which operate these programs do so within the guidelines pertaining to the particular program.

Adopted: January 31, 1996
Revised:
Reviewed: September 26, 2018

NEPN/NSBA Classification: 4305
Legal Reference:

0100 FOUNDATION AND BASIC COMMITMENTS

The legal basis for education in ~~the~~ Nye County School District (NCSD) 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 NCSD Board of Trustees (BOT) ~~shall will~~ act as the general agent of the State in carrying out the will of the people in the matter of public education. It ~~shall will~~ be responsible for carrying out certain mandatory laws, and ~~shall will~~ 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~~ BOT will consider itself the agent responsible for establishing and appraising the educational activities.

Adopted: June 28, 1995
Revised: August 30, 2007
Reviewed: September 26, 2018

NEPN/NSBA Classification:
Legal Reference: NRS 385.005 & 386.350

Forms Location: None

0210

**NONDISCRIMINATION STATEMENT EQUAL EDUCATIONAL
OPPORTUNITY; EQUAL EMPLOYMENT OPPORTUNITY;
NONDISCRIMINATION**

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, and provides equal access to the Boy Scouts of America and other designated youth groups.

In keeping with requirements of federal and state law, NCSD strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

Notice of Nondiscrimination on the Basis of Sex Under Title IX

NCSD does not discriminate on the basis of sex in the education program or activity that it operates, and is required by Title IX and 34 CFR Part 106 not to discriminate in this manner. The requirement not to discriminate in NCSD's education program or activity extends to employment.

Inquiries about the application of Title IX and the Title IX regulations to NCSD may be referred to NCSD's Title IX Coordinator, or to the Assistant Secretary at the U.S. Department of Education, or both.

NCSD has designated the following employee to coordinate its efforts to comply with Title IX. NCSD's Title IX Coordinator is:

Human Resources **Executive** Director
Nye County School District
484 S. West Street Pahrump, NV 89048
775-727-7743, ext. 238
Title9coordinator@nyeschools.org

The Assistant Secretary may be contacted at:

Assistant Secretary for Civil Rights
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, D.C. 20202

Notice of Nondiscrimination on the Basis of Disability

NCSD will ensure that no qualified person with a disability will, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise

be subjected to discrimination under any program of ~~the District~~ **NCS**D. NCSD, in providing any aid, benefit, or service, will not, directly or through contractual, licensing, or other arrangements, on the basis of disability:

- a. deny a qualified person with a disability the opportunity to participate in or benefit from the aid, benefit, or service;
- b. afford a qualified person with a disability an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded others;
- c. provide a qualified person with a disability with an aid, benefit, or service that is not as effective as that provided to others;
- d. provide different or separate aid, benefits, or services to persons with disabilities or to any class of disabled persons unless such action is necessary to provide qualified handicapped persons with aid, benefits, or services that are as effective as those provided to others;
- e. deny a qualified person with a disability the opportunity to participate as a member of planning or advisory boards; or
- f. otherwise limit a qualified person with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit, or service.

Prohibition on Retaliation

NCSD is committed to providing an educational and work environment that is free from all forms of retaliation. NCSD prohibits and will not tolerate retaliation against any employee or student who brought a claim of discrimination, participated in an investigation, proceeding or hearing concerning a claim of discrimination, or who in good faith has opposed a practice he or she reasonably believes constituted prohibited discrimination. NCSD will take prompt and equitable action to eliminate such retaliation.

Grievance Procedures

NCSD has established grievance procedures and processes to address allegations of discrimination, including harassment.

1. Employee Complaints:
 - a. For employee complaints alleging bullying, harassment, sexual harassment (**except sexual harassment prohibited by Title IX**), intimidation, discrimination and/or retaliation, see the procedures in NCSD Policy 0211.
 - b. For employee complaints alleging sexual harassment prohibited by Title IX, see the grievance process in NCSD

Policy 6110.

2. Student Complaints:
 - a. For student complaints alleging bullying and/or cyberbullying (**except sexual harassment prohibited by Title IX**), see the procedures in NCS D Policy 0211.
 - b. For student complaints alleging sexual harassment prohibited by Title IX, see the grievance process in NCS D Policy 6110.
 - c. For student complaints alleging discrimination, including harassment, based on disability, see the procedures in NCS D Policy 0210.
3. Other Complaints:
 - a. For all other complaints alleging discrimination, including harassment, see the grievance procedures in the Regulation accompanying this NCS D Policy 6183.

If an employee or volunteer has reasonable cause to believe that sexual harassment in violation of Title IX arises to abuse or neglect under NRS 432B and/or NRS 392.275 et seq., such misconduct will be reported to law enforcement officials and/or Child Protective Service agency personnel in accordance with the procedures set forth in NCS D Policies and Regulations concerning mandatory reporting. These procedures are addressed in NCS D Policy 6110.

Contact Information

For student-related disability discrimination concerns, contact the following person:

Director of Special Education Support Services
900 E. Jackrabbit St. Ste. 2,
Pahrump NV 89048
775-751-4015, Fax: 775-751-4025

For all other concerns, including any arising under Title IX, contact the following person:

HR Human Resources Executive Director
Nye County School District
484 S. West Street
Pahrump, NV 89048
775-727-7743, ext. 238
Title9coordinator@nyeschools.org

Adopted: June 28, 1995
Revised: November 6, 2020
Reviewed: November 6, 2020

NEPN/NSBA Classification: AC

Legal Reference: Title VI of the Civil Rights Act of 1964, as amended, 42 USC 2000(d); Title VII of the Civil Rights Act of 1964, as amended, 42 USC 2000(e); Title IX of the Education Amendments of 1972, 20 USC 1681-1683; Americans with Disabilities Act, Amendments Act of 2008, 42 USC 12101-12213; Section 504, Rehabilitation Act of 1973, 29 USC 791, 793 and 794; Boy Scouts of America Equal Access Act, 20 USC 7905; NRS 388.121, 392.275, 432B.010, 651.050

0212

PREVENTION OF SEXUAL MISCONDUCT TOWARD STUDENTS

Nye County School District (NCSD) prohibits and will not tolerate any form of sexual misconduct (including sexual abuse, sexual molestation and sexual harassment) toward students on the part of NCSD employees, administrators, officials, volunteers, any person of authority or third parties. NCSD also prohibits student to student sexual misconduct or sexual harassment.

State law defines a position of authority as:

- a. a teacher or instructor;
- b. an administrator;
- c. a head or assistant coach; or
- d. a teacher’s aide or an auxiliary, nonprofessional employee who assists licensed personnel in the instruction or supervision of students pursuant to NRS 391.100.

If the alleged **sexual misconduct toward students** could constitute sexual harassment under Title IX, Policy 6110 and Regulation 6110R apply rather than Policy 0212 and Regulation 0212R. Because NCSD must respond with specific steps whenever any employee has notice of sexual harassment under Title IX, all NCSD employees are required to report possible incidents of sexual harassment directly to NCSD’s Title IX Coordinator, **as soon as practicable, but not later than a time during the same day on which the employee became aware of an incident of sexual harassment, including allegations of sexual harassment.**

Reports by NCSD employees must be made in person, by telephone, and/or by email to the NCSD Title IX Coordinator as follows:

HR **Executive** Director
 Nye County School District
 484 S. West Street
 Pahrump, NV 89048
 775-727-7743, ext. 238
Title9coordinator@nyeschools.org

The NCSD Title IX Coordinator will assist the employee, in consultation with the site administrator if the employee is not the site administrator, in the student bullying P/AR to determine whether the allegation could constitute sexual harassment under Title IX, in which case NCSD Policy 6110 will be followed rather than NCSD Policy 0212.

Adopted: February 26, 2003
 Revised: November 6, 2020
 Reviewed: November 6, 2020

NEPN/NSBA Classification: ACA/ACG, GBAA, JBA

Legal Reference: NRS 193.130, 200.366, 200.368, 200.508, 201.190, 201.210, 201.220, 201.230, 201.540, 201.560, 391.100 & 391.650

0223

TOBACCO AND TOBACCO PRODUCTS

The Nye County School District (NCS D) prohibits all use of tobacco and tobacco products, including vapors, smokeless tobacco, and electronic cigarettes, at any time on school district NCS D property that is owned, leased or rented, and at any school NCS D sponsored activity. For purposes of this policy, school district NCS D property includes any building used for instruction, administration, support services, maintenance or storage, the grounds and surrounding buildings, and all district NCS D-owned vehicles.

This policy applies to all students, teachers, staff, contractors, spectators, visitors or other persons with access to school NCS D property, and applies to all such facilities at all times, regardless of whether or not services are in session.

Adopted: August 28, 1996
Revised: September 26, 2018
Reviewed: September 26, 2018

NEPN/NSBA Classification: ADC

Legal Reference: P.L. 103-227, NRS 202.2483-202.2497, 202.249, 202.2491-202.2492

0410

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The **Nye County School District (NCSD)** Board of Trustees (**BOT**) ~~shall~~ **will** be the policy-forming body of ~~the Nye County School District NCSD~~, and with the assistance of the Superintendent and the administrative staff, ~~shall~~ **will** establish general policies governing the operation of the schools. As a policy-forming body, the ~~Board~~ **BOT** functions in an inspectorial or judicial capacity.

Adopted: June 28, 1995
Revised: May 16, 2007
Reviewed: September 26, 2018

NEPN/NSBA Classification: BBAA

Legal Reference: NRS 241.010, **241.020, 354.596, 354.598**, 385.005, 386.350, **356.360, 386.390, 387.205, 387.303**

SPECIFIC RESPONSIBILITIES OF THE BOARD OF TRUSTEES

1. It ~~shall~~ **will** be the duty of the **Nye County School District (NCS D)** Board of Trustees **(BOT)** to select a Superintendent of Schools, and to delegate the authority of administering the policies of the ~~Board of Trustees~~ **BOT**.
2. The ~~Board shall~~ **BOT will** require its Superintendent to prepare data to make recommendations, which will enable the ~~Board of Trustees~~ **BOT** to establish sound policies.
3. The ~~Board of Trustees~~ **BOT** (on the basis of policies established) ~~shall~~ **will** determine the general nature of the educational program, including such matters as the number and types of schools and departments to be maintained, and the variety and character of the services to be provided.
4. The ~~Board of Trustees shall~~ **BOT will** adopt suitable policies for all ~~District~~ **NCS D** employees with reference to qualifications for employment in various types of positions, salary schedules, leaves of absence, and other personnel policies.
5. Each year, as required by law, the ~~Board of Trustees shall~~ **BOT will** adopt an annual budget, after due consideration of such administrative and financial reports as may be required.
6. The ~~Board of Trustees shall~~ **BOT will** determine all financial policies not specifically defined by State law, and ~~shall~~ **will** exercise general supervision over the finances of ~~the District~~ **NCS D** in keeping with regular budgetary procedures.
7. The ~~Board of Trustees~~ **BOT**, with the advice of the Superintendent, ~~shall~~ **will** purchase sites for school buildings, and ~~shall~~ **will** approve construction of school buildings.
8. The ~~Board of Trustees shall~~ **BOT will** have the power to accept on behalf of, and for ~~the school district~~ **NCS D**, any gift or bequest of money or property for a purpose deemed by the ~~Board of Trustees~~ **BOT** to be suitable, and to utilize such money or property for the purpose so designated.
9. The ~~Board of Trustees shall~~ **BOT will** implement newly enacted statutes which directly affect ~~pupils~~ **students**, parents/legal guardians, teachers, administrators or other educational personnel after receipt of such notice from the Superintendent of Public Instruction.
10. The ~~Board shall~~ **BOT will** conduct its affairs in such a manner as to keep the public informed of its policies and affairs.

Adopted: June 28, 1995
Revised: January 17, 2017
Reviewed: September 26, 2018

NEPN/NSBA Classification: BBAA

Legal Reference: NRS 241.010, 241.020, 354.596-354.598, 356.360, 385.005, 386.350, 386.390,
387.205, 387.303

Forms Location: None

0425

VACANCIES

Any vacancy occurring in ~~a~~ the Nye County School District (NCSD) Board of Trustees ~~BOT will shall~~ be filled by appointment by the remaining members of ~~such Board the BOT~~ at a public meeting held after notice of such meeting is published at least once a week for two (2) weeks in a ~~qualified newspaper qualified~~ pursuant to the provisions of NRS Chapter 238. The appointee ~~shall will~~ serve until the next General Election, at which time the successor ~~shall will~~ be elected for the balance of the unexpired term.

Any person appointed to fill a vacancy ~~shall will~~ have the qualifications provided in NRS 386.240.

Adopted: June 28, 1995
Revised:
Reviewed: September 26, 2018

NEPN/NSBA Classification: BBBE
Legal Reference: NRS 238, 386.240 & 386.270

Forms Location: None

0560

COMMITTEES OF THE BOARD

The Board of Trustees (BOT) shall will authorize such special committees as are deemed necessary. A special committee shall will report recommendations to the Board BOT for appropriate action. A special committee shall will be dissolved when its report is accepted by the Board BOT.

Ad Hoc Board BOT Committees:

1. The BOT President may appoint a temporary committee comprised of less than the full membership for special purposes. These committees shall will be discharged on completion of their assignments.
2. Temporary committees may only serve to investigate or advise on a specific matter. They may not take any official action for the Board of Trustees BOT.

Adopted: June 28, 1995
Revised: September 27, 2007
Reviewed: September 26, 2018

NEPN/NSBA Classification: BDF

Legal Reference:

Forms Location: None

DUTIES OF THE AUDITOR

At least once a year, an independent audit shall will be made of the total financial structure of the Nye County School District (NCSD). The Board of Trustees (BOT) may choose any certified or registered accountant or a partnership registered under the provisions of Nevada Revised Statutes (NRS) Chapter 628 to conduct the audit. The expense of the audit shall will be a charge against school district NCSD funds.

The duties of the independent auditor shall will be as follows:

1. To examine the balance sheet of ~~the school district~~ NCSD as of the close of its fiscal year, and the related statements of transactions in the various funds for the fiscal year then ended.
2. To conduct such examination in accordance with generally accepted auditing standards, and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances.
3. To render an opinion on the financial statements prepared at the close of the fiscal year.
4. To make such recommendations to the ~~Board~~ BOT concerning its accounting records, procedures, and related activities as may appear necessary or desirable.
5. To perform such other related services as may be requested by the ~~Board~~ BOT.

Adopted: June 28, 1995
Revised:
Reviewed: September 26, 2018

NEPN/NSBA Classification: BDH
Legal Reference: NRS 354.624

0581

OUT-OF-DISTRICT CONSULTANTS

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

The appropriate division head, in consultation with the Chief Operating Officer (**COO**), **shall will** determine when a task justifies the engagement of an out-of-district consultant.

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

Adopted: July 10, 2006
Revised: February 5, 2013
Reviewed: September 26, 2018

NEPN/NSBA Classification:
Legal Reference:

BOARD MEETINGS

Nye County School District (NCSD) Board of Trustees (BOT) Board Meetings are conducted by the **BOT** President, or in his/her absence, by the Vice-President. If both are absent, the Clerk **shall will** conduct the meeting. When all officers are absent, but a quorum of the other four members is present, those present **shall will** choose one of its members to conduct the meeting.

The ~~Board of Trustees~~ **BOT** intends to adhere to all requirements of the Nevada Open Meeting Law (**OML**). All **BOT** Board meetings are open to the public; however, the ~~Board~~ **BOT** may exercise its right to close meetings to the public at those times when appropriate pursuant to the provisions of the Nevada ~~Open Meeting Law~~ **OML** and **Nevada Revised Statutes (NRS)** 288.220.

The ~~Board of Trustees~~ **BOT shall will** hold a regular meeting at least once each month, at such time and place as the ~~Board~~ **BOT shall will** determine. The **BOT** President may designate another time or place to hold the meeting, and it **shall will** be properly publicized according to **Nevada OML law**. Meetings will start promptly at the time designated.

A majority of the members of the ~~Board of Trustees~~ **BOT shall will** constitute a quorum for the transaction of business, and no action of the ~~Board shall~~ **BOT will** be valid unless the majority (4) approves.

Notice of each ~~Board~~ meeting **shall will** be provided to each **BOT** member ~~of the Board of Trustees~~ in accordance with **Nevada OML** requirements ~~of the Open Meeting Law~~.

Neither the ~~Board~~ **BOT** nor a ~~Board~~ **BOT** member may designate a person to attend a Board meeting in the place of a ~~Board~~ **BOT** member.

Special Meetings

Special Board meetings **shall will** be held at the call of the **BOT** President whenever there is sufficient business to come before the ~~Board~~ **BOT**, or upon the written request of three **(3)** members.

Adopted: June 28, 1995
 Revised: December 13, 2016
 Reviewed: September 26, 2018

NEPN/NSBA Classification: BE, BEA, BEB & BEC
 Legal Reference: NRS 386.330, 241.010-~~241.040~~ **et seq.** & 288.220

BOARD COMMUNICATIONS WITH PUBLIC

The **Nye County School District (NCSD)** Board of Trustees **(BOT)** welcomes the input of parents/legal guardians and citizens on ways in which school services to students can be improved. The **Board BOT** recognizes that parents/legal guardians have the right and the responsibility to represent their children, and that other citizens have an interest in commenting on public education.

The **Board BOT** welcomes constructive criticism of **the NCSD that is** intended to improve the quality of the educational program and related services by encouraging parent/legal guardian and citizen participation while protecting the rights of NCSD employees.

In order to avoid potentially litigious situations, **Board BOT** members, **District NCSD** employees, and concerned citizens should exercise discretion in discussing matters that may prove to be potentially libelous or slanderous in nature.

Individual **Board BOT** members do not have the authority to resolve complaints. If approached directly with a complaint, **however, Board BOT** members should listen to the complaint, and show their concern by referring the complainant to the Superintendent/**Designee or appropriate designee** so that the problem may receive proper consideration.

Anonymous Communications

It is the policy of the **Nye County Board of Trustees BOT** that anonymous communications not related to child abuse will be ignored and destroyed. Anonymous communications will not be processed in accordance with the Public Complaint Policy 1400.

Adopted: June 10, 1998
 Revised: September 26, 2018
 Reviewed: September 26, 2018

NEPN/NSBA Classification: BHD
 Legal Reference:

Forms Location: None

0970

MEMBERSHIP IN STATE AND NATIONAL SCHOOL BOARD ASSOCIATIONS

The Nye County **School District (NCSD)** Board of Trustees **(BOT)** may:

1. acquire and maintain membership in state and national school board associations, and pay dues to such associations; and
2. pay the travel expenses and per diem allowances of **Trustees BOT members** at the same rate authorized by law for state officers when ~~the~~ **Trustees BOT members** attend state or national school board association meetings.

Adopted: June 28, 1995
Revised: April 9, 2013
Reviewed: September 26, 2018

NEPN/NSBA Classification: BK
Legal Reference: NRS 386.345

Forms Location: None

0971

LEGISLATIVE REPRESENTATIVE

A member of the ~~Board shall~~ **Nye County School District (NCS D) Board of Trustees (BOT) will** serve as legislative representative of the Nevada Association of School Boards (NASB). The legislative representative may attend legislative sessions and subcommittee meetings, conveying local views and concerns, and participating in the formulation of legislative proposals. The legislative representative ~~shall will~~ monitor proposed school legislation and inform the ~~Board BOT~~ of the issues. The legislative representative ~~shall will~~ represent the consensus of ~~the Nye County School District NCS D~~ on legislation being formulated by NASB.

Adopted: June 28, 1995
Revised:
Reviewed: September 26, 2018

NEPN/NSBA Classification: BKA
Legal Reference:

Forms Location: None:

ADMINISTRATION GOALS - PRIORITY OBJECTIVES

The central purpose of general administration is the coordination of people's efforts to achieve the school system's goals as established by the **Nye County School District (NCSD) Board of Trustees (BOT)**. In education, these goals have to do with teaching and learning. Thus, the central purpose of school administration is the enhancement of quality teaching and learning. All activities of the administrator should ultimately contribute to this end.

To enhance quality teaching and learning, administrators are required to perform six (6) major functions, which are stated as the objectives of their administrative endeavors. They are:

1. To identify and influence the formulation and/or revision of administrative goals, policies, rules and regulations.
2. To stimulate, plan and direct the development of programs to achieve the system's goals and purposes.
3. To establish and coordinate the activities of professional and non-professional employees concerned with planning and implementing the programs.
4. To procure and manage material and fiscal resources to support the school(s) and its programs.
5. To assess continuously, cooperatively, and constructively the policies, regulations, and general performance of all school personnel.
6. To implement the goals established by the **Board of Trustees BOT**.

These objectives of general administration emerge from the **Board's BOT's** legal responsibility, which is providing maximum quality educational experiences and opportunities to all **NCSD** students through the enhancement of the teaching environment. Each administrative duty and function should be appraised in terms of the contributions that are made to improve instruction and more effective learning.

Adopted: January 31, 1996
 Revised:
 Reviewed: September 26, 2018

NEPN/NSBA Classification: CA
 Legal Reference: NRS 386.350

4100**SCHOOL SUPERINTENDENT**

The **Nye County School District (NCSD)** Board of Trustees **(BOT) shall will** appoint a Superintendent of schools, and delegate the executive function to the Superintendent.

The Superintendent, at his/her discretion, may delegate to other **school NCSD** personnel the exercise of any powers, and the discharge of any duties imposed upon the Superintendent by these policies, or by vote of the **Board BOT**. The delegation of power or duty, however, will not relieve the Superintendent of responsibility for the action taken under such delegation.

In the event of the Superintendent's disability, the **Board of Trustees BOT**, at their discretion, may appoint an Acting Superintendent.

Adopted: January 31, 1996
Revised: March 12, 2003
Reviewed: September 26, 2018

NEPN/NSBA Classification: CB
Legal Reference: NRS 391.110

Forms Location: None

4101**SUPERINTENDENT AUTHORITY**

The Board of Trustees **(BOT)** of the Nye County School District **(NCSD)** believes that strong policy development and centralized authority in ~~the person of~~ the Superintendent of Schools govern effective organizations. Therefore, the ~~Board of Trustees~~ **BOT** grants the Superintendent ~~of Schools~~ authority for employment, assignment, transfer, demotion and termination of all employees subject to the due process procedures of the State of Nevada in relation to the budget subject to that fiscal year. The Superintendent ~~shall~~ **will** keep the ~~Board of Trustees~~ **BOT** informed of any personnel changes at the administrative level.

Adopted: July 24, 2002
Revised: May 16, 2007
Reviewed: September 26, 2018

NEPN/NSBA Classification:
Legal Reference:

Forms Location: None

4160

SUPERINTENDENT CONSULTING ACTIVITIES

The **Nye County School District (NCSD)** Board of Trustees **(BOT)** expects the Superintendent to devote time, skills, labor, attention and energy to the concerns of ~~the school district~~ **NCSD** and not be engaged in other employment or in long-term consulting activities during the term of employment, which would conflict with school district responsibilities.

The **Board BOT** recognizes the Superintendent's obligation to contribute to the profession of school administration and the cause of public education generally. This policy, therefore, does not prohibit the Superintendent from undertaking occasional short-term consultive work, which does not conflict with obligations to ~~the district~~ **NCSD**. Prior approval of the ~~Board of Trustees~~ **BOT** is requested, as well as a written or oral report to the ~~Board~~ **BOT** when such consultive work is completed.

Adopted: January 31, 1996
Revised:
Reviewed: September 26, 2018

NEPN/NSBA Classification: CBH
Legal Reference: NRS 391.110

4200

ADMINISTRATIVE SELECTION PROCEDURES

The basic purpose of the selection of administrative personnel ~~shall~~ **will** be to fill existing vacancies with individuals of the highest professional caliber who will best serve to maintain and enhance quality education in ~~the~~ Nye County School District **(NCSD)**.

The selection procedures to fill all administrative vacancies ~~shall~~ **will** be directed by the Superintendent/Designee with the assistance of personnel staff. Administrative regulations will be established to ensure the proper consideration of all possible applicants for the vacant position. The **NCSD** Board of Trustees **(BOT)** ~~shall~~ **will** be notified of any changes to these regulations.

Adopted: January 31, 1996
Revised: October 4, 2016
Reviewed: September 26, 2018

NEPN/NSBA Classification: CC
Legal Reference:

Forms Location: None

4210

ORGANIZATION CHARTS

The legal authority of the **Nye County School District (NCSD)** Board of Trustees **(BOT)** will be transmitted through the Superintendent along specific paths from person to person as shown in the **District NCSD** organizational chart. The lines of authority on the chart will represent direction of authority and responsibility.

The Superintendent will have the freedom to reorganize lines of authority and to revise the organizational chart, including the elimination or creation of positions. The **Board BOT** expects the Superintendent to keep the administrative structure in line with the needs for supervision and accountability throughout the school system.

Adopted: January 31, 1996
Revised: October 4, 2016
Reviewed: September 26, 2018

NEPN/NSBA Classification: CCA
Legal Reference:

Forms Location: None

UNUSED SICK LEAVE

~~Nye County School District (NCSD) e~~ Employees covered by ~~negotiated collective bargaining~~ agreements must refer to the ~~negotiated collective bargaining~~ agreement. For all other **NCSD** employees, unused sick leave may be accumulated from year to year without limit. However, the cap on payment of unused sick leave is detailed below.

An employee who has a minimum of ten (10) years of employment with ~~the Nye County School District~~ **NCSD** who retires or resigns (or his estate) ~~will shall~~ be entitled to payment for unused sick leave at the rate of twenty-five percent (25%) of his/~~her~~ current daily salary times the number of days accumulated up to a maximum of one hundred and five (105) days.

An employee who has a minimum of seventeen (17) years of employment with ~~the Nye County School District~~ **NCSD** who retires or resigns (or his estate) ~~will shall~~ be entitled to payment for unused sick leave at the rate of thirty-five percent (35%) of his/~~her~~ current daily salary times the number of days accumulated up to a maximum of one hundred forty (140) days.

~~A District~~ **An NCSD** Non-Exempt employee who uses three (3) days or less of sick leave in the preceding year may sell back up to five (5) days of unused sick leave at the rate of \$100 per day. Each employee who uses five (5) days or less of sick leave in the preceding year may sell back up to three (3) days of unused sick leave at the rate of \$90 per day. Requests must be submitted in writing after July 1 and before August 31 effective with the 2006-07 school year.

~~A District~~ **An NCSD** Exempt employee who uses five (5) days or less of sick leave in the preceding year may sell back up to seven (7) days of unused sick leave at the rate of \$160 per day. Each employee who uses seven (7) days or less of sick leave in the preceding year may sell back up to five (5) days of unused sick leave at the rate of \$160 per day. Requests must be submitted in writing after July 1 and before August 31 effective with the 2017-18 school year.

Adopted: October 20, 2006
 Revised: April 25, 2018
 Reviewed: April 25, 2018

NEPN/NSBA Classification:
 Legal Reference:

Forms Location: None

0220

MISSION STATEMENT

Nye County School District (NCS D) will educate our empower students to learn at their highest level in an environment of mutual respect with the skills necessary to achieve their full potential. Nye County School District Goals:

The NCS D Goals are as follows:

- ❖ Embrace a culture of learning for all
- ❖ Elevate achievement for all students
- ❖ Provide educational opportunities to support lifelong learning through graduation and beyond
- ❖ Promote ongoing family engagement in pursuit of our vision
- ❖ Increase graduation rate
- ❖ Foster a safe and respectful learning and working environment
- ❖ Adapt and integrate technology to achieve our mission
- ❖ Continuously incorporate technology to achieve our mission
- ❖ Promote parent/legal guardian involvement in pursuit of our vision

Adopted: June 28, 1995
Revised: September 26, 2018
Reviewed: September 26, 2018

NEPN/NSBA Classification: AD
Legal Reference:

EDUCATIONAL PHILOSOPHY

Nye County School District's educational philosophy is as follows:

- ❖ We believe that each human being has intrinsic worth.
- ❖ We believe that we all share the responsibility for the development of good citizens.
- ❖ We believe that high expectations foster greater achievement. We believe that people need love and respect.
- ❖ We believe that a safe and nurturing environment is essential for success. We believe that trust is essential for a productive community.

Adopted: June 28, 1995
Revised: February 25, 1998
Reviewed: September 26, 2018

NEPN/NSBA Classification: AD
Legal Reference:

0301

BOARD OF TRUSTEES SELF EVALUATION

The members of the Nye County **School District (NCSD)** Board of Trustees **(BOT)** will conduct **an annual** a self-appraisal. Purposes of the self-appraisal are:

- a. to improve communication;
- b. to improve members' relationships among themselves and with the Superintendent and staff;
- c. to improve decision-making skills; and
- d. to assist the **Board of Trustee's BOT's** function toward efficient and effective progress.

Adopted: August 9, 1995
Revised:
Reviewed: September 26, 2018

NEPN/NSBA Classification: BAA
Legal Reference:

Forms Location: NCSD BOT Department

ORGANIZATION OF THE BOARD OF TRUSTEESOrganization By-Laws

Membership:

The Board of Trustees of the Nye County School District consists of seven members. These members are to be elected from the School Trustee Election Districts, which are:

- Area I: **Population of 7,324** Gabbs, Ione, Smoky Valley, Round Mountain, Manhattan, Carrant Creek, Duckwater, Sunnyside, Tonopah, Beatty, Mercury, and Forty Bar (Crystal), encompassing precincts 1, 2, 3, 4, 5, 7, 8, 12, 13, 14, 15, 18 and 35.
- Area II: **Population of 7,108** Amargosa and Pahrump, encompassing precincts 6, 23, 26 and 32.
- Area III: **Population of 7,537** Pahrump, encompassing precincts 11, 16 and 27.
- Area IV: **Population of 7,413** Pahrump, encompassing precincts 9, 21 and 25.
- Area V: **Population of 7,428** Pahrump, encompassing precincts 10, 19 and 29.
- Area VI: **Population of 7,409** Pahrump, encompassing precincts 28, 30 and 31.
- Area VII: **Population of 7,804** Pahrump, encompassing precincts 17, 20, 22 and 24.

Adopted: June 28, 1995
 Revised: March 19, 2013
 Reviewed: September 26, 2018

NEPN/NSBA Classification: BBB
 Legal Reference: NRS 386.120

Forms Location: NCSD Website; Nye County Clerk's Office

0421

QUALIFICATIONS OF MEMBERS

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

Election:

School NCS 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 each general election, the offices of school trustees must be filled for terms of four (4) years in the order in which the terms of office expire.

~~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 will 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 will subscribe to an official oath, which shall will be filed with the Nevada State Superintendent of Public Instruction.

Adopted: June 28, 1995
Revised: December 13, 2016
Reviewed: September 26, 2018

NEPN/NSBA Classification: BBBA

Legal Reference: NRS 281.210; NRS Chapter 386 386.205, 386.215, 386.225, 386.240, 386.260 and 386.300

ADMINISTRATION OF OATHS

Every member of the Board of Trustees (BOT) may administer oaths and affirmations relating to public schools. The Oath of Office for a newly elected or appointed Nye County School District (NCSD) Board Trustee is given at the Nye County Clerk's Office. If an NCSD BOT member chooses to administer the oath, he/she will contact the Nye County Clerk's office to receive the appropriate Oath of Office, along with accompanying paperwork. The Oath of Office must be given in front of a State of Nevada Notary.

~~**Oath of Office:** I, (state your name), do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States, and the Constitution and Government of the State of Nevada, against all enemies, whether domestic or foreign, and that I will bear true faith, allegiance and loyalty to the same, any ordinance, resolution or law of any State notwithstanding, and that I will well and faithfully perform all duties of the office of Nye County School Board Trustee Area on which I am about to enter, (if an oath) so help me God; (if an affirmation) under the pains and penalties of perjury.~~

Adopted: June 28, 1995
Revised:
Reviewed: September 26, 2018

NEPN/NSBA Classification: BBBB
Legal Reference: NRS 386.380

CODE OF ETHICAL STANDARDS

A code of ethical standards is hereby established as a guide for the conduct of the Board of Trustees (BOT), and employees of the Nye County School District (NCSD).

General Requirements:

1. No NCSD public officer or employee may seek or accept any gift, service, favor, employment, engagement, enrollment or economic opportunity which would tend improperly to improperly influence a reasonable person in his/her position to depart from the faithful and impartial discharge of his/her public duties.
2. No NCSD public officer or employee may use his/her position in government to secure or grant unwarranted privileges, preferences, exemptions or advantages for himself/herself, any member of his/her household, any business entity in which he/she has a significant pecuniary interest, or any other person.
3. No NCSD public officer or employee may approve, disapprove, vote, abstain from voting, or otherwise act upon any matter in which he/she has a significant pecuniary interest without disclosing the full nature and extent of his/her interest. Such a disclosure must be made before the time when he/she is to perform his/her duty, or concurrently with that performance.
 - a. If the person is a member of a body which makes decisions, he/she shall will make disclosure to the chairman chairperson and other members of the body. If the person is not a member of such a body, and holds an appointive office, he/she shall will make disclosures to the supervisory head of his/her organization, or if he/she holds an elective office, to the general public in the area from which he/she is elected.
4. No NCSD public officer or employee may participate as an agent of government in the negotiation or execution of a contract between the government and any private business in which he/she has a significant pecuniary interest. Unless specifically prohibited by law, a public officer or employee, as such, is not precluded from making a bid on a government contract if the contracting process is controlled by rules of open competitive bidding, sources of supply are limited, he/she has not taken part in developing the contract plans or specifications, and he will not be personally involved in opening, considering, or accepting offers.

5. No **NCS** public officer or employee may accept any salary, retainer, augmentation, expense allowance or other compensation from any private source for the performance of his/her duties as a public officer or employee.
6. Members of the **Board of Trustees BOT** represent ~~the Nye County School District NCS~~ in the performance of their duties as **Board BOT** members, which are defined by law in NRS Chapter 386, and under this policy. Official policy or action may only be taken by the **Board of Trustees BOT** ~~as a whole~~ at regular or special meetings, ~~duly noticed in accordance with the Nevada Open Meeting law,~~ and ~~shall will~~ only become official policy if approved by a majority of ~~a quorum of BOT all~~ members ~~of the Board of Trustees.~~

Any statement, action, conduct or direction made, taken or requested by an individual **Board BOT** member, or by two or more members, which deviates from the course and scope of the **Board BOT** member's duties as defined herein and by law, are not considered to be done in the course and scope of the **Board BOT** member's official duties.

Therefore, any conduct, action or statement of an individual **Board BOT** member or members outside the course and scope of the **Board BOT** member's or members' official duties, ~~shall will~~ not be considered as the conduct, action or statement of the ~~Nye County School District Board of Trustees NCS BOT~~. Any legal repercussions which result from such conduct, action or statement of the individual **Board BOT** member(s) will not be defended or indemnified by ~~NCS the Nye County School District.~~

Adopted: June 28, 1995
 Revised: October 13, 1998
 Reviewed: September 26, 2018

NEPN/NSBA Classification: BCA
 Legal Reference: NRS Chapter 41, NRS ~~281A.400-281A.550 281.501, 281.505 & 386.305~~

OFFICERS, DUTIES & SALARIES

Officers of the Board of Trustees:

1. The officers of the Board of Trustees **(BOT)** of the Nye County School District **(NCSD)** ~~shall~~ **will** be President, Vice-President, and Clerk. Officers ~~shall~~ **will** be elected at the first meeting in January of each year. Each ~~shall~~ **will** serve for a term of one year.
2. Immediately after the organization of the ~~Board of Trustees~~ **BOT**, the Clerk/~~Designee~~ ~~shall~~ **will** file the names of the officers and members with the Nevada State Department of Education and the **Nye** County Auditor.
3. All members of the ~~Board of Trustees shall~~ **BOT will** be bonded in the amount of no less than \$100,000.

Salaries of President, Clerk and other Trustees:

1. Each **BOT** member receives a salary of \$400 per month. ~~Board~~ **BOT** members are covered under worker's compensation while performing their duties.

Duties of Officers:

1. The President of the ~~Board shall~~ **BOT will** have powers as guided by Robert's Rules of Order, Newly Revised.
 - a. All committees ~~shall~~ **will** be appointed by the President of the ~~Board~~ **BOT** unless ordered by the ~~Board~~ **BOT**.
 - b. The President ~~shall~~ **will** preside at all meetings of the ~~Board of Trustees~~ **BOT**. He/~~she or she~~ ~~shall~~ **will** conduct all meetings in accordance with the policies, regulations, and by-laws adopted by the ~~Board~~ **BOT**. He/~~she or she~~ ~~shall~~ **will** appoint committees of study when directed by the ~~Board~~ **BOT**. He/~~she or she~~ ~~shall~~ **will** have the right, as other members of the ~~Board~~ **BOT**, to discuss questions.
 - c. ~~It shall be the prerogative of the President, if there is no objection from a Board member present, to move an agenda item to a different position during the course of any meeting. The President may move an agenda item to a different position during the course of any meeting, as long as there is no objection from a present BOT member.~~

- d. The President ~~shall~~ will have the authority to sign all necessary documents related to the functions of ~~the Nye County School District~~ NCS D and those required by law under Nevada Revised Statutes (NRS).
2. The Vice-President of the ~~Board shall~~ BOT will perform the duties of the President in the absence of the President, and ~~shall~~ will perform other functions as designated by the ~~Board~~ BOT.
3. The Clerk of the ~~Board shall~~ BOT will preside in the absence of the President and Vice-President, sign papers, and perform other functions as designated.
 - a. The Clerk ~~shall~~ will keep the minutes of all meetings and transactions of the ~~Board of Trustees~~ BOT, and ~~shall~~ will sign all necessary documents related to the functions of ~~the Nye County School District~~ NCS D and those required by law under ~~Nevada Revised Statutes~~ NRS.
 - b. The duties of Clerk, with the exception of signatory powers, may be assigned to a competent employee of ~~the Nye County School District~~ NCS D.

Adopted: June 28, 1995
Revised: October 4, 2016
Reviewed: September 26, 2018

NEPN/NSBA Classification: BDB
Legal Reference: NRS 386.310, 386.320 & 386.325

Forms Location: None

0570

LEGAL COUNSEL

The Board of Trustees (BOT) of the Nye County School District (NCS D) may employ private legal counsel when the Board BOT determines such employment is necessary, and may pay for such counsel from school-district NCS D funds.

It shall will be the duty of the counsel to render all necessary legal opinions for the Board of Trustees BOT, and to represent the Board BOT in specific problems requiring the services of legal counsel, keeping the Board BOT informed and reporting all findings. At least once a year, a status report on all legal issues shall be made to the Board of Trustees.

Individual Board BOT members will not contact legal counsel without the express written knowledge and permission of the Board BOT President, and knowledge of the NCS D Superintendent. District NCS D employees will not contact the District's NCS D's legal counsel for District NCS D business without being directed by, or without the express permission of, the Superintendent.

Adopted: June 28, 1995
Revised: July 24, 2012
Reviewed: September 26, 2018

NEPN/NSBA Classification: BDG
Legal Reference: NRS 386.410

Forms Location: None

0648

VOTING

Board of Trustees (BOT) members in attendance of a Board meeting must vote on all issues. Voting shall will consist of “aye”, “nay” or “abstain”.

Adopted: June 28, 1995
Revised: September 26, 2018
Reviewed: September 26, 2018

NEPN/NSBA Classification: BEDF
Legal Reference: NRS 241.0355 & 241.036

MINUTES OF PROCEEDINGS

Written minutes of ~~the~~ a Board of Trustees (BOT) meeting will include:

- the date, time, and place of the meeting;
- the members of the ~~Board of Trustees~~ BOT who were present or absent;
- the substance of all matters proposed, discussed or decided;
- a record of each Trustee's vote on any matter decided;
- the substance of any remarks made by any member of the general public who addresses the ~~Trustees~~ BOT if he/she requests that the minutes reflect the remarks;
- a copy of prepared written remarks if a member of the general public requests that they be included; and
- information any Trustee requests to be included or reflected in the minutes.

The ~~Board of Trustees shall~~ BOT will approve the minutes of meetings within ~~forty-five~~ (45) days after the meeting. The Clerk ~~shall~~ will sign the approved minutes.

The public has the legal right to inspect minutes or audio tape recordings of meetings within thirty (30) working days after adjournment of the meeting.

~~Minutes are deemed to have a permanent value and must be retained for at least five (5) years, after which they may be transferred for archival preservation in accordance with Nevada Revised Statutes (NRS).~~

~~Minutes have permanent value, and will be kept. The school district shall bind the approved minutes and keep them in the Office of the Superintendent for five years. After five years, the school district may transfer minutes for archival preservation per the applicable statutes. The school district must retain audio tapes of meetings for at least one year after adjournment of the meeting at which they were recorded.~~

Minutes of closed meetings become public records when the ~~Board of Trustees~~ BOT determines that the matters discussed no longer require confidentiality, and the person whose character, conduct, competence or health was discussed has consented to their disclosure. Any person whose character, conduct, competence or health was discussed in a closed session has the right to request and receive a copy of the minutes whether or not they become public and a right to inspect the audio tape of the meeting.

~~The school district~~ Nye County School District (NCSD) will make the records of any closed session available to the Attorney General upon request.

Adopted: June 28, 1995
Revised: October 27, 2015
Reviewed: September 26, 2018

NEPN/NSBA Classification: BEDG
Legal Reference: NRS 239.080, 239.121-239.125 & 241.035

Forms Location: None

PARTICIPATION

It is the policy of the **Nye County School District (NCSD)** Board of Trustees **(BOT)** that members of the public ~~shall~~ **will** have the right, and ~~shall~~ **will** be encouraged, to be heard at Board meetings. **Periods devoted to comments by the general public must be taken:**

1. **at the beginning of the meeting before any items on which action may be taken, and again before the adjournment of the meeting; or**
2. **after each item on the agenda on which action may be taken is discussed by the BOT, but before the BOT takes action on the item.**

Regardless of when the BOT takes comments from the public, the BOT must allow the public to comment on any matter that is not specifically included on the agenda. No action may be taken upon a matter raised during a period devoted to public comments until the matter itself has been specifically included on an agenda. Any member of the public not wishing to speak for himself/herself may be represented by legal counsel or a duly authorized agent.

~~Any individual or group may request from the President of the Board the right to be heard on any subject within the jurisdiction of the Board. Unless it is listed on the agenda as an action item, no decision in regard to the matter can be made.~~

The **Board BOT** reserves the right to waive or alter **this procedure the placement of public comment items** by a quorum vote of the **Board members BOT**, if circumstances warrant, and if in compliance with NRS Chapter 241.

All initial complaints and criticism directed to **BOT school Board** members regarding personnel should be directed to the immediate supervisor of the person about whom the complaint is registered.

Adopted: June 28, 1995
 Revised: December 13, 2016
 Reviewed: September 26, 2018

NEPN/NSBA Classification: BEDH
 Legal Reference: NRS ~~241.035~~ **241.020**

Forms Location: None

0910

BOARD ORIENTATION

The Nevada Association of School Boards' (NASB) new member orientation shall will be used as the primary training for new members of the Nye County School District (NCSD) Board of Trustees (BOT). Additionally, the Board BOT President, Superintendent, and other Board BOT members may organize training for new members. A structured orientation program will be provided to familiarize new Board BOT members with Nevada School Law, and the Nye County School District NCSD rules, facilities, curriculum, boardsmanship, and other pertinent subjects. Experienced Board BOT members, appropriate administrators, and others may be utilized as presenters.

The program will be planned and directed by the Board BOT President with the assistance of the Superintendent/Designee, or his/her designee, and shall will be available to all Board BOT members when offered.

Adopted: June 28, 1995
Revised: December 13, 2016
Reviewed: September 26, 2018

NEPN/NSBA Classification: BIA
Legal Reference:

Forms Location: None

0940

TRAVEL AND BOARD VISITATIONS

A ~~school Board~~ Nye County School District (NCSD) Board of Trustees (BOT) member may be reimbursed for transportation to visit schools in the district, at the current ~~General Services Administration (GSA)~~ rate.

Subsistence and travel for ~~Trustees shall~~ BOT members will be in accordance with NRS 386.290 and 387.319. Travel for special conferences, meetings, etc., shall will be approved at a regular BOT meeting before actual travel is to occur. Travel that is reimbursed by the State, or another agency will not be reimbursed by the ~~District~~ NCSD.

If travel is to occur before the next regular BOT meeting, preliminary approval by the BOT President and NCSD Superintendent is necessary. The expense will be presented at the next regular meeting for approval by the ~~Board~~ BOT.

Adopted: June 28, 1995
Revised: September 27, 2007
Reviewed: September 26, 2018

NEPN/NSBA Classification: BID
Legal Reference: NRS 386.290 & 387.319

RESPONSIBILITIES OF SUPERINTENDENT

The Nye County Superintendent will have the following primary responsibilities. The duties and responsibilities of the Nye County School District (NCS D) Superintendent are set forth in a contract between the Superintendent and the NCS D Board of Trustees (BOT). To the extent not set forth in the Superintendent's contract, his/her duties and responsibilities also include the following:

1. implement Board BOT policy; plan and carries carry out actions designed to attain the priorities of the Board BOT;
2. recommend to the Board BOT such policies, standards and procedures necessary to attain the educational goals and student achievement within the district NCS D;
3. in conjunction with the Board, prepare and execute the school district NCS D budget, and effectively manage all other fiscal matters, in conjunction with the BOT;
4. work in cooperation with community groups, school committees, teachers, administrators, students and parents to evaluate and constantly improve the instructional program of the district NCS D;
5. demonstrate skill in clear, concise, written and verbal communication, and communicate effectively with individuals and groups.

Powers and Duties:

The NCS D Superintendent shall will be directly responsible to the Board of Trustees BOT for the exercise of the following duties:

1. assist in preparation of the agenda for each Board BOT meeting, attend all meetings, and participate in all deliberations of the Board BOT except when discussions concern his/her contract or evaluation;
2. supervise all NCS D employees directly, or through his/her administrative staff;
3. follow district NCS D regulations in the employment of certified personnel;
4. assign, transfer and promote all employees in conformance with district NCS D regulations;
5. recommend policies to the Board BOT, and develop policies as directed by the Board BOT;

6. provide the **Board BOT** with all accurate and timely data required by them to make informed decisions;
7. plan for implementation and enforcement of the policies, rules, regulations and decisions of the **Board BOT**, and be responsible for the dissemination of all policies, regulations and general orders adopted by the **Board BOT**;
8. be responsible for the general efficiency of the school system, including all phases of district operation;
9. devise procedures that assure programs are responsive to current and future student need, and compatible with **all NCS D community communities'** expectations;
10. maintain ongoing evaluations of all phases of district operations and report them to the **Board BOT** on a scheduled basis;
11. encourage staff development based on established research and the shared creative experience of all **NCS D** personnel in order to maintain high levels of performance;
12. take leadership in developing a basic policy for constructive relations between **NCS D** schools and **NCS D communities the community**;
13. manage school-related conflict in a positive manner;
14. understand **the** collective bargaining process.

The Superintendent, subject to the approval of the **Board of Trustees BOT**, may delegate any of the powers and duties, which have been entrusted to him/her. ~~He/She shall~~ **The Superintendent will** continue to be responsible to the **Board BOT** for the success of the duties so delegated.

Adopted: January 31, 1996
 Revised: April 7, 2004
 Reviewed: September 26, 2018

NEPN/NSBA Classification: CBC
 Legal Reference: NRS 391.110

Forms Location: None

QUALIFICATIONS OF SUPERINTENDENT

Pursuant to Nevada Revised Statute (NRS) 391.110, the Nye County School District (NCSD) Board of Trustees (BOT) requires that a school superintendent must have the following qualifications:

1. hold a Master's or other advanced degree with experience in teaching, or be eligible to hold a Nevada administrative license;
2. be able to communicate effectively with ~~people in the District (i.e. the Board, NCSD BOT, NCSD staff, parents and families, students, and community members; teaching staff, administrative staff, classified personnel, parents, students and community members);~~
3. show commitment to excellence in student achievement and effective learning skills;
4. have a proven record of school administration and fiscal responsibility;
5. evidence personal integrity, self-confidence, flexibility, and concern for people;
6. be responsive to the ~~Board of Trustees~~ BOT in goal setting, long and short range planning, and policy development;
7. show commitment to student needs through support of curriculum planning and development;
8. demonstrate the ability to make decisions based upon the analysis of student needs and district financial parameters;
9. establish a climate of high expectations for ~~the Board of Trustees~~ NCSD BOT, staff, parents and families, students, and community members ~~school staff, students, parents and community.~~

Adopted: January 31, 1996
 Revised:
 Reviewed: September 26, 2018

NEPN/NSBA Classification: CBA
 Legal Reference: NRS 391.110

RECRUITMENT OF SUPERINTENDENT

In order to provide the most capable leadership available for ~~this school district~~ **Nye County School District (NCS)**, the Board of Trustees (**BOT**) may engage in a search for applicants for the position of Superintendent of Schools. The services of consultants may be engaged to assist in screening applicants to be interviewed by the **Board BOT**. ~~In addition, residents of the community are requested to notify potential applicants of this position vacancy.~~

~~Employees of the district~~ **NCS employees** may apply directly to the **Board BOT** and may be granted an interview, providing they meet the qualifications established by the **Board BOT**.

When the **Board BOT** begins the search for a new Superintendent, it will first construct a list of qualifications, and review and prioritize the functions and responsibilities it wishes the Superintendent to discharge. Applicants who can best fulfill the role may be sought both from within the school system and from without.

Screening Committee

The **Board BOT** may appoint a screening committee of its members or proceed as a committee of the whole with recruitment, screening of applicants, and the recommendation of a small number of candidates for final selection. ~~It~~ **The BOT** may ~~on occasion~~ appoint an adviser or consultant to assist the committee. The screening committee:

1. will receive all applications, and seek supplemental information on candidates as needed;
2. will check references of promising candidates; ~~Additionally,~~ if a candidate is being seriously considered, the committee will confer with the candidate's present employer (school board chair if the candidate is a superintendent; superintendent if the candidate is a principal or other administrator);
3. will interview the most promising candidates;
4. may visit the home communities of the most promising candidates;
5. may consider the names and qualifications of three to six of the most promising candidates.

Adopted: January 31, 1996
 Revised: September 26, 2018
 Reviewed: September 26, 2018

4230

STAFFING FORMULAS – RATIOS

Nye County School District (NCSD) School staff may be allocated in accordance with established ratios and formulas as specified in the budget document approved by the Board of Trustees (BOT), or as required in a negotiated collective bargaining agreement. Allowances for additional staff, possibly required by enrollment, will be provided for in the budget. Additional staffing will be within the financial limitations established. Major staffing changes are subject to Board BOT approval.

The Superintendent may also allocate additional staff to ensure equal opportunities to students attending small schools, or schools with unusual identified needs. The ~~personnel services division~~ Chief Operating Officer (COO) and appropriate administrators ~~in other divisions~~ will annually review the needs of small schools, and schools with unusual needs to make provisions for staff needed in addition to the standard allocation based on student-teacher ratio.

Adopted: January 31, 1996
Revised:
Reviewed: September 26, 2018

NEPN/NSBA Classification: CCC
Legal Reference:

Forms Location: None

POLICY IMPLEMENTATION

The **Nye County School District (NCSD)** Superintendent has responsibility for carrying out, through administrative regulations, the policies established by the Board **of Trustees (BOT)**.

The policies, ~~developed by the Board~~ and the ~~Administrative R~~egulations developed to implement policy, are designed to promote an effective and efficient school system. It is necessary that all **NCSD staff and students follow these policies.** ~~district employees and students carry them out.~~

There are many activities that are common to all schools, but procedures for conducting them may vary from school to school. ~~School principals~~ **Site administrators** will establish procedures for conducting activities within their individual schools within the larger framework of **NCSD policies and regulations** ~~Administrative Regulations and Board Policies.~~

In the absence of **Board BOT** policy relating to a specific situation, the Superintendent/Designee will use his/her best judgment in arriving at a decision, employing legal counsel and other resources when needed. The decision will be made on the best judgment of what the policy would be if it existed, based on the spirit and tenor of other existing policy. The Superintendent/Designee will recommend to the **Board BOT** whether a policy should be written to cover similar incidents.

Adopted: January 31, 1996
 Revised: October 4, 2016
 Reviewed: September 26, 2018

NEPN/NSBA Classification: CH
 Legal Reference:

Forms Location: None

4610

DEVELOPMENT OF REGULATIONS

~~District-wide regulations will be appropriately coded and included as regulations in the Board's policy manual, which will be available at Board offices and in each school building.~~

The Nye County School District (NCSD) Board of Trustees (BOT) will delegate to the Superintendent the function of developing administrative regulations under which the schools will be managed and operated.

NCSD administrative regulations will be available on the District's NCSD website. The Superintendent/Designee may also devise other appropriate means for disseminating particular regulations prior to their effective date to staff, students and/or members of the public who may be affected by them.

Adopted: January 31, 1996
Revised: October 4, 2016
Reviewed: September 26, 2018

NEPN/NSBA Classification: CHA
Legal Reference:

CLASSIFIED SUPPORT STAFFParaprofessionals

1. Paraprofessionals may be employed to assist licensed personnel in the instruction or supervision of students in the classroom, or at any other place in the school or on the school grounds. The use of aides will be in accordance with AB 68 and the **negotiated collective bargaining** agreement between **Nye County School District (NCSD)** and **the Nye County Support Staff Organization (NCSSO)**.
2. Paraprofessionals **shall will** be given direct supervision by licensed personnel in duties which are instructional in nature. Direct supervision means that licensed personnel **shall will** be in attendance during the instructional activity.
3. Paraprofessionals must meet paraprofessional requirements prior to employment in a regular classified position.
4. **A paraprofessional enrolled in a program to become a teacher is authorized to complete an accelerated program of student teaching in the same or substantially similar area he/she is employed, while remaining employed as a paraprofessional.**

School Secretaries and Clerical Aides

1. School secretaries and clerical aides may be employed to ensure the efficient operation of school offices. All **NCSD** school secretary and clerical aide positions will be in accordance with the appropriate language for these job classifications in the **negotiated collective bargaining** agreement between NCSD and NCSSO.
2. Candidates for **NCSD** school secretary and clerical aide positions must receive a passing score on the NCSD clerical test in order to continue in the application process. This pre-qualification applies to applicants who apply for transfer (see **negotiated collective bargaining** agreement between NCSD and NCSSO) as well as to applicants from outside ~~the District~~ **NCSD**. Exceptions may be made at the Human Resource **Executive** Director's discretion if there are no passing scores.
3. **NCSD s**School secretaries and clerical aides **shall will** be given direct supervision by the site **principal administrator**/designee.

Technology and Data Technicians

1. Technology and data technicians may be employed to assist with ~~District~~ **NCSD** technological needs in accordance with approved job descriptions. The use of technology and data technicians will be in

accordance with the negotiated collective bargaining agreement between NCSD and NCSSO.

2. Candidates for NCSD technology and data technician positions must demonstrate knowledge applicable to the specific position during the interview process. This pre-qualification applies to applicants who apply for transfer (see negotiated collective bargaining agreement) as well as to applicants from outside the District NCSD.
3. Technology and data technician shall will be given direct supervision by the technology supervisor/designee Director of Technology/Designee.

Adopted: June 3, 2005
Revised: August 22, 2018
Reviewed: August 22, 2018

NEPN/NSBA Classification: GDA
Legal Reference: ESEA-Waiver, NRS 391.100, 391.273, SB 352

Forms Location: None

6710

NEGOTIATIONS LEGAL STATUS

The **Nye County School District (NCSD)** Board of Trustees (**BOT**) negotiates salary and other terms and conditions of employment with recognized employee **negotiating collective bargaining** units, under requirements, and subject to limitations set forth in state law.

~~This legislation requires Boards of Education to~~ **Nevada state law requires the NCSD BOT to:**

- a. recognize and negotiate with legally organized staff groups; and
- b. enter into written agreement with these groups.

Basic to all employer-employee negotiations is the concept of “bargaining in good faith”. It is the legal responsibility of both the ~~Board of Trustees~~ **BOT** and employee organizations to bargain in good faith as they conduct negotiations.

Adopted: May 21, 1997

Revised:

Reviewed: August 22, 2018

NEPN/NSBA Classification: HB

Legal Reference: NRS Chapter 288

Forms Location: None

7380

SEARCHES

Nye County School District (NCSD) school authorities are expected to:

- a. maintain discipline;
- b. prevent the introduction of harmful, damaging, and unlawful ~~or deleterious~~ items onto school premises;
- c. prevent school property from being used for illegal or illicit purposes;
- d. promote the safety and welfare of the student body and staff;
- e. assure compliance with reasonable health and sanitary standards.

To that end, school authorities, ~~by law,~~ have the inherent right and duty to search students, their personal possessions, their desks and lockers, and vehicles parked on ~~any~~ NCSD property under appropriate circumstances.

Adopted: July 31, 2008

Revised: May 6, 2019

Reviewed: May 6, 2019

NEPN/NSBA Classification: JIH

Legal Reference: NRS 392.297, 392.463, 392.4638, 392.464 ~~392.466-392.467~~; Parent/Student Handbook; New Jersey v. T.L.O.

Forms Location: ~~None~~ Google Shared Drive/Employee Documents & Resources/Master Forms

6285 JROTC INSTRUCTORS

Nye County School District (NCSD) JROTC instructors will enjoy the same benefits as licensed teachers, although they may not be members of the Nye County Classroom Teachers Association (NCCTA).

Pay will be based on rank at time of retirement from military service.

Adopted: September 2006

Revised:

Reviewed

NEPN/NSBA Classification:

Legal Reference:

Forms Location: None

DELETE

TITLE: 6285R JROTC Instructors

PURPOSE AND BACKGROUND: To provide guidelines for employment of JROTC instructors.

APPLICABILITY: JROTC Staff

MONITORING RESPONSIBILITY: Site Administrator

OUTLINE OF PROCEDURE:

JROTC instructors will enjoy the same benefits as licensed teachers although they may not be members of NCCTA.

Pay will be based on rank at time of retirement from military service.

References:

Revisions:

Effective Date: September 2006

NEPN/NSBA

Classification:

6326

BACKUP STAFF MEMBER FOR ADMINISTRATIVE PERSONNEL

All Nye County School District (NCS D) schools should have a staff member assigned as a “backup” administrator in the absence of the site administrator. In schools with assistant principals, one of the assistant principals should be so designated. The school will notify the Superintendent’s/Designee’s secretary any time the site administrator will be absent, and who will be designated as acting site administrator in his/her absence.

In the case of a long-term absence, the Superintendent/Designee, as appropriate, will appoint an NCS D staff member to serve in an acting capacity in the vacated position. Normally, the staff member serving in the acting capacity is permitted to apply for permanent assignment to the same position if and when the position is open for applications. However, if the ~~person~~ staff member designated as acting is not eligible for an interview and possible permanent appointment to the same position, notice will be given to the acting staff member at the time of the appointment (or as soon as it is known).

Adopted:
Revised:
Reviewed:

NEPN/NSBA Classification:
Legal Reference:

Forms Location: None

DELETE

TITLE: 6326R Backup for Administrative Personnel

PURPOSE AND BACKGROUND: To establish a procedure for administration of the school in the temporary absence of the principal

APPLICABILITY: All schools

MONITORING RESPONSIBILITY: Superintendent/Designee

OUTLINE OF PROCEDURE:

All schools should have a staff member assigned as a “backup” administrator in the absence of the principal. In schools with assistant principals, one of the assistant principals should be so designated. The school shall notify the Superintendent’s/Designee’s secretary any time the principal will be absent, and who will be designated as acting principal in his/her absence.

In the case of a long term absence, the Superintendent/Designee, as appropriate, will appoint an individual to serve in an acting capacity. Normally, the person serving in the acting capacity is permitted to apply for permanent assignment to the same position if and when the position is open for applications. However, if the person designated as acting is not eligible for an interview and possible permanent appointment to the same position, these facts will be made clear to the acting administrator at the time of the appointment (or as soon as it is known).

Effective Date: August 2003

Revisions: October 21, 2016

NEPN/NSBA Classification:

References:

6442 ACQUIRING EMPLOYMENT REFERENCES

References are obtained, and background checks are conducted to assist Nye County School District (NCSD) in assessing an applicant's fitness for employment. Any authorized employee who attempts to acquire reference information on an applicant must comply with NCSD Regulation 6442R.

Adopted:
Revised:
Reviewed:

NEPN/NSBA Classification: GDF
Legal Reference: 42 CFR Part 382

TITLE: 6442R Acquiring Employment References

PURPOSE AND BACKGROUND: To outline procedures to be followed in the procurement of employment references on new employees

APPLICABILITY: Human Resources Department

MONITORING RESPONSIBILITY: Human Resources **Executive** Director

OUTLINE OF PROCEDURE:

References are obtained and background checks are conducted to assist **the Nye County School District (NCS)** in assessing an applicant's fitness for employment. Any authorized employee who attempts to acquire reference information on an applicant must comply with the following:

1. Obtain an employment application that is signed and dated by the applicant. The applicant must have completed all relevant sections of the application.
2. Obtain authorization from the applicant either from his/her signature on the application and/or separate release form permitting the release of information from former employers, military, educational institutions, other institutions, personal references and other individuals listed on the application. Authorization for release of such information by the applicant **shall will** include a release from liability of any company, institution or individual providing the information requested. If an applicant refuses to sign such a release, he/she will be eliminated from further consideration for employment with **NCS the District**.
3. Inform the applicant that the NCS will conduct a background/reference check and that evaluating the applicant's suitability for employment includes contacting employment and other references, educational institutions, and personal and professional associates to verify the information provided.

NOTE: For safety-sensitive positions as defined by 42 CFR Part 382, and U.S. Department of Transportation regulations, **the District shall NCS will** obtain, pursuant to an applicant's written consent, information on his/her alcohol tests with a concentration result of .04 or greater, verified positive controlled substance test results, and refusals to be tested within the preceding two (2) years from date of application, which are maintained by previous employers.

4. Identify the appropriate individuals to question regarding the applicant's work performance, knowledge, skills and abilities related to the essential functions of the position.
5. Adequately document the conversation and record refusals to provide information.
6. Maintain strict confidentiality of all background/reference information. Only employees, supervisors or management officials of **the District NCS**, who have a demonstrable work-related need to know, should be accorded access to such information.

Effective Date: June 5, 2013

Revisions:

Review:

NEPN/NSBA Classification: GDF

Legal References: 42 CFR Part 382

6287

LICENSED SCHOOL PSYCHOLOGIST CANDIDATES

Nye County School District (NCSD) must support licensed school psychologist candidates as follows:

1. Allow a person who is employed by a public school to provide support or other services relating to school psychology to complete a program of internship in school psychology while remaining employed in such a position.
2. Allow a school psychology paraprofessional to accumulate clock hours as a school psychologist intern while performing school psychology internship-related activities as required by his/her school psychologist program.

NCSD may utilize the following suggested practices:

1. Work with educator preparation providers to assign the paraprofessional to a high-quality mentor teacher.
2. Create a schedule that allows for other current paraprofessionals or a substitute to switch duties of the employee during the times that the employee is completing psychology internship requirements.
3. Create a schedule that allows the school psychology internship to be completed with integrity and within the timeframe set forth by the educator preparation program provider.

Adopted:

Revised:

Reviewed:

NEPN/NSBA Classification:

Legal Reference: SB 352; NV Department of Education Guidance Memo #22-03

Forms Location: None

DELETE

~~0644~~ ~~RULES OF ORDER~~

~~The rules of parliamentary procedure comprised in *Robert's Rules of Order*, Newly Revised shall guide the Board in its deliberations. The order of business may be suspended at any meeting by a quorum.~~

~~Adopted: June 28, 1995~~

~~Revised: December 13, 2016~~

~~Reviewed: September 26, 2018~~

~~NEPN/NSBA Classification: BEDD~~

~~Legal Reference: NRS 241.0355~~

DELETE

4150 PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The superintendent may, with board approval, attend educational conferences, workshops, and seminars, and visit other school systems to promote his/her professional development and to benefit the school system.

In addition, the superintendent may actively participate in professional organizations that enhance his/her professional standing and development.

Adopted: January 31, 1996

Revised:

Reviewed: September 26, 2018

NEPN/NSBA Classification: CBE

Legal Reference: NRS 391.120

DELETE

4300 MANAGEMENT TEAMS

The Board of Trustees endorses the team concept for the Nye County School District. Teams will consist of the following groups:

- Policy Team: The Board and Superintendent/Designee, with the Board President serving as team leader. Primary responsibilities of this team will be establishing, reviewing and revising policies to guide the school district and to assure that the policies are carried out.
- Leadership Team: The Superintendent/Designee with those directors, coordinators and supervisors appointed by the Superintendent/Designee, with the Superintendent/Designee serving as team leader. This team will be responsible for planning, supervising, organizing, staffing and evaluating administrative operations.
- Administrative Team: All administrators, directors, coordinators and supervisors within the school district with the Superintendent/Designee serving as team leader. This team will be responsible for carrying out the functions of planning, organizing, implementing, training and evaluating under the guidance of the policies established by the policy team.

The team approach to management represents an attempt to provide close cooperation and effective working relationships among administrative personnel. It is an effort to make best use of the talents and expertise available by establishing open lines of communication and provide a supportive atmosphere where collaborative problem solving and decision making can take place.

The approach recognizes the mutual dependence that exists among various components of the total organization and promotes a team effort in the identification of goals, the establishment of priorities and the development of long range plans. Although the concept promotes collaborative efforts, it also recognizes the need for independent administrative action in appropriate areas. It in no way functions to inhibit responsible decision making.

Guidelines will include:

- Procedures for convening the team;
- Procedures for implementing in-service management team training;
- Procedures for establishing team evaluation; and
- Procedures for implementing goals and objectives of the district.

Adopted: January 31, 1996

Revised: October 4, 2016

Reviewed: September 26, 2018

NEPN/NSBA Classification: CD

Legal Reference:

DELETE

4510 PRINCIPALS

Within the framework of the administrative selection procedures, principals shall be appointed as deemed necessary for the proper administration of the individual schools of Nye County. All such principals shall meet the requirements of the Nevada Department of Education.

The principal shall exemplify the qualities of an educational leader and shall be responsible for the total operation of the school to which he/she is assigned.

Adopted: January 31, 1996

Revised:

Reviewed: September 26, 2018

NEPN/NSBA Classification: CFA

Legal Reference:

DELETE

4900 SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the activities of the school system will be prepared by the Superintendent/Designee. The report will be made available to the public in the manner required by law and used as one means of informing parents/legal guardians and citizens and the Nevada Department of Education of the programs and conditions of the District's schools.

Adopted: January 31, 1996

Revised: September 26, 2018

Reviewed: September 26, 2018

NEPN/NSBA Classification: CM

Legal Reference: NRS 385.347

DELETE

6720 — SCOPE OF NEGOTIATIONS

The Board of Trustees has the legal duty to enter into collective bargaining with employee representatives as set forth in State law.

Adopted: May 21, 1997

Revised:

Reviewed: August 22, 2018

NEPN/NSBA Classification: HC

Legal Reference: NRS 288.150

MOST RECENT POLICY REVIEW

0100's – Board Governance	April 2022
1000's – Community	October 2018
2000's – Facilities	January 2020
3000's – Fiscal	November 2019
4000's – General Administration	April 2022
5000's – Instructional Programs	January 2019
6000's – Personnel	November 2021
7000's – Students	July 2019
8000's – Support Services	October 2020