

Agenda

Lyon County School District Board of Trustees

A meeting of the Board of Trustees of Lyon County School District will be held Tuesday, August 22, 2023, beginning at 6:30 PM at the Dayton High School, 335 Dayton Valley Rd., Dayton, NV 89403.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order shown on this meeting notice.

1. 6:30 PM CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. WELCOME OF GUESTS
4. APPROVAL OF AGENDA
5. APPROVAL OF JUNE 27, 2023 MINUTES 4
6. APPROVAL OF JULY 25, 2023 MINUTES 24
7. BOARD MEMBER REPORTS
8. ATTITUDE OF GRATITUDE 47
9. SUPERINTENDENT REPORT
10. PUBLIC PARTICIPATION: Items LISTED on the Agenda: At this time, the public is invited to address the Board on items listed on the agenda over which the Board has jurisdiction.
If you wish to speak, please step up to the front table, be seated, and state your name. Your comments must be limited to no more than three minutes per agenda item, with a maximum of ten minutes total. In consideration of others, please avoid repetition or designate a spokesperson to speak on behalf of your group. Although this Board does not restrict comments based upon viewpoint, comments will be prohibited if the contents are willfully disruptive, slanderous, amount to personal attacks or interfere with the rights of other speakers. Comments made during this time will be monitored by the Board Chairperson.
11. **CONSENT AGENDA (FOR POSSIBLE ACTION):** Per LCSD Board Policy BDD: Board Meeting Procedures, all matters listed under the consent agenda are considered routine and may be acted upon by the Board of School Trustees with one action and without discussion. During this meeting, any member of the Board may request that an item be removed from the consent agenda, discussed, and acted upon separately.
 - A. Request for Early Graduation/HSE (confidential)
 - B. Trustee Q&A
No questions were submitted for this agenda.

C. Personnel Reports	55
D. Travel	60
E. Department Reports	100
F. District Financial Report	106
G. District Test Security Manual	132
H. Dual Credit Offerings for 23-24	157
I. Small Vehicle Purchases	161
J. LCCSEA 2023-2025 Negotiated Agreement	177
K. LCAA 2023-2025 Negotiated Agreement	226
12. END OF CONSENT AGENDA: MOTION TO APPROVE	
13. (For Discussion) Discussion regarding LCSD Board Policies BBAA: Individual Board Member's Authority and Responsibilities; BCB: Board Officers; and BDD: Board meeting Procedures, Notice, and Agenda. This item is being presented by President Phil Cowee and Clerk Bridget Peterson.	252
14. (For Possible Action) Discussion and possible action regarding contract with Littera Education to provide targeted tutoring services for English Learner (EL) students as part of the LCSD PCFP Special Funds Plan. This item is being presented by Executive Director of Education Services Heather Moyle.	263
15. (For Possible Action) Discussion and possible action regarding a report on the work of the Special Services Department in the LCSD. This item is being presented by Executive Director of Special Services Rachel Stewart and Special Service Data Manager Lisa Shea.	270
16. (For Possible Action) Discussion and possible action regarding upgrades to the high school softball and baseball fields in the LCSD. This item is being presented by Executive Director of Operations Harman Bains and Operations & Maintenance Supervisor Kirk McCallum.	286
17. (For Possible Action) Discussion and possible action regarding a restructure of the LCSD Information Technology (IT) Department to include the renewal of the service contract with Oasis Online. This item is being presented by Executive Director of Operations Harman Bains.	297
18. (For Possible Action) Discussion and possible action regarding an update from the Dayton Area school principals with highlights of their respective schools. This item is being presented by Principals Rachel Kuhn, Michael Walker, Chase Woodford, Kevin Kranjcec, and Julie Bumgardner.	327
19. (For Possible Action) Discussion and possible action regarding revisions to LCSD Policy JFCC: Safe and Respectful Learning Environment (Anti-Bullying) as a first reading. This item is being presented by Deputy Superintendent Tim Logan.	334

20. **(For Possible Action)** Discussion and possible action on agenda items for future board meetings and/or information item requests, including a summary by the superintendent. This item is being presented by Board President Cowee and Superintendent Wayne Workman.

21. PUBLIC PARTICIPATION: Items NOT LISTED on the Agenda: At this time, the public is invited to address the Board on items not listed on the agenda over which the Board has jurisdiction. No action may be taken on any subject raised during public comment until the matter has been properly placed on an agenda for a properly noticed meeting pursuant to NRS 241 (Nevada's Open Meeting Law).

If you wish to speak, please step up to the front table, be seated, and state your name. Your comments must be limited to no more than three minutes and must fall under subjects within the Board's jurisdiction and control. In consideration of others, please avoid repetition or designate a spokesperson to speak on behalf of your group. Although this Board does not restrict comments based upon viewpoint, comments will be prohibited if the contents are willfully disruptive, slanderous, amount to personal attacks or interfere with the rights of other speakers. Comments made during this time will be monitored by the Board Chairperson.

22. ADJOURN:

Public Comment to the Lyon County School District Board of Trustees

In the event that you are unable to attend the LCSD Board of Trustees meeting, you may submit public comment by 3:00 pm the day before the board meeting by [clicking here](#). Public comment will be forwarded to all LCSD Trustees prior to the board meeting. Please note that this link is monitored for public comment only.

If you have questions or public records requests, please contact the LCSD Communications and Public Relations Officer at (Communications@lyoncsd.org).

The notice for this meeting was posted at the Lyon County School District Administrative Office and posted to the Lyon County School District website (<http://lyoncsd.org>) and the official website of the State of Nevada (<http://notice.nv.gov>) in accordance with NRS 241.020 (3) (b).

LYON COUNTY SCHOOL DISTRICT STATEMENT OF NONDISCRIMINATION AND ACCESSIBILITY

The Lyon County School District does not discriminate on the basis of race, color, national origin, gender, disability or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Educational Amendments of 1972, section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and Age Discrimination Act of 1975, and any other pertinent statute or requirement. This Non-Discrimination policy covers admission, access, treatment, and employment in the District's programs and activities, including Occupational Education. For information regarding opportunities, policies, or the filing of grievances, contact your school principal.

The Lyon County School District is pleased to provide accommodations for the handicapped or disabled. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify the Administrative Assistant to the Superintendent and Board of Trustees in writing at 25 E. Goldfield Ave., Yerington, NV 89447, email Margaret Heim at mheim@lyoncsd.org, or call (775) 463-6800 Ext. 10034 at least one week prior to the meeting.

Minutes

Lyon County School District Board of Trustees

A meeting of the Board of Trustees of Lyon County School District was held June 27, 2023, beginning at 5:45 pm Closed Session and 6:30 Open Meeting at Silver Springs Elementary and Middle School Multipurpose Room, 3800 W. Spruce St., Silver Springs, NV 89429.

The subjects discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order shown on this meeting notice.

1. 6:30 PM CALL TO ORDER

President Cowee called the meeting to order at 6:34 pm.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. WELCOME OF GUESTS

Board Members in attendance were

President Phil Cowee

Clerk Bridget Peterson

Darin Farr

Tom Hendrix

Neal E. McIntyre II

Sherry Parsons

Holly Villines

Superintendent Wayne Workman

Deputy Superintendent Tim Logan

Executive Director of Human Resources Dawn Huckaby

Executive Director of Operations Harman Bains

Communications and Public Relations Officer Erika Cowger

Operation & Maintenance Supervisor Kirk McCallum

Project Supervisor Darrell Bluhm

Fiscal Services Officer Kyle Rodriguez

Chief Nurse Kelly Frederick

Don Lattin

Margaret Heim

Michelle Kuntz, Russell Case, Roy Neudecker, Bonita Stevens, Scott E, John Stevens, Kim

Kuntz, , Janette Dotter, Stephen Dotter, Clarice Meshberger, Paul Meshberger, Shawn Newman, Daniel Stevenson, Theresa Jons, Dale Harrington, Loraine De La Torre, Allura Addington, Fran Campbell, Laurel Winchester, Gary Dick, Judy Dick, Ammon Terpening, Lori Duncan, Katheryn Silverthorn, Joseph Silverthorn, Cathy Park, Tim Pine, James & Ethel Staley, Teresa Hana, Daniel Smith, Dan Cerda, Elaine Cerda, Michelle Gasten, Donna McKee, Christine Leist, Senise Herron, Stephanie Leist, Susan Stimers, Paul Stimers, Douglas Clemons, Sandy Harrison, Portia Jones, Sandi Resonon, Verella, Bill Collier, Paul Hubbard, Steve Garver, Norm & Patty Saade, Amanda Brinnand, Jim & Debbie Lawheed, Sean & Lisa Martin, Aaron Mouritsen, Mayor Neal McIntyre, Greg Koenig, Dixie Duardt, Michelle Austin, Lisa Bertok, Larry Texeira, Susan Cotton, Chris Cotton, Jack Bradbury, John Bram, Hilary Franey, David Franey, Jim Latmer, Steve Gallisdorter, Louise Wallis, Carol Franich, Peggy Gray, Kandice Thompson, Mary Ann & Andy Sichak, Robert Buchanan, Kim Clausen, Carolyn Clausen, Greg Clausen, Paula Johnson, James Whisler, Lorrie Olson, Wendy Madson, Ken Gray, Tammy Hendrix, Rebecca Garcia, Marion Neto, Cindi Oliveiri, Janie Mielcarek.

4. APPROVAL OF AGENDA

Trustee Hendrix made a motion to move #19 between items #12 and #13.

Trustee Parsons seconded it.

The motion failed 2-5, Trustees McIntyre II, Farr, Peterson, Cowee, and Villines voted nay.

Clerk Peterson made a motion to approve the agenda as presented.

Trustee Villines second.

The motion carried 5-2, Trustees Hendrix and Parsons voted nay.

5. APPROVAL OF MINUTES

Trustee Hendrix requested a revision to the minutes to include a statement from Trustee Farr in item #27 regarding the length of meetings.

Trustee Parson that the word "ashamed" be removed from her comments in item #21.

Clerk Peterson made a motion to approve the minutes with Trustee Parsons' revision.

Trustee Villines seconded.

Trustee Hendrix made a motion to amend the minutes as he stated, however, there was already a motion and second on the table.

Upon calling for a vote, the primary motion carried, 7-0.

6. BOARD MEMBER REPORTS

Trustee Hendrix commented on the numerous emails he and the other board members received regarding the item to change public comment in the meetings. He stressed that he stands with those who have voiced their opposition and supports the public right to speak. He also spoke about his upcoming remarks for the item on the superintendent evaluation,

including test scores, audit reports, lack of leadership, and safety.

Trustee Parsons commented on the graduations and Fernley's Little League, which won 1st place in the state for girls. Fernley summer basketball went to a tournament in Utah against 216 teams and came in 1st place.

Trustee McIntyre II attended graduations, promotions, and the Adult Ed graduation. He was impressed by the Adult Ed graduates and the work they did for their achievement.

Clerk Peterson enjoyed the graduations and the Econ summit.

Trustee Villines attended graduations and appreciated hearing the speeches and seeing the growth in the students. She attended some community events and is grateful for the opportunity, especially since Covid. She expressed her thanks to veterans and those who serve, as we celebrate the 4th of July.

Trustee Farr spoke about attending the graduations and how impressed he was at learning how hard students worked, many of them receiving their associate degrees. He spoke about the calls and emails he and the other board members received with concerns that the board would silence the public or violate First amendment rights. He shared the law and gave examples of other public bodies in reference to public comment.

President Cowee attended WNRYS graduation ceremony, the Econ Summit, and the DIS promotion and DHS and SVS graduation ceremonies. He expressed his gratitude to the parents, teachers, counselors, coaches, and mentors. He was involved in Little League this summer and made an analogy comparing the neutral positions of an umpire and the board. He also focused some of his report on NRS 389.840 regarding curriculum to make clear that the State Board makes the final selection of textbooks to be used in public schools, and the State Board selects the ones that have been determined to meet the required standards. Per the NRS teachers would be fined if they knowingly violate the provisions of the State Board.

7. ATTITUDE OF GRATITUDE

The board read notes of gratitude written by students across the district.

8. SUPERINTENDENT REPORT

Superintendent Workman read from a written statement.

-I'm grateful for our summer school educators (all LCSD staff are educators) who have worked so diligently with our students this month, getting them to school, feeding them, teaching them, and making sure they have everything they need to meet their individual goals.

-I'm so grateful for all of our educators who work tirelessly for our children in the Lyon County School District! These are some of the most incredible people in the world who dedicate their time and talents to our youth. They live in our communities, attend our churches, perform volunteer work, coach youth teams, and other civic duties. They are incredible role models for our children and I'm grateful for the example they set not only for my own children, but for all of our children. These educators positively impact the lives of our children every single day in our communities.

-I'm also so very grateful to work and serve in such an incredible organization like the Lyon County School District, where we honor and love our service women/men, our first

responders, veterans, and other community heroes, who do so much for our great country, state, and communities. Our schools hold assemblies and other services to honor all of these heroes and to teach our children their civic duty. Additionally, I'm so very grateful to work and serve in the Lyon County School District where we stand and recite the Pledge of Allegiance every single day to remind us of the blessing we have to live in this free country that is "one nation under God", as we just stated in the Pledge of Allegiance. This is always followed by a moment of silence so that individual educators and students can commune with their God every day as they wish and choose. What other employer in Lyon County can say this? What other employer in Lyon County provides as many service opportunities for their employees and stakeholders as does the Lyon County School District?
-So, thank you educators....thank you students....thank you families....and thank you community members for making the Lyon County School District such an incredible place to work and exemplify the values of our communities, state, and country!

9. **PUBLIC PARTICIPATION:** The public is invited to address the Board on items not listed on the agenda. The purpose of public comment is to bring issues, concerns, or praiseworthy items to the attention of the Board. No action may be taken on any subject raised during public comment until the matter has been properly placed on an agenda for a properly noticed meeting pursuant to NRS 241 (Nevada's Open Meeting Law). If you wish to speak, please step up to the front table, be seated, and state your name. Your comments must be limited to no more than three minutes and must fall under subjects within the Board's jurisdiction and control. Questions should be submitted to the Board Clerk in writing. In consideration of others, avoid repetition. Although this Board does not restrict comments based upon viewpoint, comments will be prohibited if the contents are willfully disruptive, slanderous, amount to personal attacks or interfere with the rights of other speakers. Comments made during this time will be monitored by the Board President.

The Public Comment statement was read out loud to the public. Comments were about travel requests, curriculum, and concerns about silencing the public by limiting public comment.

10. **CONSENT AGENDA (FOR POSSIBLE ACTION):** Per LCSD Board Policy BDD: Board Meeting Procedures, all matters listed under the consent agenda are considered routine and may be acted upon by the Board of School Trustees with one action and without discussion. During this meeting, any member of the Board may request that an item be removed from the consent agenda, discussed, and acted upon separately.
- A. Trustee Questions & Answers
 - B. Request for Early Graduation/HSE (confidential)
 - C. Personnel Reports
 - D. Travel
 - Item 10. D. WIDA travel request was removed from the consent agenda.*
 - E. Healthy Communities Coalition MOU's
 - F. Emergency Operations Plan (Confidential)
 - G. LCSD 2023-24 Educational Services Plan
 - H. Fuel Bids
 - I. Contract Renewal - Food Service Management Company
 - J. Warren Reed Property Liability Insurance Renewal.

- K. Department Reports
- L. District Financial Report
 - Checks 210013-210312
 - Vouchers 1573, 1576, 1590, 1604, 1610, 1657.
 - Total \$934,201.31

11. END OF CONSENT AGENDA: MOTION TO APPROVE

Trustee Hendrix requested tht Item 10. D. Travel be pulled from the consent agenda due to questions regarding the submittal of the request and the content of the conference.

Clerk Peterson made a motion to approve the consent agenda without the travel request to the WIDA conference listed in Item 10.D.
Trustee Farr seconded.
The motion carried 7-0.

12. (For Possible Action) Discussion and possible action regarding the GAF Roof Warranty for Silverland Middle School. This item is being presented by Legal Counsel Don Lattin, Executive Director of Operations Harman Bains, and Fiscal Services Officer Kyle Rodriguez.

Mr. Lattin gave some background information regarding the item. Silverland Middle School was completed in 2011 by Rafael Construction Co. There have been significant problems with roof leaks over the last 5 year period. The subcontractor, GAF, approved the repairs. After dealing with the subcontractor for some time, attorneys became involved. The request by the district for mediation was denied. The company proposed alternatives that do not honor the warranty, would not meet code requirements, and are not a long-term solution. They gave the option of payment of \$605,000, which would not cover the replacement of the roof. The board discussed options of accepting the low payment and let the district pay the rest, allow the company's proposed repair that does not meet code requirements, and/or file legal action in order to force mediation. The district would need to move forward by getting formal bids in order to have a better estimate for decision making. It was recommended to begin legal action to force the company into meditation.

There was no public comment.

Clerk Peterson made a motion that the Board of Trustees proceed with obtaining a bid for the roof to be replaced and also begin legal action.
Trustee Villines seconded.
With no further discussion, the motion carried 7-0.

13. (For Possible Action) Discussion and possible action regarding revisions to LCSD Policy BDD: Board Meeting Procedures, Notice and Agenda as a second and final reading. This item is being presented by Board President Phil Cowee and Board Clerk Bridget Peterson.

Clerk Peterson explained the inclusion of new requirements passed in Assembly Bill 219, as the only change to the policy since the first reading.

Trustee Hendrix asked, after using one version of Open Meeting Law (OML) Public Comment, why change it?

There was discussion regarding the required options listed in OML and the past practice during LCSD board meetings, the importance of public opinion and the opportunity to speak, complaints regarding the length of meetings, and the proposal to go with one of the options listed in OML.

Public Comment

Many people spoke against the proposed change to the policy. Arguments included the importance of the board hearing the voice of citizens, parents, and staff during the action items, before the board's vote. Most agreed that the proposal would limit the public's opinions. Written statements are attached.

The trustees shared their personal views on the policy revision, specifically to not change the way public comment is heard during meetings.

Trustee Hendrix made a motion to deny the proposal, specifically to leave the way public comments are done, without change.

Trustee Parsons seconded.

With no further discussion, the vote was 3-4 failed. Trustees Hendrix, Parsons, and McIntyre voted aye. Trustees Peterson, Farr, Villines and Cowee voted nay.

Clerk Peterson made a motion to approve the policy as a second and final reading.

Trustee Farr seconded.

The motion carried 4-3. Trustees Peterson, Farr, Villines and Cowee voted aye. Trustees Hendrix, Parsons, and McIntyre voted nay.

14. **(For Possible Action)** Discussion and possible action regarding moving the July 2023 school board meeting from the District Office to another location in the Yerington/Smith Valley area. This item is being presented by Board President Phil Cowee and Superintendent Wayne Workman.

The July Board meeting was scheduled to take place in Yerington at the district office. In an effort to accommodate the number of attendees, it was suggested that we move to a larger location. The board discussed the options.

There was no public comment.

Trustee Hendrix made a motion to move the July board meeting to the Yerington Intermediate School Multipurpose Room, amended to alternate to another school in Yerington or Smith Valley.

The second and amended second was made by Trustee McIntyre.

With no further discussion, the motion carried 7-0.

15. **(For Possible Action)** Discussion and possible action regarding Lyon CSD Bid #2023-1. This item is being presented by Executive Director of Operations Harman Bains and Operations & Maintenance Supervisor Kirk McCallum.

The district received two bids for the "Cooperative, Utilization, Joinder Agreement" Lyon CSD Bid #2023-1". This is a cooperative purchasing agreement that would benefit not only LCSD but any government or nonprofit entity in Nevada that had a need for the services provided in the agreement. Mr. Bains explained that the bids were for the best prices for floor coverings, artificial turf, and gym interior flooring. LCSD is under no obligation to utilize it but the district would receive a 2% administrative benefit to add to our Capital Fund when any entity uses the agreement.

The trustees discussed on the benefits of this agreement.

There was no public comment.

Trustee Farr made a motion that the Board of Trustees approve the district recommendation to award both Flooring Solutions of Nevada and Contract Flooring and Interior Services for Lyon CSD Bid #2023-1.

It was seconded by Trustee McIntyre.

Without further discussion, the motion carried 7-0.

16. **(For Possible Action)** Discussion and possible action regarding CES and SSES Dining Hall Roofs. This item is being presented by Executive Director of Operations Harman Bains and Operations & Maintenance Supervisor Kirk McCallum.

The two projects approved in the FY24 CIP were the re-roofing of SSES and CES dining halls. Sierra Coast Roofing was the only company to bid on the projects. Mr. Bains explained that the goal is to have it completed this summer.

Trustee Hendrix asked about start and completion dates and performance bonds to protect against the vendor backing out.

There are no start or completion dates until it is awarded. There is a bid bond to protect the district.

There was no public comment.

Clerk Peterson made a motion that the Board of Trustees approve the Sierra Coast Roofing bid for \$427,750 to re-roof Cottonwood Elementary School and Silver Springs Elementary School dining halls.

It was seconded by Trustee Farr.

With no further discussion, the motion carried 7-0.

17. **(For Possible Action)** Discussion and possible action regarding an updated cost estimate for the CES and SES HVAC replacement. This item is being presented by Executive Director of Operations Harman Bains and Operations & Maintenance Supervisor Kirk McCallum.

Cottonwood Elementary School (CES) and Sutro Elementary School (SES) air handler unit replacements have increased in cost from the previous estimate due to several unforeseen project increases. LCSD has the funds available through the bonding capacity to complete the project by next summer.

There was discussion regarding the work needed to be done to demo the existing coolers and install the new chillers, labor costs, and bids from other companies. Mr. Bains explained that Trane has the expertise in this area where others do not.

Individual units for each classroom were discussed, but the cost would be unfeasible. The proposal, plus the controls that were already approved, will help the rooms in the schools maintain consistent temperatures.

This official quote would lock the prices for the material and labor.

Public Comment

It was suggested to contact a local company, Lincoln Heating and Air to get a better price. Mr. Bains explained that Trane was vetted through the Omnia Group, meant for public sector entities so it did not go out to bid. The board approved it in April. Mr. Lattin added that the board would need to agendaize any decision to re-address the April motion. There was discussion about the increased costs of going out to bid, Trane rating versus other companies that are not included in the Omnia group, and the time factor for receiving equipment if companies were changed. They spoke about the process used by Omnia to vet the vendors who bid. In the past LCSD has used CORE Construction as CMAR to manage our big projects and they recommended Omnia and Trane, as they do nothing but schools.

Trustee McIntyre made a motion to approve the project budget increase for the Cottonwood and Sutro Elementary Schools' Air Handler Units replacements from \$2,763,302 to 3,223,537.

It was seconded by Trustee Farr.

With no further discussion, the motion carried 5-2. Trustees Hendrix and Parsons voted nay.

18. **(For Possible Action)** Discussion and possible action regarding critical labor shortage designations for the 2023 through 2025 school years. This item is being presented by Executive Director of Human Resources Dawn Huckaby.

Ms. Huckaby spoke on the recommended critical labor shortage designations for the 2023 through 2025 school years. These are 2 year designations. Retired bus drivers, CTE teachers, and substitutes could participate without affecting already established PERS benefits.

There was no public comment.

Trustee Parsons made a motion to approve the critical labor shortage designations for retired bus drivers, CTE teachers, and substitutes for the 2023-2025 school years.

It was seconded by Clerk Peterson.

Without further discussion, the motion carried 7-0.

19. **(For Possible Action)** Discussion and possible action regarding the annual summative evaluation of the LCSD Superintendent. This item is being presented by Board President Phil Cowee.

The results of the annual summative evaluation of the superintendent as follows.

Student Learning - Excellent

Instruction - Excellent

Community relations - Excellent

Human Resources - Excellent

Policy - Excellent

Finances - Excellent

Facilities - Excellent

Board Relations - Outstanding

Safety - Excellent

Communications - Excellent

Ethics - Excellent

The overall rating was Excellent.

President Cowee invited the board members to comment on their ratings.

Trustee Parsons based her evaluation on district test scores and spoke on the decline in scores, the issue of absenteeism, and the idea that Dayton gets more money per child than Fernley and Yerington.

President Cowee asked Mr. Bains to explain the funding. Funding is per pupil, not by area.

Trustee Hendrix based his scores in relation to the state. LCSD falls below state standards.

Graduation rates are better. However, he expressed his disappointment that college readiness is down. He attributes this to the idea that students are not taking core subjects and that the Portrait of a Learner program asks the students what they want. He is not in agreement with the program.

As a new board member, Trustee McIntyre II based his evaluation on observations during his attendance at board meetings for the last few years.

Trustee Farr, also new to the board, worked with Superintendent Workman while teaching.

He found him to be patient and thorough in helping him prepare to serve on the board.

Clerk Peterson thanked Mr. Workman. She witnessed superintendents serving other districts who also think highly of him.

Trustee Villines mentioned his award of Superintendent of the Year, his leadership, and that test scores don't show the whole picture of student achievement.

President Cowee worked with Mr. Workman in the past and described him as well-respected and a great leader. He agreed that students don't always test well, and the district graduation rate has always been higher than the state. He praised the superintendent's leadership with the CTE programs, and through the trials of Covid.

Public Comment

The public expressed opinions on lowered test scores, graduation rates, the increase in the superintendent's salary, declining numbers in the schools, alternative education, parent disconnect from education, the good work the teachers are doing, low numbers of teachers,

Mr. Workman's attributes and longevity of 8 years when the average is 3-4 years. The Trustees discussed other aspects like disrepair of facilities, teacher retention, and community and parent involvement. The evaluation rubric is averaged and the detailed rating sheet will be sent to the trustees.

Clerk Peterson made a motion to approve the summative evaluation of the superintendent. It was seconded by Trustee Farr. With no further discussion, the motion carried 7-0.

20. **(For Possible Action)** Discussion and possible action regarding new LCSD Policy JCB: Management of Opioid-Related Drug Overdose and Administration of Opioid Antagonists as a second and final reading. This item is being presented by Chief Nurse Kelly Frederick.

District Chief Nurse, Kelly Frederick presented the policy for a second reading. There were no changes.

Deputy McCullough, Student Resource Officer for Dayton schools, stressed the need for the presence of Narcan in the schools for staff to aid any opioid overdose situation.

Trustee Parsons made a motion that the board approve the new Policy JCG: Management of Opioid-Related Drug Overdose and Administration of Opioid Antagonists as a second and final reading.

It was seconded by Clerk Peterson.

With no further discussion, the motion carried 7-0.

21. **(For Possible Action)** Discussion and possible action on agenda items for future board meetings and/or information item requests, including a summary by the superintendent. This item is being presented by Board President Cowee and Superintendent Wayne Workman.

July 25, 2023

Update on Booth Parr Field

Falcon restrooms for athletic fields

PCFP special funds plan presentation

Location to be determined.

22. **PUBLIC PARTICIPATION:** The public is invited to address the Board on items not listed on the agenda. No action may be taken on any subject raised during public comment until the matter has been properly placed on an agenda for a properly noticed meeting pursuant to NRS 241 (Nevada's Open Meeting Law).

If you wish to speak, please step up to the front table, be seated, and state your name. Your comments are limited to no more than three minutes per person and must fall under subjects within the Board's jurisdiction and control. In consideration of others, avoid repetition.

Although this Board does not restrict comments based upon viewpoint, comments will be prohibited if the contents are willfully disruptive, slanderous, amount to personal attacks, or interfere with the rights of other speakers. Comments made during this time are monitored by the Board Chairperson.

One comment was that public participation would be higher if the board listened to what the public wanted.

The location of the July meeting will be posted in advance.

23. ADJOURN:

11:31 pm.

The notice for this meeting was posted on June 21, 2023 at Lyon County School District Administrative Office, Lyon County School District website (<http://lyoncsd.org>) and the official website of the State of Nevada (<http://notice.nv.gov>) in accordance with NRS 241.020 (3) (b).

For the Board of Trustees

LYON COUNTY SCHOOL DISTRICT STATEMENT OF NONDISCRIMINATION AND ACCESSIBILITY
THE LYON COUNTY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER, DISABILITY OR AGE IN ANY OF ITS POLICIES, PROCEDURES, OR PRACTICES, IN COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 (PERTAINING TO RACE, COLOR, AND NATIONAL ORIGIN), TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT, THE AMERICANS WITH DISABILITIES ACT, AND AGE DISCRIMINATION ACT OF 1975, AND ANY OTHER PERTINENT STATUTE OR REQUIREMENT. THIS NON-DISCRIMINATION POLICY COVERS ADMISSION, ACCESS, TREATMENT, AND EMPLOYMENT IN THE DISTRICT'S PROGRAMS AND ACTIVITIES, INCLUDING OCCUPATIONAL EDUCATION. FOR INFORMATION REGARDING OPPORTUNITY POLICIES, OR THE FILING OF GRIEVANCES, CONTACT YOUR SCHOOL PRINCIPAL.

THE LYON COUNTY SCHOOL DISTRICT IS PLEASED TO PROVIDE ACCOMMODATIONS FOR THE HANDICAPPED OR DISABLED. MEMBERS OF THE PUBLIC WHO ARE DISABLED AND REQUIRE SPECIAL ACCOMMODATIONS OR ASSISTANCE AT THE MEETING ARE REQUESTED TO NOTIFY THE ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT AND BOARD OF TRUSTEES, IN WRITING AT 25 E. GOLDFIELD AVENUE, YERINGTON, NEVADA 89447; E-MAIL AT MHEIM@LYONCSD.ORG; OR BY CALLING (775) 463-6800 EXT. 10034, AT LEAST ONE WEEK PRIOR TO THE MEETING.

PUBLIC COMMENT — FEARFUL BOARD MAJORITY: SHUT UP LYON COUNTY! (JUN 27, 2023)

President Cowee / Superintendent Workman,

Why are you Afraid?

Setting aside the public statement by Trustee Farr in the May Board Meeting that he cannot be bothered to stick around and serve the citizens of Lyon County for too "long," just Why are you so afraid to let Lyon County citizens speak on each Agenda Item before you vote?

Why?

Since you are both responsible for this Agenda, **What motivates your need to tell Lyon County citizens to "Shut Up!"?**

Are you, like Trustee Farr, unwilling to stick around for "long" Board Meetings to discuss difficult topics of concern to the taxpayers of Lyon County?

If Yes, then there is an easy answer: **Resign.** . . .

What is Fear?

Reportedly President Cowee has been telling folks in Lyon County that What this Board "Majority" has proposed to do is legal.

Well, President Cowee, just in case you did not know, **many things are legal but they are not right.**

And running from the citizens of Lyon County in fear that you might learn something new before your vote, well that may cover you with the fig leaf of legality, but everyone knows it is not right.

Put simply, **everyone knows fear when they see it.** . . .

What is Leadership?

Again, we need leadership — we need more like Trustees Hendrix and Parsons who have voted to protect our students from Marxist curricula and who will vote to **allow students' parents to speak on each and every Agenda Item before this Board votes.**

This is not about you, Board "Majority" members, who think spending a few hours each month listening to Lyon County citizens is somehow such an overwhelming burden that you feel the need to tell your citizens to "Shut Up!"

We do not need those who continue to run away in fear from transparency and accountability — and who run away from Lyon County citizens. . . .

This is a call for mature and responsible leaders who do not fear, but embrace, the input from Lyon County citizens.

Our next election cannot come soon enough. . . .

Thank you.

Best regards,
Greg Clausen
District V / Wellington

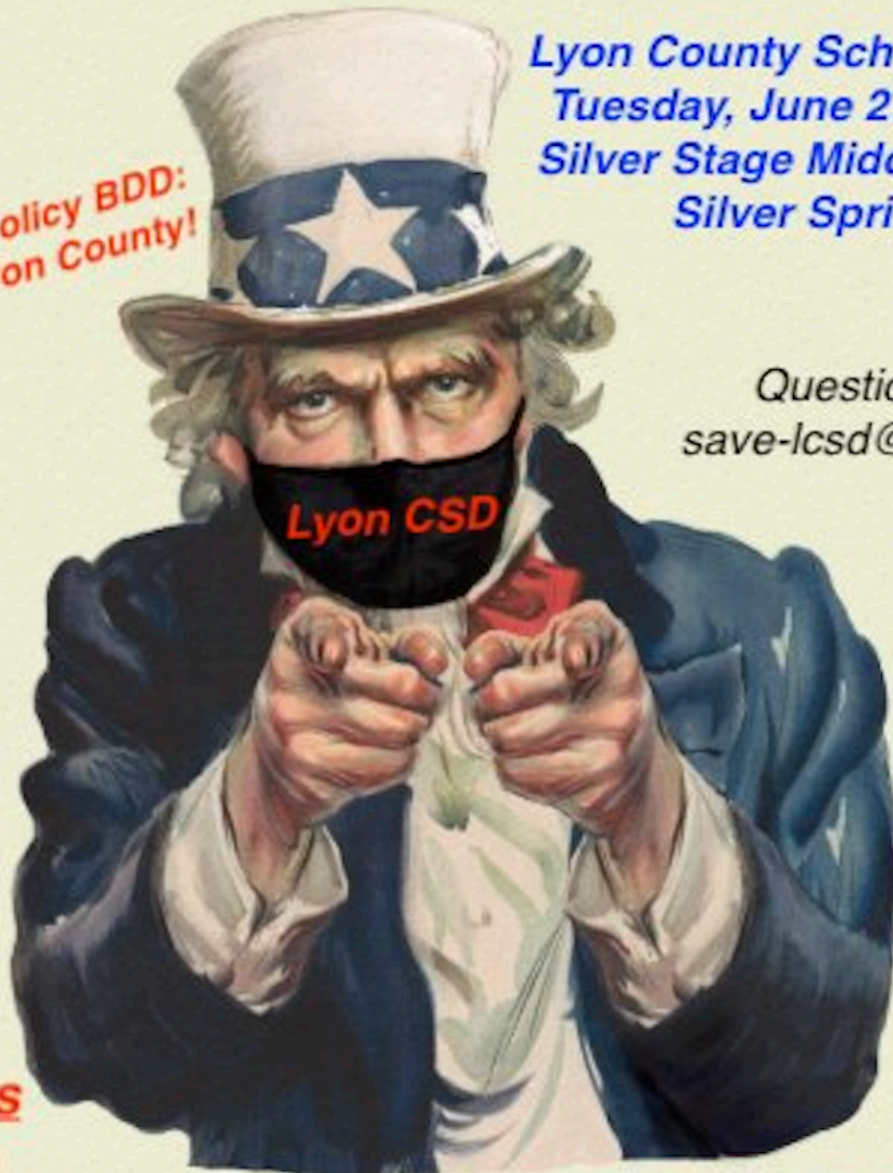
N.B. Submitted to Lyon County School District Board of Trustees President Cowee Jun 27, 2023 per NRS 241.035.1(d):

"Each public body shall keep written minutes of each of its meetings, including . . . a copy of the prepared remarks if the member of the general public submits a copy for inclusion."

**Proposed Policy BDD:
Shut Up Lyon County!**

**Lyon County School Board:
Tuesday, June 27, 6:30PM
Silver Stage Middle School
Silver Springs**

Questions?
save-lcsd@pm.me



**Trustees
Cowee
Villines
Farr
Peterson**

**WANT YOU
TO Shut Up!**

Trustees Cowee | Villines | Farr | Peterson

Have proposed School Board Policy BDD to force Lyon County to "Shut Up!"

Example
Agenda

Lyon County School District Board of Trustees

Moved to Cafeteria!

A meeting of the Board of Trustees of Lyon County School District will be held Tuesday, June 27, 2023, beginning at 6:30 at the Silver Stage Middle School Gym, 3800 W. Spruce St., Silver Springs, NV 89429. . . .

Public Participation Policy BDD TODAY: 3 minutes on ANY non-Agenda Topics

- 1. 6:30 PM CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE

Public Participation Policy BDD TOMORROW: 3 minutes ONLY on ALL Agenda Topics

9. PUBLIC PARTICIPATION: The public is invited to address the Board on items not listed on the agenda. The purpose of public comment is to bring issues, concerns, or praiseworthy items to the attention of the Board. . . .

Policy BDD Today

Policy BDD Tomorrow

10. Agenda Item 1	3 minutes	0 minutes — Shut Up!
11. Agenda Item 2	3 minutes	0 minutes — Shut Up!
12. Agenda Item 3	3 minutes	0 minutes — Shut Up!
13. Agenda Item 4	3 minutes	0 minutes — Shut Up!
14. Agenda Item 5	3 minutes	0 minutes — Shut Up!
15. Agenda Item 6	3 minutes	0 minutes — Shut Up!
16. Agenda Item 7	3 minutes	0 minutes — Shut Up!
17. Agenda Item 8	3 minutes	0 minutes — Shut Up!

18. PUBLIC PARTICIPATION: The public is invited to address the Board on items not listed on the agenda. The purpose of public comment is to bring issues, concerns, or praiseworthy items to the attention of the Board. . . .

Public Participation Policy BDD Tomorrow: You must stay through the entire meeting to speak on any non-Agenda topic — and you only have 3 minutes!

Example Agenda Above

Policy BDD Today

Policy BDD Tomorrow — 6 minutes Only!

- 6 minutes on non-Agenda topics → • 3 minutes on non-Agenda topics
- 24 minutes on Agenda topics → • 3 minutes on Agenda topics — Shut Up!

Come to Lyon County School Board Meeting Tuesday, June 27!

Tell Trustees Cowee | Villines | Farr | Peterson to Resign!

Protect Your Rights!

PUBLIC COMMENT — ABYSMAL LYON CSD TEST SCORES (JUN 27, 2023)

President Cowee / Superintendent Workman,

High School English Scores Down 54% | Math Scores Down 77%

As John Adams said, "Facts are stubborn things."

Well, the test scores in Lyon County under Superintendent Workman are most stubborn — and most embarrassing.

High School English test scores have declined by over 50%!

High School Math test scores have declined by over 75%!

Rewarding Poor Performance

And yet — then President Villines, then Clerk Cowee, and Trustee Peterson, for some reason, all voted in December 2021 to give Superintendent Workman an early 33% / \$60,000 raise.

For What?

Writing checks to San Francisco for over a quarter million dollars for fancy Portrait of a Learner PowerPoint?

So he could be called the "Quarter Million Dollar Superintendent"?

Because it certainly was not for anything that benefits the students of Lyon County — like how to improve their reading, writing, and arithmetic.

Lastly, some seem to think graduation rates are meaningful.

Really?

Our global competition measures whether their citizens can read, write and do math — our competitors do not care about credentialism.

Superintendent Workman has failed Lyon County students with this abysmal performance.

Again, our next election cannot come soon enough. . . .

Thank you.

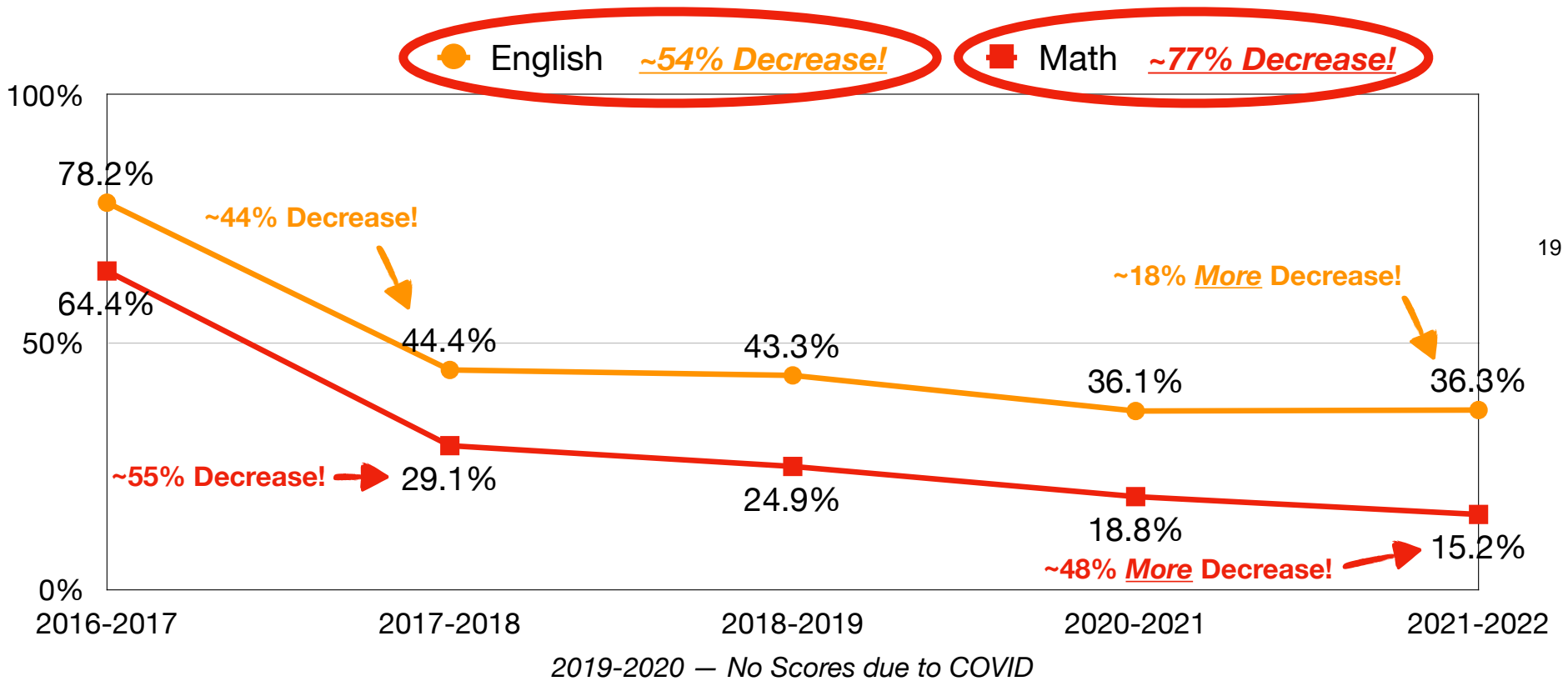
Best regards,
Greg Clausen
District V / Wellington

N.B. Submitted to Lyon County School District Board of Trustees President Cowee Jun 27, 2023 per NRS 241.035.1(d):

"Each public body shall keep written minutes of each of its meetings, including . . . a copy of the prepared remarks if the member of the general public submits a copy for inclusion."

Lyon CSD English / Math Scores

Superintendent Workman Tenure: 2016-2022



(Source: <http://nevadareportcard.nv.gov/di/> — Lyon CSD High School Scores 2016-2022)

3 minutes at the beginning of a meeting to address multiple agenda items is not a suitable replacement for time allotted during each item. Those who favor this change are saying, "You can talk about an issue for 3 minutes before we talk about it, but not while we talk about it." In effect, what you have to say is not worthy of our time or is it important to the conversation.

Taking away the voice of the people for the sake of expediency is a removal of citizen's right to self-govern. This is without a doubt against the very design and purpose of a Public School System and is a move to a government-controlled institution.

In closing I would remind you that you have been elected to represent the will of the people. It has been made clear the will of the people is to have a voice in the process of educating our children. Should you continue to advance this change it is clear you have placed your individual will above *the will of the people*, the people who elected you. This is not only disrespectful to those who elected you, but also a dereliction of duty and is totally unacceptable.

Garry Leist

My name is Garry Leist

I am the Senior Pastor of Calvary Chapel Dayton Valley

I am here tonight on behalf of this community to express my concern and shock at this board's consideration to limit parents and concerned citizens to speak on their child's education. As a concerned member of this community, I am appalled that those elected to represent the best interests of the children, parents, and citizens, would seek to limit the voices of those who elected them.

Any official that would limit or dismiss public comment is showing disrespect for those who elected them. This action fundamentally and inappropriately changes what is to be a taxpayer funded **Public School System**. A system designed to be responsible to the will of the people and changes it to a government run institution. A government institution with *no need* for direction or input from those deemed unimportant to the process.

By limiting the ability of the people to engage on critical issues of education you are in effect saying, the education of your child is no longer your business.

The overwhelming response you have received and the presence of concerned parents and citizens here this evening, is a great reminder of your duty to represent them. It is apparent that concerned members of this community, some to the point of outrage, provide sufficient cause to dismiss this change as acceptable and inappropriate.

In a discussion with a board member, it was expressed that public comments turn these board meetings into a circus. That the meetings run long and there have been complaints from people who want to make a comment and then leave. Without hesitation, I say those who have complained about the length of these meetings pail to those who stand in opposition to this change.

It has also been said this action does not take away the people's opportunity to speak it just places it at a different time during the meeting and it's legal for us to do this. This argument is at best an attempt to obscure that this action would take away opportunity for parents to express concern as the item is being discussed.

June 9th, 2023

To the Parents and Concerned Citizens of Lyon County

It has recently come to our attention that the Lyon County School Board (LCSD) is looking to make changes in the format of the LCSD public board meetings. These changes have the effect of limiting public comments during the agenda item hearing portion of the meeting. This action will restrict parents and those seeking to protect our children from speaking on items when they are being discussed and voted on by the board. The reasoning cited for these changes is that public comments are causing the meetings to run long.

In summary this change means public comments on agenda items will be limited to the beginning of the meeting and the end of the meeting. This means the public can comment on an agenda item before the discussion or decision time in the meeting. But not at the time the board discusses or decides the item. The public can comment before they are informed of specific details and impact of the item, or after the item has been determined. The board is treating parents and concerned public as if their comments or input is not relevant or worthy of their time. This change will limit the ability of parents and the public to communicate their concerns to their publicly elected officials.

As we are aware our children are being subjected, often without parental permission, to woke propaganda including advancement of LGBTQ and transgender agenda's. In addition, anti-God and anti-American indoctrination is being directed to our kids. The last thing we can allow is for our elected officials to restrict the ability of parents and the public to speak and direct them in their oversight. As elected officials they have placed themselves into public service and if that requires time listening to those who elected them, then so be it. If this is something they object to, they should resign and allow another to serve in their place.

On June 27th a meeting will be held at Silver Stage Middle School @ 6:30 pm. in Silver Springs to finalize the vote to implement this change. It is critical we contact the board members prior to the meeting and attend on the 27th to protect the right of parents and the public to speak on behalf of our children.

Please join us in standing up for the children in our county. We cannot sit by and give up the right to speak when the well-being of our children is at stake. "Silence in the face of evil is in itself evil."

Attached you will find the contact information for the LCSD Board Members. Please make this information available to as many so we can stand as one collective voice in protection of our children.

Suggested talking points. Feel free to add or change in anyway. These are only a suggestion .

I am a parent of Lyon County and I vote in every election. There is a movement in this country to silence parents at school board meetings. Now you are trying to bring that to our county by limiting the times that we are allowed to speak at meetings. You were elected to represent the people of Lyon County. You now are unwilling to hear what we have to say. If the meetings are running too long for you, please resign and let someone else with more energy in the world to serve and replace you.

I am a citizen of Lyon County and I vote in every election. There is a movement in this country to silence citizens at school board meetings. Now you are trying to bring that to our county by limiting the times that we are allowed to speak at meetings. You were elected to represent the people of Lyon County. You now are unwilling to hear what we have to say. If the meetings are running too long for you, please resign and let someone else with more energy in the world to serve and replace you.

As a veteran who served our country with honor I see any attempt to silence the people as an act of cowardice. Our school board should not be afraid of its parents and citizens. You were elected to serve the citizens of Lyon County. You have a duty to listen to the parents and citizens of Lyon County— you do not have any duty to make yourselves comfortable. This change you are proposing that will no longer allow citizens of Lyon County to speak during agenda items is not what the citizens of Lyon County want. Supporters of this policy should be ashamed and resign. The Lyon County School Board needs leaders, no cowards.

As a veteran who served our country with honor, I see any infringement on the peoples rights to speak as an erosion of constitutional rights. You were elected to serve the citizens of Lyon County. You have a duty to us and not to yourselves to protect those rights. This change you are proposing that no longer allow citizens to speak during agenda items is not what parents and citizens want. This should not have ever been considered and rather than limiting our input, my wish is that you resign.

Send an email to the first one then **bcc** in the other 6. Send and email to the second one and **bcc** the remaining 6. Send an email to the third one and **bcc** the remaining 6 and continue until all 7 have been emailed in the "to" box and always **bcc** the remaining 6.

peterson.bridget@lyoncsd.org

pcowee@lyoncsd.org

villines.holly@lyoncsd.org

mcintyreii.neal@lyoncsd.org

dfarr@lyoncsd.org

hendrix.tom@lyoncsd.org

parsons.sherry@lyoncsd.org

Minutes

Lyon County School District Board of Trustees

A Meeting of the Board of Trustees of Lyon County School District was held Tuesday, July 25, 2023, beginning at Tuesday, July 25, 2023 6:00 pm Closed Session and 6:30 Open Meeting at the Yerington High School, Multipurpose Room located at the end of Pearl Street across from YIS, 114 Pearl St., Yerington, NV 89447.

1. 6:30 PM CALL TO ORDER
President Phil Cowee called the meeting to order at 6:30 pm.
2. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Trustee Holly Villines.
3. WELCOME OF GUESTS
President Cowee welcomed guests in attendance.

Board Members in attendance:

President Phil Cowee
Board Clerk Bridget Peterson
Trustee Darin Farr
Trustee Tom Hendrix
Trustee Sherry Parsons
Trustee Neal McIntyre II

Executive Cabinet in attendance:

Superintendent Wayne Workman
Deputy Superintendent Tim Logan
Executive Director of Human Resources Dawn Huckaby
Executive Director of Educational Services Jim Gianotti
Executive Director of Special Services Rachel Stewart
Executive Director of Operations Harman Bains

Don Lattin
Erika Cowger
Kirk McCallum
Phil Wooley
Blake Smith
Loraine De La Torre
Judy Dick
Gary Dick
Kyle Rodriguez
Tim Farkas

Gilbert Delao
Paul Hubbard
Jim Smiley
John C Yount
Laverne Yount
Debbie Mason
Mike Mason
Brighton Traver
Rita Evasovic
Les T Evasovic
Robert Doge
M.M.
Paul Johnson
G.I.
K.S.
Carley Steele
Ashton Cooley
Nathaniel Calderon
Stephanie Leist
Garry Leist
Sandy Harrison

4. APPROVAL OF AGENDA

Clerk Peterson made a motion that the Board of Trustees approve the agenda as presented.

It was seconded by Trustee Villines.

With no further discussion the motion carried 7-0.

5. APPROVAL OF MINUTES - Due to unforeseen circumstances there are no minutes to approve at this meeting.

6. BOARD MEMBER REPORTS

Trustee Hendrix was fortunate enough to attend the CTE conference.

Trustee McIntyre had nothing to report.

Trustee Farr had nothing to report.

Trustee Parsons applauded the 4-H kids and girls softball team.

Clerk Peterson had nothing to report.

Trustee Villines had nothing to report.

President Cowee had meeting with Yerington softball coach about fields and meeting with DHS about the field need. Fernley Boys Baseball won their league championship.

7. ATTITUDE OF GRATITUDE

The board members read notes of gratitude from kids across the district.

8. SUPERINTENDENT REPORT

Expressed gratitude and well wishes to Administrative Assistant Margaret Heim.

9. PUBLIC PARTICIPATION: Items NOT LISTED on the Agenda: At this time, the public is invited to address the Board on items not listed on the agenda over which the Board has jurisdiction. No action may be taken on any subject raised during public comment until the matter has been properly placed on an agenda for a properly noticed meeting pursuant to NRS 241 (Nevada's Open Meeting Law).

If you wish to speak, please step up to the front table, be seated, and state your name. Your comments must be limited to no more than three minutes and must fall under subjects within the Board's jurisdiction and control. In consideration of others, please avoid repetition or designate a spokesperson to speak on behalf of your group. Although this Board does not restrict comments based upon viewpoint, comments will be prohibited if the contents are willfully disruptive, slanderous, amount to personal attacks or interfere with the rights of other speakers. Comments made during this time will be monitored by the Board Chairperson.

Sandy Harrison commented on new circullum. Her written comments are attached to the end of the minutes.

Garry Leist continued Sandy Harrison's comment.

Jim Davis, Dayton, commented on June 21st meeting. His comments are attached to the end of the minutes.

Deanne Davis, Dayton, commented on on the public's control and the Board's responsibilities. Her written comments are attached to the end of the minutes.

10. PUBLIC PARTICIPATION: Items LISTED on the Agenda: At this time, the public is invited to address the Board on items listed on the agenda over which the Board has jurisdiction.

If you wish to speak, please step up to the front table, be seated, and state your name. Your comments must be limited to no more than three minutes per agenda item, with a maximum of ten minutes total. In consideration of others, please avoid repetition or designate a spokesperson to speak on behalf of your group. Although this Board does not restrict comments based upon viewpoint, comments will be prohibited if the contents are willfully disruptive, slanderous, amount to personal attacks or interfere with the rights of other speakers. Comments made during this time will be monitored by the Board Chairperson.

Deanne Davis, Dayton, commented on Agenda Item 5: Minutes and the Board's obligation to distribute minutes within the time specified. Her written comments are attached to the end of the minutes.

Trustee Hendrix commented on the policy for public participation sections.

Trustee Parsons commented on the public participation sections

11. **CONSENT AGENDA (FOR POSSIBLE ACTION):** Per LCSD Board Policy BDD: Board Meeting Procedures, all matters listed under the consent agenda are considered

routine and may be acted upon by the Board of School Trustees with one action and without discussion. During this meeting, any member of the Board may request that an item be removed from the consent agenda, discussed, and acted upon separately.

- A. Trustee Questions and Answers - No questions were submitted by noon, 7/24/23.
- B. Request for Early Graduation/HSE (confidential)
- C. Request for Leave (confidential)
- D. Annual Report of Sportsmanship Violations (confidential)
- E. Personnel Reports
- F. Travel
- G. Quarter 4 Class Size Reduction
- H. Excess Worker's Compensation Renewal - Warren Reed Insurance
- I. School Bus Purchase
- J. Special Services AB 56 Physical Mechanical Restraint Report
- K. District Financial Report

12. END OF CONSENT AGENDA: MOTION TO APPROVE

Trustee Hendrix made a motion discuss Item E and Item J from the consent agenda.

It was seconded by Trustee Parsons.

The Board voted 2-5 against the motion. Trustee Farr, Trustee Villines, Clerk Peterson, President Cowee, and Trustee McIntyre voted nay.

Trustee Peterson made a motion to approve the consent agenda as presented.

It was seconded by Trustee McIntyre.

The Board voted 4-3 for the motion. Trustee Hendrix, Trustee Parsons, and President Cowee voted nay.

13. ACCEPTANCE OF DONATIONS - no donations received.

14. (For Possible Action) Discussion and possible action regarding the reallocation of budgeted Ameresco Measurement and Verification process funds towards a new energy audit. This item is being presented by the Executive Director of Operations Harman Bains.

Executive Director of Operations Harman Bains presented the history and possibly future of energy savings.

Trustee Peterson made a motion to approve Ameresco to utilize measurement and verification audit funds to be used for a new energy audit.

It was seconded by Trustee Farr.

The motion carried 7-0.

15. (For Possible Action) Discussion and possible action regarding the Booth Parr Field in Yerington. This item is being presented by Executive Director of Operations Harman Bains and Operations & Maintenance Supervisor Kirk McCallum.

Executive Director of Operations Harman Bains discussed the deed and survey needed for the property transfer.

Trustee McIntyre made a motion to approve the update regarding the Booth Parr Field. It was seconded by Trustee Peterson
The motion carried 7-0.

16. (For Possible Action) Discussion and possible action regarding the LCSD Pupil Centered Funding Plan (PCFP) Special Funds Plan for English Learners, At-Risk, Gifted & Talented students. This item is being presented by Deputy Superintendent Tim Logan and Executive Directors Jim Gianotti, Dawn Huckaby, Rachel Stewart, and Harman Bains.

Executive Director of Operations Harman Bains discussed the history for PCSF and the LCSD plans created. Executive Director of Educational Services Jim Gianotti discussed the plans for implimenting the plans with the funded to address the needs of those students At-Risk, EL and GT.

Discussion included salary and funding for the MTSS Coordinators, Gifted & Talented staffing and state requirements for students to qualify, expending all PCSF Special Funds money within the program, and possibility of third-party tutoring in the event staff are not able to fulfill the EL students tutoring needs.

Clerk Peterson made a motion to approve the LCSD Pupil Centered Funding Plan (PCFP) Special Funds Plan for English Learners, At-Risk, Gifted & Talented students. It was seconded by Trustee McIntyre.
The motion carried 7-0.

17. (For Possible Action) Discussion and possible action regarding a reorganization of LCSD business, grants, and human resources offices. This item is being presented by Executive Director of Human Resources Dawn Huckaby, Executive Director of Operations Harman Bains, and Executive Director of Educations Services Jim Gianotti.

Executive Director of Operations Harman Bains discussed the request for reorganization of the district offices. Executive Director of Human Resources Dawn Huckaby reiterated that it is an oportune time to reorganize these position as they are vacant. Executive Director of Educational Services Jim Gianotti emphasizeed CTE is growing and new programs are being added to justify the reorganization of the positions.

Discussion included upgrading position as opposed to eliminating/creating new positions, the annual cost of the upgraded positions, and our ability to fill the upgraded position.

Trustee Villines made a motion to approve the reorganization of the LCSD business, grants, and human resources offices as presented. It was seconded by Trustee Farr
The motion carried 7-0.

18. **(For Possible Action)** Discussion and possible action on agenda items for future board meetings and/or information item requests, including a summary by the superintendent. This item is being presented by Board President Cowee and Superintendent Wayne Workman.

Superintendent Wayne Workman announced our next Board meeting is August 22, 2023, 6:30pm, at Dayton High School. It will include presentation from our Dayton-area principals.

19. **PUBLIC PARTICIPATION:** Items NOT LISTED on the Agenda: At this time, the public is invited to address the Board on items not listed on the agenda over which the Board has jurisdiction. No action may be taken on any subject raised during public comment until the matter has been properly placed on an agenda for a properly noticed meeting pursuant to NRS 241 (Nevada's Open Meeting Law).

If you wish to speak, please step up to the front table, be seated, and state your name. Your comments must be limited to no more than three minutes and must fall under subjects within the Board's jurisdiction and control. In consideration of others, please avoid repetition or designate a spokesperson to speak on behalf of your group. Although this Board does not restrict comments based upon viewpoint, comments will be prohibited if the contents are willfully disruptive, slanderous, amount to personal attacks or interfere with the rights of other speakers. Comments made during this time will be monitored by the Board Chairperson.

Garry Leist commented on the consent agenda procedures.

Jim Davis commented on the Board's policy that questions must be answered immediately, Open Meeting Laws, classroom observations, and the inclusion of the whole community in the education process. His comments are attached to the end of the minutes.

Deanne Davis, Dayton, commented on auditing public. Her comments are attached to the end of the minutes.

20. **ADJOURN:** 8:06 pm

The notice for this meeting was posted at the Lyon County School District Administrative Office and posted to the Lyon County School District website (<http://lyoncsd.org>) and the official website of the State of Nevada (<http://notice.nv.gov>) in accordance with NRS 241.020 (3) (b).

LYON COUNTY SCHOOL DISTRICT STATEMENT OF NONDISCRIMINATION AND ACCESSIBILITY

The Lyon County School District does not discriminate on the basis of race, color, national origin, gender, disability or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Educational Amendments of 1972, section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and Age Discrimination Act of 1975, and any other pertinent statute or requirement. This Non-Discrimination policy covers admission, access, treatment, and employment in the District's programs and activities, including Occupational Education. For information regarding opportunities, policies, or the filing of grievances, contact your school principal.

The Lyon County School District is pleased to provide accommodations for the handicapped or disabled. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify the Administrative Assistant to the Superintendent and Board of Trustees in writing at 25 E. Goldfield Ave., Yerington, NV 89447, email Margaret Heim at mheim@lyoncsd.org, or call (775) 463-6800 Ext. 10034 at least one week prior to the meeting.

School Board Trustees 07/25/2023 Meeting Yerington Highschool Cafeteria

Last month you asked for examples of our concerns regarding the curriculum. I have brought those. Historically 6th graders are taught the beginnings of civilization and how different cultures have impacted the world today. The new curriculum touches on these areas. Historically, the 7th grade has covered Medieval and Modern history. The new curriculum touches on some of these areas with some obvious omissions. Here are my concerns. One of the modules is the Islamic Golden age. While world religions are important to our historical understandings there is no mention of other religions that shaped history especially the history of our country. Judaism and Christianity are suspiciously missing from any mention. I spoke with a 23-year veteran middle school teacher in California. Yes, I said California and they teach all three religions. Why is this new curriculum focusing on one religion and has such a focus that the students are assigned to choose from 8 nominees for a posthumous Nobel Prize. How is this unbiased and critical thinking when religions such as Judaism and Christianity, that play a significant role in history are omitted. Another module focuses on indigenous rights. Module 4 focuses on reparations on past wrongs. Again, why is the focus limited to a specific group? Why is the focus on reparations in the first place, History is to learn from our mistakes not to keep paying for them. History, when properly accounted, demonstrates that land and property have always changed based on leaders and conquest. This does not automatically necessitate the need for reparations. Historically 8th graders are taught the American Revolution, the founding of the United States, the writing of the Constitution, the western expansion, the conflict with Native Americans, and the Civil War. The new curriculum has a one-sided view, specifically the module Writing for Change. Look at this imaginary. We all know, the kids know that the raised fist is associated with the religion of socialism and communism!³⁰ The raised fist is the symbol of

resistance to an oppressive government and have long been used by groups such as BLM, the Black Panthers, Communist Russia, just to name a few. This curriculum starts with the premise that our government is oppressive and must be changed. With no help this mindset of oppression will be engrained into our children. With any encouragement from teachers who agree with this view our children will be indoctrinated. The students are going to be asked to write a persuasive argument on a controversial topic facing the supreme court. Topics 12 and 13 -year-olds are not able to understand. Especially when they are not given a view of all sides of the issue. We are talking about Roe vs Wade, forcing a baker to make a wedding cake for a same sex wedding, men pretending to be women to play in women only sports, etc. With this imagery of the fist, you are setting the stage that the government and the supreme court are oppressive and must be changed. How is this teaching critical thinking when it is clearly one sided?

I am frustrated I cannot see inside the books as this company you are using does not offer previews. It makes one wonder what is being hidden, 4 of you approved this curriculum without an opportunity for parents to see it because the availability was last minute, and the location was here in Yerington making it difficult if not impossible for the working parent. You voted to approve the curriculum without proper vetting and further voted to restrict parents from being able to review or question your actions. This board nor the publisher is transparent, causing us to wonder what are you hiding!?



Comments for 7-25-23 LCSD Board Meeting – Part 1
Public Comment for Non-Agenda Items - Agenda Item 9

My name is Jim Davis and I wish my comments to be included in the published minutes for this meeting.

I attended the June 27th School Board meeting in Silver Springs. During the meeting several new concerns came about that I'd like to comment on.

1. One person making public comment (who I understand to be Casandra Cowee) spoke disparagingly of others making public comment. She called certain attendees "followers" (YouTube video mark 2:39:02, <https://www.youtube.com/watch?v=nkMo-bSporQ>), insinuating they belonged to a cult. She may have even said the word "cult", but the audio was so poor, this isn't certain. Most of her time was taken up with comments **about** the other commenters and **to** the other commenters, and not addressing the actual agenda topic in discussion.

These comments violate the school board's policies of not speaking disparagingly and also the policy that the comments must be about the agenda item.

2. At one point Mrs. Cowee instructed the public "**They can't answer you back.**" (YouTube video mark 2:38:04).

While the board may not be legally obligated to answer public questions, there is certainly no law prohibiting you from answering. Any board member interested in serving the public would be willing to answer questions. Unfortunately, it seems to be the culture of this board to choose **not** to answer public questions. So much so that Mrs. Cowee believes you are not even allowed to answer questions.

To the contrary, LCSD Board Policy (Policy BDD, Revised 4/25/17) specifically states:

"Questions asked by the public, when possible, will be answered immediately by the President or referred to staff members for a reply. Questions requiring investigation may, at the discretion of the President, be referred to the superintendent for a response at a later time."

I believe the people of Lyon County expect the board to adhere to the board's own policy and whenever possible, answer questions immediately.

3. At another point Mrs. Cowee said “...***admittedly there may be some misunderstanding, specifically about how board meetings run. I think it's important to point out that discussion on items don't happen at board meetings.***” (YouTube video starting at mark 2:37:42)

I am certain that the board is aware that NRS241, prohibits “quarumed” private discussions among board members for items falling under ***Open Meetings law.***

If not at public board meetings, please help me to understand when and where board members discuss agenda items.

4. Next, Mrs. Cowee states “***If you want your voices heard, you email, you call...***” (YouTube mark: 2:38:10)

On June 19th, 2023 I emailed all seven board members and I got only one response.

I also mailed letters to all seven board members and received only one response.

This demonstrates that neither emails nor mail are an effective way to communicate with the board.

Perhaps Mrs. Cowee's emails have a higher priority than mine.

Non-Agenda Items

My name is Deanne Davis, citizen of Dayton

I would like my comments included in the minutes as a public record.

I would like to remind everyone the reason this School Board exists because they seem to have forgotten.

In the Nevada Open Meeting Law Manual p.67 it says:

“The Legislature finds and declares that all public bodies exist to aid in the conduct of the people’s business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly . . . the court of appeals added a humbling message:

‘The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over instruments they have created.’ “

In case that was not clear, You are the public body. You exist to do our business and what goes on in the schools is our business. You are our servants. You work for us. We insist on staying informed about what you are doing because you are an instrument that we control. We created you. If this instrument is not working properly, we can choose to fix it or replace it with a better model.

Honestly, I don’t know why any of you would want to be on the school board. It sounds like a very difficult job being a servant. Let’s look at some of the duties required of you and think about whether or not you are accomplishing them.

In the Board Policies under the heading Board Goals – it says

“The board is **responsible to the people** for whose benefit the district has been established.” – it’s not just for the kids, the district has a duty to the tax-payers who fund the schools, and to the community who depends on

people being educated to take jobs and contribute to our society. My observation is the board is not being responsible to the people.

“The board’s primary responsibility is to establish policies, programs which will **best produce educational achievements**.” - It’s clear that students are not achieving to the level that we need. The board is not meeting their primary responsibility.

“It must **seek the involvement of the public DURING the decision-making process**.” – last month the board voted to shut down public input during the decision-making process. This is the exact opposite of the board goals.

“The board will **maintain effective communication with the public to maintain awareness of attitudes, opinions, desires and ideas**” – instead the board is shutting down effective communication, and is disregarding the strongly expressed opinions and desires of the public. This is another violation of board policy.

“The board will **solicit and encourage broad-based involvement of the public in the board’s decision-making process**.” - I ask the question: How is the board soliciting broad-based involvement? Are they encouraging the public’s involvement or are they expressing with their rudeness and their eye-rolls that they wish we weren’t here? Their disdain for the public is yet another violation of board policy.

Under the heading Board Powers and Duties – it says

“The board is responsible for providing direct means for keeping informed about the needs and wishes of the public and for keeping local citizens informed about the schools.” – How is the board finding out about the needs and wishes of the public? Last month I challenged you to take a survey about parent satisfaction with the school district, and president Cowee agreed this was a great idea, yet I don’t see an agenda item addressing this topic.

I am hereby making a formal request in writing for an agenda item to be added to the August meeting about how to conduct a survey, not just of parents, but of all citizens of Lyon County, inviting them to express their concerns about our school district, and to make suggestions about how to improve. This could easily be done at no cost with an online survey. If you

need help creating it, I'm certain there are many people here, including me, who would volunteer to help in this effort.

Thank you for reviewing the board goals and policies. I hope that you will remember the board has a duty to the public: to the tax-payers who fund the schools, and to the community who depends on everyone being educated. You also have a duty to the voters who entrusted you to do all these things. And if being a public servant is too difficult for you, if this is not what you signed up for, I invite you to resign.

**LYON COUNTY SCHOOL DISTRICT
BOARD POLICY**

BA

BOARD GOALS

The Board is responsible to the people for whose benefit the district has been established. Further, the Board's current decisions will influence the future course of education in the district's schools. By virtue of this responsibility, the Board and each of its members must look to the future and to the needs of all district citizens. This requires a comprehensive perspective and long-range plan in addition to addressing immediate problems.

The Board's primary responsibility is to establish policies, purposes and programs, and procedures which will best produce educational achievement. The Board is charged with accomplishing this while also being responsible for wise management of available resources. The Board must fulfill these responsibilities by functioning primarily as a legislative body which formulates and adopts policy. Further, it must carry out its functions openly and seek the involvement of students, staff, and the public during its decision-making processes.

In accordance with these principles, the Board, through its operations, will seek to achieve the following goals to:

1. Concentrate the Board's collective effort on policy-making and planning responsibilities;
2. Formulate Board policies that best serve each student's educational interests;
3. Provide the superintendent with sufficient and adequate guidelines for implementing Board policies;
4. Maintain effective communication with the students, staff and the public to maintain awareness of attitudes, opinions, desires and ideas;
5. Conduct Board business openly, soliciting and encouraging broad-based involvement of the students, staff and the public in the Board's decision-making processes;
6. Review and update Board goals every year.

Policy BA
Revised 02/23/21

BOARD POWERS AND DUTIES

The Legislature of the state of Nevada delegates to the Board responsibility for the conduct and governance of schools. The general powers granted to the Board are:

1. Legislative or Rule-Making Authority

In regular or special public meetings, after open discussion and after members' votes are recorded, the Board will establish rules or policy to govern the conduct of its members and the proceedings of the Board.

The Board shall establish policies for governing schools and students consistent with State Board of Education rules and with local, state, and federal laws.

The Board is responsible for providing adequate and direct means for keeping informed about the needs and wishes of the public and for keeping local citizens informed about the schools.

2. Judicial Authority

As provided by law, policy or contract, the Board acts as a fact-finding body or a court of appeal for staff members, students, and the public when issues involve Board policies or agreements and their implementation, and when the Board must determine the rights, duties, or obligations of those who address the Board.

3. Closed/Administrative Authority

The Board will appoint a superintendent delegated to establish administrative regulations to implement Board policy and goals. The Board will evaluate the superintendent's performance.

The Board may establish academic and financial goals for the district and evaluate the superintendent's implementation of those goals.

The Board will oversee the district's financial affairs by authorizing, appropriating, and adopting budgets and by proposing local option or bond elections, when appropriate and as allowed by law, to provide for program operation and maintenance or acquisition of district property.

The Board will authorize the superintendent to approve payment on all contracts and business transactions of the district in accordance with Board policies on purchasing and budget requirements. The Board will provide for an annual audit of the district's assets.

invited to present concerns during the public comment portion of the agenda. Public speakers will identify themselves for inclusion in the minutes.

At the discretion of the Board President, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by coming forward DURING PUBLIC COMMENT or by respectfully requesting the opportunity during the discussion portion of an agenda item.

Any person who is invited by the President to speak to the Board during a meeting should state his/her name and, if speaking for an organization, the name and identity of the organization. A spokesman should be designated to represent a group with a common purpose.

Statements by members of the public should be brief and concise. The President may use discretion to establish a time limit on discussion or oral presentation by visitors.

Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the President.

Petitions

A visitor speaking during the meeting may introduce a topic not on the published agenda DURING PUBLIC COMMENT. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study. No action will be taken in response to a petition before the next regular meeting.

Questions asked by the public, when possible, will be answered immediately by the President or referred to staff members for reply. Questions requiring investigation may, at the discretion of the President, be referred to the superintendent for response at a later time.

The Board President should be alert to see that all visitors have been acknowledged and thanked for their presence and especially for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

Criticisms of Staff Members

Speakers may offer objective criticism of district operations and programs, but the Board will not hear complaints concerning individual district personnel. The President will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

**Legal Reference(s): NRS 241, 281, 281A and 392
LCSD Board Policy GBBH: Employment of Relatives**

Policy BDD
Revised 4/25/17

BOARD OFFICERS

At its first scheduled meeting after January 1, the Board will elect one of its members to serve as President and one to serve as Clerk. No member of the Board may serve as President more than four years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following January.

The Board President will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign official documents that require the signature of the President;
5. Represent the District and the Board at official functions, unless this duty is delegated by the Board President to another Board member;
6. Appoint all committees [and will be an ex-officio member of all such committees] unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

In the absence, incapacitation or death of the President, the Clerk will perform the duties of President and, when so acting, will have the President's powers. The Clerk will perform other functions as designated by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes, and perform related work as assigned by the superintendent or requested by the Board President. These duties will include, but not be limited to, the following:

→ Margaret Heim?
Admin Asst.

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies.

- Donations – Donations will be considered a consent agenda item but will be voted on separately to allow the Board to publicly acknowledge the donor

The agenda will follow a general order established by the Board. Opportunities for the audience to be heard will be included prior to the Consent Agenda and at the end of the Regular Agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

The agenda, together with supporting materials, will be distributed to Board members at least three full working days prior to the meeting. The agenda will be available to the press and to the public through the superintendent's office at the same time it is available to the Board members. Request for mailing must be submitted to the superintendent's office in writing. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted in each school facility, the official website of the State of Nevada (<http://nv.gov>) and the district web site (www.lyoncsd.org) three working days prior to the meeting per open meeting law.

The District will ensure equally effective communications are provided to qualified persons with disabilities upon request as required by the Americans with Disabilities Act.

CONDUCT OF BOARD MEETINGS

The rules of parliamentary procedure contained in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards" as modified by the Board will govern the Board in its deliberations. Discussion by Board members will be unlimited as long as it applies to the motion before the Board or the matter under consideration. The Board may vote to limit discussion and the President will confine discussion to the matter before the Board. The President may limit the time of any citizen appearing before the Board so that all who wish to be heard may have the opportunity.

MINUTES OF BOARD MEETINGS

The Board secretary will take written minutes of all Board meetings. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the dissenting vote of each member by name;

4. The substance of any discussion on any matter;
5. Any other information required by law.

All minutes shall be available to the public per requirements of Nevada's Open Meeting Law. The public and patrons of the district may receive, upon request, copies of approved current minutes at the administration office. Minutes need not be approved by the Board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and superintendent.

The District will maintain and make available to staff and other interested patrons an updated copy of the meeting minutes.

Closed Sessions:

The Board may meet in closed session to discuss subjects allowed by statute per NRS 241. Closed sessions may be held during regular, special, or emergency meetings for any reason permitted by law. Content discussed in closed sessions is confidential.

If a closed session is held regarding a student matter, the following shall not be made public: the name of the minor student; the issue, including a student's confidential medical records and that student's educational program; the discussion; and each Board member's vote on the issue.

PUBLIC PARTICIPATION IN BOARD MEETINGS

All Board meetings, with the exception of closed sessions, will be open to the public. The Board invites district citizens to attend Board meetings to become acquainted with the program and operation of the district. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual. All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternative, equally effective means of communication will be used.

Procedures for Public Participation in Meetings

During an open session of a Board meeting, members of the public are specifically

My name is Jim Davis and I wish my comments to be included in the published minutes for this meeting.

In continuation of my earlier comments...

5. Mrs. Cowee continued her instruction to the public about having the public's voice heard "**You come into the classroom and see what's going on.**" (YouTube mark: 2:38:20)

Are classrooms open for public observation?
If so, what's the process so that I can come into the classroom?

6. Mrs. Cowee's statements continue "**Parsons and Hendrix, you don't have kids in our school district**": (YouTube mark: 2:39:27)
This insinuates that only parents of kids in the district should be board members or have a stake in the operation of the schools.

This couldn't be further from the truth. Three points to be made here:
a.) It's such a fundamental tenet in the United States that Federal law and laws of all 50 states make 12 years of education compulsory for the public interest. This benefits the student, but of course the community, state and country.
b.) This is so important that not only is education compulsory, but that government buys property, builds schools, and employs countless people in the operation of government education systems.
c. Not only does the government compel education and operate schools, but also taxes citizens for the operation of these schools. Schools are most definitely NOT just for the benefit of students/parents, but the entire nation.

About 39% of my Property Taxes are specifically allocated to the LCSD.

7. Among the LCSD Boards written goals are:

*“4. Maintain effective communication with the students, staff and the **public** to maintain awareness of attitudes, opinions, desires and ideas;*

*5. Conduct Board business openly, soliciting and encouraging broad-based involvement of the students, staff and the **public** in the Board’s decision-making processes;”*

It certainly appears as if the board seeks to diminish both

a.) the information provided to the public and

b.) the public’s role in the board’s decision-making process.

a.) Lack of information provided to the public is apparent in the board’s unwillingness to answer public questions, and the appearance of holding meetings outside of public view.

b.) Disinterest in the public’s role in the board’s decision-making process is evidenced by not having a single board member’s vote changed on the “Public Comment” topic, ignoring 25 people speaking against this policy change and by the recent policy change itself restricting the public’s opportunity to make comments to the board.

LCSD Board Meeting

7/25/23 – 6:30 pm Yerington High School MPR/Café

My name is Deanne Davis, citizen of Dayton

I would like my comments included in the minutes as a public record.

Regarding **Agenda Item #5 – missing minutes**

I would like to remind everyone of the board policies – posted on LCSD website under board documents which I invite you to review.

Under the heading - Board Officers it says

“The Superintendent shall designate a staff member to prepare and distribute minutes **in advance** for approval.”

Minutes of the June meeting were NOT made available to the public in advance of this meeting, and in fact are still not available.

I understand the duty to prepare and distribute the minutes is normally given to the superintendent’s Administrative Assistant, Mrs. Heim. In a reply to an email I sent to Mr. Workman, he stated that Mrs. Heim had a severe medical emergency. I’m very sorry to hear this and we all wish her a speedy recovery.

However, if there is some “unforeseen circumstance,” as stated on the agenda today, as to why the minutes cannot be prepared, it is still the board’s obligation to distribute the minutes as required by law within the time specified.

According to Nevada Open Meeting Law, “minutes are declared to be public records and must be available for inspection by the public within 30 working days after the meeting is adjourned.”

If for some reason the minutes have not yet been approved, “the **unapproved minutes** must be made available within the time specified” and must be labeled as draft.

(continued →)

In the classroom, if the regular teacher is not available, we make sure to have a substitute. Hopefully you would never just cancel class or leave the children unsupervised if a teacher was absent. Since preparing and dispersing the minutes is such an important part of the board's legal responsibility and includes a strict time limit, **I would like Superintendent Workman to explain to us his back-up plan for preparing and distributing the minutes in case there is an unforeseen circumstance.**

Furthermore, NRS 241 requires that written minutes be kept of each meeting **regardless of whether the meeting was open or closed** to the public. It also specifies such minutes must include not just the time and attendance, but the substance of all matters discussed, though I assume confidential details may be redacted. This school board does not appear to keep **any** such minutes of their monthly closed sessions as required by law. **Can someone from the board please clarify whether minutes of closed sessions are kept, and if so, why the substance of these meetings is not shared with the public as required by law?**

Sutro Elementary



Attitude of Gratitude

My name is Sophia and I am successful at Sutro Elementary School
because of Mrs. Leh

I want to thank him/her for

Teaching us amazing fun ways of math
to make time fly by. ALSO for being
super nice and helping us.
Mrs. Leh also spends time to help us
understand math. She's the best teacher
ever.



Attitude of Gratitude

My name is Nina Ann Williams and I am successful at _____
student name

Silver Stage Middle because of Mr. Wass, Mr. Wier.
school name teacher/staff member's name

I want to thank him/her for always being helpful to me
and my brother I want to thank Mr. Wier for
teaching me all that I do not now
well and that is very helpful for
me and always very kind.

Signed: _____

student signature



Attitude of Gratitude

My name is Unique Ortega and I am successful at _____
student name

Fernley Intermediate School because of Mrs. Migal
school name teacher/staff member's name

I want to thank him/her for always helping students
and stay be happy and never to give
up on what you successful at
even when there is hard times to just
get through because we never know what
life throws at us we just have to pick
it up and keep on going and thats
what Mrs. Migal is getting at.

Signed: Unique Ortega
student signature



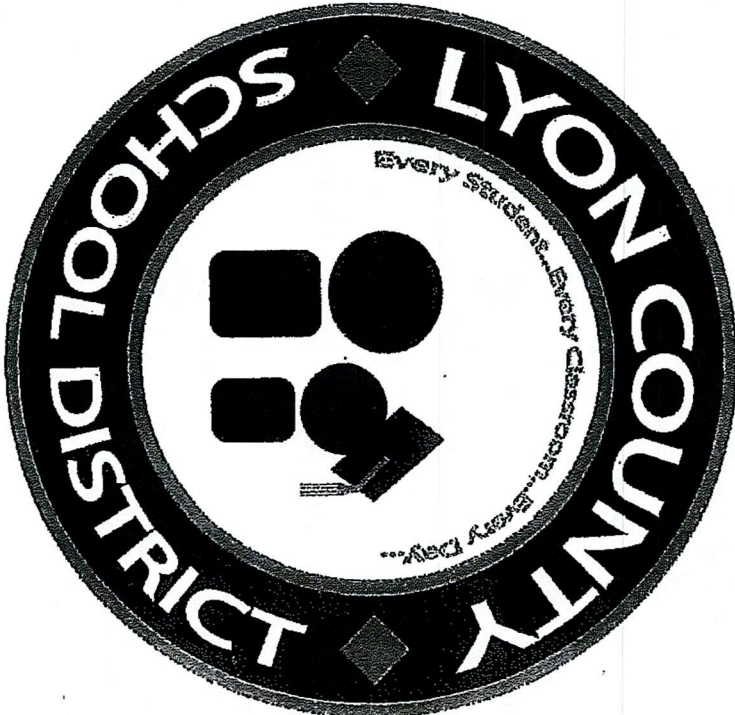
Attitude of Gratitude

My name is Lorain Johnson and I am successful at _____
student name

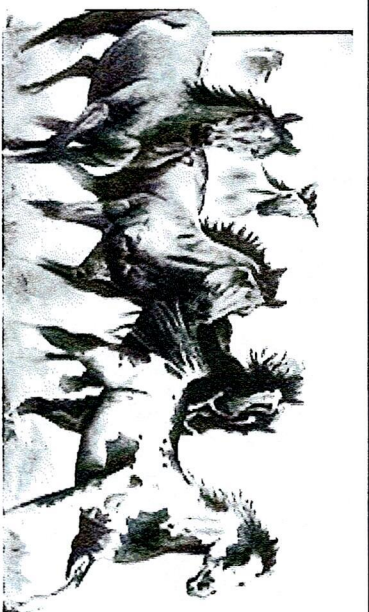
Lyncaunty school because of Mrs. Baratti
school name district teacher/staff member's name

I want to thank him/her for Being one of my favorite
teachers at SSNS, I am gonna miss
you when you retire! Thank you for
this year!

Signed: Jorain
student signature



Sutro Elementary



Attitude of Gratitude

My name is Bolinda and I am successful at Sutro Elementary School
because of MS SUTRO/LAND.

I want to thank him/her for

Teaching me a lot of stuff
now I am smart hi ms sutro/land
you are the best!!!!





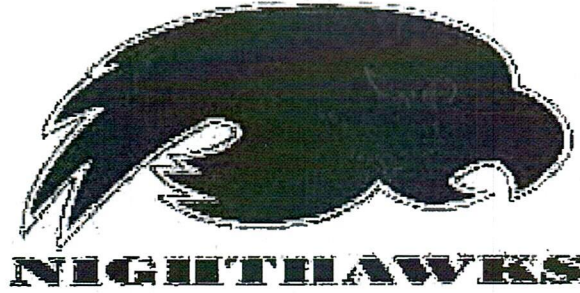
Attitude of Gratitude

My name is Lidia Bybee and I am successful at my school, Sutro Elementary
School because of the hard work I can do.

I want to thank him/her for

their hard work. Dear Mrs. Darnell, you have helped every one in the school, you have helped me with my reading, my writing, my spelling, and my math. Its awesome you get to do that stuff you are a very lucky teacher!!!!





Attitude of Gratitude

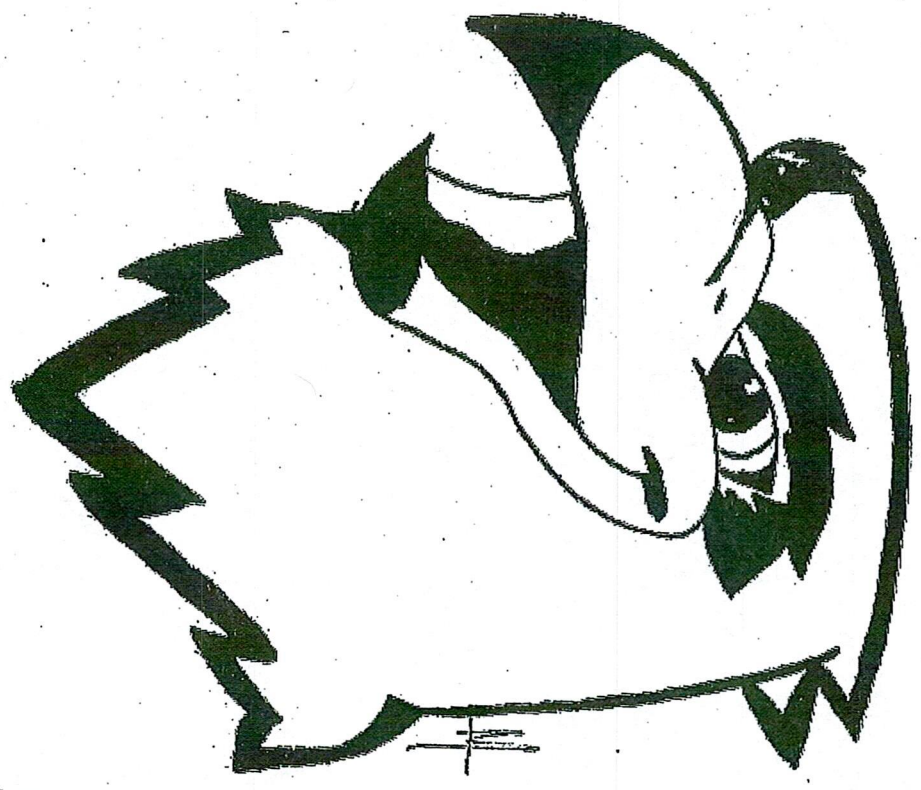
My name is Shailean Vreeland and I am successful at my school, Silver Stage Elementary because of Mrs. Roberts.

I want to thank him/her for

Mrs. Roberts because she helps me with my work and she is the nicest person ever



ATTITUDE OF GRATITUDE



My name is Indi and I am successful at _____
student name

Riverview Elementary School, because of Mrs. Robson
school name teacher/staff member's name

I want to thank him/her for helping me feel
better every day since I moved
to this school and I will
thank her for making my
brain become big brain.

Signed: _____

A handwritten signature in brown ink, appearing to be 'Indi' with a decorative flourish underneath.

student signature

LYON COUNTY SCHOOL DISTRICT LICENSED

PERSONNEL REPORT LIC 0801 – August 22, 2023

That the Board of Trustees approves the following recommendations:

HIRINGS:

SCHOOL/SITE	POSITION	NEW	EST	FUNDED BY and BOARD APPROVAL DATE {if new position}	EFF. DATE	NAME OF RECOMMENDED EMPLOYEE
East Valley Elementary	Teacher		X	(A. Christian)	8/25/23	Sharlene Robertson
East Valley Elementary	Teacher	X		IEP Requirement SPED Funded	8/25/23	Adrea Staller
East Valley Elementary	Psychologist		X	Intern	8/15/23	Michaela Logan
East Valley Elementary	Teacher		X	(R. Brooks)	8/25/23	Robin Brooks
Fernley Elementary	Teacher		X	(D. McGinnis)	8/25/23	Michael Doucette
Fernley Elementary	Teacher		X	(C. Sandberg)	8/25/23	Cory Sandberg
Fernley High	Teacher		X	(S. Stubbs-Grepel)	8/25/23	Callie Carpenter
Fernley High	Teacher		X	(M. Baltzell)	8/25/23	Angela Leavell
Silver Springs	Psychologist		X	(C. Kawakami)	8/1/23	Laura Gutierrez
Silver Stage High	Teacher		X	(H. Anderson)	8/25/23	Mark Gradillas
Silverland Middle	Teacher		X	(A. Gavin)	8/25/23	Katherien Eads
Silverland Middle	Teacher		X	(S. Fellows)	8/25/23	Gordon Cornell
Yerington Elementary	Teacher		X	(J. Kersch)	8/25/23	Kory Bull
Yerington Elementary	Teacher		X	(V. Stanley)	8/25/23	Valerie Stanley

SEPARATIONS: None

LYON COUNTY SCHOOL DISTRICT

CLASSIFIED

PERSONNEL REPORT CL 0801– August 22, 2023

That the Board of Trustees approves the following recommendations:

HIRINGS:

SCHOOL/SITE	POSITION	NEW	EST.	FUNDED BY and BOARD APPROVAL DATE	EFF. DATE	Name of Recommended Employee
Cottonwood Elementary	Classified Instructor		X	(D. Johnson)	9/1/23	Tara Crespo
Cottonwood Elementary	Paraprofessional		X	(K. Falin)	9/1/23	Tory Portillo
Cottonwood Elementary	Paraprofessional		X	(L. Estrada)	9/1/23	Kendra LeBlanc
District Office	Secretary Aide-GYO		X	(A.Powell)	8/21/23	Terri Gahr
East Valley Elementary	Paraprofessional	X		IEP Requirement SPED Funded	9/1/23	Sabrina Thomas
Fernley Elementary	Custodian		X	(S. Cantacessi)	8/21/23	Alexis Maldonado
Fernley High	Paraprofessional		X	(A.Leavell)	9/1/23	Jennifer Holland
Fernley Intermediate	Classified Instructor		X	(M. Tarner)	9/1/23	Tina Andrews
Fernley Intermediate	Paraprofessional		X	(J. Presto)	9/1/23	Summer Hemenway
Fernley Intermediate	Paraprofessional	X		IEP Requirement SPED Funded	9/1/23	Eva Fernandez
Fernley Transportation	Bus Driver		X	(T. Dunnuck)	9/1/23	Christian McNeill
Silver Stage Elementary	Paraprofessional	X		IEP Requirement SPED Funded	9/1/23	Karla Toro Duenas
Silver Stage High	APEP- Aide		X	(A.Watkins)	9/1/23	Logen Ornelas
Silver Stage Middle	Custodian		X	(T. Bennett)	8/7/23	Joshua Baker
Silver Stage Middle	Psych. Secretary		X	(C. White)	9/1/23	Monica VanTassel-Cumming
Silver Stage Middle	Paraprofessional		X	(A.Ely)	9/1/23	Faith Ambler
Sutro Elementary	Paraprofessional	X		IEP Requirement SPED Funded	9/1/23	Megan Walker
Sutro Elementary	Paraprofessional	X		IEP Requirement SPED Funded	9/1/23	Christina Barcelles

SEPARATIONS:

SCHOOL/SITE	POSITION	EFF. DATE	EMPLOYEE
Dayton Elementary	Custodian	8/4/23	Christopher Wright
Dayton High	Paraprofessional	6/2/23	Shauna Fox
Dayton Transportation	Bus Driver	6/2/23	Matthew Durrer
District Wide Transportation	Bus Driver	6/2/23	Annette Reed
East Valley Elementary	Paraprofessional	6/2/23	Carlie Keever
Fernley Intermediate	Secretary Aide	6/9/23	Kimberly Hobson
Fernley Transportation	Bus Driver	6/2/23	Tina Dunnuck
Fernley Transportation	Bus Driver	6/2/23	Rebecca Haynes
Riverview Elementary	Nurse	6/2/23	Shannon Neal
Silver Stage Elementary	Classified Instructor	6/2/23	Dawn Swiger
Silver Stage Elementary	Paraprofessional	6/2/23	Michaela Wardrobe
Silverland Middle	Paraprofessional	6/2/23	Mistine Pagni
Yerington High	School Secretary	8/18/23	Faviola Zendejas
Yerington Transportation	Bus Paraprofessional	6/2/23	Jessica Katting

	DAC	Description	Name
1	DAYTON HIGH SCHOOL	Xduty - Baseball Head	GARCIA, VINCENT V
2	DAYTON HIGH SCHOOL	Xduty - Football Assistant	BERNTSON, SKYLER
3	FERNLEY HIGH SCHOOL	Xduty - Band Assistant Marching Pep HS	SKUBINNA, STACY
4	FERNLEY HIGH SCHOOL	Xduty - Cheerleader Fall Assistant	FUENTES, DELUVENA M
5	FERNLEY HIGH SCHOOL	Xduty - Cheerleader Fall Head	RASCHE, ERIKA
6	FERNLEY HIGH SCHOOL	Xduty - Cheerleader Winter Assistant	FUENTES, DELUVENA M
7	FERNLEY HIGH SCHOOL	Xduty - Cheerleader Winter Head	RASCHE, ERIKA
8	FERNLEY HIGH SCHOOL	Xduty - Class Advisor 10,11,12	KINGSTON, JACKIE
9	FERNLEY HIGH SCHOOL	Xduty - Class Advisor 10,11,12	CHAPIN, DIANE
10	FERNLEY HIGH SCHOOL	Xduty - Class Advisor 10,11,12	WHITEHEAD, PATRICK
11	FERNLEY HIGH SCHOOL	Xduty - Class Advisor 9	KUNTZ, HEATHER
12	FERNLEY HIGH SCHOOL	Xduty - Cross Country HS Head	SLATER, KRISTIAN
13	FERNLEY HIGH SCHOOL	Xduty - Dance/Drill HS Fall	BOONLUA, LAKEN A
14	FERNLEY HIGH SCHOOL	Xduty - Dance/Drill HS Winter	BOONLUA, LAKEN A
15	FERNLEY HIGH SCHOOL	Xduty - Football Assistant	MCCULLAR, JACOB
16	FERNLEY HIGH SCHOOL	Xduty - Football Assistant	WARD, CHRISTOPHER
17	FERNLEY HIGH SCHOOL	Xduty - Football Assistant	PAULSEN, BERTON W
18	FERNLEY HIGH SCHOOL	Xduty - Football Assistant	CHAPIN, THOMAS J
19	FERNLEY HIGH SCHOOL	Xduty - Football Assistant	MOORE, AARON A
20	FERNLEY HIGH SCHOOL	Xduty - Football Head	SLOAN, ANFERNEE
21	FERNLEY HIGH SCHOOL	Xduty - Golf Girls	O'NEILL, BRIAN
22	FERNLEY HIGH SCHOOL	Xduty - MTSS Program Facilitator	WHITEHEAD, PATRICK
23	FERNLEY HIGH SCHOOL	Xduty - Play Director HS Fall	FERGUSON, TARA
24	FERNLEY HIGH SCHOOL	Xduty - Play Director HS Spring	FERGUSON, TARA
25	FERNLEY HIGH SCHOOL	Xduty - Soccer Boys Assistant	MESSERSCHMIDT, MARK C
26	FERNLEY HIGH SCHOOL	Xduty - Soccer Boys Head	GALLAGHER, MATTHEW J
27	FERNLEY HIGH SCHOOL	Xduty - Soccer Girls Assistant	KRELLER, KENT
28	FERNLEY HIGH SCHOOL	Xduty - Soccer Girls Assistant	DICKSON, AMY L
29	FERNLEY HIGH SCHOOL	Xduty - Soccer Girls Head	VALENTINE, TAMMI
30	FERNLEY HIGH SCHOOL	Xduty - Volleyball HS Assist	FILLMORE, JILLIAN M
31	FERNLEY HIGH SCHOOL	Xduty - Volleyball HS Assist	KNUTSON, JORDAN E
32	FERNLEY HIGH SCHOOL	Xduty - Volleyball HS Assist	DILLON, MARION E
33	FERNLEY HIGH SCHOOL	Xduty - Volleyball HS Head	WILHELM, ZACHARY G
34	FERNLEY INTERMEDIATE SCHOOL	Xduty - Academic Fair, School MS	CROW, COLLENE M
35	FERNLEY INTERMEDIATE SCHOOL	Xduty - Academic Fair, School MS	WELLER, JESSIE
36	FERNLEY INTERMEDIATE SCHOOL	Xduty - Academic Olympics Advisor MS	CROW, COLLENE M
37	FERNLEY INTERMEDIATE SCHOOL	Xduty - Activity Director MS	FAGUNDES, CARLIE
38	FERNLEY INTERMEDIATE SCHOOL	Xduty - Cross Country MS Assistant	WICKENDEN, NATASHA
39	FERNLEY INTERMEDIATE SCHOOL	Xduty - Cross Country MS Head	O'NEILL, MARCI
40	FERNLEY INTERMEDIATE SCHOOL	Xduty - Play Director MS No Class Fall	O'NEILL, MARCI
41	FERNLEY INTERMEDIATE SCHOOL	Xduty - Play Director MS No Class Spring	O'NEILL, MARCI
42	FERNLEY INTERMEDIATE SCHOOL	Xduty - Site Webmaster/School Technology Assistant	MARTINEZ, PAMELA
43	FERNLEY INTERMEDIATE SCHOOL	Xduty - Track MS Assistant	WELLER, JESSIE
44	FERNLEY INTERMEDIATE SCHOOL	Xduty - Track MS Head	DICKSON, AMY L
45	SILVER STAGE MIDDLE SCHOOL	Xduty - Basketball Girls 7	WILEY, JOSHUA M
46	SILVER STAGE MIDDLE SCHOOL	Xduty - Basketball Girls 8	JONES, REESE K
47	SILVER STAGE MIDDLE SCHOOL	Xduty - Newspaper MS, No Class	ALLRED, CHELSEA L
48	SILVERLAND MIDDLE SCHOOL	Xduty - Basketball Girls 7	KINGSTON, ELLIE J
49	SILVERLAND MIDDLE SCHOOL	Xduty - Basketball Girls 8	KINGSTON, THOMAS
50	YERINGTON HIGH SCHOOL	Xduty - Dance/Drill HS Fall	MATTICE, CRYSTAL
51	YERINGTON HIGH SCHOOL	Xduty - Football Assistant	GALVIN, MATTHEW
52	YERINGTON HIGH SCHOOL	Xduty - Football Assistant	REYES, GEORGE A

	DAC	Description	Name
53	YERINGTON HIGH SCHOOL	Xduty - Football Assistant	ERIKSEN, TRINITY
54	YERINGTON HIGH SCHOOL	Xduty - Football Head	POPE, BRAD
55	YERINGTON HIGH SCHOOL	Xduty - Golf Girls	FARINA, MICHELLE
56	YERINGTON HIGH SCHOOL	Xduty - Soccer Boys Assistant	HERNANDEZ AGUIRRE, ALEXANDER
57	YERINGTON HIGH SCHOOL	Xduty - Soccer Boys Head	SANCHEZ-GUERRERO, MIGUEL
58	YERINGTON HIGH SCHOOL	Xduty - Volleyball HS Assist	ROGERS, SAVENA A
59	YERINGTON INTERMEDIATE SCHOOL	Xduty - Athletic Director MS	SCIARANI, ANGELA N
60	YERINGTON INTERMEDIATE SCHOOL	Xduty - Basketball Girls 8	LEE, REBECCA

Lyon County School District
Volunteer Report

August 22, 2023

	School Site	Volunteer Position	Name
1	Dayton High	Girls Basketball	Darin Miller
2	Dayton High	Girls Basketball	Melissa Harder
3	Dayton High	Girls Basketball	Willoughby McGrew
4	Fernley High	Color Guard	Shery Cathel
5	Fernley High	Color Guard	Tamara Thomas-Funcannon
6	Fernley High	Color Guard	Malinda Skubinna
7	Fernley High	Color Guard	Alexis Funannon
8	Fernley High	Football	John Chappell
9	Fernley High	Music Boosters	Mirandy Lewis
10	Fernley High	Music Boosters	Penny Sherman
11	Silver Stage High	Volleyball	Kendra Sinclair
12	Yerington High	Football	Mark Kosak

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

NOTE: All travel MUST have prior approval of the Superintendent or Board of Trustees. All requests must be submitted to the district office a minimum of FOUR (4) WEEKS PRIOR to a Board Meeting. A written report is due to the district office within two weeks of return. See LCSD Board Policy DG: Travel Policy for all requirements.

NAME(S) Of Attendees Shannon Hirman and Tamara Roseberry DATE of request: 7/28/2023

SCHOOL District Office

NAME OF CONFERENCE: Handle With Care Instructor Re-Certification Training
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Denver, CO

DATE OF DEPARTURE: September 12, 2023 DATE OF RETURN: September 14, 2023

Training/Travel/Conference is (check all that apply):
 Mandated by the state Mandated by the district
 Needed for certification/licensing Related to the District Performance Plan
 Performance Plan Related to our School
 Performance Plan Related to a specific program/course Other

Provide a detailed description below of the focus of the conference, and how attending will have a positive impact on climate, culture, and student learning.

Handle With Care is the most thoroughly engineered behavior management training program in existence. Offering verbal de-escalation, personal defense, passive holding (restraint) and instructor training.

Handle With Care specializes in safely managing behaviorally challenged and disruptive behavior.

Handle With Care's training model is considered the "standard of best practices" in behavior management and safe physical intervention and is taught throughout the entire spectrum of the human services environment and schools

These ladies do not need the full training. They will only be attending the 1 day recertification training.

TRAVEL APPROVED: Yes No

7/31/23 Date

Rachel Stewart
Site administrator or supervisor signature

TRAVEL APPROVED: Yes No

Date 7/31/23

[Signature]
Superintendent or designee signature

District Office Use Only

Received by District Office: _____ Date: _____

Board Approved: Yes () No () Date: _____

Please ensure that you read and comply with Lyon County School District Policy DG: Travel Policy when completing this form and submitting for reimbursable items. Properly mark the funding source of the travel.

ESTIMATED EXPENSES

If funded by a grant or other, specify grant/other name here: IDEA Special Education Part B

	<u>Total</u>	<i>District Office</i>	<i>Grant</i>	<i>School Site</i>	<i>Other</i>
BUDGET# 280.639.0000.200.2213.331.10000.00.000 Registration Fees: Attendees <u>2</u> x <u>525</u> Reg. fee \$	1,050.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.639.0000.200.2213.580.10000.00.000 Travel By: <u>Southwest Air (2X388)</u> \$	776.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Air, district car, private car for personal convenience, etc.)</i>					
BUDGET# 280.639.0000.200.2213.580.10000.00.000 Lodging: Room rate \$ <u>136</u> x <u>2</u> nights \$	272.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) <u>lodging receipts must be obtained and sent to District Office upon return.</u>					
Meals: Breakfast \$ <u>18</u> x <u>2(2)</u> days \$	72.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ <u>20</u> x <u>2(2)</u> days \$	80.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ <u>36</u> x <u>2(2)</u> days \$	144.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ <u>5</u> x <u>3(2)</u> days \$	30.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes: # of Days _____ X \$ _____/day		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.) \$	100.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation) \$	2524.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL EXPENSES \$					

****FAILURE TO COMPLETE ANY PART OF THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND/OR TRAVEL DENIED.**

Conference Dates & Times: **September 13, 2023 9:00 AM to 5:00 PM**

Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center): **DoubleTree Denver Central Park**

Do you need airline reservations? Yes No

Note: Conference registration and travel arrangements will only be made after school board approval. Only airfare, lodging, and conference registration are eligible for payment prior to traveling. All other expenses will be reimbursed after travel per LCSD Policy DG: Travel Policy.

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

Date & Time you wish to DEPART: **September 12 2:35PM Flight 1908**

Date & Time you wish to RETURN: **September 14 9:55 AM Flight 361/2248**

List any special notes here:

Are you renting a car? Yes No How many Days? _____

Note: Car insurance should be declined as the district insurance provides adequate coverage.

Do you need lodging reservations? Yes No

Single Double Triple

(Circle Preferences)
Note: Lodging must be made by Attendee or Site for purchase order payments only. "No" district office credit card charges.

Smoking Non-Smoking

Lodging GSA (Per Diem Rate) : 199 _____ All travelers agree to share lodging as appropriate? Yes No

Register under what name(s)? **Tamara Roseberry/Shannon Hirman**

Name, Address, Phone number of lodging establishment: **DoubleTree Denver Central Park, 4040 Quebec Street, Denver, CO 80216 303-321-6666**

If this activity is sponsored by a large group, does the group have a block of rooms/code reservation name or number reserved in a particular hotel? Yes No

DEADLINE DATE : _____ Code Information: _____

NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email ORIGINAL travel form with SIGNATURES to Margaret Heim at the district office for approval. Keep copies at your site, as this paperwork will not be returned to you.

HANDLE WITH CARE

"INSTRUCTOR &/ RE-CERTIFICATION PROGRAM"

DENVER, CO

Helping to create and maintain safer, more caring environments by teaching preventative actions that result in decreased need for physical restraint.

When:	SEPT. 11 - 13, 2023	9:00 AM - 5:00 PM
Training & Lodging:	DoubleTree Denver Central Park 4040 Quebec Street Denver, CO 80216 TEL: (303) 321-6666 MENTION HWC FOR A SPECIAL ROOM RATE OF \$109++ PER NIGHT	
Cost:	\$1525.00 per participant	

This seminar will cover:

- **Comprehensive Verbal Skills Workshop:** Handle With Care's Verbal De-escalation Training focuses on understanding the cycle of tension/relaxation and calibrating the intervention based on the student's needs and where the student is on the cycle. HWC also teaches a self-awareness model where staff is taught to monitor and control their reactions to provide better care and develop the ability to defuse situations through their own behavior and responses. The program then puts theory into practice in the form of role- plays. Physical Skills Training: Personal defense, use of personal space and blocking techniques.
- **Personal Defense:** Includes the use of personal space, escapes, blocking techniques and 3rd person save methods. HWC is the only technology in the industry that teaches you how to protect both yourself and another person/student from harm.
- **Primary Restraint Technique®.** The PRT® is versatile, effective, painless, safe and easy to apply. Staff is positioned in the safest place possible, behind the student. The PRT conveys an immediate reassuring sense of limits and is very effective with autistic students.
- **Early Childhood:** Pre-School & Early Elementary School Program. Go to our website for more information on our pre-school, kindergarten & early elementary school program including our proprietary child holding method.

This is an Instructor &/ Re-Certification Program.

Participants who successfully complete this course will be certified to teach the Basic Handle With Care Program when they return to the facility. Slots will fill fast.

To enroll or request additional information call:

Seminar Administrator: (845) 255-4031 / Email: Registrations@handlewithcare.com

Go To: www.HandleWithCare.com

**HANDLE WITH CARE – “INSTRUCTOR &/ RE-CERTIFICATION PROGRAM”
DENVER, CO - REGISTRATION PAGE**

Please Email completed Form to: Registrations@handlewithcare.com

When: SEPT. 11 – 13, 2023 **9:00 AM – 5:00 PM**
Training & Lodging: DoubleTree Denver Central Park
 4040 Quebec Street
 Denver, CO 80216
 TEL: (303) 321-6666
Cost: \$1525.00 per participant
MENTION HWC FOR A SPECIAL ROOM RATE OF \$109++ PER NIGHT

Company Name: _____

Address: _____

City _____ State _____ Zip _____

Telephone: _____ Fax: _____

Send the invoice to _____
 Name, Title & Email Address

Participant Name	Email	Tel
_____	_____	_____
_____	_____	_____
_____	_____	_____

Wish to reserve the following slots:

Name of Agency	Days	# of Slots	Cost
_____	Day 1 – Basic Verbal Training	_____	\$500/person
_____	Day 2 – Basic Physical Training	_____	\$500/person
_____	Day 3 – Instructor / Re-Certification	_____	\$525/person

Payment should be made payable to: **Handle With Care Behavior Management System EIN 14-1803426 at 184 McKinstry Road, Gardiner, NY 12525**, Tel: 845-255-4031. I hereby represent that I am authorized to submit this Registration form on behalf of my agency. By registering, my agency is obligating payment for the above-registered people. Contractual terms associated with this training are incorporated herein and can be viewed on our web site: www.handlewithcare.com. To receive a refund, you must cancel 30 days before the scheduled training. If registered people are unable to attend due to sickness, weather or any other emergency or act of god a credit will be given for that person to attend another Handle With Care Seminar.

 Signature of authorized agency agent

 Date

 Print Name, Title



SEP 12 - 14
 ✈️ RNO → DEN Modify

✈️ Depart: RNO → DEN

Reno/Tahoe, NV - RNO to Denver, CO - DEN

Government taxes & fees included \$ Points
 All fares are rounded up to the nearest dollar.

SUN Sep 10 MON Sep 11 **TUE Sep 12** WED Sep 13 THU Sep 14

Low Fare Calendar

First 2 bags fly free®
 Weight, size & excess limits apply

Sort by Departure time Filter by Nonstop All day

Departing flights

Low fare # 2513	Number of stops	Duration	Business Select	Anytime	Wanna Get Away <i>plus</i>	Wanna Get Away
5:50 AM → 9:05 AM # 2392	Nonstop	2h 15m	\$303	\$253	\$193	\$173
6:15 AM → 11:15 AM # 2392 / 1627	1 stop	4h 0m	\$349	\$299	\$199	\$179
6:15 AM → 12:10 PM # 1565 / 2199	1 stop Change planes LAS	4h 55m	\$353	\$303	\$203	\$183
6:35 AM → 12:35 PM # 1987 / 1190	1 stop Change planes PHX	5h 0m	\$313	\$263	\$203	\$183
8:10 AM → 2:25 PM # 3038 / 3231	1 stop Change planes SAN	5h 15m	\$313	\$263	\$203	\$183
10:20 AM → 3:55 PM # 1880	1 stop Change planes LAS	4h 35m	\$353	\$303	\$203	\$183
10:35 AM → 3:55 PM # 1163	1 stop	4h 20m	\$309	\$259	\$199	\$179
10:50 AM → 2:05 PM # 3544 / 1319	Nonstop	2h 15m	\$324	\$274	\$214	\$194
11:40 AM → 5:00 PM # 3544 / 1614	1 stop Change planes LAS	4h 20m	\$313	\$263	\$203	\$183
11:40 AM → 5:55 PM # 1599 / 3097	1 stop Change planes LAS	5h 15m	\$313	\$263	\$203	\$183
1:30 PM → 7:15 PM	1 stop Change planes LAS	4h 45m	\$313	\$263	\$203	\$183

Feedback

Low fare	Fastest	# 1908						
2:35 PM	→	5:40 PM	Nonstop	2h 5m	\$303	\$253	\$193	\$173
# 6040 / 695			1 stop Change planes SAN	5h 5m	\$313	\$263	\$203	\$183
# 2970 / 588			1 stop Change planes LAS	4h 35m	\$313	\$263	\$203	\$183
# 2464 / 2560			1 stop Change planes SJC	4h 45m	\$313	\$263	\$203	\$183
# 1728			1 stop	3h 40m	\$309	\$259	\$199	\$179

Return: DEN → RNO

Denver, CO - DEN to Reno/Tahoe, NV - RNO

Government taxes & fees included **\$** Points
All fares are rounded up to the nearest dollar.

TUE Sep 12 WED Sep 13 **THU Sep 14** FRI Sep 15 SAT Sep 16

Low Fare Calendar

First 2 bags fly free®
Weight, size & excess limits apply

Sort by **Departure time** Filter by **Nonstop** All day

Returning flights

	Number of stops	Duration	Business Select	Anytime	Wanna Get Away <i>plus</i>	Wanna Get Away
# 1342 / 262	1 stop Change planes LAS	4h 40m	\$415	\$365 <i>3 left</i>	\$265 <i>3 left</i>	\$245 <i>3 left</i>
# 1311 / 234	1 stop Change planes OAK	4h 55m	\$604 <i>4 left</i>	\$554	\$265 <i>4 left</i>	\$245 <i>4 left</i>
# 2613 / 2428	1 stop Change planes LAS	5h 0m	\$405	\$355 <i>4 left</i>	\$295 <i>4 left</i>	\$275 <i>4 left</i>
Fastest # 4555	Nonstop	2h 15m	\$594	\$544	Unavailable	Unavailable
# 361 / 2248	1 stop Change planes LAX	4h 45m	\$345	\$295 <i>3 left</i>	\$235 <i>3 left</i>	\$215 <i>3 left</i>
# 560	1 stop	4h 5m	\$401	\$351 <i>5 left</i>	\$291 <i>5 left</i>	\$271 <i>5 left</i>
# 2100 / 673		66	\$256	\$206	\$246	\$226

12:15 PM → 4:05 PM	1 stop Change planes LAS	4h 50m	\$350	\$300 2 left	\$240 2 left	\$220 2 left
# 1910 / 1984						
1:40 PM → 5:10 PM	1 stop Change planes LAS	4h 30m	\$415	\$365	\$265	\$245
# 2933						
1:45 PM → 5:20 PM	1 stop	4h 35m	\$352	\$302 4 left	\$242 4 left	\$222 4 left
Fastest # 1782						
2:50 PM → 4:05 PM	Nonstop	2h 15m	\$499	\$449 4 left	\$349 4 left	\$329 4 left
# 1483 / 2461						
3:15 PM → 7:10 PM	1 stop Change planes LAS	4h 55m	\$405	\$355	\$295	\$275
# 3105 / 3700						
5:10 PM → 9:00 PM	1 stop Change planes LAS	4h 50m	\$323	\$273 4 left	\$213 4 left	\$193 4 left
Low fare # 3207 / 569						
6:40 PM → 10:20 PM	1 stop Change planes LAS	4h 40m	\$313	\$263	\$203	\$183
# 2730 / 4960						
7:10 PM → 10:40 PM	1 stop Change planes PHX	4h 30m	\$334	\$284 4 left	\$224 4 left	\$204 4 left
Low fare Fastest # 2243						
9:45 PM → 11:00 PM	Nonstop	2h 15m	\$313	\$263 5 left	\$203 5 left	\$183 5 left

Great Deal Southwest Vacations

Save up to \$375 with Flight + Hotel

See packages

Continue

Important fare and schedule information

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- Flight ontime performance statistics can be viewed by clicking on the individual flight numbers.
- "Unavailable" indicates the corresponding fare is unavailable for the selected dates, the search did not meet certain fare requirements, or the flight has already departed.
- "Invalid w/ Depart or Return Dates" indicates that our system cannot return a valid itinerary option(s) with the search criteria submitted. These itineraries may become valid options if you search with a different depart or return date and/or for a one-way flight instead.

Fare Benefits

Two bags fly free^{®1}

First and second checked bags. Weight and size limits apply. A golf bag or skis in a container acceptable to Southwest[®] can be substituted for one checked bag.

No change² or cancel fees³

If you need to change an upcoming flight itinerary, you'll only pay the difference in fare (if one applies). Failure to cancel a reservation at least 10 minutes prior to scheduled departure may result in forfeited travel funds.

Flight credit⁴

Flight credits will be issued as long as the flight is canceled at least 10 minutes prior to the scheduled departure. Flight credits don't expire and are non-transferable. For travel booked with Rapid Rewards points: starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away[®] or Wanna Get Away Plus[™] reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation.

Transferable Flight Credit^{™5}

Transferable Flight Credit[™] will be issued as long as the flight is canceled at least 67 minutes prior to the scheduled departure. Transferable Flight Credit can be transferred between Rapid Rewards[®] Members. Only one transfer is permitted. For bookings made through a Southwest[®] Business channel, there is a limitation



Meals & Incidentals (M&I) Breakdown

Primary Destination	County	M&I Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Boulder / Broomfield	Boulder / Broomfield	\$69	\$16	\$17	\$31	\$5	\$51.75
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$79	\$18	\$20	\$36	\$5	\$59.25



Primary Destination	County	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Boulder / Broomfield	Boulder / Broomfield	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$160	\$160	\$160	\$160	\$128
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$199	\$153	\$153	\$162	\$162	\$162	\$199	\$199	\$199	\$199	\$199	\$199

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

NOTE: All travel MUST have prior approval of the Superintendent or Board of Trustees. All requests must be submitted to the district office a minimum of FOUR (4) WEEKS PRIOR to a Board Meeting. A written report is due to the district office within two weeks of return. See LCSD Board Policy DG: Travel Policy for all requirements.

NAME(S) Of Attendees: Harman Bains, Jeremy Lattin & Kayleen Larkins DATE of request: 7/14/2023

SCHOOL: Grants Department

NAME OF CONFERENCE: Brustein & Manasevit (Bruman) Fall Forum
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: New Orleans, LA

DATE OF DEPARTURE: November 28th, 2023 DATE OF RETURN: December 2nd, 2023

Training/Travel/Conference is (check all that apply):
 Mandated by the state Mandated by the district
 Needed for certification/licensing Related to the District Performance Plan Related to our School Performance Plan
 Performance Plan Related to a specific program/course Other

Provide a detailed description below of the focus of the conference, and how attending will have a positive impact on climate, culture, and student learning.

This years fall forum covers the new federal regulations that the Administration is moving towards that will directly impact how we manage our federal grants at state, local and postsecondary agencies. The cost, administrative, and audit rules promulgated by OMB (the Uniform Grant Guidance) back in 2014 were revised in 2020. OMB announced this past May that their planned five year update to the UGG cannot wait until 2025; instead, OMB will issue its proposed rewrite of the UGG this summer. These new rules, covering procurement, inventory, time and effort, allowable costs, and pass-through responsibilities, will govern all of our grants, effective July 1, 2024. Changes to these wide-ranging educational rules have the potential to re-shape many policies and procedures at the school and district level, requiring significant updates and training for staff.

With all of the new changes for federal grant requirements the individuals who attend this training will receive an in depth understanding of federal guidelines, regulations, and laws as they pertain to our grant awards. In addition, with multiple programs this training will help to insure a clear understanding for those who work with our programs.

TRAVEL APPROVED: Yes No
Date: 8/14/23

TRAVEL APPROVED: Yes No
Date: 8/16/23

Jeremy Lattin
Site administrator or supervisor signature

Tim [Signature]
Superintendent or designee signature

District Office Use Only

Received by District Office: _____ Date: 8-16-23

Board Approved: Yes () No () Date: _____

Please ensure that you read and comply with Lyon County School District Policy DG: Travel Policy when completing this form and submitting for reimbursable items. Properly mark the funding source of the travel.

ESTIMATED EXPENSES

If funded by a grant or other, specify grant/other name here: Title IA

	Total	District Office	Grant	School Site	Other
BUDGET# 280.633.0000.100.2500.330.10000.00.000 Registration Fees: Attendees <u>3</u> X <u>1,445.00</u> Reg. fee \$	<u>4,335.00</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.633.0000.100.2500.580.10000.00.000 Travel By: Airline fees reflect round trip *3*490.76 \$ (Air, district car, private car for personal convenience, etc.)	<u>1,472.28</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.633.0000.100.2500.580.10000.00.000 Lodging: Room rate \$ <u>289.00</u> excluding tax X <u>4*3</u> rooms nights \$	<u>4,053.81</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) <u>lodging receipts must be obtained and sent to District Office upon return.</u>					
Meals: Breakfast \$ <u>17</u> X <u>3*3</u> indiv. days \$	<u>153.00</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ <u>18</u> X <u>5*3</u> indiv. days \$	<u>270.00</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ <u>34</u> X <u>4*3</u> indiv. days \$	<u>408.00</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ <u>5</u> X <u>5*3</u> indiv. days \$	<u>75.00</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes: # of Days _____ X \$ _____/day		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.) \$	<u>200 est. airport & taxi transportation</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation) \$	<u>10,967.09</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL EXPENSES \$					

****FAILURE TO COMPLETE ANY PART OF THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND/OR TRAVEL DENIED.**

Conference Dates & Times:	November 29th - December 1st
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	The Roosevelt Hotel, New Orleans, LA

Do you need airline reservations? Yes No

Note: Conference registration and travel arrangements will only be made after school board approval. Only airfare, lodging, and conference registration are eligible for payment prior to traveling. All other expenses will be reimbursed after travel per LCSD Policy DG: Travel Policy.

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

Date & Time you wish to DEPART:	Southwest Flight 11/28/23 departs Reno at 8:45 am (arrives in Louisiana at 4:30pm)
Date & Time you wish to RETURN:	Southwest Flight 12/2/23 departs Louisiana at 6:40 am (arrives in Reno at 1:35pm)
List any special notes here:	

Are you renting a car? Yes No How many Days? _____

Note: Car insurance should be declined as the district insurance provides adequate coverage.

Do you need lodging reservations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Single <input type="checkbox"/>	Double <input checked="" type="checkbox"/>	Triple <input type="checkbox"/>
<i>(Circle Preferences)</i> Note: Lodging must be made by Attendee or Site for purchase order payments only. "No" district office credit card charges.	Smoking <input type="checkbox"/>		Non-Smoking <input checked="" type="checkbox"/>
Lodging GSA (Per Diem Rate) : \$ per person <small>**employee will pay</small>	All travelers agree to share lodging as appropriate?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Register under what name(s)?			
Harman Bains, Jeremy Lattin & Kayleen Larkins			
Name, Address, Phone number of lodging establishment:			
TBD			

If this activity is sponsored by a large group, does the group have a block of rooms/code reservation name or number reserved in a particular hotel? Yes No

DEADLINE DATE: October 31st **Code Information:** _____

NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email ORIGINAL travel form with SIGNATURES to Margaret Heim at the district office for approval. Keep copies at your site, as this paperwork will not be returned to you.



Larkins, Kayleen <klarkins@lyoncsd.org>

Fall Forum 2023 Registration Now Open!!!

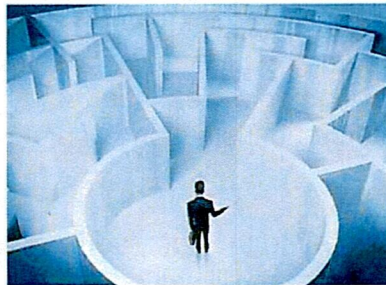
1 message

The Bruman Group, PLLC <forum@bruman.com>
Reply-To: forum@bruman.com
To: klarkins@lyoncsd.org

Mon, Jul 10, 2023 at 11:43 AM



Fall Forum 2023 Bracing for Significant Regulatory Changes



November 29-December 1, 2023
The Roosevelt Hotel
New Orleans, LA

[Register Now!](#)

NAVIGATING THE NEW REGULATORY MAZE OF FEDERAL GRANTS MANAGEMENT

Just as you were beginning to develop a comfort level with all the federal regulations, the Administration is moving full bore with changes which will directly impact how you manage your federal grants at state, local and postsecondary agencies. The cost, administrative, and audit rules promulgated by OMB (the

Uniform Grant Guidance) back in 2014 were revised in 2020. OMB announced this past May that their planned five year update to the UGG cannot wait until 2025; instead, OMB will issue its proposed rewrite of the UGG this summer. These new rules, covering procurement, inventory, time and effort, allowable costs, and pass-through responsibilities, will govern all of your grants, effective July 1, 2024.

In addition, the Administration has published a rigorous regulatory agenda for the next few months that details potential changes to the Education Department General Administrative Regulations (EDGAR), student record privacy under FERPA, and significant changes to the civil rights rules under Title IX (gender) and Section 504 (disability). Changes to these wide-ranging educational rules have the potential to re-shape many policies and procedures at the school, district, and college level, requiring significant updates and training for staff.

Get a jump-start on learning about those changes at The Bruman Group's annual Fall Forum at the beautiful Roosevelt Hotel in New Orleans, Louisiana. We'll help you navigate not only the changing regulatory landscape, but also prepare for the potential appropriations delays stemming from last minute debt ceiling negotiations, upcoming funding changes, and how to transition out of "stimulus" mode and back to focusing on sustainable long-term programs.

This year's Forum will feature presentations from U.S. Department of Education leaders, oversight staff, panelists from States, districts, and institutions of higher education, and our attorney experts. Networking sessions and Q&A panels will help you share successes and strategize about moving forward amid a new regulatory environment. We will be conducting two pre-sessions on EDGAR, one will highlight the responsibilities of pass-through agencies, and the other will profile the responsibilities of LEAs, charters and institutions of higher education. (See draft Agenda [here](#)).

In light of our focus on the changes to the cost, administrative and audit rules under the UGG, we anticipate that the forum will sell out quickly, and we will need to maintain a wait list. We urge you to register early to guarantee your place.

Fall Forum 2023 Pricing

Pre-Session

Fall Forum 2023 Add On - \$300

Pre-Session ONLY - \$535

Early Bird (Prior to September 8, 2023)

Individual NO Pre-Session - \$1,145

Individual WITH Pre-Session - \$1,445

Group (10 or more) NO Pre-Session - \$1,100

Group (10 or more) WITH Pre-Session - \$1,400

Regular Registration (On/After September 8, 2023)

Individual NO Pre-Session - \$1,245

Individual WITH Pre-Session - \$1,545

Group (10 or more) NO Pre-Session - \$1,200
Group (10 or more) WITH Pre-Session - \$1,500

On-Site Registration

\$1,350 (does not include Pre-Session)

*****Please note that if we are completely sold out, there will be NO On-site registration. Please contact the firm for availability prior to showing up. No Exceptions*****

Cancellation Policy & Refunds

Attendees are responsible for providing The Bruman Group, PLLC with written notice of cancellation either via email, fax, or letter no later than October 31, 2023 in order to receive a full refund. Please note that if you cancel AFTER October 31, 2023, you will be responsible for paying a 60% cancellation fee to cover costs incurred on your behalf. If you have already paid your registration fees and cancel after October 31, 2023, you may qualify for a refund of 40% of your registration fees. If you do not submit payment either via check, P/credit card, or purchase order prior to October 31, 2023, your registration will be automatically cancelled. If you are cancelling your Forum attendance, you must also cancel your hotel reservation and any other arrangements you made in order to attend the Fall Forum 2023.

Hotel Information

The Fall Forum 2023 will be held at the Roosevelt Hotel in New Orleans, LA. To be guaranteed a spot in the hotel you MUST book early because the hotel has limited space capacity. Room rates begin at \$289 per night plus taxes and fees. Please note that the Roosevelt Hotel requires one night's deposit when making your reservation. You may book your reservation via the the link below.

Hotel Reservation link: <https://book.passkey.com/go/913c7c2c>

PowerPoint Presentations

All attendees will have access to electronic versions of all the PowerPoint presentations, appendices and resources through a secure website prior to and during the Forum.

Continuing Professional Education Credits

The Bruman Group, PLLC is an approved Continuing Professional Education (CPE) sponsor by the National Association of State Board of Accountancy (NASBA). All professionals wishing to obtain CPE credit can obtain up to fourteen (14) Specialized Knowledge-Technical CPE credits for attending our Group-Live Fall Forum 2023. All attendees who attend either of the optional pre-sessions will have an opportunity to receive up to three (3) additional Specialized Knowledge-Technical CPE credits.

There is no additional charge to receive CPE credits, however, all attendees must complete all of the requirements that are listed on the NASBA letter which will be

available upon registration check-in.

This Forum is for those of all levels and experience within your organization; therefore, the Program Level is 'Overview.' There are no pre-requisites or advanced preparation required to attend and the material presented is provided on-site.

Learning Objectives:

- Become familiar with federal requirements/grants management systems (procurement, inventory, and financial management).
- Understand federal education program rules as well as programmatic fiscal issues including maintenance of effort, supplement not supplant, and comparability.
- Understand the potential consequences of audit findings and federal education program reviews.
- Understand the internal controls that are required for federal grant eligibility.



The Bruman Group, PLLC is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education (CPE) on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org

The Bruman Group, PLLC | 1023 15th Street NW, Suite 500, Washington, DC 20005

[Unsubscribe klarkins@lyoncsd.org](mailto:klarkins@lyoncsd.org)

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Bracing for Significant Regulatory Changes

Fall Forum 2023 Agenda

The Roosevelt – New Orleans, LA

November 29 – December 1, 2023

Tuesday, November 28, 2023

3:30 – 6:00pm **Early Forum Check-In (All Attendees)**

Wednesday, November 29, 2023

7:00 – 8:30am **Pre-Session Registration (Pre-Session Attendees ONLY)**

Breakfast (Pre-Session Attendees ONLY)

8:30 – 11:00am **Concurrent Pre-Sessions**

PRE-SESSION 1

Grant Parenting (State Education Agencies and Pass-Through Entities)

Michael Brustein and Bonnie Graham, Bruman Group, PLLC

This pre-session will provide an overall review of the specific sections of the Education Department General Administrative Regulations (EDGAR) and the General Education Provisions Act (GEPA) that apply to state educational agencies and pass-through entities, focusing on responsibilities and flexibilities that exist in the law.

PRE-SESSION 2

UGG, More Updates (LEAs, IHEs nonprofits, etc.)

Steven Spillan and Tiffany Kessler, Bruman Group, PLLC

This pre-session will provide an overview of the responsibilities and EDGAR updates that subrecipients must meet, including rules related to allowability, financial management, procurement and inventory management.



Bracing for Significant Regulatory Changes

Fall Forum 2023 Agenda

November 29 – December 1, 2023

Wednesday, November 29, 2023

- | | |
|---------------------|---|
| 10:00 – 4:00 | Fall Forum Check-In (All Attendees) |
| 1:00 – 1:15 | Welcome
Tiffany Kessler, Bruman Group, PLLC |
| 1:15 – 1:45 | ED Priorities
Chris Soto, Senior Advisor to the Secretary, U.S. Department of Education
(<i>invited</i>) |
| 1:45 – 2:45 | Legislative Update
Julia Martin and Kelly Christiansen, Bruman Group, PLLC |
| 2:45 – 3:15 | Break |
| 3:15 – 4:15 | Hot off the Press: Highlights of the UGG Proposed Changes
Tiffany Kessler, Bruman Group, PLLC |
| 4:15 – 5:00 | OIG Updates and Initiatives
Keith Cummins and Greg Peoples, Office of Inspector General, U.S.
Department of Education (<i>invited</i>) |
| 5:00 – 6:00 | Networking Reception |



Bracing for Significant Regulatory Changes

Fall Forum 2023 Agenda
November 29 – December 1, 2023

Thursday, November 30, 2023

- 7:00 – 8:30** **Continental Breakfast**
- 8:30 – 9:15** **Update from Office of Acquisition and Grants Risk Management (OAGRM)**
 Risk Management Service, U.S. Department of Education (*invited*)
- 9:15 – 10:15** **Panel on Time and Effort Systems, Challenges, Best Practices**
 Moderator Bonnie Graham; Panel of State, LEA and IHE Representatives
- 10:15 – 10:45** **Break**

CONCURRENT BREAKOUT SESSIONS

	General Grants Management	Postsecondary/ Perkins/ WIOA	ESEA/ESSER Compliance	Special Education/ Special Populations
10:45 – 12:00	Federal Grants Management Test Bonnie Graham and Madeline Cleghorn <i>Introductory Session</i>	Perkins V Hot Topics Michael Brustein, Steven Spillan, and Andrew Johnson (OCTAE, U.S. DOE) (<i>invited</i>) <i>Intermediate Session</i>	ESSER Construction Projects Julia Martin and Tiffany Kessler <i>Intermediate Session</i>	New 504 Regulations – What You Need to Know! Jennifer Mauskopf and Brandi Tennant <i>Intermediate Session</i>
Lunch (12:00 – 1:30)				
1:30 – 2:45	Internal Risk Assessments Michael Brustein and Madeline Cleghorn <i>Intermediate Session</i>	T&E and Indirect Costs (Postsecondary) Bonnie Graham and Steven Spillan <i>Intermediate Session</i>	Equitable Services and EANs Tiffany Kessler and Kelly Christiansen <i>Introductory Session</i>	IDEA Hot Topics Jennifer Mauskopf and Monica Pascual <i>Intermediate Session</i>
Break (2:45 – 3:15)				
3:15 – 4:30	Ask the Auditor Steven Spillan and Eric Russell, CPA, (<i>invited</i>) <i>Intermediate Session</i>	WIOA and ARP Michael Brustein and Brandi Tennant <i>Intermediate Session</i>	Title I-A Hot Topics Julia Martin and Kelly Christiansen <i>Introductory Session</i>	Service Special Populations (K-12) Bonnie Graham and Monica Pascual <i>Introductory Session</i>



Bracing for Significant Regulatory Changes

Fall Forum 2023 Agenda

November 29 – December 1, 2023

Friday, December 1, 2023

- | | |
|---------------|--|
| 7:00 – 8:30 | Continental Breakfast |
| 8:30 – 9:30 | Less Deference to Agency Guidance?
Michael Brustein, Bruman Group, PLLC |
| 9:30 – 10:00 | New FERPA Regulations
Steven Spillan, Bruman Group, PLLC |
| 10:00 – 10:30 | Break |
| 10:30 – 11:15 | Audit Case Studies/ Audit Resolution
Bonnie Graham, Bruman Group, PLLC |
| 11:15 – 12:00 | New Title IX Regulations
Julia Martin, Bruman Group, PLLC |
| 12:00 – 12:30 | Questions and Answers Panel
Bruman Group, PLLC Attorneys |



Start Over

Brustein Manasevit- 2023 Winter Conference November 27, 2023 - December 2, 2023

Extend your stay

Use calendar to manage your stay dates

Calendar interface showing dates from Nov 25 to Dec 08. Check-in is highlighted for Tue Nov 28 (USD 289.00) and checkout for Sat Dec 02. Legend includes Available, Selected, Event, Unavailable, and Waitlist.

Reservation Summary

Check-in	Tue, Nov 28, 2023
Checkout	Sat, Dec 2, 2023
Rooms	1
Guests per room	2
THE ROOSEVELT NEW ORLEANS, A WALDORF ASTORIA HOTEL	
1 KING BED DELUXE ROOM 2 adults, 4 nights	USD 1,156.00
Change rooms	
Subtotal	USD 1,156.00
TAXES & FEES	
Tourism Assessment (1.75% per night)	USD 20.23
Fee (USD 2.00 per night)	USD 8.00
Room Tax (14.45% per night)	USD 167.04
Grand Total	USD 1,351.27

[Edit reservation](#)



Sazerac Bar
Signature hotel bar

[Show details](#)



Fountain Lounge
Specialty restaurant

[Show details](#)



Teddy's Cafe
Specialty coffees and pastries

[Show details](#)



Pool
Rooftop pool & cabana

[Show details](#)



Spa
Waldorf Astoria Spa at The Roosevelt

[Show details](#)

In-Room Dining

24/7 in-room dining service

[Show details](#)

Trip & Price Details

Price Payment Confirmation

Flight [Modify](#)

Tue 11/28 RNO → MSY <small>8:45 AM 4:30 PM</small> # 494 / 2176	5 hr 45 min 1 stop Wanna Get Away	Price per Passenger	\$407.03
		Taxes and fees per Passenger	\$83.73
Sat 12/2 MSY → RNO <small>6:40 AM 1:35 PM</small> # 126 / 1597	8 hr 55 min 2 stops Wanna Get Away	Total per Passenger	\$490.76
		Passenger(s)	x3
		Flight total	\$1,472.28
		<small>or from \$145/mo* with uplift Learn more</small>	

Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- REAL ID Requirement:** Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding REAL ID requirement.

Flight Extras

Upgrade to Wanna Get Away *plus*

Prices shown per passenger, per one-way.

- Same-day confirmed change*
- Transferable Flight Credit™*
- 8 Rapid Rewards points per dollar per qualifying flight*

*Please read the [fare rules](#) associated with this purchase.

Upgrade departing trip for \$21

Upgrade returning trip for \$20

Upgrade both for \$41

Apply upgrade

Feedback



Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
New Orleans	Orleans / Jefferson Parishes	\$74	\$17	\$18	\$34	\$5	\$55.50



Primary Destination	County	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
New Orleans	Orleans / Jefferson Parishes	\$136	\$136	\$136	\$158	\$158	\$158	\$158	\$158	\$136	\$136	\$136	\$136

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

NOTE: All travel MUST have prior approval of the Superintendent or Board of Trustees. All requests must be submitted to the district office a minimum of FOUR (4) WEEKS PRIOR to a Board Meeting. A written report is due to the district office within two weeks of return. See LCSD Board Policy DG: Travel Policy for all requirements.

NAME(S) Of Attendees: Ryann Kulbeth, Paisley Rosenlund, George Rosenlund, Benjamin Matley, Halie Moore, Sierra Goodsell DATE of request: 7/21/23
SCHOOL: Fernley High School

NAME OF CONFERENCE: National FFA Convention & Expo <https://conventionffa.org>
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Indianapolis, Indiana

DATE OF DEPARTURE: 10/30/23 DATE OF RETURN: 11/4/23

Training/Travel/Conference is (check all that apply):
 Mandated by the state Mandated by the district
 Needed for certification/licensing Related to the District Performance Plan Related to our School Performance Plan
 Performance Plan Related to a specific program/course Other

Provide a detailed description below of the requested travel and how it will have a positive impact on student learning.

The National FFA Convention and Expo is an opportunity for students to demonstrate their talent by competing at the national level in their specific Career Development Event, Horse Evaluation. Our Fernley FFA Horse Evaluation team will compete and be recognized for their achievement compared to other teams from across the country, as well as have the opportunity to attend general sessions which will include keynote speakers, presentations, and recognition of achievements. Students will explore an expo which will introduce them to various possible post secondary pthways. This includes companies that will be recuriting in the industry, technical school, and universities. Our FFA members will also explore the FFA Blue Room which showcases technological advancements being made in the agriculture industry, allows students to talk to workshops that develop career readiness, leadership, and strengthening our local chapter. The latter of those will be especially beneficial as our members return to Fernley High School and strive to build the Fernley FFA program. This convention gives students the chance to showcase their talents, build upon their skills, and examine their future education and careers.

TRAVEL APPROVED: Yes No
DATE: 8.1.23

Ryann Kulbeth
Site administrator or supervisor signature
Tom Sogge
Superintendent or designee signature

TRAVEL APPROVED: Yes No
DATE: 8-3-23

DATE: 8/1/23
Received by Superintendent's Office

Request received at least 4 weeks prior to next board meeting? Yes No ()

Board Approved: Yes () No () Date:

****FAILURE TO COMPLETE ANY PART OF THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND/OR TRAVEL DENIED.**

ESTIMATED EXPENSES

Please ensure that you read and comply with Lyon County School District Policy DG: Travel Policy when completing this form and submitting for reimbursable items. Properly mark the funding source of the travel.

	Total	District Office	Grant	School Site	Other
BUDGET# <u>Fundraised Funds</u>					
Registration Fees: Attendees <u>6</u> x <u>70</u> Reg. fee	\$ <u>360</u>				✓

BUDGET# <u>Fundraised Funds</u>					
Travel By: <u>Air</u>	\$ <u>2,191.20</u>				✓
<small>(Air, district car, private car for personal convenience, etc.)</small>					

BUDGET# <u>Fundraised Funds</u>					
Lodging: Room rate \$ <u>153</u> X <u>4(4rooms)</u> nights	\$ <u>2,864.16</u>				✓

(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) lodging receipts must be obtained and sent to District Office upon return.

Meals: Breakfast	\$ <u>13</u> x <u>4</u> days	\$ <u>52</u>				✓
Lunch	\$ <u>14</u> x <u>4</u> days	\$ <u>56</u>				✓
Dinner	\$ <u>23</u> x <u>5</u> days	\$ <u>115</u>				✓
Incidental	\$ <u>5</u> x <u>5</u> days	\$ <u>25</u>				✓

Substitutes: # of Days <u>4</u> X \$ _____ /day	\$ <u>110</u>			✓	
---	---------------	--	--	---	--

Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)	\$ <u>941.60</u>				
	\$ <u>80.00</u>				
Other Miscellaneous expenses: (attach explanation)	\$ <u>6,684.96</u>				

TOTAL EXPENSES \$

cash

Conference Dates & Times:	10/30/23 - 11/4/23
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	Indiana Convention Center

Do you need airline reservations? Yes No

Note: Conference registration and travel arrangements will only be made after school board approval. Only airfare, lodging, and conference registration are eligible for payment prior to traveling. All other expenses will be reimbursed after travel per LCSD Policy DG: Travel Policy.

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

Date & Time you wish to DEPART:	10/30/23 @ 8:00am
Date & Time you wish to RETURN:	11/4/23 @ 8:33pm
List any special notes here:	None

Are you renting a car? Yes No How many Days? 5

Note: Car insurance should be declined as the district insurance provides adequate coverage.

Do you need lodging reservations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Single <input checked="" type="checkbox"/>	Double <input checked="" type="checkbox"/>	Triple <input type="checkbox"/>
(Circle Preferences) Note: Lodging must be made by Attendee or Site for purchase order payments only. "No" district office credit card charges.	Smoking <input type="checkbox"/>		Non-Smoking <input checked="" type="checkbox"/>
GSA (Per Diem Rate) : 153	All travelers agree to share lodging as appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Register under what name(s)?	Ryann Kulbeth		
Name, Address, Phone number of lodging establishment:	COURTYARD BY MARRIOTT INDIANAPOLIS AIRPORT 2602 Fortune Cir E, Indianapolis, IN 46241 (317) 248-0300		

If this activity is sponsored by a large group, does the group have a block of rooms/code reservation name or number reserved in a particular hotel? Yes No

DEADLINE DATE : | 9/1/23 **Code Information:** _____

NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email ORIGINAL travel form with SIGNATURES to Margaret Heim at the district office for approval. Keep copies at your site, as this paperwork will not be returned to you.

Event Schedule

96th National FFA Convention & Expo • Indianapolis

All times EDT.

Wednesday, Nov. 1

- Opening Session 1A
- Competitive Events
- Expo and Shopping Mall
- Delegate Events
- Student and Teacher Workshops
- Career Success Tours
- Student Showcase Stage
- Award Recognition Ceremonies
- FFA For All Experience
- Concert
- Rodeo

Thursday, Nov. 2

- Opening Session 1B
- Second General Session
- Third General Session
- Competitive Events
- Expo and Shopping Mall
- Delegate Events
- Student and Teacher Workshops
- Career Success Tours
- National Days of Service
- Student Showcase Stage
- Award Recognition Ceremonies
- FFA For All Experience
- Rodeo
- Hypnotist Shows

Friday, Nov. 3

- Fourth General Session
- Fifth General Session
- Sixth General Session
- Expo and Shopping Mall
- Student and Teacher Workshops
- Career Success Tours
- National Days of Service
- Student Showcase Stage
- Award Recognition Ceremonies
- Rodeo
- Hypnotist Shows

FULL REGISTRATION

Wednesday to Saturday event access; includes entrance to one opening session, general sessions, American Degree Ceremony, Expo, Shopping Mall, Student and Teacher Workshops.

Early Bird Registration Rate

Early Bird registration opens 6 p.m. EDT on Wednesday, Sept. 20
\$80 Early Bird registration

Your hotel acknowledgment number will not be needed to receive the Early Bird discount.

Standard Registration Rate

\$100 per person
Registration opens at 8 p.m. EDT on Wednesday, Oct. 11

Onsite Registration Rate

\$105 per person
Onsite Registration will begin on Tuesday, Oct. 31



Start Over Contact Information USD

2023 National FFA Convention & Expo November 1, 2023 - November 4, 2023

1 Booking Contact Information

Booking Contact Information

The information provided below will be used to populate all 4 rooms in your reservation. Additional details can be changed for each room on the subsequent screen.

Personal Information

Prefix

*First Name Middle Initial

*Last Name Suffix

*Chapter ID/ORG Position/Title

*Email *Confirm Email

*Phone Number

Personal Address

*Country

Reservation Summary

Check-in	Tue, Oct 31, 2023
Checkout	Sat, Nov 4, 2023
Rooms	4
Total guests	4

COURTYARD BY MARRIOTT INDIANAPOLIS AIRPORT

Change hotel	90
ROOM 1	
Standard Double/Double	USD 612.00
1 adult, 1 rooms	
ROOM 2	
Standard King + Pullout Sofa	USD 1,836.00
3 adults, 3 rooms	
Change rooms	
Subtotal	USD 2,448.00
TAXES & FEES	
State and Local Tax (17.0% per night)	USD 416.16
Grand Total	USD 2,864.16

Edit reservation

Next

Paying by Check?

NEVADA

2023 National FFA Convention & Expo

Indianapolis

November 1 - 4, 2023

2023 National FFA Convention & Expo - Hotel Block

COURTYARD BY MARRIOTT INDIANAPOLIS AIRPORT

Standard Double/Double - Rate \$153 1-4 people (does not include tax)
 Standard King + Pullout Sofa \$153 1-3 people (does not include tax)

Blocks for group 5 - Nevada

Numbers in each cell indicate number of available rooms, and the minimum night stay for that night (if not equal to 1).

Court yard by Marriott Indianapolis Airport	
Standard Double/Double	0 5 15 43 43 43 8
Standard King + Pullout Sofa	0 1 5 14 14 14 14 2

2023 FFA State Housing Processes:

Important Dates & Information

May 10th, 2023, 6:00 PM EDT	State Housing Opens for online reservations
September 13th, 2023 5:00 PM, EDT	Cut-off Date for States New reservations. Any rooms not booked by this date at 5:00 PM EDT will be released.
October 4th, 2023 5:00 PM, EDT	Housing Cut-Off Date at 5PM EDT, last day for changes, cancellations through Housing Bureau.
October 5th, 2023 5:00 PM, EDT	Hotel Reservation Access Date. Guests will be referred to hotels directly for all changes and cancellations and billing arrangements, starting on October 5th. Please give the hotels a couple of business days to process their reservations before calling them.
Cancellation Policy:	A \$50 deposit per room is no longer being collected. Details of the cancellation policy are below.
May 10th, 2023 - September 13th, 2023, 5:00 PM EDT:	Room reservations cancelled between May 10th - September 13th will NOT incur a cancellation fee per room cancelled.
September 14th - October 4th, 2023	Room reservations cancelled between September 14th - October 4th will incur a one night's room and tax, non-refundable cancellation fee per room cancelled. You may make changes to the reservation without penalty, but if the reservation is cancelled the penalty fee will be charged to the credit card associated with the reservation. Prior to making the cancellation you may go into the reservation and change the credit card.
October 5th, 2023 - Arrival date:	1 night's room and tax cancellation policy to be charged by the hotel for each room reservation cancelled.

NEVADA
2023 National FFA Convention & Expo
Indianapolis
November 1 - 4, 2023

Rates/Sales Tax not included:	Rates posted for the convention are <u>not inclusive of tax; tax information is listed on reservation recap online and the reservation acknowledgement.</u>
Reservation Method Options	
Reservations Online Option:	All attendees will be booking online on the Housing website with a valid credit card. Credit cards must have an expiration date of December 1, 2023 or later. State Blocks have pre-assigned inventory. Reservations may be booked online by your attendees into your state block utilizing this designated URL: <p style="text-align: center;">https://book.passkey.com/go/2023NVState</p>
Late Arrivals	If any party will be arriving after the reservation check-in day, please contact the hotel in advance to inform them of the change in arrival date. Not providing advanced notice to the hotel may result in a charge of one night's room and tax and loss of rooms.
Early Departures	An early departure fee of one night's room and tax may be charged to a guest who departs prior to the reserved check-out date. Guests wishing to avoid this fee must advise the hotel before check-in of any change in the scheduled length of stay. The hotel will inform the guest of this fee upon check-in; giving the guest the option to change the check-out date upon arrival without penalty.
Purchase Orders	Arrangements to pay final hotel bill by purchase order must be made in advance directly with the hotel. A purchase order may not be an acceptable form of payment at all hotels.
Unsolicited Housing Emails	National FFA Organization works directly with Visit Indy's Housing Bureau. If you receive unsolicited emails from groups/individuals stating they are representing our convention, offering accommodations within the National FFA room block and non-room block hotels, please do not reserve rooms through them as they are not representing our convention. Please feel free to forward those emails directly to National FFA Convention Management - convention@ffa.org .

No need to sign or fill boxes

- SECURE CHECKOUT
- SECURE TRANSACTIONS
- 24-HOUR SERVICE
- TRUSTED PAYMENTS



Almost done! Enter your details and complete your booking now.

Spelling of names must match government-issued photo ID

Flight Passenger 1

First name * Optional Middle name

Last name * Optional Suffix

Date of birth *

Gender Male Female

Known traveler & frequent flyer number

Flight Passenger 2

First name * Optional Middle name

Last name * Optional Suffix

Date of birth *

Gender Male Female

Known traveler & frequent flyer number

Flight Passenger 3

First name * Optional Middle name

Last name * Optional Suffix

Date of birth *

Gender Male Female

Keep up the good work!
You're on your way to getting a great deal.

Round-trip: Reno, NV - Indianapolis, IN

Fully refundable within 29 hours. After that, flight is non-refundable.

Reno → Indianapolis

Mon, Oct 30 2023 - 1 stop (9h 57m)

United Airlines • Basic Economy

08:00a RNO — 08:57p IND 1 Stop

Indianapolis → Reno

Sat, Nov 4 2023 - 2 stops (14h 28m)

United Airlines • Basic Economy

09:05a IND — 08:33p RNO 2 Stops

Cost per person	\$365.20
Round-trip ticket	
Number of travelers	6

You pay today \$2,191.20

3 RENTAL OPTIONS

Pick-Up
Indianapolis Intl Airport, IND
Mon, Oct 30, 9:00 PM

Return
Indianapolis Intl Airport, IND
Sat, Nov 04, 8:00 AM



Premium SUV
Chevrolet Suburban or similar
Automatic Transmission

7/8 Auto 3 4

Estimated Total

Base Rate

\$694.99

Mileage

Unlimited

Fees & Taxes Taxes & Fees

\$246.61 \$246.61

Estimated Total

94

See Rate Terms

\$941.60

Mileage Unlimited Mileage
\$0 Due Today \$0 Due Today
Free Cancellation Free Cancellation
Modify / View Rental Details \$941.60

Discount Packages

EXTRA OPTIONS, EXTRA SAVINGS

Select a discounted protection package and save up to 15%

Data Saver Package

Satellite Radio

Save \$11.00

Dear Fernley FFA Families,

If you are receiving this letter it is because your student has chosen to participate as a Chapter officer/ active member of the Fernley FFA at the 2023 National FFA Convention and Expo that will be held in Indianapolis, Indiana October 30th – November 4th, 2023. This is an excellent opportunity for your student to build leadership skills, personal growth, and begin building the foundation of being a strong leader and member of their school and community. To ensure your students' safety and ability to receive the full experience of this event we would like to outline the rule and standards we set for this event.

- Respect the authority of the advisor and other adults of the conference
- Attend all elements of the conference.
- Not jeopardize the safety of myself and others
- Treat staff and faculty of the National FFA Convention and Expo in Indianapolis, Indiana with respect.
- Will be under the supervision of my advisor, state staff, and other adults at all times during scheduled activity times.
- A Lyon County School District Advisor of the same gender will be placed on the same floor as the students at the hotel.
- Students will be placed in gender specific hotel rooms with other Lyon County school district students of the same gender.
- Students will respect the lights out hours and will not be allowed to leave the hotel rooms during these hours.
- Students are not allowed to leave the hotel and or convention center for any reason unless to be picked up by a parent or guardian with a signed release form.
- Students will follow the Lyon County school district policy for tobacco, alcohol, and illegal drugs.

*****Violation of these rules and standards may result in a parent phone call and traveling to pick up your student from the event*****

Please understand that these rules and standards are set to ensure the safety of the students and to help the student get the most out of the conference. If you have any questions or concerns, please feel free to reach out to by email at rkulbeth@lyoncsc.org.

Thank you for understanding,

Ryann Kulbeth

Fernley FFA Advisor and Agriculture Teacher

Packing Checklist

- **Official Dress**
 - **Slacks or Skirt**
 - **White collar button up shirt**
 - **FFA Jacket**
 - **Scarf or Tie**
 - **Black dress shoes or ALL black boots**
 - **Black nylons (girls only)**
- **Toiletries**
 - **Make sure they are all travel size (3 ounces or less)**
- **Enough street clothes for 5 days**
- **Pajamas**
- **Comfortable shoes**
- **Student ID card (if 17 or younger)**
- **Government ID card (if 18 or older)**
- **Spending money**
- **Money for lunch and dinner for 3 days**
- **Entertainment for the flight**

- **Luggage**

- **Students are allowed ONE carry-on item (overhead cabinet) and ONE personal item (can fit under the seat in front of them)**
- **If students want to check a bag that is fine. (Cost is \$30.00)**

LYON COUNTY SCHOOL DISTRICT

*Staff Travel Report
to
School Board of Trustees*

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent via Margaret Heim.

Please Download & TYPE the following information.

Staff Member: Kevin Kranjcec School: Dayton Intermediate School
Assignment: Principal Conference Attended: Northwest Evaluation Association Fusion
Location of Conference: Atlanta, GA Dates Attended: June 25-29

General Overview: Do not use acronyms

The Northwest Evaluation Assosiation (NWEA) Conference covered the Measurement of Academic Progress (MAP) Growth, which is a nationally normed, standardized achievement test which measures what students know and informs what they're ready to learn next by using a computer adaptive test that adjusts to the ability and knowledge of the student. This opportunity allowed time for collaboration with educators from all over the country to discuss student data, growth, MAPs reports and how to utilize the data to drive instruction.

How will this impact student learning in a positive way?

At Dayton Intermediate School we currently test MAP's 3 times per year (Fall, Winter and Spring). This data helps us place students in not only our reading and math remediation classes, but also for our advanced math classes. This conference provided many examples on different reports to access student scores and strand data to identify student learning gaps and how we can close those gaps. I received a deeper understanding of data reports and which reports will allow us to have a greater understanding of how these reports can truly impact instruction and student learning.

How will I implement what I learned and how will I share this information with my colleagues?

I was fortunate to be able to attend this conference with my assistant principal, Mr. Satalick. We have had discussions on how we plan to train teachers to analyze and utilize the data to put more of a focus on how to increase student growth. We will also utilize the data and have discussions about student needs and weaknesses within our Professional Learning Communities (PLC's)

Other Comments:

I would like to thank the LCSD Board of Trustees and the LCSD district administration for allowing me to travel to this conference. It was well worth the time and allowed me to gain additional knowledge as well as to network with other colleagues.



Site Principal/Supervisor Approval



Deputy Superintendent Approval

8/10/2023

Date

8-11-2023

Date

Information Technology
Service Ticket Report
07/01/23 - 07/31/23

Created 07/01/23 - 07/31/23

Ticket Type		DO	AdultEd	SSDO-PDC	PLC	B&G	CES	DES	DHS	DIS	ERHS	EVES	FES	FHS	FIS	RES	SES	SMS	SSES	SSHS	SSMS	SVS	YES	YHS	YIS	Total	
Urgent		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
High		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Medium		4	0	0	0	0	8	2	0	1	0	2	4	15	5	2	3	3	0	3	5	0	3	2	5	67	
Normal		5	5	0	3	0	3	0	32	4	1	3	5	5	3	2	4	6	1	3	0	1	2	1	13	102	
Project		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Total		10	5	0	3	0	11	2	32	5	1	5	9	20	8	4	7	9	1	6	5	1	5	3	18	170	

Closed 07/01/23 - 07/31/23

Ticket Type		DO	AdultEd	SSDO-PDC	PLC	B&G	CES	DES	DHS	DIS	ERHS	EVES	FES	FHS	FIS	RES	SES	SMS	SSES	SSHS	SSMS	SVS	YES	YHS	YIS	Total	
Urgent	Closed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Canceled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Resolved	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
High	Closed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Canceled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Resolved	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Medium	Closed	1	1	0	0	0	4	2	0	0	0	3	2	13	5	5	1	1	0	0	2	0	4	3	0	47	
	Canceled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	
	Resolved	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total	1	1	0	0	0	4	2	0	0	0	3	2	13	5	5	1	1	0	0	2	0	4	3	1	48	
Normal	Closed	7	3	0	1	0	4	0	36	7	0	3	4	15	7	4	2	11	5	9	7	5	10	30	17	187	
	Canceled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Resolved	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total	7	3	0	1	0	4	0	36	7	0	3	4	15	7	4	2	11	5	9	7	5	10	30	17	187	
Project	Closed	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
	Canceled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Resolved	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Total	Closed	9	4	0	1	0	8	2	36	7	0	6	6	28	12	9	3	12	5	9	9	5	14	33	17	235	
	Canceled	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	
	Resolved	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total	9	4	0	1	0	8	2	36	7	0	6	6	28	12	9	3	12	5	9	9	5	14	33	18	236	

100

Closed by Site/District Tech

Technician Type		DO	AdultEd	SSDO-PDC	PLC	B&G	CES	DES	DHS	DIS	ERHS	EVES	FES	FHS	FIS	RES	SES	SMS	SSES	SSHS	SSMS	SVS	YES	YHS	YIS	Total
Site Tech		0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	0	1	0	1	0	0	1	1	0	7
I. T. Tech		8	3	0	1	0	7	2	0	1	0	4	5	19	11	6	3	4	5	5	5	0	7	4	7	107
Oasis Support		1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1	0	0	0	0	4

Information Technology
Service Ticket Report
07/01/23 - 07/31/23

Open as of 07/31/23

Ticket Type		DO	AdultEd	SSDO-PDC	PLC	B&G	CES	DES	DHS	DIS	ERHS	EVES	FES	FHS	FIS	RES	SES	SMS	SSES	SSHS	SSMS	SVS	YES	YHS	YIS	Total	
Urgent	Open	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Pending	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	On Hold	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
High	Open	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Pending	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	On Hold	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Medium	Open	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0	1	6	
	Pending	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	On Hold	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0	1	6	
Normal	Open	15	0	0	0	0	0	11	2	62	1	1	2	3	0	14	20	1	10	31	13	17	13	23	34	273	
	Pending	2	0	0	0	0	0	0	0	0	0	0	0	1	5	0	0	1	1	0	0	0	1	2	2	15	
	On Hold	4	0	0	0	0	12	3	15	25	0	3	5	39	40	4	8	83	5	15	19	3	1	5	8	297	
	Total	21	0	0	0	0	12	14	17	87	1	4	7	43	45	18	28	85	16	46	32	20	15	30	44	585	
Project	Open	1	0	0	0	0	0	0	0	0	0	0	0	1	3	0	0	0	0	0	1	0	0	0	2	1	8
	Pending	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	On Hold	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	4	
	Total	2	0	0	0	0	0	1	0	0	0	0	0	1	3	0	0	0	0	1	0	0	0	1	0	12	
Total	Open	16	1	0	0	0	1	11	2	62	1	1	2	4	3	14	20	3	10	31	14	17	13	25	36	287	
	Pending	2	0	0	0	0	0	0	0	0	0	0	0	1	5	0	0	1	1	0	0	0	1	2	2	15	
	On Hold	5	0	0	0	0	12	4	15	25	0	3	5	39	40	4	8	83	5	16	19	3	1	6	8	301	
	Total	23	1	0	0	0	13	15	17	87	1	4	7	44	48	18	28	87	16	47	33	20	15	33	46	603	

101

Yearly Closed Comparison	DO	AdultEd	SSDO-PDC	PLC	B&G	CES	DES	DHS	DIS	ERHS	EVES	FES	FHS	FIS	RES	SES	SMS	SSES	SSHS	SSMS	SVS	YES	YHS	YIS	Total
2023	147	40	16	7	0	139	152	200	198	2	80	97	475	208	170	106	996	88	166	162	57	126	142	146	3920
2022	343	11	21	18	0	304	216	332	357	5	259	236	782	340	309	294	1269	226	281	302	128	214	241	291	5729
2021	369	31	30	2	3	260	249	366	258	16	218	225	700	351	323	297	498	247	168	179	154	211	297	277	5735
2020	511	116	0	9	1	261	199	299	271	29	231	212	645	313	263	261	321	230	218	233	226	299	358	229	4838
Total	1370	198	67	36	4	964	816	1197	1084	52	788	770	2602	1212	1065	958	3084	791	833	876	565	850	1038	943	20222

Enrollment for Quarter Ending June 30, 2023
To : Board of School Trustees
From: Wayne Workman, Superintendent
Date : August 22, 2023
Re: Enrollment Report

Requested By

Wayne Workman, Superintendent

STATEMENT:

Attached is the enrollment report for the fourth quarter ending June 30, 2023. Currently, our weighted student enrollment used for Distributed School Account funding has decreased by 3 students from the third quarter ending on March 31, 2023.

EDUCATIONAL CONSIDERATIONS:

Not applicable.

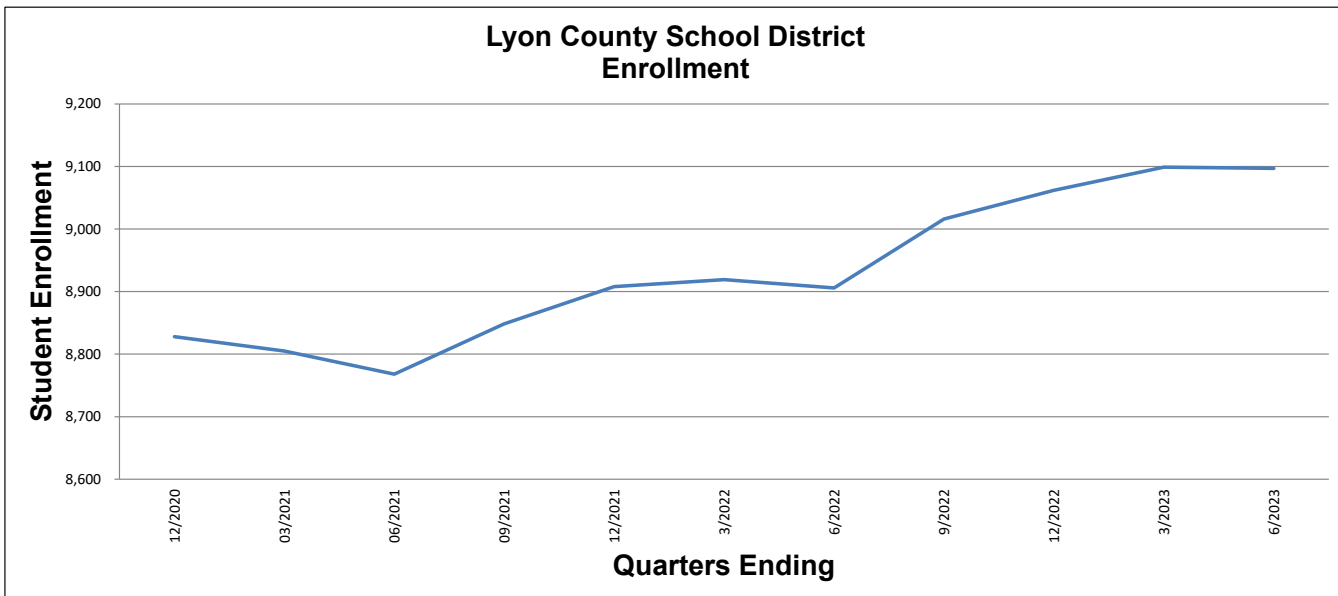
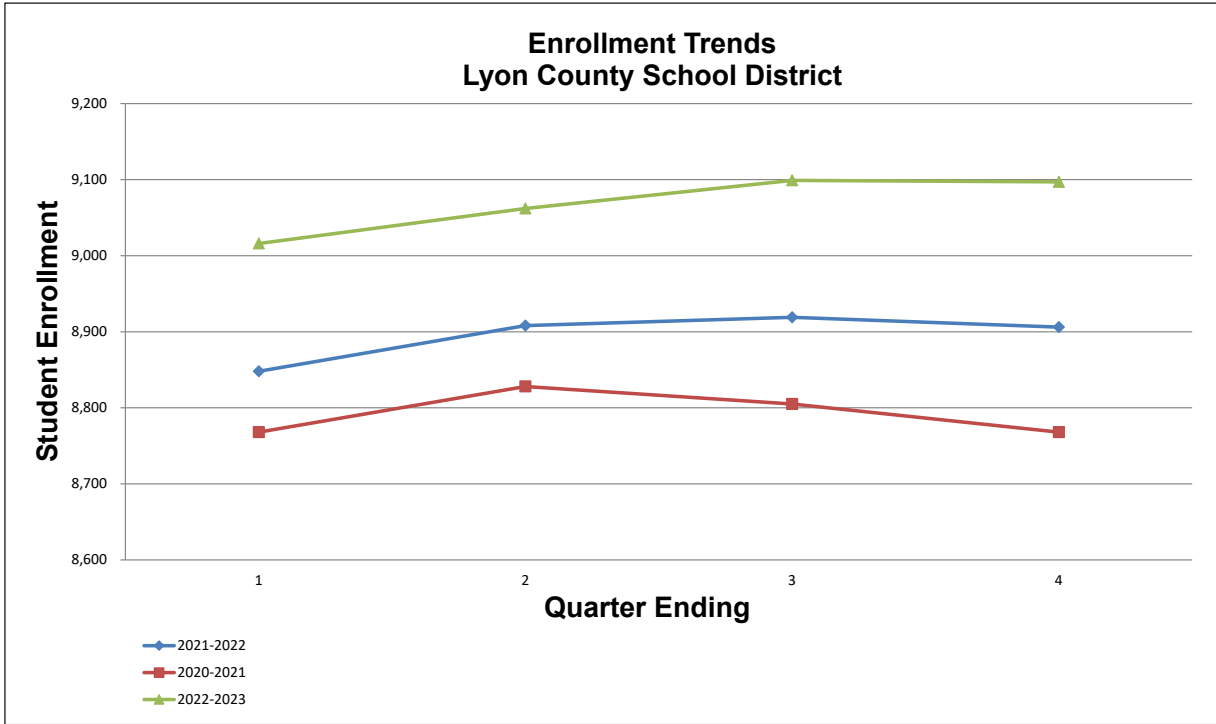
BUDGET CONSIDERATIONS:

Not applicable.

Respectfully submitted,
Wayne Workman, Superintendent

Prepared by,
Cheryl Veil - Administrative Secretary

LYON COUNTY SCHOOL DISTRICT Enrollment for Quarter Ending June 30, 2023



LYON COUNTY SCHOOL DISTRICT
Average Daily Enrollment for Quarter Ending June 30, 2023

School	2020-2021												2021-2022				2022-2023				Validation Day Comparison		Current Year Comparison	
	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	21-22 to 22-23		1st to Current									
	9/30	12/31	3/31	6/30	9/30	12/31	3/31	6/30	9/30	12/31	3/31	6/30	Change	%	Change	%								
DES	431	429	427	422	430	440	449	448	433	440	447	449	3	0.6%	16	3.7%								
SES	373	407	382	388	392	405	412	411	403	401	402	410	11	3.0%	7	2.0%								
RES	396	394	411	415	434	438	422	421	409	419	423	424	(25)	-5.8%	15	3.7%								
DIS	433	426	425	425	377	379	376	373	376	379	375	375	(1)	-0.2%	(1)	-0.2%								
DHS	686	676	659	652	714	717	714	708	742	744	733	723	28	4.2%	(19)	-2.7%								
Dayton	2,319	2,332	2,304	2,302	2,347	2,379	2,373	2,362	2,363	2,383	2,381	2,382	16	0.7%	19	0.8%								
FES	429	436	449	450	438	480	469	480	423	425	440	436	(15)	-3.4%	13	3.1%								
CES	573	587	599	597	576	598	588	598	579	586	606	617	3	0.5%	38	6.6%								
EVES	505	518	521	527	504	516	511	516	556	555	552	550	52	9.6%	(6)	-1.1%								
FIS	613	622	617	615	620	625	627	625	634	643	657	652	14	2.2%	18	2.9%								
SMS	672	670	678	671	649	665	660	665	643	641	641	640	(6)	-0.9%	(3)	-0.4%								
FHS	1,216	1,207	1,195	1,169	1,236	1,198	1,221	1,198	1,301	1,298	1,282	1,270	65	5.6%	(31)	-2.5%								
Fernley	4,007	4,039	4,060	4,030	4,023	4,082	4,078	4,082	4,136	4,148	4,179	4,166	113	2.8%	30	0.7%								
SSES	335	355	351	351	349	351	356	352	365	370	369	378	16	4.6%	13	3.8%								
SSMS	309	313	312	313	337	341	344	343	330	326	328	331	(7)	-2.4%	1	0.4%								
SSHS	322	318	304	293	324	321	312	305	337	334	329	325	13	4.4%	(5)	-1.4%								
Silver Spg	967	986	967	957	1,010	1,012	1,012	1,000	1,032	1,030	1,026	1,034	22	2.2%	9	1.0%								
SVES	93	96	103	103	97	100	100	102	106	105	104	102	9	9.3%	(4)	-4.3%								
SVHS	128	129	127	122	105	104	100	98	102	100	99	99	2	2.0%	(3)	-2.3%								
Smith Val	221	225	230	225	202	204	200	200	208	205	203	201	11	5.4%	(7)	-3.2%								
YES	449	445	443	447	451	446	451	464	474	490	499	505	23	4.3%	31	6.9%								
YIS	403	410	415	416	410	411	407	408	401	406	408	408	(9)	-2.3%	7	1.8%								
YHS	390	383	377	381	399	399	392	382	392	393	394	392	(7)	-1.8%	-	0.0%								
Yerington	1,242	1,239	1,235	1,244	1,259	1,256	1,250	1,254	1,267	1,289	1,301	1,306	8	0.6%	39	3.0%								
ERHS	11	8	9	9	7	8	7	8	10	7	9	9	3	24.0%	(1)	-9.1%								
TOTAL	8,768	8,828	8,805	8,768	8,848	8,940	8,919	8,906	9,016	9,062	9,099	9,097	172	2.0%	(3)	0.0%								
Change frc	(382)	60	(23)	(38)	81	92	(21)	(13)	110	46	37	(3)	-	-										

**LYON COUNTY SCHOOL DISTRICT
Enrollment for Friday, June 30, 2023**

Area	Dayton					Fernley						Silver Springs			Smith Valley		Yerington			Other	TOTAL	
School	DES	SES	RES	DIS	DHS	FES	CES	EVES	FIS	SMS	FHS	SSES	SSMS	SSHS	SVES	SVHS	YES	YIS	YHS	ERHS		
Pre-K	-	24	15			20	20	18				17	-				20					134
K	59	47	58			72	122	88				65	-		15		94					618
1	70	61	54			90	100	112				67	-		19		97					669
2	72	61	67			80	115	100				77	-		16		95					682
3	71	61	56			80	132	100				69	-		14		106					689
4	55	44	71			96	127	132				83	-		9		94					710
5	58	49	51						314				71		13			95				651
6	64	65	53	-					338				84		16			96				715
7				186						305			80		15			108		-		694
8				189						336			96		12			110		0		742
9					179						346			101	19				108	1		755
10					230						326			85	17				103	3		765
11					155						331			66	22				93	3		670
12					150						261			71	14				86	1		583
Ungraded					9						5			2					2	-		18
Enrolled School	449	410	424	375	723	436	617	550	652	640	1,270	378	331	325	102	99	505	408	392	9		9,097
Area					2,382						4,166			1,034	201				1,306	9		9,097

LYON COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1000

Voucher Date: 07/20/2023

Prepared By: _____

Printed: 08/16/2023 01:24:04 PM

LYON COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against LYON COUNTY SCHOOL DISTRICT funds for the sum of \$105,772.10 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Phil Cowee.	President
Bridget Peterson	Clerk
Neal McIntyre II	Member
Tom Hendrix	Member
Sherry Parsons	Member
Holly Villines	Member
Darin Farr	Member

LYON COUNTY SCHOOL DISTRICT

Fund	Amount
100 General Fund	\$105,772.10
	\$105,772.10

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1000 07/20/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
AMAZON BUSINESS		100.101.0000.000.2510.610.10000.00.00	General Supplies	\$174.80
		0		
		100.101.0000.000.2510.810.10000.00.00	Dues and Fees	\$779.00
		0		
		100.135.0000.000.2410.610.10305.31.00	General Supplies	\$112.14
		0		
		100.135.0000.100.1000.610.10305.31.00	General Supplies	\$1,948.60
		0		
			Vendor Total:	\$3,014.54
FRONTLINE TECHNOLOGIES, LLC	102627	100.102.0000.000.2570.653.10000.00.00	Web-based and similar programs	\$32,050.63
		0		
			Vendor Total:	\$32,050.63
GENE WATSON	22210	100.108.0000.000.2620.422.10000.00.00	Janitorial / Custodial Services	\$290.00
		0		
			Vendor Total:	\$290.00
NORTHWEST EVALUATION ASSOCIATION	15225	100.103.0000.000.2240.352.10000.00.00	Other Technical Services	\$63,815.00
		0		
			Vendor Total:	\$63,815.00
TYLER TECHNOLOGIES, INC.	103232	100.102.0000.000.2570.337.10000.00.00	Technology Related Training	\$6,601.93
		0		
			Vendor Total:	\$6,601.93
			Grand Total:	\$105,772.10

End of Report

LYON COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1001

Voucher Date: 07/20/2023

Prepared By: _____

Printed: 08/16/2023 01:24:32 PM

LYON COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against LYON COUNTY SCHOOL DISTRICT funds for the sum of \$44,619.31 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Phil Cowee. President

Bridget Peterson Clerk

Neal McIntyre II Member

Tom Hendrix Member

Sherry Parsons Member

Holly Villines Member

Darin Farr Member

LYON COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$44,411.31
290	Food Service Funds	\$208.00
		<hr/> \$44,619.31

Lyon County School District

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1001

07/20/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
1000BULBS.COM		100.108.0000.000.2620.610.10000.00.00	General Supplies	\$30,235.36
		⓪heck #: 210681		
ALL IN GRAPHIX		100.134.0000.100.1000.610.10304.20.00	General Supplies	\$283.50
		⓪heck #: 210682		
AMERICAN CHILLER SERVICE, INC		100.108.0000.000.2620.430.10303.10.00	Repairs and Maintenance Services	\$3,490.00
		⓪heck #: 210683		
FATBEAM, LLC		100.107.0000.000.2580.535.10000.00.00	Data Communications, Internet, Video, T-lines, etc	\$435.00
		⓪heck #: 210684		
NASSP/NHS	101272	100.161.0000.914.1000.810.10601.32.00	Dues and Fees	\$480.00
		⓪heck #: 210685		
NIAA_102628	102628	100.101.0000.920.1000.810.10601.32.00	Dues and Fees	\$2,698.00
		⓪heck #: 210686		
		100.101.0000.920.1000.810.10602.50.00	Dues and Fees	\$1,100.00
		⓪heck #: 210686		
		100.101.0000.920.1000.810.10603.32.00	Dues and Fees	\$1,100.00
		⓪heck #: 210686		
		100.101.0000.920.1000.810.10604.32.00	Dues and Fees	\$1,578.00
		⓪heck #: 210686		
		100.101.0000.920.1000.810.10605.32.00	Dues and Fees	\$1,100.00
		⓪heck #: 210686		
			Vendor Total:	\$7,576.00

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1001

07/20/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
RALEYS				
		100.161.0000.000.2410.615.10601.32.00	Snacks, Food & Beverages	\$196.96
		Ⓞcheck #: 210687		
		Vendor Total:		\$196.96
RICOH USA, INC				
		100.135.0000.000.2410.442.10305.31.00	Rental of Equipment and Vehicles	\$36.65
		Ⓞcheck #: 210688		
		Vendor Total:		\$36.65
SCHOOL DATEBOOKS	103098			
		100.134.0000.100.1000.610.10304.20.00	General Supplies	\$1,627.84
		Ⓞcheck #: 210689		
		Vendor Total:		\$1,627.84
SHRED-IT USA				
		100.161.0000.000.2410.421.10601.32.00	Garbage / Disposal	\$50.00
		Ⓞcheck #: 210690		
		Vendor Total:		\$50.00
WALKER LAKE DISPOSAL INC.	102157			
		290.180.0000.000.3100.421.10000.00.00	Garbage / Disposal	\$208.00
		Ⓞcheck #: 210691		
		Vendor Total:		\$208.00
		Grand Total:		\$44,619.31

End of Report

LYON COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1013

Voucher Date: 07/27/2023

Prepared By: _____

Printed: 08/16/2023 01:25:17 PM

LYON COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against LYON COUNTY SCHOOL DISTRICT funds for the sum of \$121,632.28 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Phil Cowee.	President
Bridget Peterson	Clerk
Neal McIntyre II	Member
Tom Hendrix	Member
Sherry Parsons	Member
Holly Villines	Member
Darin Farr	Member

LYON COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$121,632.28
		\$121,632.28

Lyon County School District

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1013

07/27/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
AMAZON BUSINESS		100.101.0000.000.2510.610.10000.00.00	General Supplies	\$42.23
		0		
		100.104.0000.000.2213.610.10000.00.00	General Supplies	\$157.97
		0		
		100.106.0000.000.2515.610.10000.00.00	General Supplies	\$168.96
		0		
		100.126.0000.000.2410.640.10206.10.00	Books and Periodicals	\$662.55
		0		
		100.129.0000.100.1000.610.10209.10.00	General Supplies	\$126.54
		0		
		100.129.0000.100.1000.615.10209.10.00	Snacks, Food & Beverages	\$37.91
		0		
		100.134.0000.000.2620.610.10304.20.00	General Supplies	\$145.80
		0		
		100.134.0000.100.1000.610.10304.20.00	General Supplies	\$105.98
		0		
		100.135.0000.000.2410.610.10305.31.00	General Supplies	\$111.00
		0		
		100.135.0000.100.1000.610.10305.31.00	General Supplies	\$2,848.68
		0		
		100.135.0000.100.1000.640.10305.31.00	Books and Periodicals	\$550.42
		0		
		100.136.0000.100.1000.610.10208.31.00	General Supplies	\$3,856.36
		0		
		100.161.0000.000.2120.610.10601.32.00	General Supplies	\$464.14
		0		
		100.161.0000.000.2410.610.10601.32.00	General Supplies	\$465.40
		0		
		100.161.0000.100.1000.610.10601.32.00	General Supplies	\$478.03
		0		
		100.161.0000.188.1000.610.10601.32.00	General Supplies	\$52.88
		0		
		100.161.0000.384.1000.610.10601.32.00	General Supplies	\$114.85
		0		
		100.161.0000.920.1000.610.10601.32.00	General Supplies	\$98.98
		0		

Lyon County School District

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1013

07/27/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.164.0000.000.2620.610.10604.32.00	General Supplies	\$88.84
		0		
		100.164.0000.100.1000.610.10604.32.00	General Supplies	\$226.06
		0		
		100.164.0000.191.1000.610.10604.32.00	General Supplies	\$267.50
		0		
		100.164.0000.920.1000.610.10604.32.00	General Supplies	\$439.60
		0		
		100.170.0000.000.2700.610.10000.00.00	General Supplies	\$20.99
		0		
			Vendor Total:	\$11,531.67
CLARK & ASSOCIATES OF NEVADA, INC.		100.102.0000.000.2570.340.10000.00.00	Other Professional Services	\$3,166.66
		0		
			Vendor Total:	\$3,166.66
CMC TIRE		100.170.0000.000.2730.611.10000.00.00	Tires/Flooring	\$19,538.00
1		0		
			Vendor Total:	\$19,538.00
INFINITE CAMPUS		100.107.0000.000.2580.352.10000.00.00	Other Technical Services	\$87,319.75
		0		
			Vendor Total:	\$87,319.75
OFFICE DEPOT	15366	100.123.0000.100.1000.610.10203.10.00	General Supplies	\$76.20
		0		
			Vendor Total:	\$76.20
			Grand Total:	\$121,632.28

End of Report

LYON COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1014

Voucher Date: 07/27/2023

Prepared By: _____

Printed: 08/16/2023 01:25:29 PM

LYON COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against LYON COUNTY SCHOOL DISTRICT funds for the sum of \$21,650.01 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Phil Cowee. President

Bridget Peterson Clerk

Neal McIntyre II Member

Tom Hendrix Member

Sherry Parsons Member

Holly Villines Member

Darin Farr Member

LYON COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$17,292.21
230	Adult Education	\$370.84
280	Federal Funds	\$638.00
340	Governmental Services Tax (GST)	\$3,348.96
		<hr/>
		\$21,650.01

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1014 07/27/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
A T & T MONTHLY STATEMENT				
	99712			
		100.108.0000.000.2620.532.10000.00.00 @check #: 210657	Voice/Voicemail	\$18.84
		100.126.0000.000.2410.533.10206.10.00 @check #: 210657	Telephone - Land Line phone services	\$56.44
		100.164.0000.000.2410.533.10604.32.00 @check #: 210657	Telephone - Land Line phone services	\$199.67
			Vendor Total:	\$274.95
ACTE MEMBERSHIP		100.103.0000.300.1000.810.10000.00.00 @check #: 210658	Dues and Fees	\$720.00
			Vendor Total:	\$720.00
BLICK ART MATERIALS	5590	100.135.0000.100.1000.610.10305.31.00 @check #: 210659	General Supplies	\$1,751.50
			Vendor Total:	\$1,751.50
DOS TERRA LLC DBA SIBME		100.165.0000.100.1000.653.10605.32.00 @check #: 210660	Web-based and similar programs	\$2,200.00
			Vendor Total:	\$2,200.00
DRIVE LINE SERVICE INC	5787	100.170.0000.000.2730.614.10000.00.00 @check #: 210661	Parts	\$679.39
			Vendor Total:	\$679.39
FAMX, INC.		100.161.0000.920.1000.810.10601.32.00 @check #: 210662	Dues and Fees	\$600.00
			Vendor Total:	\$600.00
GARNER, SANDRA		100.104.0000.000.2213.615.10000.00.00 @check #: 210663	Snacks, Food & Beverages	\$108.58
			Vendor Total:	\$108.58

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1014 07/27/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
GOPHER SPORT	8661	100.135.0000.100.1000.610.10305.31.00 @heck #: 210664	General Supplies	\$1,074.75
			Vendor Total:	\$1,074.75
HARCO ATHLETIC RECONDITIONING INC		100.165.0000.920.1000.610.10605.32.00 @heck #: 210665	General Supplies	\$2,788.00
			Vendor Total:	\$2,788.00
INLAND BUSINESS SYSTEMS		100.170.0000.000.2710.550.10000.00.00 @heck #: 210666	Printing and Binding	\$287.49
			Vendor Total:	\$287.49
NOTABLE INC		100.161.0000.100.1000.610.10601.32.00 @heck #: 210667	General Supplies	\$891.00
			Vendor Total:	\$891.00
ORKIN PEST CONTROL		100.106.0000.000.2515.610.10000.00.00 @heck #: 210668	General Supplies	\$87.99
			Vendor Total:	\$87.99
PACIFIC SHREDDING/PACIFIC STORAGE CO.		100.164.0000.000.2410.421.10604.32.00 @heck #: 210669	Garbage / Disposal	\$56.71
			Vendor Total:	\$56.71
REFRIGERATION SUPPLIES DISTRIBUTOR	96586	100.108.0000.000.2620.610.10000.00.00 @heck #: 210670	General Supplies	\$1,982.80
		100.108.0000.000.2620.610.10208.31.00 @heck #: 210670	General Supplies	\$119.38
			Vendor Total:	\$2,102.18
RICOH AMERICAS CORP	102825			

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1014

07/27/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.121.0000.000.2410.430.10201.10.00	Repairs and Maintenance Services	\$249.82
		⓪check #: 210671		
		100.129.0000.100.1000.430.10209.10.00	Repairs and Maintenance Services	\$172.79
		⓪check #: 210671		
		100.135.0000.000.2410.442.10305.31.00	Rental of Equipment and Vehicles	\$5.00
		⓪check #: 210671		
		100.135.0000.100.1000.430.10305.31.00	Repairs and Maintenance Services	\$60.52
		⓪check #: 210671		
			Vendor Total:	\$488.13
RICOH USA, INC		100.126.0000.000.2410.442.10206.10.00	Rental of Equipment and Vehicles	\$202.49
		⓪check #: 210672		
			Vendor Total:	\$202.49
ROYAL CARPET ONE FLOOR & HOME		340.101.0000.000.4700.610.10000.00.00	General Supplies	\$3,348.96
		⓪check #: 210673		
			Vendor Total:	\$3,348.96
RUFF, JAMES		230.231.0000.610.1000.610.10000.00.00	General Supplies	\$26.80
		⓪check #: 210674		
			Vendor Total:	\$26.80
SCHOOL MATE	18452	100.122.0000.100.1000.610.10202.10.00	General Supplies	\$273.00
		⓪check #: 210675		
		280.633.0000.100.2100.610.10202.10.00	General Supplies	\$638.00
		⓪check #: 210675		
			Vendor Total:	\$911.00
SCHOOLMINT INC	102651	100.161.0000.000.2410.610.10601.32.00	General Supplies	\$338.00
		⓪check #: 210676		
			Vendor Total:	\$338.00

Lyon County School District

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1014

07/27/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
SWANK MOVIE LICENSING USA		100.164.0000.000.2620.610.10604.32.00	General Supplies	\$181.58
		⓪check #: 210677		
		100.164.0000.100.1000.610.10604.32.00	General Supplies	\$1,128.47
		⓪check #: 210677		
			Vendor Total:	\$1,310.05
WALKER LAKE DISPOSAL INC.	102157	100.122.0000.000.2410.650.10202.10.00	Supplies-Information Technology-related	\$552.00
		⓪check #: 210678		
			Vendor Total:	\$552.00
WELLS FARGO VENDOR FINANCIAL SERVICES		100.134.0000.000.2620.421.10304.20.00	Garbage / Disposal	\$506.00
		⓪check #: 210679		
			Vendor Total:	\$506.00
		230.231.0000.610.1000.443.10000.00.00	Copier Leases	\$344.04
		⓪check #: 210680		
			Vendor Total:	\$344.04
			Grand Total:	\$21,650.01

End of Report

LYON COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1017

Voucher Date: 07/17/2023

Prepared By: _____

Printed: 08/16/2023 01:26:30 PM

LYON COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against LYON COUNTY SCHOOL DISTRICT funds for the sum of \$4,154.77 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Phil Cowee. President

Bridget Peterson Clerk

Neal McIntyre II Member

Tom Hendrix Member

Sherry Parsons Member

Holly Villines Member

Darin Farr Member

LYON COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$1,554.77
280	Federal Funds	\$2,600.00
		<hr/> <hr/>
		\$4,154.77

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1017 07/17/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
WELLS FARGO P-CARD-D HUCKABY		100.102.0000.000.2570.540.10000.00.00	Advertising	\$67.41
		0		
			Vendor Total:	\$67.41
WELLS FARGO P-CARD CURRICULUM		100.104.0000.000.2213.580.10000.00.00	Staff Travel	\$26.85
		0		
		280.658.0000.100.2213.330.10000.00.00	Professional Employee Training & Development Serv	\$2,600.00
		0		
			Vendor Total:	\$2,626.85
WELLS FARGO P-CARD GIANOTTI		100.103.0000.300.1000.652.10604.32.00	Inventoried Supplies/Equipment - IT Related <\$5000	\$1,261.55
		0		
		100.104.0000.000.2213.610.10000.00.00	General Supplies	\$131.96
		0		
			Vendor Total:	\$1,393.51
WELLS FARGO P-CARD-W. WORKMAN		100.101.0000.000.2310.330.10000.00.00	Professional Employee Training & Development Serv	\$67.00
		0		
			Vendor Total:	\$67.00
			Grand Total:	\$4,154.77

End of Report

LYON COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1020

Voucher Date: 07/27/2023

Prepared By: _____

Printed: 08/16/2023 01:26:50 PM

LYON COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against LYON COUNTY SCHOOL DISTRICT funds for the sum of \$26,251.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Phil Cowee. President

Bridget Peterson Clerk

Neal McIntyre II Member

Tom Hendrix Member

Sherry Parsons Member

Holly Villines Member

Darin Farr Member

LYON COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$26,251.00
		<hr/> \$26,251.00

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1020 07/27/2023

Fiscal Year: 2023-2024

Vendor Remit Name	Vendor #	Account	Description	Amount
NV ENERGY_19040	19040	100.108.0000.000.2620.810.10000.00.00	Dues and Fees	\$26,251.00
		Check #: 210775		
		Vendor Total:		\$26,251.00
		Grand Total:		\$26,251.00

End of Report

LYON COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1021

Voucher Date: 07/28/2023

Prepared By: _____

Printed: 08/16/2023 01:27:12 PM

LYON COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against LYON COUNTY SCHOOL DISTRICT funds for the sum of \$470,451.49 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Phil Cowee. President

Bridget Peterson Clerk

Neal McIntyre II Member

Tom Hendrix Member

Sherry Parsons Member

Holly Villines Member

Darin Farr Member

LYON COUNTY SCHOOL DISTRICT

Fund	Amount
240 State Grants	\$470,451.49
	\$470,451.49

Lyon County School District

Voucher Supplement Account Summary

Fiscal Year: 2023-2024

Voucher Batch Number: 1021

07/28/2023

Vendor Remit Name	Vendor #	Account	Description	Amount
AIR FILTER SALES AND SERVICE	98789	240.270.0000.000.2600.610.10000.00.00	General Supplies	\$117,600.00
Vendor Total:				\$117,600.00
INLAND SUPPLY CO., INC.	10000	240.270.0000.000.2600.610.10000.00.00	General Supplies	\$308,780.47
Vendor Total:				\$308,780.47
WILLIAM V. MACGILL & CO.	22793	240.270.0000.000.2600.610.10000.00.00	General Supplies	\$44,071.02
Vendor Total:				\$44,071.02
Grand Total:				\$470,451.49

End of Report

Lyon County School District

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: PAYBILL ACCOUNT 4159562495

From Date: 07/01/2023 **To Date:** 07/31/2023

From Check: **To Check:**

From Voucher: **To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
210566	07/06/2023	INTERNAL REVENUE SERVICE	\$10,681.34	1769	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210567	07/06/2023	SILVER SPRINGS MUTUAL WATER CO	\$19,184.16	1769	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210568	07/11/2023	3D CONCRETE, INC.	\$518.69	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210569	07/11/2023	A T & T MONTHLY STATEMENT	\$60.59	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210570	07/11/2023	A T & T MONTHLY STATEMENT	\$55.39	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210571	07/11/2023	A T & T MONTHLY STATEMENT	\$88.27	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210572	07/11/2023	A T & T MONTHLY STATEMENT	\$88.27	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210573	07/11/2023	A T & T MONTHLY STATEMENT	\$56.70	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210574	07/11/2023	A T & T MONTHLY STATEMENT	\$92.24	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210575	07/11/2023	A T & T MONTHLY STATEMENT	\$162.64	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210576	07/11/2023	ACTION GLASS CARSON LLC	\$811.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210577	07/11/2023	ADVANCED INTEGRATED PEST MANAGEMENT	\$131.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210578	07/11/2023	ALHAMBRA WATER	\$520.57	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210579	07/11/2023	APEX SAW WORKS	\$5,314.01	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210580	07/11/2023	ARAMARK UNIFORM SERVICES	\$1,002.49	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210581	07/11/2023	BRYSON SALES & SERVICE	\$6,150.73	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210582	07/11/2023	BUS PARTS WAREHOUSE	\$587.43	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210583	07/11/2023	BUSWEST	\$1,068.30	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210584	07/11/2023	CAPITAL CITY AUTO PARTS	\$399.53	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210585	07/11/2023	CHURCH, VICTORIA	\$575.49	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210586	07/11/2023	CUSTOM INK	\$4,493.75	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210587	07/11/2023	DESERT READY MIX, LLC	\$480.83	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210588	07/11/2023	DYKMAN ELECTRICAL INC.	\$2,204.32	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	

Lyon County School District

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: PAYBILL ACCOUNT 4159562495

From Date: 07/01/2023

To Date: 07/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
210589	07/11/2023	ETTER, DAMON	\$475.44	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210590	07/11/2023	FP MAILING SOLUTIONS	\$86.85	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210591	07/11/2023	FUN EVENTS NV	\$4,105.00	1772	Printed	Expense	<input type="checkbox"/>		
210592	07/11/2023	HARCO ATHLETIC RECONDITIONING INC	\$3,491.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210593	07/11/2023	HOME DEPOT	\$111.90	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210594	07/11/2023	INLAND BUSINESS SYSTEMS	\$5.60	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210595	07/11/2023	JET PLUMBING & DRAIN SERVICES	\$334.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210596	07/11/2023	JOHNSON, SIERRA A	\$1,050.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210597	07/11/2023	KIMBALL MIDWEST	\$554.93	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210598	07/11/2023	KORF, ERIN	\$499.20	1772	Printed	Expense	<input type="checkbox"/>		
210599	07/11/2023	KRANJCEC, KEVIN	\$475.44	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210600	07/11/2023	LAHONTAN PARAMEDICAL	\$100.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210601	07/11/2023	LANGUAGE TESTING INTERNATIONAL, INC	\$10.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210602	07/11/2023	LOWE'S BUSINESS ACCOUNT	\$18,579.42	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210603	07/11/2023	MOUND HOUSE HARDWARE & STORAGE	\$477.17	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210604	07/11/2023	ORKIN PEST CONTROL	\$175.98	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210605	07/11/2023	PASCO SCIENTIFIC	\$20,679.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210606	07/11/2023	PETERBILT TRUCK PARTS & EQUIPMENT LLC	\$4,945.64	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210607	07/11/2023	PURCELL TIRE COMPANY	\$128.40	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210608	07/11/2023	RENO HYDRAULIC & REBUILD, INC	\$51.81	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210609	07/11/2023	RICOH AMERICAS CORP	\$7,069.40	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210610	07/11/2023	RICOH USA, INC	\$312.44	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	

Lyon County School District

Reprint Check Listing

Fiscal Year: 2022-2023

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To Date: 07/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
210611	07/11/2023	SHARMIN, SHIFAT	\$99.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210612	07/11/2023	SHRED-IT USA	\$37.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210613	07/11/2023	SHRED-IT USA	\$47.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210614	07/11/2023	SHRED-IT USA	\$36.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210615	07/11/2023	SHRED-IT USA	\$148.82	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210616	07/11/2023	SHRED-IT USA	\$42.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210617	07/11/2023	SHRED-IT USA	\$36.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210618	07/11/2023	SHRED-IT USA	\$16.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210619	07/11/2023	SHRED-IT USA	\$100.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210620	07/11/2023	SHRED-IT USA	\$25.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210621	07/11/2023	SHRED-IT USA	\$25.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210622	07/11/2023	SILVER STATE INTERNATIONAL	\$2,906.94	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210623	07/11/2023	SKILLSUSA	\$700.00	1772	Printed	Expense	<input type="checkbox"/>		
210624	07/11/2023	SMITH VALLEY SCHOOLS ATHLETICS	\$3,120.58	1772	Printed	Expense	<input type="checkbox"/>		
210625	07/11/2023	THOMAS, DANIEL R	\$111.25	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210626	07/11/2023	THUNDER-ELECTRIC, LLC	\$681.94	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210627	07/11/2023	UNITY SCHOOL BUS PARTS	\$134.96	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210628	07/11/2023	WELLS FARGO BANK_96568	\$1,000.00	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210629	07/11/2023	WELLS FARGO VENDOR FINANCIAL SERVICES	\$3,258.49	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210630	07/11/2023	WILSON, ANTHONY	\$499.20	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210631	07/11/2023	XEROX CORPORATION	\$4,143.36	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210632	07/11/2023	YERINGTON AUTO PARTS	\$2,178.60	1772	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210633	07/18/2023	4M PROMOTIONS INC	\$3,497.78	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	

Lyon County School District

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: PAYBILL ACCOUNT 4159562495

From Date: 07/01/2023

To Date: 07/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
210634	07/18/2023	A T & T MONTHLY STATEMENT	\$105.34	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210635	07/18/2023	A T & T MONTHLY STATEMENT	\$105.34	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210636	07/18/2023	A T & T MONTHLY STATEMENT	\$105.34	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210637	07/18/2023	ADVANCED INTEGRATED PEST MANAGEMENT	\$2,484.00	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210638	07/18/2023	ALDRIDGE, AMANDA	\$1,128.31	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210639	07/18/2023	ALDRIDGE, ROYCE	\$64.68	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210640	07/18/2023	ALEXANDER, FARRAH	\$499.20	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210641	07/18/2023	ETTER, DAMON	\$181.00	1777	Printed	Expense	<input type="checkbox"/>		
210642	07/18/2023	GIANOTTI, JIM	\$248.00	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210643	07/18/2023	HOME DEPOT	\$1,915.19	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210644	07/18/2023	JET PLUMBING & DRAIN SERVICES	\$212.00	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210645	07/18/2023	LOUIE'S HOME CENTER	\$23.47	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210646	07/18/2023	M.F. BARCELLOS, INC	\$175.50	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210647	07/18/2023	MOYLE, HEATHER	\$248.00	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210648	07/18/2023	NEVADA DRUG & ALCOHOL TESTING INC	\$212.00	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210649	07/18/2023	O'REILLY AUTO PARTS	\$2,002.61	1777	Printed	Expense	<input type="checkbox"/>		
210650	07/18/2023	REFRIGERATION SUPPLIES DISTRIBUTOR	\$101.47	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210651	07/18/2023	ROCKET MATH	\$440.14	1777	Printed	Expense	<input type="checkbox"/>		
210652	07/18/2023	THE COLL SCHOOL FOLDER COMPANY	\$904.00	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210653	07/18/2023	WELLS FARGO VENDOR FINANCIAL SERVICES	\$1,290.52	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210654	07/18/2023	WESTERN NEVADA COLLEGE_99219	\$31,396.65	1777	Printed	Expense	<input type="checkbox"/>		

Lyon County School District

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: PAYBILL ACCOUNT 4159562495

From Date: 07/01/2023

To Date: 07/31/2023

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
210655	07/18/2023	XEROX CORPORATION	\$1,116.20	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210656	07/18/2023	XEROX FINANCIAL SERVICES	\$22.19	1777	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210657	07/27/2023	A T & T MONTHLY STATEMENT	\$274.95	1014	Printed	Expense	<input type="checkbox"/>		
210658	07/27/2023	ACTE MEMBERSHIP	\$720.00	1014	Printed	Expense	<input type="checkbox"/>		
210659	07/27/2023	BLICK ART MATERIALS	\$1,751.50	1014	Printed	Expense	<input type="checkbox"/>		
210660	07/27/2023	DOS TERRA LLC DBA SIBME	\$2,200.00	1014	Printed	Expense	<input type="checkbox"/>		
210661	07/27/2023	DRIVE LINE SERVICE INC	\$679.39	1014	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210662	07/27/2023	FAMX, INC.	\$600.00	1014	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210663	07/27/2023	GARNER, SANDRA	\$108.58	1014	Printed	Expense	<input type="checkbox"/>		
210664	07/27/2023	GOPHER SPORT	\$1,074.75	1014	Printed	Expense	<input type="checkbox"/>		
210665	07/27/2023	HARCO ATHLETIC RECONDITIONING INC	\$2,788.00	1014	Printed	Expense	<input type="checkbox"/>		
210666	07/27/2023	INLAND BUSINESS SYSTEMS	\$287.49	1014	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210667	07/27/2023	NOTABLE INC	\$891.00	1014	Printed	Expense	<input type="checkbox"/>		
210668	07/27/2023	ORKIN PEST CONTROL	\$87.99	1014	Printed	Expense	<input type="checkbox"/>		
210669	07/27/2023	PACIFIC SHREDDING/PACIFIC STORAGE CO.	\$56.71	1014	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210670	07/27/2023	REFRIGERATION SUPPLIES DISTRIBUTOR	\$2,102.18	1014	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210671	07/27/2023	RICOH AMERICAS CORP	\$488.13	1014	Printed	Expense	<input type="checkbox"/>		
210672	07/27/2023	RICOH USA, INC	\$202.49	1014	Printed	Expense	<input type="checkbox"/>		
210673	07/27/2023	ROYAL CARPET ONE FLOOR & HOME	\$3,348.96	1014	Printed	Expense	<input type="checkbox"/>		
210674	07/27/2023	RUFF, JAMES	\$26.80	1014	Printed	Expense	<input type="checkbox"/>		
210675	07/27/2023	SCHOOL MATE	\$911.00	1014	Printed	Expense	<input type="checkbox"/>		
210676	07/27/2023	SCHOOLMINT INC	\$338.00	1014	Printed	Expense	<input type="checkbox"/>		

Lyon County School District

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: PAYBILL ACCOUNT 4159562495

From Date: 07/01/2023 **To Date:** 07/31/2023

From Check: **To Check:**

From Voucher: **To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
210677	07/27/2023	SHERWIN-WILLIAMS	\$1,310.05	1014	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210678	07/27/2023	SWANK MOVIE LICENSING USA	\$552.00	1014	Printed	Expense	<input type="checkbox"/>		
210679	07/27/2023	WALKER LAKE DISPOSAL INC.	\$506.00	1014	Printed	Expense	<input type="checkbox"/>		
210680	07/27/2023	WELLS FARGO VENDOR FINANCIAL SERVICES	\$344.04	1014	Printed	Expense	<input type="checkbox"/>		
210681	07/20/2023	1000BULBS.COM	\$30,235.36	1001	Printed	Expense	<input type="checkbox"/>		
210682	07/20/2023	ALL IN GRAPHIX	\$283.50	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210683	07/20/2023	AMERICAN CHILLER SERVICE, INC	\$3,490.00	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210684	07/20/2023	FATBEAM, LLC	\$435.00	1001	Printed	Expense	<input type="checkbox"/>		
210685	07/20/2023	NASSP/NHS	\$480.00	1001	Printed	Expense	<input type="checkbox"/>		
210686	07/20/2023	NIAA_102628	\$7,576.00	1001	Printed	Expense	<input type="checkbox"/>		
210687	07/20/2023	RALEY'S	\$196.96	1001	Printed	Expense	<input type="checkbox"/>		
210688	07/20/2023	RICOH USA, INC	\$36.65	1001	Printed	Expense	<input type="checkbox"/>		
210689	07/20/2023	SCHOOL DATEBOOKS	\$1,627.84	1001	Printed	Expense	<input type="checkbox"/>		
210690	07/20/2023	SHRED-IT USA	\$50.00	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2023	
210691	07/20/2023	WALKER LAKE DISPOSAL INC.	\$208.00	1001	Printed	Expense	<input type="checkbox"/>		
210775	07/27/2023	NV ENERGY_19040	\$26,251.00	1020	Printed	Expense	<input type="checkbox"/>		
210776	07/27/2023	ADVANCED INTEGRATED PEST MANAGEMENT	\$179.00	1806	Printed	Expense	<input type="checkbox"/>		
210777	07/27/2023	ALHAMBRA WATER	\$148.85	1806	Printed	Expense	<input type="checkbox"/>		
210778	07/27/2023	BROWN MILBERRY INC	\$205.28	1806	Printed	Expense	<input type="checkbox"/>		
210779	07/27/2023	COOPER, BLAKE	\$499.20	1806	Printed	Expense	<input type="checkbox"/>		
210780	07/27/2023	D & S WASTE REMOVAL, INC	\$6,339.69	1806	Printed	Expense	<input type="checkbox"/>		
210781	07/27/2023	DEPARTMENT OF PUBLIC SAFETY	\$266.75	1806	Printed	Expense	<input type="checkbox"/>		
210782	07/27/2023	E-RATE ELITE SERVICES INC	\$4,750.00	1806	Printed	Expense	<input type="checkbox"/>		

Lyon County School District

Reprint Check Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: PAYBILL ACCOUNT 4159562495

From Date: 07/01/2023 **To Date:** 07/31/2023

From Check: **To Check:**

From Voucher: **To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
210783	07/27/2023	FLINN SCIENTIFIC	\$88.19	1806	Printed	Expense	<input type="checkbox"/>		
210784	07/27/2023	LINDE GAS & EQUIPMENT	\$270.74	1806	Printed	Expense	<input type="checkbox"/>		
210785	07/27/2023	LOUIE'S HOME CENTER	\$120.49	1806	Printed	Expense	<input type="checkbox"/>		
210786	07/27/2023	MONIZ, TAMMIE	\$884.16	1806	Printed	Expense	<input type="checkbox"/>		
210787	07/27/2023	N N B U A - BASEBALL	\$2,449.61	1806	Printed	Expense	<input type="checkbox"/>		
210788	07/27/2023	N N S O A SOFTBALL	\$2,200.50	1806	Printed	Expense	<input type="checkbox"/>		
210789	07/27/2023	PERMA-BOUND	\$401.87	1806	Printed	Expense	<input type="checkbox"/>		
210790	07/27/2023	PURCHASE POWER	\$350.00	1806	Printed	Expense	<input type="checkbox"/>		
210791	07/27/2023	RGJ MEDIA	\$4,927.60	1806	Printed	Expense	<input type="checkbox"/>		
210792	07/27/2023	RICOH AMERICAS CORP	\$55.67	1806	Printed	Expense	<input type="checkbox"/>		
210793	07/27/2023	SHRED-IT USA	\$25.00	1806	Printed	Expense	<input type="checkbox"/>		
210794	07/27/2023	STANLEY ACCESS TECH LLC	\$319.50	1806	Printed	Expense	<input type="checkbox"/>		
210795	07/27/2023	SUMMIT COMPANIES	\$857.50	1806	Printed	Expense	<input type="checkbox"/>		
210796	07/27/2023	UNITED RENTALS--ALL LOCATIONS	\$846.11	1806	Printed	Expense	<input type="checkbox"/>		
210797	07/27/2023	WASTE MANAGEMENT	\$1,338.22	1806	Printed	Expense	<input type="checkbox"/>		
210798	07/27/2023	XEROX CORPORATION	\$358.86	1806	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$306,675.54

End of Report

**Lyon County School District
Board Memo**

Date: August 22, 2023
To: Board of School Trustees
From: Jim Gianotti, Executive Director for Educational Services
Re: LCSD Test Security Manual for Approval

Recommendation

That the board of trustees approve the attached LCSD Test Security Manual for the 2023-2024 school year.

Background Information

Per NRS 390.275, district test security plans are due to the State Board of Education and the Legislative Committee on Education no later than September 1. As the state continues to work toward alignment with guidance from the United States Department of Education, district plans will be reviewed again this year for expectations required in state law and federal policy, ultimately providing feedback to the district for review and possible revision. The Lyon County School District Test Security Manual is attached for approval so that it can be submitted to the State Board of Education as well as the Legislative Committee on Education prior to the September deadline.

Budget Considerations

N/A

Discussed at Previous Meeting

N/A

Attachment(s)

LCSD Test Security Manual

*Respectfully Submitted,
Jim Gianotti, Executive Director of Education Services*

2023-2024

LCSD Test Security Manual



Jim Gianotti
Lyon County School District
2023-2024

Contents

Assessment Contacts	2
Introduction	3
Principles for Assessment	3
Annual Requirements	4
Student Participation	4
School Test Security Plans	4
Testing Locations and Prescribed Dates	5
Assurances from Principals	5
Training Requirements	5
Security of Testing Materials	6
Before Testing	7
During and After Testing	7
Testing Environment	8
Test Materials	9
Monitoring Students	10
In the Event of a Test Security Breach	11
English Learners	11
Unlocking Tests	11
Testing Homebound Students	12
Disclosure of Test Content	13
Reporting and Investigating Testing Irregularities	14
After Testing	15
Appendix	16
Protection of School District Personnel	
Terms and Definitions	
2023-2024 Testing Calendar	

LCSD Assessment Contacts

Executive Director of Educational Services

Jim Gianotti

(775) 463-6800 X 10050

jimgianotti@lyoncsd.org

Executive Director of Educational Services

Heather Moyle

(775) 463-6800 X 10043

hmoyle@lyoncsd.org

State Test Security Officer

Mx. Jes Irwin-McGinnis

(775) 687-9255

jirwinmcginnis@doe.nv.gov

INTRODUCTION

This manual, in accordance with Nevada Revised Statutes (NRS) 390.250 through 390.430, inclusive, is designed for district test directors, school principals, and school test coordinators. Test security procedures must be understood and adhered to by all district and school personnel involved in test administration or the handling of materials related to state assessments. Unless otherwise stated, test security procedures apply to all state-mandated test administrations, including actual (live) as well as field and pilot tests.

Strict adherence to procedures protects the integrity of the State assessment program, and ensures consistency in test administration, security of test materials, and the validity of scores. Failure to adhere to the procedures outlined herein may result in state-administered corrective action, including, but not limited to, invalid scores and/or licensure sanctions.

Please be sure to read this document and refer to it, as well as the additional information you will receive specific to individual tests, before participating in district or state testing. All inquiries regarding test security must be directed to the district test directors.

PRINCIPLES FOR ASSESSMENT

Assessment is an integral part of curriculum, instruction and the school improvement process. Lyon County School District upholds this belief and the goal to inspire and challenge all pupils to high levels of personal development and intellectual achievement. Assessments are designed to measure student progress toward achievement of district and state standards and provide data that will facilitate the improvement of instruction and, ultimately, student learning.

The purposes of assessments are to provide data for all decision-makers:

- To assist each student to achieve significant educational outcomes;
- To provide ongoing formative evaluation of the District's educational programs;
- To promote accountability.

In accordance with NRS 389.550, Nevada school children in grades three through eight participate in criterion-referenced achievement tests in reading and mathematics. Science assessments are administered in grades five, eight and at the high school level.

The Nevada High School End of Course (EOC) Exams will be taken by students when they finish algebra I, geometry, and English II. These exams assess student proficiency in the areas of mathematics, reading, and writing. In order to receive a standard high school diploma, students in the graduating class of 2023 must participate in all portions of the Nevada High School End of Course Exams as well as the high school science test (unless exceptions are made due to the Pandemic).

In regard to student achievement, more than one method of assessment allows students to demonstrate their full range of abilities. Lyon County School District also administers the Measure of Academic Progress (MAP's) tests in grades kindergarten through ninth, as well as formative assessments at the end of each math and reading instructional module. These multiple measures provide data that, when used correctly, can lead to continuous improvement of student learning and achievement.

ANNUAL REQUIREMENTS

Student Participation

Nevada's system for assessing students consists of different tests administered to students enrolled in public schools, including charter schools, in specific grades and programs. All students enrolled in public schools, including charter schools, at a grade level where a mandated test is administered statewide, are expected to participate. For information regarding testing special-needs students, the district test directors will download and distribute the 2022-2023 Usability, Accessibility, and Accommodations Guide (UAAG).

School Test Security Plans

Each school participating in state assessments will produce a school test security plan that will be kept on file at the school site and the district office for three consecutive school years. The school plan must be consistent with the procedures outlined in the state and district plans and must include, but is not limited to, the following provisions:

- The manner in which test materials will be stored, distributed, collected, and returned
- The names and titles of the individuals responsible for carrying out the procedures
- Procedures to ensure compliance with testing accommodation plans
- Procedures for online test administration
- Procedures regarding students who require additional time for testing, students who become ill during testing, responding to technology malfunctions, and evacuation protocol.

District and/or NDE assessment personnel may conduct unannounced on-site observations or audits to verify implementation of school test security plans.

Testing Locations and Prescribed Dates

The NDE prescribes the specific date or range of dates on or during which examinations will be administered (calendar available to district test directors at Bighorn > Assessment Resources). Each test must be given in a public facility approved by the board of trustees or the governing body. LyOnline, using on-line coursework as the primary mode of instruction, must provide a centralized location for students to appear in person to take the scheduled state-mandated examinations or facilitate exams with the school closest to their residence.

Assurances from Principals

The school principal must be familiar with the prescribed procedures for the physical security of all test materials and proper test administration. Although the principal may assign test scheduling and training responsibilities to a school test coordinator, the principal is ultimately responsible for all testing activities, and must agree in writing to comply with test security and administration procedures; investigations conducted by the state and/or district; and the requirement to provide annual test security training and refresher training.

The **district test director** will obtain the principals' written assurances and submit them collectively to the NDE as follows:

- Download a form entitled Authorization to Administer Tests (template available to district test directors at Bighorn > Assessment Resources) and distribute the form to principals.
- Collect the completed forms.
- Submit **electronic** copies to the NDE Assessment Program Officer on or before September 15 (NAC 389.054). If a new principal joins the school after the original submission, the school **must submit a replacement form** with an updated signature.

Training Requirements

The NDE provides a required annual program of education and training (NRS 390.300) to district test directors and school test coordinators. **District test directors must certify that all school test coordinators and appropriate district personnel have participated in the NDE's program of training. The NDE may request proof of training as part of an investigative process.**

The board of trustees of a school district or the governing body of a charter school may establish an expanded program of education and training if the expanded program complies with the program established by the NDE.

The principal of each school is responsible for providing complete training **annually** in test security and test administration for **all** school personnel who will be involved with the testing process.

Primary responsibility for test administration must only be given to **licensed Nevada educators**. (EXCEPTION: Provided it is not a violation of the **district** test security plan, qualified paraprofessionals who have certified on the WIDA website for the appropriate assessments may administer the Speaking (all grades) and

Kindergarten portions of WIDA. Administration must occur under the direct supervision of assigned, licensed personnel who are trained in 2022-2023 test security and administration procedures.)

Only individuals who have received test security and administration training for the current school year are permitted to administer or proctor an examination. Training must address the following practices:

- Instructions in proper handling of test materials, including test tickets
- Instructions in proper test administration
- Security procedures as outlined in this document
- Additional security procedures as outlined in the district test security plan
- Information regarding protection of school district personnel regarding the disclosure of testing irregularities (See Protection of School District Personnel in the Appendix.)
- The potential consequences for failure to comply with the state and district test security plans

Each individual participating in the administration of state examinations will acknowledge in writing or electronically that they have participated in the annual and/or refresher training (see BEFORE TESTING) and that they have been informed of and understands procedures, and the potential consequences for nonadherence. A list of definitions and responsibilities for school personnel involved in test administration is included in the Appendix.

Training records/acknowledgements containing dates and signatures of all participants must be retained for three consecutive school years.

SECURITY OF TEST MATERIALS

- Any materials containing student-identifying information, responses, or test content must be stored securely and must not be accessible to anyone other than the principal or school test coordinator (or other designated individuals who require access). Under no circumstances may student-identifying information printed on the tickets be distributed via email or any other non-secure method.
- The secure storage may not be used for other materials to which unauthorized individuals have access. A sign-in/sign-out sheet including dates and times must be kept to track the movement and custody of materials.
- Secure testing materials, including test tickets, must remain in secure storage until the prescribed date for test administration, and must be handled securely during and after testing (i.e., under the supervision of or in the custody of a licensed Nevada educator).
- For paper/pencil test materials:

- ✓ School test coordinators must follow the directions in the Test Coordinator’s Manual regarding the receipt and return of materials and the reporting of discrepancies.

BEFORE TESTING

- The school principal must ensure that all personnel who will be participating in assessment-related activities receive a refresher training prior to the beginning of the school’s testing window.
- School test coordinators are responsible for scheduling test sessions, assigning test administrators and proctors, and creating student seating charts. At least one test administrator and a sufficient number of proctors must be provided for each testing room to supervise testing adequately. A ratio of one test administrator to not more than 30 students is strongly recommended.
- Embedded testing accommodations and designated supports must be selected for the appropriate students in the online testing system prior to test administration. Non-embedded accommodation and designated support information must also be provided to test administrators.
- Instructional materials or any other materials that provide specific factual information or that might assist students in responding to test questions must be removed or covered with blank, opaque material.
- “TESTING—DO NOT DISTURB” signs should be placed on testing room doors and in halls and entrances, rerouting hallway traffic in order to promote optimum testing conditions.

DURING AND AFTER TESTING

Roles and Responsibilities

District Test Director

In Lyon County School District, the District Test Director role is filled by the two Executive Directors of Educational Services. The District Test Director (DTD) is responsible for:

- ✓ Attending all DTD meetings with the Nevada Department of Education (NDE), serving as a liaison between Lyon County School District and NDE.
- ✓ Developing the districts test security plan.
- ✓ Organizing the District’s testing calendar.
- ✓ Ensuring that all school principals and school test coordinators (TC) are adequately trained and informed of all relevant test administration guidelines and procedures.
- ✓ Disseminating and collecting of test materials

Test Coordinator

In Lyon County School District, the Test Coordinator (TC) is the site principal or a licensed designee appointed by the school principal and refers to the person who represents the school on all matters of testing that may include but are not limited to the following:

- ✓ Assisting the school principal by serving as a liaison between the school and the district test director.
- ✓ Assisting the school principal in the development of the school's test administration procedures.
- ✓ Assisting the school principal in providing annual training for school officials involved in test administration.
- ✓ Assisting the school principal in organizing the test schedule.
- ✓ Assisting the school principal in the dissemination and collection of the test materials.
- ✓ Assisting the school principal in assigning school officials to administer or proctor the assessments.

Although school principals may delegate testing responsibilities to a school test coordinator, the school principal assumes final responsibility for the proper training and administration of all state-mandated testing.

Test Administrator

This individual is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include but not limited to:

- ✓ Administering the assessment to an assigned group of students in accordance with all test security and test administration procedures.
- ✓ Assuming primary responsibility for the verification of the identity and eligibility of each student participating in the assessment (in accordance with procedures outlined in the district test security plan).
- ✓ Assuming primary responsibility for the dissemination and collection of each student's test materials.
- ✓ Assuming primary responsibility for the supervision of students during their participation in the assessment.
- ✓ Ensuring that students are taking the assessment in accordance with test security and test administration procedures.
- ✓ Following up on unusual behavior or activity on the part of the students.
- ✓ Assuming primary responsibility for ensuring that applicable time limits are being adhered to.

Testing Environment

- The testing environment must be quiet and free of distractions.
- The test administrator's computer must be secured and monitored throughout the testing session.
- All individuals present in the testing room—including students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the

room—must be documented. Students whom are testing must be verified by student ID or other means of positive identification.

- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- Parents or guardians of students who are testing must not be allowed in the testing room (EXCEPTION: see Testing Homebound Students regarding medical caregivers).
- Student desk/table tops must be cleared of any material not specified in the Test Administrator’s Manual. Students may not access additional materials unless documented as testing accommodations or designated supports. Unauthorized possession of non-permissible materials may result in invalid scores.
- Material that is affixed to desk tops must be covered with blank, opaque material.
- Cell phones and smart watches are collected and stored prior to distributing test materials (EXCEPTION: students with a continuous glucose monitor app). Test administrators and proctors should avoid cell phone and smart watch use unless it is the only means of contacting administration regarding testing issues.
- Photographing, recording, or transmitting any part of a test or testing session is PROHIBITED unless the activity is required for test administration as indicated in the Test Administrator’s Manual, or when the school test coordinator, principal, or district test director is collecting evidence related to a **test security** investigation.
- Food and beverages are **only** permitted during a supervised break. Procedures for breaks are included in the Test Administrator’s Manual and must be followed explicitly.

Test Materials

- All testing materials, including test tickets, must be distributed or accessed prior to the beginning of the testing session, and must remain secure at all times. See the Test Administrator’s Manual for permissible materials.
- Test tickets must be distributed to the appropriate students—the identity and eligibility of all students who are testing must be verified accordingly. See the Test Administrator’s Manual for instructions regarding the distribution and collection of test tickets.
- Scratch paper may only be plain unlined or lined paper, grid-only graph paper, or patty paper. No other pre-printed material is permitted on the front or back except for student-identifying information. See the Test Administrator’s Manual for specific instructions regarding scratch paper.

- Test administrators must read and follow the script provided in the Test Administrator’s Manual.

Monitoring Students

- Students must be supervised by **licensed personnel** while having access to test materials.
- Test administrators and proctors must monitor students to ensure they are working independently and adhering to procedures. It is **not** appropriate to engage in other activity (e.g., grading assignments, checking emails) during test administration. Particular attention must be paid to the following security threats to online test administration:
 - Cheating threats:
 - ✓ Colluding with others
 - ✓ Using cheating aids
 - ✓ Using a proxy test taker
 - ✓ Copying responses from other students
 - Stealing threats:
 - ✓ Capturing content by digital photography devices
 - ✓ Transcribing questions verbally (on paper or recording device)
- Students may not communicate with, interact with, or provide assistance of any kind to other students.
- Test administrators, proctors, or other adults may not provide assistance of any kind (including gestures, signals, rewards, or any other form of communication) beyond what is described in the Test Administrator’s Manual.
- Electronic devices are strictly **PROHIBITED** unless a student has an accommodation plan or designated support that allows a specific **permissible** device, or the device is required for test administration as indicated in the Test Administrator’s Manual. Unauthorized possession of electronic devices may result in invalid scores.
- The district test director or designee is responsible for **invalidating** tests for students who were cheating, communicating with other students, receiving inappropriate assistance, or accessing unauthorized materials or devices. All incidents involving student cheating or misconduct must be responded to in accordance with district and/or school disciplinary procedures. These steps must be logged in CAVEON for communication to the state.

In the event of a test security breach

In the event that a test security breach occurs, the Test Administrator (TA) will report the breach to their site Testing Coordinator (TC). The TC will then report the breach to the District Test Director (DTD) within that business day but no later than 24 hours from the time of incident or discovery.

The DTD will then submit a report through the Caveon reporting portal and submit to the state. Ultimately, depending on the violation, the DTD will direct the TC and/or the TA as to the next steps up to and including invalidation of the student's test. The DTD, TC and TA are all required to follow the protocols outlined during the annual test security training as well as the guidelines of the Test Administration Manual (TAM).

English Learners

- Assessments are administered in English. See the 2022-2023 Usability, Accessibility, and Accommodations Guide (UAAG—available to district test directors at Bighorn > Assessment Resources) for information regarding designated supports for English Learners.
- The test administrator or proctor of the WIDA Speaking Test (all grades) and Kindergarten Test must have native English fluency.

Unlocking Tests

Online Performance Tasks (PTs) lock each night, or after 20 minutes of inactivity, or when a student submits a test for scoring. Unlocking a test allows a student to access a test that has locked or has already been submitted.

- If a test in progress (i.e., not submitted) is unlocked, the test will reopen at the location at which the student stopped testing. The student will be able to review items within the current segment of the test, but cannot return to previous segments.
- If a *submitted* test is unlocked, the test will reopen at the last page of the test.
- For **interruptions** in testing occurring for more than 20 minutes, the NDE grants permission to district test directors or their designees to unlock tests for the following:
 - ✓ A student has completed 5 or fewer responses, and is unable to complete a test due to a technological difficulty that results in the locking of the test (**must** be reported as a testing irregularity).
 - ✓ A student has completed 5 or fewer responses, and is unable to complete a test before it locks due to a sudden illness or unanticipated school closure/evacuation (**must** be reported as a testing irregularity).
- For instances of **human error, when discovered on the day of testing**, the NDE grants permission to district test directors or their designees to unlock tests if:

- ✓ A student begins a part of the test unintentionally. The student should stop the test as soon as the error is noticed and should be directed to log in to the appropriate test part. The district test director or their designee may unlock the test part that was begun erroneously prior to administration of that part if the student had completed 5 or fewer responses (**must** be reported as a testing irregularity).
- ✓ A student has completed 5 or fewer responses, and unintentionally submits a test—if the incident is reported **immediately** and the test is unlocked and completed the same day (**not** reported as a testing irregularity). • In certain circumstances, unlocking a test will not correct a situation, or is not an available option (Computer Adaptive Tests, or CATs, do not lock). Because students are only permitted to complete a test once during the testing window, district test directors or their designees must obtain permission from the NDE to have the testing vendor **regenerate** the test ticket for the following:
 - ✓ A student begins a part of a PT or CAT using another student’s test ticket or log in information, and has completed 5 or fewer responses (**must** be reported as a testing irregularity).
 - ✓ A student begins a part of a PT or CAT without having an accommodation or designated support activated, and has completed 5 or fewer responses (**must** be reported as a testing irregularity).

Testing Homebound Students

School test coordinators must obtain written permission from their **district test director** for homebound test administration, and must adhere to the following procedures (**NOTE:** Does not apply to the remote administration of the NWEA Reading Assessment, please see NWEA’s *Remote Testing Administration Guide for MAP Growth*):

- Tests must be administered in accordance with NDE test security procedures.
- A licensed Nevada educator who has received training in test security and administration for the current school year must administer the tests.
- Materials must be transported securely to and from the student’s home.
- The test administrator is responsible for all assessment-related activities in the testing environment.
- If the student’s IEP or 504 testing accommodations require the test administrator or ASL interpreter to read or sign test content, or transcribe responses, that individual must sign a Confidentiality Agreement prior to testing (template available to district test directors at Bighorn > Assessment Resources).
- All individuals present in the testing environment must be documented.
- Individuals who are not participating in test administration or providing medical care are **NOT** permitted in the testing environment.
- Medical caregivers required to be present must sign a Confidentiality Agreement prior to testing, and are **NOT** permitted to assist with test administration.

Disclosure of Test Content

Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited.

• The material contained in state-mandated examinations is the property of the Nevada Department of Education, and is confidential. Disclosure is unlawful except under the following circumstances:

- ✓ To the extent necessary for administering and evaluating the examinations
 - ✓ When it is necessary for the performance of the duties of a
 - State officer who is a member of the executive or legislative branch
 - Superintendent of a school district
 - Director of curriculum of a school district
 - Director of testing of a school district
 - ✓ Specific content may be disclosed if the Superintendent of Public Instruction determines that the content is not being used in a current examination and making the content available to the public poses no threat to the security of the current examination process.
 - ✓ NDE staff and/or the Office of the Nevada Attorney General are charged with determining whether gaining access to state-mandated examinations is necessary and permitted by law.
- Test administrators, proctors, school administrators, teachers, substitute teachers, aides, any other school personnel, or other individuals required to be present during test administration (e.g., medical caregivers) are not permitted to review test content.
- ✓ **EXCEPTION:** When a test administrator, proctor, or ASL interpreter is authorized to view test content in order to provide specific accommodations or designated supports (i.e., read aloud, signing, scribing); or as needed for administration of the Nevada Alternate Assessment or WIDA. A Confidentiality Agreement (template available to district test directors at Bighorn > Assessment Resources) must be signed prior to test administration and retained with the school's test security documentation for three consecutive school years.
- Test material, whether online or paper/pencil, must not be copied or reproduced by any means without the prior written authorization of the test publisher and the NDE, nor is any individual permitted to review, analyze, discuss, or notate test content.
- All materials containing student identifying information and/or responses are the confidential property of the Nevada Department of Education (NDE), and not public record. Disclosure is strictly prohibited without written permission from the NDE.

Reporting and Investigating Testing Irregularities

- If the NDE has reason to believe a violation in test security or administration has occurred, the NDE has an obligation to investigate the incident as it deems appropriate. Districts and schools are required to comply with the NDE's requests for documentation and information relevant to the investigation.
- If the district test director has reason to believe a violation of the state or district test security plan has occurred, they must do the following:
 - ✓ Immediately notify the NDE test security coordinator either orally or in writing.
 - ✓ Ensure that a Report of Testing Irregularity is submitted within 14 school days after the incident occurred.
 - ✓ Begin an investigation of the incident.
 - ✓ If a potential breach in test security has occurred, and the school has video surveillance equipment capable of downloading and saving a digital clip of the alleged occurrence, that clip must be retained as evidence for three consecutive school years.
 - All other evidence related to test security investigations must be retained for three consecutive school years.
 - **The district test director or designee must submit all investigative findings to the NDE test security coordinator during the course of the investigation.**
 - ✓ A school official who has reason to believe that a violation of the state or district test security plan has occurred must immediately notify the school test coordinator, principal, district test director, or their designee.
- All evidence and documentation related to test security investigations is confidential.
- The NDE may choose to conduct an investigation separately or in conjunction with the school district.
- The majority of the communication regarding the incident will occur between the district test director and the NDE test security coordinator.
- Upon receipt of a Report of Testing Irregularity, the NDE test security coordinator will review the report and determine how to proceed, including whether further evidence or investigation is required.
- Depending on the severity of the incident and the potential impact to the state assessment program, the NDE's determination may include, but is not limited to:
 - No further action
 - ✓ Invalidation of student scores
 - ✓ A requirement, including the NDE's recommendations, for the district or school to complete a corrective action plan (NRS 390.295) if investigative

findings indicate the irregularity resulted from inadequate test security or administration procedures

- ✓ A requirement for the district or school to conduct an additional administration of the examination (NRS 390.290)
- ✓ Licensure sanctions administered by the State Board of Education (NRS 391.330)

AFTER TESTING

- Students who finish before the end of the scheduled testing period may be excused according to school test security procedures. If students are not to be excused, they may read quietly (paper versions only—no electronic devices). Materials must not be on student desk or table tops while they are testing, but may be stored under desks or in a designated area in the room. Drawing and writing are **not** permitted.
- All testing materials, including test tickets, scratch paper, and test booklets must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason. (See the Test Coordinator’s Manual for instructions regarding the return of materials to the testing vendor.)
- Printed test items/passages, including embossed Braille printouts, and scratch paper must be collected and inventoried, then immediately destroyed upon a student’s completion of the test.
- Test items, stimuli, reading passages, or writing prompts must not be used for instruction.

Appendix

Protection of School District Personnel Regarding the Disclosure of Testing Irregularities 2023-2024 School Year

Nevada Revised Statutes (NRS) 390.350 through 390.430 provide for specific rights and responsibilities of school district personnel with regard to the disclosure of irregularities in testing administration and testing security relative to all state and district-mandated examinations. NRS 390.425 also requires the Nevada Department of Education to annually submit a written summary of these rights and responsibilities to the board of trustees of each school district and to the governing body of each charter school.

Definitions

- “Examination” means achievement and proficiency examinations that are administered to pupils pursuant to 390.105, 390.600, and 390.610, and includes the following:
 - ✓ English Language Arts (ELA) and mathematics in grades 3 – 8
 - ✓ Science assessments in grades 5, 8, and High School
 - ✓ End-of-Course Examinations
 - ✓ College and Career Readiness Assessment
 - ✓ NWEA Reading Assessment in grades K – 3
 - ✓ Any other examinations that measure achievement and proficiency of pupils and which are administered to pupils on a district-wide basis
- “Irregularity in testing administration” means the failure to administer an examination in the manner intended by the person or entity that created the examination.
- “Irregularity in testing security” means an act or omission that tends to corrupt or impair the security of an examination, including, without limitation:
 - ✓ The failure to comply with the department or district security procedures.
 - ✓ The disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law.
 - ✓ Other breaches in the security or confidentiality of the questions or answers to questions on an examination.
- “Reprisal or retaliatory action” is action that is taken because the school official disclosed information concerning testing irregularities and includes, without limitation:
 - ✓ Frequent or undesirable changes in the location of an office;
 - ✓ Frequent or undesirable transfers or reassignments;

- ✓ The issuance of letters of reprimand, letters of admonition or evaluations of poor performance;
- ✓ A demotion;
- ✓ A reduction in pay;
- ✓ The denial of a promotion;
- ✓ A suspension;
- ✓ A dismissal;
- ✓ A transfer; or
- ✓ Frequent changes in working hours or workdays.

“School official” means:

- ✓ A member of a board of trustees of a school district;
- ✓ A member of a governing body of a charter school; or
- ✓ A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school.

Rights and Responsibilities

- School officials are encouraged to disclose testing irregularities, and it is the intent of the legislature to protect the rights of a school official who makes such a disclosure.
- A school official shall not directly or indirectly use or attempt to use his official authority or influence to intimidate, threaten, coerce, command, or influence another school official in an effort to interfere with or prevent the disclosure of information concerning testing irregularities. “Official authority or influence” includes taking, directing others to take, recommending, processing, or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation, or other disciplinary action.
- If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities within 2 years after the information is disclosed, the school official may file a written appeal with the state board for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies:
 - ✓ The facts and circumstances leading to the disclosure of information concerning testing irregularities; and
 - ✓ The reprisal or retaliatory action that is alleged to have been taken against the school official.
- The state board may issue a subpoena to compel the attendance or testimony of any witness or the production of any materials needed as part of the appeal investigation.

- If the state board determines that the action taken was a reprisal or retaliatory action, it may issue an order directing the proper person to desist and refrain from engaging in such action.
- The state board may not rule against the school official based on the identity of the person or persons to whom the information concerning testing irregularities was disclosed.
- No school official may use the provisions outlined in this summary to harass another school official.
- A person who willfully discloses untruthful information concerning testing irregularities:
 - ✓ Is guilty of a misdemeanor; and
 - ✓ Is subject to appropriate disciplinary action.
- These provisions do not apply to offenses committed before July 1, 2001.
- Upon receipt of this summary, the board of trustees or governing body shall provide a copy of the written summary to all school officials within the school district or charter school.

Terms and Definitions

The following terms and definitions will be used when referring to the Nevada Department of Education assessment program:

“Examination” means achievement and proficiency examinations that are administered to pupils pursuant to 390.105, 390.600, and 390.610, and includes the following:

- ✓ English Language Arts (ELA) and mathematics in grades 3 – 8
- ✓ Science assessments in grades 5, 8, and High School
- ✓ End-of-Course Examinations
- ✓ College and Career Readiness Assessment
- ✓ NWEA Reading Assessment in grades K – 3
- ✓ Any other examinations that measure achievement and proficiency of pupils and which are administered to pupils on a district-wide basis

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

“Irregularity in testing security” means an act or omission that tends to corrupt or impair the security of an examination, including, but not limited to, the following:

- ✓ Failure to comply with state or district security procedures
- ✓ Disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law
- ✓ Other breaches in the security or confidentiality of the questions or answers to questions on an examination

“School official” means the following:

- ✓ A member of a board of trustees of a school district
- ✓ A member of a governing body of a charter school
- ✓ A licensed or unlicensed person employed by the board of trustees of a school district or the governing body of a charter school

“District Test Director” is appointed by the school district superintendent and refers to the individual who represents an individual school district on all matters of testing, including, but not limited to, the following:

- ✓ Serving as a liaison between the local school district and the Nevada Department of Education
- ✓ Assisting the local board of trustees in the development of a district test security plan

- ✓ Organizing the district testing calendar
- ✓ Ensuring that school principals and school test coordinators are adequately trained and informed of all relevant test administration guidelines and procedures
- ✓ Disseminating and collecting testing materials

“School Test Coordinator” or **“Test Coordinator”** is the school principal or a licensed individual appointed by the school principal and refers to the person who represents the school on all matters of testing that may include, but are not limited to, the following:

- ✓ Assisting the school principal by serving as a liaison between the school and the district test director
- ✓ Assisting the school principal in the development of school test administration procedures
- ✓ Assisting the school principal in providing annual training for school officials involved in test administration
- ✓ Assisting the school principal in organizing the test schedule
- ✓ Assisting the school principal in the dissemination and collection of test materials
- ✓ Assisting the school principal in assigning school officials to administer or proctor the assessments

Although school principals may delegate testing responsibilities to a school test coordinator, the school principal assumes final responsibility for the proper training and administration of all state-mandated testing.

“Classroom Test Administrator” or **“Test Administrator”** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:

- ✓ Administering the assessment to an assigned group of students in accordance with all test security and test administration procedures
- ✓ Assuming primary responsibility for the verification of the identity and eligibility of each student participating in the assessment (in accordance with procedures outlined in the district test security plan)
- ✓ Assuming primary responsibility for the dissemination and collection of each student’s test materials
- ✓ Assuming primary responsibility for the supervision of students during their participation in the assessment
- ✓ Ensuring that students are taking the assessment in accordance with test security and test administration procedures
- ✓ Following up on unusual behavior or activity on the part of the students
- ✓ Assuming primary responsibility for ensuring that applicable time limits are being adhered to

“Classroom Proctor” or **“Proctor”** is assigned by the school principal or school test coordinator and refers to a school official whose responsibilities may include, but are not limited to, the following:

- ✓ Assisting the classroom test administrator in supervising students during their participation in the assessment
- ✓ Ensuring that students are taking the assessment in the manner in which they were instructed by the classroom test administrator
- ✓ Immediately notifying the classroom test administrator of any unusual behavior or activity on the part of students
- ✓ Assisting the classroom test administrator in the dissemination and/or collection of test materials
- ✓ Assisting the classroom test administrator in ensuring that applicable time limits are being adhered to

DRAFT

Lyon County School District Assessment Calendar 2023-2024

REQUIRED STATE ASSESSMENTS		
Assessment	Grade(s)	Testing Date Window
Smarter Balanced Summative Assessment <i>ELA and Math</i>	3-8	April 15 – May 7
Science Assessments	5, 8 and High School	April 15 – May 7
College and Career Readiness Assessment <i>ELA and Math</i>	11	TBD
Kindergarten Entry Assessment (KEA) <i>Intake Assessment</i>	K	No earlier than 15 calendar days prior to the start of school or within 45 instructional days of the beginning of the school year.
Nevada Alternate Assessment (NAA) <i>English Language Arts & Mathematics</i>	3-8, 11	March 4 – May 17
Nevada Alternate Assessment (NAA) <i>Science</i>	5,8,11	
World-Class Instructional Design and Assessment (WIDA) <i>Students Identified as English Learners English Language Proficiency Assessment in Speaking, Listening, Reading, and Writing</i>	K	January 3 – March 1
	1-12	January 16 – March 1
Career & Technical Education (CTE) <i>Workplace Readiness Skills & End-of-Program Technical Skills Workplace Readiness Retest & End-of-Program Technical Retest</i>	CTE Program Completers	February 12 – March 22
		April 15 – April 26
REQUIRED LYON COUNTY SCHOOL DISTRICT ASSESSMENTS		
NWEA MEASURES OF ACADEMIC PROGRESS (MAP)		
Assessment	Grade(s)	Testing Date Window
Kindergarten Growth: <i>Reading 6+ CCSS</i>	K	<ul style="list-style-type: none"> • Winter: Jan. 16 – 26; • Spring: May 20 - 31
MAP Growth: <i>Reading 6+ CCSS</i>	1 - 6	<ul style="list-style-type: none"> • October 9 - 20 • January 16 – Jan. 26 • May 20 - 31
MAP Growth: <i>Reading 6+ CCSS</i>	7 - 8	<ul style="list-style-type: none"> • Fall: September 11 - 22

		<ul style="list-style-type: none"> • Winter: Jan. 16 – 26 • Spring: May 20 - 31
High School Math & Reading Growth 6+	9 - 12	<ul style="list-style-type: none"> • Fall: September 11 - 22 • Winter: Jan. 16 – 26 • Spring May 20 - 31
I-READY DIAGNOSTIC		
Assessment	Grade(s)	Testing Date Window
Diagnostic Exam	K - 8	<ul style="list-style-type: none"> • September 11-22 (<i>1st - 8th</i>) • October 3 - 17 (<i>Kindergarten Only</i>) • January 16 - 26 (<i>K - 8th</i>) • May 20 - 31 (<i>K - 8th</i>)

DRAFT

**Lyon County School District
Board Memo**

Date: August 22, 2023
To: Board of School Trustees
From: Jim Gianotti, Executive Director for Educational Services
Re: WNC Courses for Approval

Recommendation

That the board approves the attached WNC courses for students in Lyon County School District.

Background Information

Attached is a list of WNC courses that students from the Lyon County School District are projected to enroll in for credit during the 2023-2024 school year. The numbers are based on the coursework students chose to take during the 2022-2023 school year.

Budget Considerations

N/A

Discussed at Previous Meeting

N/A

Attachment(s)

Fall 23 LCSD Projected Students in WNC Courses

*Respectfully Submitted,
Jim Gianotti, Executive Director of Education Services*

Row Labels	Count of student_studentNumber
ACC 201 Financial Accounting	1
AM 140 American Sign Lang I&II	6
AM 145 American Sign Lang I	24
AM 146 American Sign Lang II	16
AM 147 American Sign Lang III	1
AM 148 American Sign Lang IV	1
AM 151 Fingerspelling I	1
ANTH 101 Intro Cultural Anth	3
ART 100 Visual Foundations	2
ART 101 Drawing I	13
ART 124 Beginning Printmaking	1
ART 127 Watercolor I	2
ART 141 Intro to Digital Photo	1
ART 160 Art Appreciation	19
ART 211 Ceramics I	11
ART 212 Ceramics II	1
ART 260 Survey Art History I	4
ART 261 Survey Art History II	1
AST 110 Stellar Astronomy	1
AV 110 Pilot Ground School	2
BIOL 100 General Biology	31
BIOL 113 Life in the Oceans	5
BIOL 190 Intro to Cell & Molec	25
BIOL 191 Intro Organismal Biol	1
BIOL 223 Human Anat/Phys I	6
BIOL 224 Human Anat/Phys II	2
BIOL 251 General Microbiology	1
BUS 101 Intro to Business	3
CEM 100 Fund Construction Mgt	1
CH 201 Anc & Medieval Cultures	17
CH 202 The Modern World	6
CH 203 Amer Exp & Const Change	1
CHEM 100 Molec and Life Modern	21
CHEM 121 Gen Chemistry I	21
CHEM 122 Gen Chemistry II	2
CHS 101 Intro Comm. Health Sci	3
CHS 102 Fdn of Personal Health	4
COM 101 Oral Communications	60
COM 102 Interpersonal Comms	1
CONS 108 Materials & Methods I	1
CPD 116 Substance Abuse	1
CPD 123 Career Choices & Chngs	18
CRJ 104 Intro Admin of Justice	15
CRJ 164 Prin of Investigation	1

CRJ 270 Intro to Criminology	4
CS 135 Computer Science I	1
CS 202 Computer Science II	1
DAN 110 Dance Flex and Tone	1
DAN 135 Beginning Ballet	1
DAN 160 Hip-Hop Dance	3
DCC ENGR 100 Int Engineer Dsgn	2
ECON 100 Intro to Economics	29
ECON 102 Prin of Microeconomic	3
ECON 103 Prin of Macroeconomic	1
EDU 110 Society & Education	59
EDU 112 Education Internship	71
EDU 201 Intro Elementary Ed	3
EDU 202 Intro Secondary Ed	5
EDU 203 Intro Special Ed	3
EDU 206 Classroom Learning Env	2
EDU 207 Explore Children's Lit	1
EDU 210 Nevada School Law	1
ENG 101 Composition I	83
ENG 102 Composition II	66
ENG 200 Novels Into Film	1
ENG 205 Intro Creative Writing	1
ENG 223 Themes of Literature	1
ENGR 100 Engineering Design	1
ENV 101 Intro to Env Science	14
EPY 150 Strat Academic Success	17
GEOG 103 Physical Geography	4
GEOG 104 Physical Geograph Lab	3
GEOG 121 Climate Change	2
GEOL 100 Natual Disasters	4
GEOL 101 Explore Planet Earth	1
GRC 116 Intro Digital Art	2
GRC 175 Web Design I	1
GRC 210 Typography I	2
GRC 282 Motion Graphics Video	1
HDFS 201 Life Span Human Devt	13
HDFS 202 Intro to Families	4
HGPS 201 Concepts in Holocaust	3
HIST 101 US History to 1877	52
HIST 102 US History since 1877	46
HIST 105 European Civ to 1648	5
HIST 106 Euro Civ since 1648	2
HIST 111 Srvy of US Const Hist	4
HIST 217 Nevada History	1
HIST 290 The Roaring 20s	3
IS 101 Intro Information Sys	4

JPN 111 First Year Japanese I	1
MATH 110 Math For Industry	119
MATH 120 Fund of College Math	17
MATH 123 Stat & Geom Concepts	1
MATH 126 Precalculus I	83
MATH 127 Precalculus II	66
MATH 176 Introductory Calculus	2
MATH 181 Calculus I	23
MATH 182 Calculus II	10
MKT 210 Marketing Principles	1
MUS 121 Music Appreciation	2
MUS 176 Music Theatre Pract I	1
MUS 276 Musical Theatre Pract	1
MUSA 145 Voice-Lower Division	2
NURS 130 Nursing Assistant	8
NUTR 121 Human Nutrition	12
NUTR 223 Prin of Nutrition	3
Oral Communications	1
PHIL 101 Intro to Philosophy	5
PHIL 207 Intro Political Phil	3
PHIL 210 World Religions	1
PHYS 180 Phys for Sci and Eng	2
PHYS 180L Phys for Sci/Eng Lab	2
PSY 101 General Psychology	10
PSY 102 Personall/Social Adj	4
PSY 210 Intro to Stat Methods	3
PSY 234 Psych of Adolescence	2
PSY 240 Intro Research Methods	2
PSY 241 Intro Abnormal Psych	6
PSY 299 Special Topics	1
SOC 101 Principles of Sociology	5
SPAN 111 First Year Spanish I	31
SPAN 112 First Year Spanish II	8
STAT 152 Intro to Statistics	8
(blank)	
Grand Total	1338

Lyon County School District Consent Agenda Item

Date: August 22, 2023
To: Board of School Trustees
From: Wayne Workman, Superintendent
Re: Small Vehicle Purchase

Recommendation

That the Board of School Trustees approves the acquisition of 2 GMC Sierra work trucks for \$192,622.50 and 2 Toyota Camrys for \$55,578.66 to be paid from the bond funds.

Background Information

The Board of School Trustees adopted Lyon County School District Board Policy DJ to ensure the timely replacement of district vehicles, including maintenance trucks, to lower operation costs, increase safety, improve efficiency, reduce emissions and permit for financial planning. Based on the expertise of the District Transportation management and mechanics the district is recommending purchasing 2 GMC Sierra trucks and 2 Toyota Camrys. Previous experience and market research shares that both options are reliable vehicles which don't require significant maintenance attention and even when maintenance is necessary both parts and materials are readily available. To fulfill the needs of the district's maintenance team, both GMC Sierra trucks have been upgraded to include toolboxes and for to include a crane. District currently does not have a reliable and effective enough crane to manage all the HVAC needs district wide. All vehicles have a lead time of 2-4 months.

State of Nevada Purchasing Contracts, NRS 332.195, specifies that local governments (including school districts) may join or use the contracts of the State of Nevada, other local governments, or another state with the authorization of the contracting vendor. This statute is designed to allow smaller entities to benefit from the buying power of larger governmental entities. The State of Nevada Purchasing Division solicits bids every two years for fleet vehicles. This is open to all dealers who choose to participate and meet the requirements established by the State of Nevada Purchasing Division. To take advantage of these purchasing contracts, District Transportation team always goes through the State of Nevada Purchasing Division and only selects contracted dealers who can provide the district with State of Nevada contracted pricing.

Budget Considerations

The cost of 2 GMC Sierra trucks and 2 Toyota Camrys for a total cost of \$248,201.16 to be paid out of Series 2023 Bond Funds.

Attachments:

LCSD Board Policy DJ – Bus and District Vehicle Acquisition and Liquidation
GMC Sierra vehicle quote
Toyota Camry vehicle quote

Respectfully Submitted,
Harman Bains, Executive Director of Operations
Bonita Stevens, Transportation Supervisor
Kirk McCallum, O&M Supervisor
Les Evasovic, Mechanic Lead

BUS AND DISTRICT VEHICLE ACQUISITION AND LIQUIDATION

The Lyon County School District will provide for the timely replacement of school buses and district vehicles. The Board of Trustees and District administration recognizes that timely replacement of school buses and district vehicles lowers operational costs, increases safety, improves efficiency, reduces emissions and permits for financial planning. The District will follow the industry standards of The National Association of State Directors of Pupil Transportation Services (NASDPTS) when considering replacement options.

The Board of Trustees reserves the right to modify, freeze, cancel or make other changes to the policy as economic realities or uncertainties may dictate a lack of resources to fund the replacement options.

BUS AND DISTRICT VEHICLE PURCHASES AND LIQUIDATION – ADMINISTRATIVE REGULATIONS

A replacement schedule will be developed based on NASDPTS industry standards and the schedule will be reviewed on an annual basis by the Transportation Supervisor and Director of Finance with ultimate approval by the Board of Trustees as part of the budget process. The Transportation Supervisor will be responsible for determining which buses/district vehicles in the fleet will be replaced. The decision to replace will be determined in accordance with industry standards, including an analysis of the vehicle's mechanical worthiness, total miles, age and operating and maintenance costs. Other best practices will also be implemented including route rotation plans to ensure buses accrue mileage evenly and to reduce unequal bus wear.

15-Year Bus Replacement Option

Replacing buses every 15 years would meet the high end of the NASDPTS industry standard. A 15 – year plan requires purchasing eight (8) buses per year (one (1) for growth and seven (7) for replacement).

Modified 15-Year Bus Replacement Option

The financial burden of a bus replacement plan can be smoothed if the number of buses required for a 15-year plan was partially funded with bond funds every 5 years. With this plan, six (6) buses are purchased each year instead of eight (8). In the 5th year of the cycle, an additional nine (9) buses would be purchased with bond funds bringing the total number of buses purchased that year to fifteen (15).

District Vehicle Replacement

District vehicles will be acquired and liquidated as needed and determined by the Director of Finance and Transportation Supervisor in accordance with the aforementioned provisions. The same industry standards used for buses will be used for district vehicles.

Liquidation of Buses and District Vehicles

Buses and district vehicles may be liquidated at the discretion of the Director of Finance and Transportation Supervisor.

Corwin



LYON COUNTY SCHOOL DISTRICT
2024 GMC SIERRA 3500HD PRO
VIN: 1GD39SEY1RF181547
STOCK #: 1181547
SALESPERSON: DANIEL NICHOLS
8/11/2023 3:49 PM

This presentation is designed to provide an example of various finance options that may be available. Incentive programs, Rebates, Rates, Terms and Payments are estimates, subject to change and are impacted by individual credit history and subject to credit approval and program verification. Specific details will be provided when an alternative or alternatives are selected.

Cash Deal Structure

Vehicle Price	62,178.00
Rebate Savings	-2,200.00
Veh. Price (Net after Rebate)	59,978.00
Optional Accessories	54,169.00
License / Title	28.25

Due On Delivery	114,175.25
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Tax: NONE	0.00 %
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On Approved Credit. Payments are an estimate and may vary among lending institutions. The final terms of your loan or lease may differ depending on credit history and the actual terms of the financial institutions acceptance. Tax rules and amounts may vary based upon State or Locality. Vehicle Price does not include Optional Accessories. Vehicle Price is before Taxes and/or applicable fees.
Tax Profile: None

Cash Total includes: KNAPEIDE CRANE BODY \$54169



Vehicle Locator

Dealer Information

CORWIN BUICK GMC RENO
 900 KIETZKE LN
 RENO, NV 89502
 Phone: 775-333-0000
 Fax: 775-788-2138

CRANE TRUCK

1GD39SEY1RF181547

Model Year: 2024
Make: GMC
Model: 3500HD Sierra
 TK31403-Reg Cab Chassis, 4WD, Long Wheelbase
PEG: 1SA-PRO
Primary Color: GAZ-Summit White
Trim: H1T-1SA-Cloth, Jet Black, Interior Trim
Engine: L5P-Engine: 6.6L V8 DuraMax Diesel, Turbo
Transmission: MGM-10-Speed Automatic

Event Code: 5000-Delivered to Dealer
Order #: CPVQG3
MSRP: \$62,178.00

Order Type: TRE-Retail Stock
Stock #: 1181547
Inventory Status: Available

Additional Vehicle Information

GM Marketing Information

Vehicle Options

Chargeable Options	MSRP
5N5-Rear Camera Kit for ZW9 Bed Delete or Chassis Cab (SEO)	\$73.00
FPF-Diesel Particulate Filter--Manual Regeneration	\$250.00
GTY-Wide Track Rear Axle	\$190.00
KI4-120 Volt Electrical Receptacle, In Cab	\$150.00
L5P-Engine: 6.6L V8 DuraMax Diesel, Turbo	\$9,490.00
NQH-Transfer Case: Active, 2-Speed, Autotrac, Rotary Dial	\$200.00
PCI-Convenience Package	\$1,100.00
U2K-SiriusXM Satellite Radio (subscription)	\$100.00
VYU-Snow Plow Prep / Camper Package	\$150.00
ZZT-Tire, Spare: LT235/80 R17 All Terrain, Blackwall	\$380.00

No Cost Options

G9Y-GVW Rating 14,000 Lbs Dual Rear Wheels
 GU6-Rear Axle: 3.42 Ratio
 MGM-10-Speed Automatic
 R6J-CUSTOMER DIALOGUE NETWORK
 SFW-Back-Up Alarm Calibration (SEO)
 YF5-California Emissions

Other Options

1SA-PRO	9J4-Bumper: Rear Delete
AKO-Deep Tinted Glass	AU3-Power Door Locks
AZ3-Seats: Front 40/20/40 Split-Bench, Full Feature	BG9-Floor Covering: Rubberized Vinyl, Black
BHP-Diesel Engine Winter Cover	C49-Defogger, Rear Window Electric
DWI-Mirrors, O/S: Pwr Fold., Man. Ext., Heat, Turn Indicator	G80-Auto Locking Differential, Rear
GAZ-Summit White	H1T-1SA-Cloth, Jet Black, Interior Trim
IOR-GMC Infotainment System	JL1-Integrated Trailer Brake Controller
K05-Engine Block Heater	K34-Cruise Control
K40-Diesel Engine Exhaust Brake	K47-Heavy Duty Air Filter
KW5-Alternator, 220 AMP	N2N-Fuel Tank, Dual Front and Rear, 63.5 Gallon Total
NC7-Emissions Override, Federal	NZZ-Skid Plates
P03-Painted Wheel Trim Skins, Painted Center Caps	PDI-GMC Pro Safety
PYW-Wheels: 17" Steel, Painted--Dual Rear Wheels	QZT-Tires: LT235/80 R17 All Terrain, Blackwall
TQ5-Headlamps, Intellibeam	U01-Roof Marker Lamps
UE1-OnStar Communication System	UE4-Following Distance Indicator
UEU-Sensor, Forward Collision Alert	UHY-Automatic Emergency Braking
V46-Bumper, Front, Chrome	VK3-Front License Plate Mounting Provisions
YK6-SEO Processing Option	ZW9-Delete: Pick-Up Bed

"~" indicates vehicle belongs to Trading Partner's inventory

Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.



Knapheide Truck Eq Co - CA
 3550 Bozzano Road
 Stockton CA 95215
 Phone: 209-855-8400
 Fax: 209-835-2128
 www.knapheide.com/sacramento

QUOTATION

Quote ID: MJA0001018

Page 1 of 3

Account: 705
 Customer: CORWIN MOTORS RENO
 900 KIETZKE LANE
 RENO NV 89502

Contact: DAN NICHOLS
 Phone: 775-333-0000
 Fax: 775-786-1513

Quote Number: MJA0001018
 Quote Date: 8/10/2023
 Quote valid until: 9/9/2023
 Payment Terms: N30

Salesperson: MELVIN JACKSON
 Quoted By: mjackson
 PO#: TRUCKEE DONNER

Make: GMC	Model: 3500 CHASSIS CAB	Year: 2024	Single/Dual: DRW
Cab Type: REGULAR	VIN#: CUSTOMER PROVIDED CHASSIS	Cab-to-Axle: 84.0	Wheelbase: 171.0

QTY	DESCRIPTION	AMOUNT
1	<p>L2787-23 Knapheide 6132D54-16: 11 ft service body with torsionbox understructure. The body shell is constructed of 14 gauge two-sided A40 Galvanneal steel. The compartment tops and backs are to be a one piece seamless design. All doors, door openings, drip rails, and other exposed steel edges are to be hemmed for strength, safety, and resistance to corrosion. 12 gauge treadplate floor, cargo walls, and compartment tops with return flange on each side and 14 gauge two sided bolt- The doors are constructed of 20 gauge two-sided A40 Galvanneal steel; double paneled. Door latches are stainless steel slammable and rivetless. The body is completely immersed in electrodeposition gray epoxy prime paint featuring a zinc phosphate precoat and seal for additional corrosion protection. Prime paint is oven cured to provide a hard durable finish. Tailshelf bumper with thru compartment & receiver hitch. The body is completely undercoated using a water base acrylic. Heavy duty aluminum grab handles installed at rear, and cargo tie-downs in cargo area. Light Kit: Including LED stop/tail/turn lights with integrated strobes, backup, marker, clearance, and RID lights; front gill strobes included KnapLiner: Commercial grade spray-on bed liner applied to cargo floor, sides, bulkhead, compartment tops, interior of tailgate, rear bumper, and entire front of body Stellar EC3200 Service Crane: 3,200lbs lifting capacity (11,500ft-lbs), 11 , 12V electric planetary winch 15'/min speed single line speed, double boom design, and double-acting cylinders w/integral counterbalance valves and filters. Crane hook, snatch block, anti-two block device & hydraulic shutdown, 7/32" cable, boom support, wireless remote control (RF) with back up pendant control, and master cutoff switch in crane compartment. Auxiliary battery, stability testing, and chassis spring work included with crane installation. Side Compartments: side packs 1st Vertical Side Compartment: 7 drawer unit 4-3 2-6 , and 1- (street side) / 2 adjustable divider shelves with 4 dividers each (curbside) 2nd Vertical Side Compartment: 2 adjustable divider shelf with 4 dividers (street side and curbside)</p>	



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QUOTATION

Quote ID: MJA0001018

Page 2 of 3

QTY	DESCRIPTION	AMOUNT
	1st Horizontal Side Compartment: Adjustable divider shelf with 8 dividers (curbside) 3rd Vertical Side Compartment: 2 adjustable divider shelf with 4 dividers (street side) / Fixed shelf & material hooks (curbside) Master Locking System: Secures one entire side of compartments with a padlock in one easy motion and acts as a visual theft deterrent Cab Protector: with punched window Work Lights: (4) 1200 lumen LED work lights installed Outrigger: Manual crank down jackleg outrigger curbside Backup Camera: Install OEM backup camera Trailer Plug: 7-way flat trailer plug installed Wheel Housing: Delete wheel housing Vise Stand: Vise stand included and stowed . Spare Tire Retainer: Mounted in center of bulkhead Mud Flaps: Install rear mud flaps Finish Paint: Body exterior painted single stage to match cab Crane Reinforcement Kit: Curbside rear compartment able to withstand up to 16,000ft-lb crane Options: LED Compartment Lights: LED Compartment lights installed in each compartment Add \$850 Price does not include applicable taxes. Chassis must have a VIN # or scheduled chassis date by expiration of quote or quote will be subject to price increase.	
Total Due (sales tax not included):		\$54,169.00

The following options may be added:

QTY	DESCRIPTION	PRICE EACH	AMOUNT	ADD TO QUOTE
				Yes / No

Notes:

This Quote is subject to the following terms and conditions:

Credit Card Policy

We do not accept credit cards for payment of any order in excess of \$3,000.00. For other orders, we do accept MasterCard, American Express, Visa and Discover cards for payment.

Pricing Policy

- Price Quotation is good on orders received through the expiration date
- Pricing quoted applies to chassis make/model originally provided and quantity quoted. Any change may result in price change.
- Orders are subject to all applicable state, local and federal excise taxes. Applicable taxes will be applied on final billing to customer upon completion of order.
- Knapheide Truck Equipment must be in possession of the vehicle for this order within 90 days of quote acceptance or the order can be subject to price adjustments due to cost increases for materials, labor, and shop supplies

Payment Policy

- Payment Terms are due upon receipt of signed quote unless prior credit agreement has been established at the time of order.
- Payment terms for customers with an established credit account will be Net 30 from date of invoice.
- Knapheide has right to assess late charges at 1.5% per month on all invoices that are 60 days or more past due.

Return Policy

Corwin



LYON COUNTY SCHOOL DISTRICT
2024 GMC SIERRA 3500HD PRO
VIN: 1GD39SEY1RF181872
STOCK #: 1181872
SALESPERSON: DANIEL NICHOLS
8/11/2023 3:47 PM

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Vehicle Price	62,178.00
Rebate Savings	-2,200.00
Veh. Price (Net after Rebate)	59,978.00
Optional Accessories	18,441.00
License / Title	28.25

Due On Delivery	78,447.25
------------------------	------------------

Tax: NONE	0.00 %
------------------	---------------

On Approved Credit. Payments are an estimate and may vary among lending institutions. The final terms of your loan or lease may differ depending on credit history and the actual terms of the financial institutions acceptance. Tax rules and amounts may vary based upon State or Locality. Vehicle Price does not include Optional Accessories. Vehicle Price is before Taxes and/or applicable fees.
Tax Profile: None

Cash Total includes: KNAPEIDE 11FT SERVICE \$18441



Vehicle Locator

Dealer Information

CORWIN BUICK GMC RENO
900 KIETZKE LN
RENO, NV 89502
Phone: 775-333-0000
Fax: 775-788-2138

1GD39SEY1RF181872

Model Year: 2024

Make: GMC

Model: 3500HD Sierra

TK31403-Reg Cab Chassis, 4WD, Long Wheelbase

PEG: 1SA-PRO

Primary Color: GAZ-Summit White

Trim: H1T-1SA-Cloth, Jet Black, Interior Trim

Engine: L5P-Engine: 6.6L V8 DuraMax Diesel, Turbo

Transmission: MGM-10-Speed Automatic

Event Code: 5000-Delivered to Dealer

Order #: CPVQG4

MSRP: \$62,178.00

Order Type: TRE-Retail Stock

Stock #: 1181872

Inventory Status: Available

Additional Vehicle Information

GM Marketing Information

Vehicle Options

Chargeable Options	MSRP
5N5-Rear Camera Kit for ZW9 Bed Delete or Chassis Cab (SEO)	\$73.00
FPF-Diesel Particulate Filter--Manual Regeneration	\$250.00
GTY-Wide Track Rear Axle	\$190.00
KI4-120 Volt Electrical Receptacle, In Cab	\$150.00
L5P-Engine: 6.6L V8 DuraMax Diesel, Turbo	\$9,490.00
NQH-Transfer Case: Active, 2-Speed, Autotrac, Rotary Dial	\$200.00
PCI-Convenience Package	\$1,100.00
U2K-SiriusXM Satellite Radio (subscription)	\$100.00
VYU-Snow Plow Prep / Camper Package	\$150.00
ZZT-Tire, Spare: LT235/80 R17 All Terrain, Blackwall	\$380.00

No Cost Options

G9Y-GVW Rating 14,000 Lbs Dual Rear Wheels
 GU6-Rear Axle: 3.42 Ratio
 MGM-10-Speed Automatic
 R6J-CUSTOMER DIALOGUE NETWORK
 SFW-Back-Up Alarm Calibration (SEO)
 YF5-California Emissions

Other Options

1SA-PRO	9J4-Bumper: Rear Delete
AKO-Deep Tinted Glass	AU3-Power Door Locks
AZ3-Seats: Front 40/20/40 Split-Bench, Full Feature	BG9-Floor Covering: Rubberized Vinyl, Black
BHP-Diesel Engine Winter Cover	C49-Defogger, Rear Window Electric
DWI-Mirrors, O/S: Pwr Fold., Man. Ext., Heat, Turn Indicator	G80-Auto Locking Differential, Rear
GAZ-Summit White	H1T-1SA-Cloth, Jet Black, Interior Trim
IOR-GMC Infotainment System	JL1-Integrated Trailer Brake Controller
K05-Engine Block Heater	K34-Cruise Control
K40-Diesel Engine Exhaust Brake	K47-Heavy Duty Air Filter
KW5-Alternator, 220 AMP	N2N-Fuel Tank, Dual Front and Rear, 63.5 Gallon Total
NC7-Emissions Override, Federal	NZZ-Skid Plates
P03-Painted Wheel Trim Skins, Painted Center Caps	PDI-GMC Pro Safety
PYW-Wheels: 17" Steel, Painted--Dual Rear Wheels	QZT-Tires: LT235/80 R17 All Terrain, Blackwall
TQ5-Headlamps, Intellibeam	U01-Roof Marker Lamps
UE1-OnStar Communication System	UE4-Following Distance Indicator
UEU-Sensor, Forward Collision Alert	UHY-Automatic Emergency Braking
V46-Bumper, Front, Chrome	VK3-Front License Plate Mounting Provisions
YK6-SEO Processing Option	ZW9-Delete: Pick-Up Bed

"~" indicates vehicle belongs to Trading Partner's inventory

Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.



Knapheide Truck Eq Co - CA
 3550 Bozzano Road
 Stockton CA 95215
 Phone: 209-855-8400
 Fax: 209-835-2128
 www.knapheide.com/sacramento

QUOTATION

Quote ID: MJA0001019

Page 1 of 2

Customer: CORWIN MOTORS RENO
 900 KIETZKE LANE
 RENO NV 89502

Quote Number: MJA0001019
Quote Date: 8/10/2023
Quote valid until: 9/9/2023

Contact: DAN NICHOLS
 Phone: 775-333-0000
 Fax: 775-786-1513

By: Prepared mjackson
Salesperson: MELVIN JACKSON
PO#:

Enduser:

Make: GMC	Model: 3500 CHASSIS CAB	Year: 2024	Single/Dual: DRW
Cab Type: REGULAR	Wheelbase: 171.0	Cab-to-Axle: 84.0	VIN: CUSTOMER SUPPLIED CHASSIS

QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1		MODEL 6132D54F40 FLIP TOP SERVICE BODY 11' SERVICE BODY FITS 84" CA DRW CHASSIS ALUMINUM TRIM KIT WITH ROCK GUARDS MASTER LOCKING SYSTEM WITH CODEABLE PADLOCKS KNAP-LINED GALVA-GRIP STEP BUMPER LED CLEARANCE LIGHTS SURFACE MOUNT LED LIGHTS CALIFORNIA STYLE FORKLIFT LOADABLE LADDER RACK POWDER COATED BLACK CLASS V RECEIVER HITCH WITH 7 WAY TRAILER PLUG BULLET STYLE BACKUP CAMERA	\$18,441.00	\$18,441.00
			Quote Total:	\$18,441.00
			Discount:	\$0.00
			Total Due(Sales tax not included):	\$18,441.00

The following options may be added:

QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT	ADD TO QUOTE
				Yes / No

Notes:

This Quote is subject to the following terms and conditions:

Credit Card Policy

We do not accept credit cards for payment of any order in excess of \$3,000.00. For other orders, we do accept MasterCard, American Express, Visa and Discover cards for payment.

Pricing Policy

- Price Quotation is good on orders received through the expiration date.
- Pricing quoted applies to chassis make/model originally provided and quantity quoted. Any change may result in price change.
- Orders are subject to all applicable state, local and federal excise taxes. Applicable taxes will be applied on final billing to customer upon completion of order.
- Knapheide Truck Equipment must be in possession of the vehicle for this order within 90 days of quote acceptance or the order can be subject to price adjustments due to cost increases



CARSON CITY TOYOTA

CAMPAGNI AUTO GROUP

2590 S. CARSON ST. CARSON CITY, NV 89701 CARSONCITYTOYOTA.COM 775-882-8211

April 24, 2023

Please accept one quote for
One 2023 Toyota Camry LE Sedan
Model 2532
Color White

Price	\$27,138.00
State Title Fee	\$ 28.25
	<hr/>
	\$27,211.25
Two extra keys & programmed	\$ 578.00
Total	\$27,789.33

*No factory incentives at this time

* Delivered to Dayton, Nevada

Thank you for your business,

Dana Whaley
Fleet Manager

**PRICE INCLUDES
2 YEARS OR 25,000
MILE SERVICE
MAINTENANCE AT NO CHARGE**



Carson City Toyota
 2590 South Carson Street
 Carson City NV 89701
 775-882-8211

2023 Camry LE

Camry LE 2.5L 4-Cylinder 8-Speed Automatic



Model: 2532C
VIN: 4T1C11AK5PU149387
Stock: 67450
Engine: 2.5L 4-Cyl. Dynamic Force Engine
Transmission: Direct Shift 8-Speed Electronically Controlled Transmission with intelligence (ECT-i)

EXTERIOR Ice Cap INTERIOR Ash Fabric

PRICE

Vehicle base model (MSRP *)	\$26,220.00
Port Installed Packages & Accessories	\$368.00
Delivery processing / handling	\$1,095.00

Total Price \$27,683.00

Fuel Economy



TOTAL INSTALLED PACKAGES & ACCESSORIES

50 State Emissions		\$0.00
	FIO	
All-Weather Floor Liner Package		\$299.00
All-Weather Floor Liner Package Includes: All-Weather Floor Liners Cargo Tray.		
	PIO	
Rear Bumper Applique		\$69.00
Made of high-grade, nearly invisible urethane film, the rear bumper applique helps protect the top surface from unsightly scrapes and scratches. Urethane film contains UV protectant to help resist yellowing from the sun. Custom-tailored to fit the Camry's rear bumper. Available on LE and XLE models only.		
	PIO	
Total Optional Equipment		\$368.00
Vehicle base model (MSRP *)	PRICE INCLUDES	\$26,220.00
Delivery processing / handling	2 YEARS OR 25,000 MILE SERVICE MAINTENANCE AT NO CHARGE	\$1,095.00

Features

Mechanical & Performance

- Engine: 2.5-Liter Dynamic Force 4-Cylinder DOHC D-4S Injection Dual Variable Valve Timing with intelligence (VVT-i) and Eco, Normal and Sport drive modes; 203 hp @ 6600 rpm; 184 lb.-ft. @ 5000 rpm
- Transmission: Direct Shift-8AT 8-speed Electronically Controlled automatic Transmission with intelligence (ECT-i) with sequential shift mode
- Emission rating: Super Ultra-Low Emission Vehicle (SULEV)
- Drivetrain: Front-Wheel Drive (FWD)
- Suspension: Independent MacPherson strut front suspension with stabilizer bar; multi-link rear suspension with stabilizer bar and front strut tower bracing
- Brakes: Power-assisted ventilated 12-in. front disc brakes with single-piston calipers; solid 11.06-in. rear disc brakes

- Body Construction: Unitized body with front and rear anti-vibration sub-frames
- Steering: Electric Power Steering (EPS); power-assisted rack-and-pinion
- Turning circle diameter, curb to curb (ft.) 37.4
- Engine 2.5L 4-Cyl. Dynamic Force Engine
- Weight Rating 4475 lbs

Exterior

- LED Daytime Running Lights (DRL) with on/off feature
- LED combination taillights with black trim
- Color-keyed power outside mirrors
- 17-in. alloy wheels
- High Solar Energy-Absorbing (HSEA) glass
- Single exhaust
- Roof-mounted shark-fin antenna

Exterior Dimensions

- Overall length 192.1
- Overall width 72.4
- Ground clearance 5.7

Interior

- Multi-function in-key remote keyless entry system with lock, two-stage unlock, panic, trunk-release functions and remote illuminated entry
- Two front and two rear cup holders; two front door and two rear bottle holders
- One USB-C charge port
- Dynamic Radar Cruise Control (DRCC)
- 4.2-in. TFT Multi-Information Display (MID) with odometer, outside temperature, fuel economy and trip information, current/average fuel economy, distance to empty, average speed, trip distance with timer, and warning messages
- 60/40 split fold-down rear seat with center armrest with cup holders
- 3-mode switch (Eco, Normal, Sport)
- Linear dark interior trim
- Rear window defogger and timer
- Day/night rearview mirror
- Covered center console, armrest and storage
- One USB charge and media port (1.5A)

Audio Multimedia

- Audio — 7-in. touchscreen, six speakers, Android Auto™ & Apple CarPlay® & Amazon Alexa compatible, SiriusXM® with 3-month Platinum Plan trial subscription. See toyota.com/audio-multimedia for details. S

ToyotaCare

- No cost maintenance plan \$0 (No Cost)

Safety & Convenience

- Toyota Safety Sense™ 2.5+ (TSS 2.5+) — Pre-Collision System with Pedestrian Detection (PCS w/PD), Lane Departure Alert with Steering Assist (LDA w/SA), Automatic High Beams (AHB), Lane Tracing Assist (LTA), Road Sign Assist (RSA) and Dynamic Radar Cruise Control (DRCC)
- Safety Connect® — includes Emergency Assistance, Stolen Vehicle Locator, Roadside Assistance and Automatic Collision Notification. Available by subscription after 1-year trial has ended. 4G network dependent.
- LATCH (Lower Anchors and Tethers for Children) includes lower anchors on outboard rear seats
- Ten airbags — includes driver and front passenger Advanced Airbag System, driver and front passenger seat-mounted side

- Front-Wheel Drive (FWD)
- Direct Shift 8-Speed Electronically Controlled Transmission with intelligence (ECT-i)

- Bi-LED combination headlights with auto on/off feature
- Dark gray front grille
- Color-keyed outside door handles
- Washer-linked intermittent windshield wipers
- Acoustic noise-reducing front windshield
- In-glass AM/FM antenna

- Overall height 56.9
- Track (front/rear) 62.6/62.8
- Wheelbase 111.2

- Power door locks with shift-linked automatic locking feature with anti-lockout feature
- One 12V auxiliary power outlet
- Foot pedal parking brake
- Dual zone automatic climate control with air filter
- Fabric-trimmed front seats with passenger side seatback pocket; 8-way power-adjustable driver's seat with power lumbar support; 6-way adjustable front passenger seat
- Tilt/telescopic 3-spoke steering wheel with audio, Multi-Information Display (MID), Bluetooth® hands-free phone, voice-command, Dynamic Radar Cruise Control (DRCC), and Lane Departure Alert (LDA) controls
- Soft-material upper door trim
- Interior silver door handles
- Power windows with auto up/down, jam protection in all positions and retained-power features
- Overhead console with maplights and sunglasses storage
- Passenger-side illuminated glove compartment
- Dual sun visors with sliding extensions and illuminated vanity mirrors

- 24-hour Roadside Assistance \$0 (No Cost)

- Star Safety System™ — includes Enhanced Vehicle Stability Control (VSC), Traction Control (TRAC), Anti-lock Brake System (ABS), Electronic Brake-force Distribution (EBD), Brake Assist (BA) and Smart Stop Technology® (SST)
- Driver and front passenger Whiplash-Injury-Lessening (WIL) seats
- 3-point seatbelts for all seating positions; driver-side Emergency Locking Retractor (ELR) and Automatic/Emergency Locking Retractor (ALR/ELR) on all passenger seatbelts
- Side-impact door beams
- Energy-absorbing collapsible steering column
- Child-protector rear door locks and power window lockout control
- Hill Start Assist Control (HAC)
- Integrated backup camera with projected path

airbags, driver and front passenger knee airbags, rear seat-mounted side airbags, and front and rear side curtain airbags

- Front and rear energy-absorbing crumple zones
- Tire Pressure Monitor System (TPMS)
- Rear-Seat Reminder
- Anti-theft system with alarm
- Automatic engine shut off

*2023 Manufacturer's Suggested Retail Price excludes the Delivery +Processing and Handling Fee taxes license title and available or regionally required +equipment. Actual Dealer price may vary. Pricing fuel economy specification standard features and +available equipment are based on information available when this page was produced and +subject to change without notice.

ToyotaCare, which covers normal factory scheduled maintenance for 2 years or 25,000 miles, whichever comes first, is included as part of the sales price of the vehicle for qualifying buyers. See participating dealer for eligibility and coverage details.

Disclaimer: This document is only representative of some of the information contained on an actual window sticker and is not meant to replace or + substitute for the actual window sticker on the vehicle. Please see your retailer for +further information.

Create Date: 04/24/2023



**Lyon County School District
Board Memo**

Date: August 22, 2023
To: Board of School Trustees
From: Wayne Workman, Superintendent
Re: Ratification of the professional negotiated agreement between the LCCSEA and the LCSD

Recommendation

That the Board of Trustees approves the ratification of the collectively bargained agreement (CBA) between the Lyon County Classified School Employees' Association (LCCSEA) and the Lyon County School District (LCSD) for the 2023-2025 contract years.

Background Information

Negotiation meetings between the LCCSEA and the LCSD have concluded with a two-year tentative agreement pending ratification by the Board of Trustees. The members of the LCCSEA have already ratified the tentative agreement.

Budget Considerations

For all bargaining groups/employees the overall fiscal biennium impact is projected to be approximately \$34.2 million. The fiscal impact of the LCCSEA agreement is estimated to be \$4.1m in FY24 and \$6.2 in FY25 for total estimated biennium fiscal impact of \$10.3 million.

Discussed at Previous Meeting

September 28, 2021

Attachment(s)

July 1, 2023 through June 30, 2025 tentative agreement between the LCCSEA and LCSD
Ratification signature page for the agreement between the LCCSEA and LCSD

Respectfully Submitted,

*Dawn Huckaby, Executive Director of Human Resources
Harman Bains, Executive Director of Operations*

**20213-224 and
20224-235**

AGREEMENT BETWEEN

THE

LYON COUNTY SCHOOL DISTRICT

AND

**Nevada Classified School Employees Association and
Public Workers Association**

**Lyon County Classified School Employees Association
Chapter #7**

TABLE OF CONTENTS

NO STRIKE AGREEMENT		4
PREAMBLE		5
ARTICLE I	Definitions	6
ARTICLE II	Recognition and Description of Bargaining Unit	
	Recognition	9
	Classified Bargaining Unit	10
ARTICLE III	Dues Deduction	11
ARTICLE IV	Grievance Procedure	
	A. Purpose	12
	B. Definitions	12
	C. Time Limits	12
	D. Procedures	12
	E. Rights of Employees to Participate in Grievance Procedures	13
	F. Miscellaneous	14
ARTICLE V	Assignment Out of Classification	15
ARTICLE VI	Procedure for Filling Vacancies / Assignments	
	A. General Procedures for Filling Vacancies	16
	B. Involuntary Reassignment	17
ARTICLE VII	Reduction in Force	
	A. Seniority Date and Qualifications	18
	B. Re-employment	19
	C. Seniority Accrual During Uncompensated Leave	19
ARTICLE VIII	Non-Discrimination	20
ARTICLE IX	Discipline, Suspension, Demotion & Discharge	
	A. Disciplinary Action	21
	B. Authorized / Unauthorized Absence	21
ARTICLE X	Leaves	
	A. General Terms of Sick and Personal Leave	22
	B. Sick Leave	22
	C. Bereavement Leave	23
	D. Payment for Unused Sick Leave	23
	E. Personal Leave	23
	F. Sick Leave Bank	24
	G. Jury Duty	26
	H. Vacation Leave	27
	I. Leave Without Pay	27
	J. Child Rearing and Adoption Leave	27
	K. Association Leave	28
	L. Donated Sick Leave Days to Classified Employee	28
ARTICLE XI	Holidays	29
ARTICLE XII	Use of Private Vehicle	30
ARTICLE XIII	Safety	31
ARTICLE XIV	Compensation	32
ARTICLE XV	Overtime & Compensatory Time	
	A. Authorization	35
	B. Payment	35
	C. Compensatory Time	35
ARTICLE XVI	Insurance	36
ARTICLE XVII	Public Employees Retirement Fund	37
ARTICLE XVIII	Personnel Records and Information	38

TABLE OF CONTENTS (continued)

ARTICLE XIX	School Policy Guide	39
ARTICLE XX	General Savings Clause	39
ARTICLE XXI	Negotiations	40
ARTICLE XXII	Impasse Proceedings	40
APPENDIX A	Classified Pay Structure Matrix	41
ARTICLE XXIII	Pay Schedules, 202 3 ⁴ – 202 2 ⁴ and 202 4 ² – 202 5 ³	42
	Pay, Retro Pay	43
ARTICLE XXIV	Term of Agreement	44
	Term of Agreement Signature Page	45

NO STRIKE AGREEMENT

The Association recognizes the public policy as expressed in NRS 288.230 in which the Nevada Legislature declared:

That the services provided by the District as an employer are of such nature that they are not and cannot be duplicated from other sources and are essential to the health, safety, and welfare of the people.

That the continuity of such services is likewise essential and their disruption incompatible with the responsibility to the people; and

It is the public policy of the State of Nevada that a strike against the District as a Local Government Employer is illegal.

The Association agrees to act and conduct its' affairs in accordance with this policy. The Association, its' officers and agents, agree further that they shall not support any strike against the District, nor shall they engage in or support any action to impair the rendering of such essential services by the School District.

APPROVED 1995

**AGREEMENT
BETWEEN THE
LYON COUNTY SCHOOL DISTRICT
AND THE**

**Nevada Classified School Employees Association and Public Workers Association/Lyon County
Classified School Employees Association - CHAPTER #7
2021-2022 & 2022-2023**

PREAMBLE:

This Agreement is made and entered into by and between the Lyon County School District, State of Nevada, hereinafter referred to as the "School District" and the Nevada Classified School Employees Association and Public Workers Association, Lyon County Classified School Employees Association - CHAPTER #7, hereinafter referred to as the "Association" this 28th day of September 2021.

WHEREAS a free and open exchange of views is desirable and necessary by and between the parties hereto in their efforts to negotiate in good faith and compliance with NRS 288.150 and,

WHEREAS, it is the right of every local government employee, subject to the limitation provided in subsection 3 of NRS. 288.140, to join any employee organization of his choice or to refrain from joining any employee organization, and,

WHEREAS the parties have reached certain understandings and agreements concerning wages, hours, and conditions of certain person employed by the District which they desire to confirm in this Agreement,

WHEREAS, except as specifically modified by this Agreement, the School Board of Trustees retains without limitations, all powers, rights, and authority vested in it by NRS rules and regulations, including but not limited to:

- 1) Direct its employees;
- 2) Hire, promote, classify, transfer, assign, retain, suspend, demote, discharge, or take disciplinary action against an employee;
- 3) Determine appropriate staffing levels, work performance standards, contents of the workday and workload factors;
- 4) Relieve any employee from duty because of lack of work; lack of money or for any other legitimate reason;
- 5) Manage school district operations in the most efficient manner;
- 6) Take whatever actions may be necessary to carry out its responsibilities in situations or emergencies.

NOW THEREFORE IT IS AGREED.

REVISED 2021

ARTICLE I
DEFINITIONS

"NRS 288"

Shall mean the Statutes of Nevada as revised by the 1993 session of the Nevada Legislature, also as the Local Government Employee-Management Relations Act as used in this Agreement.

"AGREEMENT"

Shall mean this document, being the "Collective Bargaining Agreement" between the Lyon County School District and Nevada Classified School Employees Association and Public Workers Association and Lyon County Classified School Employees Association - CHAPTER #7.

"ANNIVERSARY DATE"

Shall mean July 1ST for all employees hired after January 1ST, 1995. Employees hired prior to January 1ST, 1995 shall retain their present anniversary dates.

"ASSOCIATION"

Shall mean the Nevada Classified School Employees Association and Public Workers Association Lyon County Classified School Employees Association - CHAPTER #7.

"ATTENDANCE AREA"

Shall mean Dayton (DES, RES, SES, DIS, DHS), Fernley (CES, EVES, FES, FIS, SMS, FHS), Silver Springs (SSES, SSMS, SSHS), Yerington (YES, YIS, YHS), or Smith Valley (SVES, SVHS).

REVISED 2021

"BOARD"

Shall mean the Local Government Employee-Management Relations Board as provided in NRS 288.030.

"CALENDAR MONTH OF SERVICE"

Shall be determined by reference to the Classified Pay Structure, Appendix A.

"DAY"

Shall mean working day unless specified as calendar day in this Agreement.

"EMPLOYEE, CONFIDENTIAL"

Confidential Employee is defined in NRS 288.170. In addition, the Administrative Assistant to the Superintendent and Board of Trustees and Human Resources classified employees, including but not limited to, Administrative Secretary, Administrative Assistant, Human Resources Analyst and Talent Management and Data Analyst ~~is are~~ classified as a Confidential Employee and may not be a part of the Nevada Classified School Employees Association and Public Workers Association (NCSEAPWA).

"EMPLOYEE, FULL TIME"

Shall mean an employee whose assigned weekly work schedule is twenty-five (25) hours or greater.

"EMPLOYEE, HALF TIME"

Shall mean an employee whose assigned weekly work schedule is greater than or equal to twenty (20) hours but less than twenty-five (25) hours.

"EMPLOYEE, PART-TIME"

Shall mean an employee whose assigned weekly work schedule is less than twenty (20) hours.

"EMPLOYEE, PERMANENT"

Shall mean an employee assigned to an established work schedule that is reasonably expected to last more than six (6) months.

"EMPLOYEE, POST PROBATIONARY"

Shall mean an employee who has successfully completed ~~the year~~ nine (9) months of probation in a job assignment specified by the School Board as defined by the work calendar.

"EMPLOYEE, PROBATIONARY"

Shall mean an employee who has not completed the first nine (9) months year of employment in which his / her competency in assigned duties is evaluated. Probationary employees are not covered by this Agreement unless otherwise noted in Agreement. Probation may be extended by the District with written notice to the employee. Probationary employees do not count against the association's membership numbers as reported to the State of Nevada. Employees who have completed their nine (9) month probationary period and then accept a promotion, or new position within the District, are still covered by this Agreement.

"EMPLOYEE, SUPERVISORY"

Shall mean any employee whose major responsibility is managing classified employees in the interest of the employer and has the authority and power to recommend hiring, evaluating, transferring, suspending, lay-offs, recalling from layoff, promotion, discharging, assigning, rewarding, or disciplining other employees, as stated in NRS. 288.075. Supervisory employees are not covered by this Agreement unless otherwise noted in the Agreement.

"EMPLOYEE, TEMPORARY"

Shall mean an employee assigned to an established work schedule that is reasonably expected to not last more than one hundred twenty (120) days. A temporary employee is not eligible for fringe benefits. A temporary employee shall include any substitute hired to fill a position.

"GRIEVANCE"

Shall mean a legitimate complaint by an employee, group of employees, or the Association, based upon an alleged violation, misinterpretation, or inequitable application of a specific provision of this agreement. have the meaning prescribed under NRS 288.435 which means an act, omission or occurrence that an employee or an exclusive representative believes to be an injustice relating to any condition arising out of the relationship between an employer and an employee, including, without limitation, working hours, working conditions, membership in an organization of employees or the interpretation of any law, regulation or agreement.

"GRIEVANT"

Shall mean an employee, a group of employees or the Association asserting a grievance.

"HIRE DATE"

Shall mean the actual date an employee first renders paid service in a regular position.

NOTE: This language is effective for all employees hired after board ratification of this agreement.

APPROVED 2013

"IMMEDIATE FAMILY"

Shall mean the employee's spouse, parents, siblings, grandparents, grandchildren, any person similarly related by marriage, foster parents, and any person living in the immediate household.

For the purpose of bereavement leave only, the "immediate family" shall include a significant other person in the employee's life.

"JOB GROUP"

Shall mean related jobs as depicted by the vertical columns on the "Classified Pay Grades" schedule.

"OVERAGE"

Shall mean an excess or surplus of employees per positions available.

APPROVED 2013

"OVERTIME"

7

Shall mean any time worked during a week that in aggregate exceeds the total hours in an employee's weekly work schedule.

"REST PERIODS AND MEAL PERIODS"

Per Board Policy GCC, the District will grant employees one (1) 10-minute break or rest period during each work period of four (4) or more hours. Rest periods may not be taken at the beginning or at the end of the work period. Rest periods may not be scheduled or taken consecutively or in conjunction with meal periods.

Employees who work six (6) or more hours in a work day are allowed an uninterrupted, unpaid meal period of thirty (30) minutes or longer at or about the midpoint of their work day. Administrators or managers/supervisors will be responsible to ensure that wherever and whenever possible, employees will be permitted the half hour meal period uninterrupted by work-related duties. If an employee's meal period is interrupted by a work-related matter, the District will pay the employee for the meal period.

"SCHOOL BOARD"

Shall mean the Board of School Trustees of the Lyon County School District and which Board is the entity known as the Local Government Employer in NRS 288.060.

"SCHOOL DISTRICT"

Shall mean the Lyon County School District.

"SCHOOL YEAR"

Shall mean the days students are in attendance at school, including holidays and vacation days during said time.

"SENIORITY"

Shall mean the total time worked from the most recent hire date.

"SUMMER MONTHS"

Shall mean the day after the school year ends through the day before the ensuing school year begins.

"SUPERINTENDENT"

Shall mean the Superintendent of Schools of the Lyon County School District.

"WORK"

Shall mean time on the job and applicable holidays.

"WORK SCHEDULE"

Shall mean the number of hours in a position as approved by the School Board and the time work is to be performed. A work schedule specifically excludes any overtime or extra duty assignments. For work schedules established other than five (5) days of equal length in a week, the daily work schedule shall be the scheduled hours per week divided by five (5).

"YEAR"

Shall mean fiscal year July 1 through June 30.

"YEAR OF SERVICE"

Shall mean the employee must have worked and / or been compensated for at least three-fourths (3/4) of the days in the annual work calendar for the period ending on the employee's anniversary date.

APPROVED-2006

ARTICLE II

RECOGNITION AND DESCRIPTION OF BARGAINING UNIT

RECOGNITION

- A. The Board of Trustees recognizes the Nevada Classified School Employees Association and Public Workers Association / Lyon County Classified School Employees Association - CHAPTER #7 as the exclusive bargaining representative of the classified employees of the Lyon County School District, subject to the provisions of NRS 288.
- B. Exclusive recognition shall entitle the Association to the following rights:
1. Organizational use of designated bulletin boards located in conspicuous areas within each district facility.
 2. Payroll deduction of membership dues.
 3. Use of facilities in accordance with District policy.
- C. The Association recognizes that the School Trustees, as representatives of the electorate, have the final responsibility for establishing policies for the School District not in conflict with this Agreement.
- D. The purpose of this recognition is the mutual agreement of all parties to negotiate in good faith regarding negotiable items as set forth in Chapter 288.150 of the Nevada Revised Statutes.
- E. This Agreement constitutes School Board policy for the term of said Agreement and the School Board and the Association shall carry out the commitments contained herein and give them full force and effect.
- F. No change, rescission, alteration, or modification of this Agreement in whole, or in part, shall be valid unless the same is ratified by both the School Board and the Association, and endorsed in writing hereon.
- G. All rights and privileges expressly granted to the Association under the provisions of this Agreement are granted for the exclusive use of the Association subject to the exception of NRS 288.140 and the prohibitions of NRS 288.270.

REVISED 2021

CLASSIFIED BARGAINING UNIT

- A. The supervisory and non-supervisory unit shall be composed of all full-time, half time and part time permanent employees.

Probationary employees are not covered by this Agreement unless otherwise noted.

Temporary and substitute employees are not covered by this Agreement.

- B. Employees in confidential positions determined by the District in compliance with NRS 288 shall be excluded from the bargaining unit.

- C. Classified Employee Group

1. Supervisory Group

Cook Manager

Custodian Lead

Mechanic Lead

Transportation Lead

2. Non-supervisory Group

All other permanent classified positions as defined by this article.

REVISED 2021

ARTICLE III DUES

DEDUCTION

- A. The School District agrees to deduct dues from the salaries of employees covered by this Agreement for the Association, and make appropriate remittance to the Association.
- B. The Association will notify the District, in writing, of any changes in said list, as necessary. Changes in the amount to be withheld must be submitted in writing at least thirty (30) working days prior to the date the change is to be effective. Any employee desiring to have the District discontinue deductions he / she has previously authorized, must notify the District and the Association in writing during September of each year.
- C. Upon termination of an employee the current month's dues will be deducted from the final check, if necessary.
- D. The employee's earning must be sufficient after other deductions are made to cover the amount of the Association dues. In the case of an employee who is on non-pay status during part of the pay period and / or whose wages are not sufficient to cover the full withholdings, no Association dues deduction shall be made. In this connection, all required deductions have priority over Association dues.
- E. It is recognized that the District, in agreeing to deduct dues, is performing a solely administrative function on behalf of the Association for its convenience and is not party to any agreement between the Association and its members regarding the deduction of dues.
- F. The Association agrees to defend and hold the District harmless against any and all claims or suits that may arise out of or by reason of action taken by the District in reliance upon any authorization submitted by the Association to the District. Further, the Association agrees to reimburse the District for any and all costs, including legal fees it may incur in relation to any deduction made at the discretion of the Association and contrary to the instructions received from the individual employee.
- G. The Association agrees to refund to the district any excess amounts paid to it in error on account of the payroll deductions provision, upon presentation of proper evidence of error.

APPROVED 1995

ARTICLE IV
GRIEVANCE PROCEDURE

A. PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which arise. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of the procedure.

B. DEFINITIONS:

1. A "grievance" is a legitimate complaint by an employee, group of employees, or the Association based upon an alleged violation, misinterpretation, or inequitable application of a specific provision of this Agreement.
2. A "grievant" is an employee, a group of employees or the Association, asserting a grievance.
3. A "party of interest" is a person or persons who might be required to take action, or against whom action might be taken, in order to resolve the problem. Such term always includes the District and the Association.
4. The term "days" when used in this article shall, except where otherwise indicated, mean working days rather than calendar days, with the first day beginning the day after receipt of notification.

REVISED 2019

C. TIME LIMITS:

1. Failure at any level in this procedure to appeal the denial of a grievance in writing, within the required time limits, shall cause the decision at the level at which the grievance was adjudicated to be upheld. Failure to respond within the stated time limits shall deem the grievance automatically granted unless the fiscal impact of such grievance is greater than \$500.
2. A grievance may be withdrawn at any level by the grievant without prejudice.
3. Any and all time limitations as set forth in this section may be extended by agreement of the parties, either verbally or in writing.

REVISED 1999

D. PROCEDURES:

1. Level One (1) – Supervisor / Administrator
 - a. If an employee feels that he has a grievance, he shall first discuss the matter informally with the supervisor to whom he is directly responsible within ten (10) days of the occurrence, or knowledge of the occurrence, or condition which is the basis of the grievance, whichever is greater, and may request the presence of the Association's representative.
 - b. If a grievant is not satisfied with the disposition of the matter through informal procedures, or reasonably believes informal procedures will not resolve the grievance, he shall submit the matter as a formal grievance in writing to his supervisor, the Association's representative, and the Superintendent within ten (10) days after the employee, group of employees, or Association knows of the act or condition on which the grievance is based, whichever is greater.
 - c. The supervisor shall, within ten (10) days, render his decision and the reasons therefore, in writing, with a copy to the Association's representative, and one (1) to the Superintendent.

2. Level Two (2) - Superintendent of Schools

- a. If the grievant is not satisfied with the disposition of the grievance at Level One (1), he shall file the written grievance with the Superintendent within ten (10) days after the decision was rendered at Level One (1).
- b. The Superintendent of Schools, or his representative, shall act for the administration at Level Two (2) of the grievance procedure. Within ten (10) days after receipt of the written appeal of the proposed resolution of the grievance at Level One (1), the Superintendent, or his representative, shall meet with the aggrieved person for the purpose of resolving the grievance. When requested by either party, electronic minutes shall be prepared and the cost, if any, shared by both parties. The Superintendent within ten (10) days after the meeting, shall render his decision to the grievant, supervisor and Association.

3. Level Three (3) - School Board

- a. If the grievant is not satisfied with the disposition of the grievance at Level Two (2), and the Association agrees that the grievance has not been satisfactorily settled, then the Association may present the grievance to the School Board within ten (10) days after receipt of the Superintendent's decision. The employee who initiated the grievance must be present at the meeting with the School Board. In case of an emergency, the presentation of the grievance may be postponed.

~~REVISED 2002~~

- b. The School Board, no later than its next regular meeting, shall have ten (10) days after the meeting to answer the grievance.

4. Level Four (4) - Binding Arbitration

- a. If the grievant is not satisfied with the disposition of the grievance at Level Three (3), the grievant may, within ten (10) days after receipt of the disposition, notify the Superintendent in writing that the grievant wishes to take the grievance to binding arbitration.
- b. Within ten (10) days after written notice of submission to arbitration, or as soon as practical, the parties shall jointly request the American Arbitration Association to furnish a list of seven (7) arbitrators from which one (1) shall be selected. Such selection shall be accomplished within ten (10) days by the parties, each striking one (1) name from the list in turn until only one (1) name remains. The District will strike the first name.
- c. The arbitrator's decision shall be submitted in writing to the grievant, Superintendent, the School Board, and Association only, and shall set forth his findings of fact, and reasons for said decision on the specific issue(s) submitted. The arbitrator's decision shall be final and binding upon all parties and shall be consistent with the law and with the terms of this Agreement. The arbitrator shall not have the authority to modify, amend, alter, add to or subtract from any provision of this Agreement.
- d. The costs of the services of the arbitrator and the costs of the hearing, if any, shall be borne by the parties equally. Each party agrees to bear its own costs, fees and expenses in the preparation, presentation and participation in the case before the arbitrator.

E. RIGHTS OF EMPLOYEES TO PARTICIPATE IN GRIEVANCE PROCEDURES:

1. No reprisals of any kind shall be taken by either party against any party in interest, any school representative or any other participant in the grievance procedure by reason of such participation.
2. Any party in interest may be represented at any level of the formal grievance procedure by a person of his /her own choosing.

F. MISCELLANEOUS:

1. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance may begin at Level Two (2). If the Superintendent determines the matter can be resolved at Level One (1), he / she may require the grievance start at Level One (1).
2. Grievances, appeals and decisions rendered at all levels of the formal grievance procedure shall be in writing and shall set forth the decisions and reasons therefore.
3. All documents, communications and records dealing with the processing of grievance may be part of the personnel files of the participants.
4. Forms for filing and processing grievances and other necessary documents shall be jointly prepared by the District and the Association and distributed by the Association. If forms are not available at the time, a grievance may be presented in letter form.
5. A grievance may be withdrawn at any level by the grievant without prejudice.
6. The remedy available for any alleged breach of the Agreement or any alleged violation of rights thereunder granted shall be according to the grievance procedure, provided however, that nothing contained herein shall deprive any party of any legal right.
7. In the event there is a question as to whether a specific grievance is arbitral, no further consideration of the grievance shall be allowed. If the arbitrator finds the issue arbitral, he shall proceed to hear the grievance.

Arbitration awards that involve retroactivity shall not be made retroactive more than fifteen (15) working days prior to the date of filing of the grievance.
8. The District and the Association will cooperate in investigation of any grievance and further agree to furnish information which is pertinent and available for the processing of the stated grievance.

APPROVED-1995

ARTICLE V

ASSIGNMENT OUT OF CLASSIFICATION

- A. Any employee who is officially assigned to perform the majority of the responsibilities of a full-time position in a higher grade of his / her current job group by a responsible authority, shall after twenty (20) consecutive days, be granted retroactively a pay increase based on the grade of the higher position at the employee's current step. If an employee fulfills the responsibilities for more than 60 days, the District must consider reason(s) why and a possible change to the job description and pay grade.

REVISED 2019

- B. Any employee who is officially assigned to perform the majority of the responsibilities of a full-time position in another job group for which he / she has no District experience shall be paid whichever is greater:
- a. Step one (1) of the new job grade OR
 - b. 105% of the employee's current pay.

APPROVED 1996

- C. Any employee who is officially assigned to perform the majority of the responsibilities of a full-time position in another job group for which he / she has had previous District experience shall be given credit for that experience and be granted, retroactively, pay based on whichever is greater:
- a. Experience step of the new job grade OR
 - b. 105% of the employee's current pay.

APPROVED 1996

- D. The new pay rate shall only be paid for the time of the assignment. In no case shall the pay rate exceed fifteen percent (15%) of the employee's current pay.

APPROVED 1996

- E. The terms of this Article do not apply to extra summer help.

APPROVED 1996

**ARTICLE VI
PROCEDURES FOR FILLING VACANCIES / ASSIGNMENTS**

A. GENERAL PROCEDURES FOR FILLING VACANCIES

1. When the District determines a vacant position will be filled, a vacancy announcement shall be posted on the District website and disseminated via email to all employees.
2. Each vacancy shall remain open for a period of at least seven (7) days.
3. Employees interested in being considered for the position shall submit an application on the District website.

APPROVED 2013

4. With the exception of employees who are assigned to the District's transportation department that has specific procedures in place for filling positions, a district initiated transfer or if the new position is considered a promotion / advancement, an employee must have completed a minimum of six (6) months in a particular job classification at a site and have a minimum of two (2) satisfactory evaluations in order to be eligible for transfer to another site in the District.

REVISED 2017

5. A person presently employed by the District and applying for a vacant position in the same job classification shall be given due consideration for the position. Factors to be considered in making the selection may include appropriate education, training, experience, length of service, past performance, compatibility of employees, needs of the work site and the results of an oral and / or written interview, if any.
6. Upon request, an employee will be advised of the outcome of his / her application and reasons for non- selection.
7. An employee transferred from one (1) job to another shall be on a one (1) year trial placement and will be subject to the evaluation process for probationary employees. The employee may be returned to his / her former job classification should the probationary evaluation be unsatisfactory.
8. The District reserves the right to establish by contractual agreement, a classified position for a special need. Such a position shall be posted in accordance with this Article.

APPROVED 1996

9. These General Procedures do not apply to the assignment of bus routes. Refer to Lyon County School District Transportation Policy for procedures regarding assignment of drivers to bus routes.

APPROVED 1996

10. The District reserves the right to modify, add, delete or change route position assignments to serve the interests, needs, safety and welfare of the students.

APPROVED 2015

11. The District will solicit input from the Association when reviewing and updating classified job descriptions.

APPROVED 2015

B. INVOLUNTARY REASSIGNMENT:

District reassignment shall be considered in the spirit of providing the best possible education for students. Reassignments may be necessary when an "overage" situation occurs due to student(s) relocation / exit and the classified personnel needed to support the student's education is left without a position. The affected staff consists of personnel in the school and / or attendance area where the "overage" occurs.

B. INVOLUNTARY REASSIGNMENT: (continued)

Criteria for considering changes will be:

Requests for volunteers;

1. District-wide seniority within the attendance area;
2. In the event two (2) or more employees have the same seniority, then a draw of lots in accordance with a pre-determined procedure shall determine seniority.

REVISED 2019

ARTICLE VII

REDUCTION IN FORCE

A. SENIORITY DATE AND QUALIFICATIONS:

1. The District retains the right to determine when a reduction in force is necessary, the number of employees whose employment must be terminated and the areas of employment and / or school district operations within which such reductions in force shall occur. Once it is determined that a reduction in force is necessary, the District will agree to meet with the Association and discuss the pending Reduction in Force.
2. In the event the District determines that classified employee staff must be reduced, the following criteria shall be used in selecting employees for retention:
 - a) Temporary and probationary employees within the job classification selected for layoff shall be laid off first.
 - b) District-wide seniority.
3. Prior to implementing a reduction in force, consideration will be given to transferring employees whose positions are being eliminated into positions that are available at the time of the reduction based on retirements, resignations, and leaves of absences, and new positions. The decision to utilize these options will be at the discretion of the District.
4. Reduction in Force Procedures
 - a) When it is determined that a Reduction in Force is necessary, the least senior employees District-Wide will be reduced first.
 - b) Once a District-Wide reduction in force occurs, Area-Wide involuntary transfer procedures will be followed until all positions are filled.
5. No employee shall be replaced by another employee not qualified for such classification.
6. Seniority or "seniority date" shall mean the most recent date of employment with the District. Any resignation or termination of employment which results in the employee leaving the District shall constitute a "break" in seniority. For the purpose of staff reduction, seniority date shall mean the first working day after the most recent break in service, if any.
7. An employee's seniority date for reduction in force and bumping purposes shall encompass all periods of service from the employee's last continuous employment date. Periods of separation may not be bridged to extend such service unless the separation is a result of a reduction in force in which bridging will be authorized if the employee is re-employed in his / her classification within the period of his / her reduction in force eligibility, as provided in section B.2. below.
8. In the event that a reduction in force is necessary for School Maintenance personnel, Maintenance Levels I, II, III, as noted on the pay schedule, shall not be taken into consideration and all employees will be considered equal.
9. A reduction in the number of hours in a day or days in a contract year a classified employee is contracted to work shall not constitute a lay-off. However at the earliest possible time the district will meet and provide the Association with the rationale and opportunity for input for such action.

REVISED 2021

B. RE-EMPLOYMENT:

1. All permanent employees terminated during a reduction in force shall be placed on a re-employment priority list for all positions for which they are qualified and available. Such employees shall be given preference for rehiring in permanent positions for which they are qualified.
2. Names shall remain on the re-employment priority list for one (1) year. Refusal of a comparable permanent position, however, shall result in removal from the re-employment priority list.
3. It is the responsibility of the employee to keep the Personnel Office current with his / her mailing address and telephone number(s).

C. SENIORITY ACCRUAL DURING UNCOMPENSATED LEAVE:

Seniority shall continue to accrue for the following uncompensated leave:

1. Uncompensated leave as a result of a work-related injury
2. Uncompensated leave due to layoff
3. Uncompensated leave approved by the Superintendent, which does not exceed twenty (20) continuous days - accrual up to twenty (20) days

REVISED 2010

ARTICLE VIII

NON-DISCRIMINATION

The District and the Association agree not to discriminate, as set forth in federal and state law, against its employees, or its members, based upon race, creed, color, national origin, sex, sexual orientation, age, or physical disabilities. The Association shall admit persons to membership without discrimination.

APPROVED 1995

NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX

Lyon County School District ("the school district") does not discriminate on the basis of sex in the education program and activity it operates. Title IX prohibits sex-based discrimination, including sexual harassment, in violation of Title IX of the Education Amendments of 1972. Title IX provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any school district education program or activity. The school district is required by Title IX not to discriminate in such a manner. Title IX applies to any school district education program or activity, whether such program or activity occurs on-campus or off-campus. The requirement not to discriminate in the school district's program or activity extends to employment.

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

Director of Human Resources
Lyon County School District
25 E. Goldfield Avenue
Yerington, NV 89447
(775)463-6800
dhuckaby@lyoncsd.org

Inquiries about the application of Title IX to the school district may be referred to the school district's Title IX Coordinator, or to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202, or both.

Complaints of sex discrimination and formal complaints of sexual harassment may be filed with the school district's Title IX Coordinator.

Lyon County School District has established grievance procedures that further describe how to report or file a complaint of sex discrimination and how the school district will respond in Board Policy AA and Administrative Regulation AA. Lyon County School District has established a grievance process that further describes how to report or file a formal complaint of sexual harassment and how the school district will respond in Board Policy AB and Administrative Regulation AB.

ARTICLE IX

DISCIPLINE, SUSPENSION, DEMOTION AND DISCHARGE

A. DISCIPLINARY ACTION:

If there is an issue which may be cause for disciplinary action, the supervisor shall address the issue with the employee in a timely manner. A good faith effort will be made to provide at least 24 hours written notice prior to the meeting. Personnel matters and proceedings are to be kept confidential at any level of the disciplinary process. Violation of confidentiality shall be cause for disciplinary action. All investigations and proceedings associated with the possible disciplinary action will be concluded in a timely manner. If the investigation extends beyond 10 days, administration must communicate the status of the investigation to the employee and the association representative.

REVISED 2019

1. The District shall not suspend without pay, demote, or discharge a post probationary permanent employee as a disciplinary action without just cause.
2. Discipline shall be dependent upon an individual's offense of federal, state, or District laws, regulations, guidelines and policies, and shall result in disciplinary measures up to and including termination.

Cause for discipline includes:

- a) Negligence in the performance of assigned duties
- b) Insubordination
- c) Inappropriate conduct while on the job or representing the District
- d) Unauthorized absence, excessive absence or the abuse of leave privileges
- e) Reporting on duty while under the influence of alcohol or drugs
- f) Dishonesty
- g) Activity that violates policies, rules, or regulations of the District

APPROVED 2003

3. No District evaluation more than three (3) years old shall be considered valid nor shall an employee present any evaluation from a previous employer in a disciplinary or termination case.

APPROVED 1996

4. However, a ~~reprimand~~ written warning, letter of concern or admonition issued to an employee who has met expected standards and who has received no subsequent letters or ~~reprimand~~ written warning(s) shall be removed from the employee's personnel file any time after thirty-six (36) months have lapsed from the original date of issue.

APPROVED 1996

B. AUTHORIZED / UNAUTHORIZED ABSENCE:

1. Any authorized absence is an absence for which the employee has received prior approval. However, it is the prerogative of the District to make an exception for an extenuating circumstance beyond the power and control of the employee whereby the employee could not have received prior approval.

APPROVED 1996

2. Absence without authorization shall be grounds for disciplinary action.

APPROVED 1996

3. Unauthorized absence for three (3) consecutive workdays constitutes abandonment of position and the District shall move to terminate the employment as a resignation. Neither Article IV nor Section A of Article IX shall apply. However, the employee shall have the right to appeal to the Human Resources Director whose decision is final.

ARTICLE X

LEAVES

Note: All applicable leave will run concurrent with the Family and Medical Leave Act (FMLA) guidelines.

A. GENERAL TERMS OF SICK AND PERSONAL LEAVE:

1. It is the responsibility of the employee to submit leave requests, within the designated time constraints for each type of leave, utilizing the current automated LCSD Substitute Placement and Absence Management application (i.e., Aesop).
2. An employee's sick leave is a designated amount of compensated leave granted to an employee who is unavoidably absent as the result of personal illness, medical appointments, illness in his / her immediate family or bereavement.
3. For each calendar month of service, a permanent employee shall be credited with hours of sick leave equal to 1.25 times the hours in the employee's daily work schedule. Within the limitations of this Article, sick leave shall be credited to an employee upon completion of each month of service, and available for use the following month, within the limitations of this article.
4. Personal leave will be granted outlined in Article X, Section E.

REVISED 2017

5. Sick leave shall be accumulated to a maximum of one hundred eighty (180) days. Days accumulated beyond one hundred eighty (180) shall be kept in the employee's file as inactive accumulated sick leave which could be used provided the School Board chooses to activate them. Excess days shall be determined on June 30th of each year. Excess days shall be determined on June 30th of each year. Employees may convert their inactive sick leave to personal leave at a rate of six (6) sick leave days to one (1) personal leave day, not to exceed two (2) personal days each year.

REVISED 2019

6. Employees may use accumulated sick and personal leave immediately following employment with the District.
7. An employee who has exhausted his / her accumulated sick and personal leave may, at the employee's option, elect to use any vacation leave to which the employee may be entitled.
8. Employees with no accumulated leave available shall have their pay reduced for the time not worked. Such lost compensation shall not be paid at a later date when leave becomes available.
9. Employees rehired after a break of service in excess of one (1) year shall not receive credit for sick or personal leave accumulated during the previous period of employment.

B. SICK LEAVE:

1. Sick leave shall be granted for personal illness, disability, or illness or accident in the immediate family, and shall be deducted from the employee's accumulated sick leave.
2. Pregnancy and / or medical issues associated with pregnancy shall be treated as any other sick leave.
3. Should an employee be absent from his / her assignment more than five (5) consecutive workdays within the fiscal year or should there be a pattern of chronic or repeated absences, or the District has reasonable cause to suspect abuse or falsification of leave, the employee may be required to provide verification of illness from his / her physician in order to charge the absence to sick leave.

REVISED 2017

C. BEREAVEMENT LEAVE:

An employee may be granted five (5) of their sick leave days each year for Bereavement Leave. Bereavement leave shall be deducted from sick, personal, or vacation leave. Additional time may be granted by the Superintendent School Board or designee. Such leave will be granted for death in an employee's immediate family.

D. PAYMENT FOR UNUSED SICK LEAVE:

1. Full-time employees leaving the employment of the District during the year beginning August 1st shall be paid at the rate specified providing the following terms are met:
 - a. The employee has eight (8) consecutive years of employment with the School District.
 - b. The employee has not been dismissed.
 - c. The employee has a minimum of fifty (50) days accrued sick leave upon separation.
2. Employees will be paid thirty-five percent (35%) of each day of unused sick leave, not to exceed fifty dollars (\$50) per day, up to a maximum of the employee's work days. The maximum aggregate sick leave payments available yearly under this contract is \$40,000.
3. All payments shall be made during August for those employees separating from employment during the prior twelve (12) month period ending July 31.
4. An employee's beneficiary shall, if he / she dies while employed by the School District, receive payment for any accumulated sick leave payable under this Article.

E. PERSONAL LEAVE:

On July 1st of each year, all employees, full time, half time, and part time, shall be eligible for two (2) days of Personal Leave. If such employee has accrued thirty (30) days of sick leave, said employee may elect to use a day's accrued leave for an additional personal day per year. In addition, one (1) paid personal leave day may be earned per year, which may be used the following contract year, according to the scale below.

Additional personal leave days acquired as the result of sick leave accrued over thirty (30) days, and / or granted as per the personal leave matrix shall be cumulative and rolled over to the next year. No more than ~~four-five~~ (45) personal days may be rolled over to the next year.

REVISED 2021

12 Month Employee	Employee has taken the equivalent of 6 sick days or fewer	1 Additional Personal Day
11 Month Employee	Employee has taken the equivalent of 5 sick days or fewer	1 Additional Personal Day
10 Month Employee	Employee has taken the equivalent of 4 sick days or fewer	1 Additional Personal Day
9 Month Employee	Employee has taken the equivalent of 4 sick days or fewer	1 Additional Personal Day

1. Personal Leave shall not be used the first or last week of school, nor during in-service / training, unless there is a verifiable emergency, mandated court appearance or extenuating family circumstances (i.e., graduation, promotion, wedding, religious event, etc.). Personal Leave may be used to extend any holiday period with the approval of the employee's supervising administrator. The supervisor's decision is final and not subject to appeal.
2. Requests for Personal Leave must be submitted at least two (2) days prior, except in cases of a verifiable emergency, for approval by the employee's supervising administrator. Such leave may be denied if no substitute is available, there is an emergency condition in the District, or such leave causes a negative impact on any District operation. Leave requests will be considered on a first come, first served basis.

REVISED 2017

F. SICK LEAVE BANK:

1. The Purpose of the Sick Leave Bank is to assist employees who have long-term debilitating illnesses or disabilities and who have exhausted all accumulated leave. Sick Leave Bank days shall not be used for elective surgery, family illness, or maternity leave. For purposes of this policy, the following definitions shall be used:
 - a) A long-term debilitating illness or injury:
 - 1) Is catastrophic, or life threatening in nature to the physical well-being of the employee, AND
 - 2) Causes the employee to be unable to fulfill his / her job responsibilities, AND
 - 3) Requires sick leave absence for recovery in excess of fifteen (15) days as directed by a health care physician.
 - b) Accumulated leave includes sick leave, personal leave, and vacation leave.
 - c) A day is the number of hours in an employee's workday.
 - d) The open enrollment period is the month of September.
2. Upon employment, completion of the membership application, and the transfer of the sick day from the employee to the sick leave bank, an employee is eligible to participate in the Sick Leave Bank.
3. Application for membership authorizes the Lyon County School District to transfer one (1) day of sick leave to Sick Leave Bank. A member whose daily hours of employment increase will automatically be assessed for the difference between the initial enrollment hours and the current hours of daily employment. Hours may not be withdrawn from the bank if hours of employment decrease.

F. SICK LEAVE BANK: (continued)

4. Only individuals who have contributed to the Bank are eligible for benefits.
5. A statement of participation in the Sick Leave Bank will be included in the yearly Sick Leave accounting update given by the School District office.
6. Pre-existing conditions will be exempt for a period of one (1) year if:
 - a) The employee chose not to enroll in the Bank at the initial opportunity.
 - b) The employee withdrew from membership in the Bank and wishes to re-enroll during the open enrollment period.
7. When a number of hours in the Bank falls below three hundred and twenty (320), the committee will inform the bank membership that an assessment of one (1) day sick leave per member will be made to replenish the hours available. Any member who has no sick leave at the time of the assessment will be assessed as soon as leave is accrued. There will be a maximum of two (2) special assessments made during the fiscal year. If there is a need for additional assessments, a two-thirds (2/3) vote of approval from the Sick Leave Bank membership will be required.
8. The maximum number of days which may be granted from the Bank at any one (1) time shall be thirty (30) days. Additional days may be granted only after additional application and review. The maximum cumulative number of days which any one (1) person can be granted from the Bank during his / her employment with the Lyon County School District shall be sixty (60) days. A day granted is equal to the employee's regular daily hours of employment. The maximum amount of days granted for an employee in his / her first year of employment is fifteen (15) days.
9. Any sick leave which an employee receives from the Sick Leave Bank, which is not used during the time of the long-term illness or disability or upon resignation or termination of employment of the employee, shall be returned to the Sick Leave Bank.
10. An employee who receives sick leave from the Sick Leave Bank is entitled to payment for that leave at a rate no greater than his / her current hourly rate of pay.
11. If an employee is approved to receive assistance and the employee is receiving some form of compensation because of industrial injury, other than through the employee's personal insurance, only the number of hours required to result in compensation equal to the difference between the employee's regular daily rate of pay and benefits received may be granted.
12. An employee who has used the Sick Leave Bank shall reimburse the Bank when his / her accumulated sick leave exceeds sixty (60) days. Upon leaving the District, the employee shall be ineligible for any payment for unused sick leave until the Sick Leave Bank is reimbursed for the balance of days the employee withdrew from the Bank.
13. The Sick Leave Bank committee will be appointed on a school year basis. The committee will consist of two (2) classified employees appointed by the Association and one (1) member appointed by the Superintendent. The decision of the Sick Leave Bank Committee will be ~~forwarded to the Board for approval, except when the days needed will occur before the next Board meeting. In such cases, the Superintendent may grant up to fifteen (15) days upon the committee's recommendation final.~~
14. An employee who is found to have actively pursued other work, or participated in activities physically unlikely for one with a debilitating illness or injury, while taking days from the Sick Leave Bank shall:
 - a) Reimburse the District for days used from the Bank and forfeit any days granted but unused
 - b) Be excluded from any future membership in the Sick Leave Bank
 - c) Be subject to District disciplinary action

REVISED 2017

G. JURY DUTY:

An employee who serves as a member of a jury shall not suffer a loss in pay or benefits nor shall time be charged against his / her accumulated sick, personal or vacation leave due to such service. However, any payment received by the employee for such service shall be remitted to the School District. A copy of the subpoena is to be submitted to the employee's supervisor when the employee requests leave for jury duty.

H. VACATION LEAVE:

1. A permanent full or half time employee whose employment is based on a twelve-month work schedule will be granted leave to be used for vacations or other personal business of the employee.

2. An employee who, prior to the signing date of this Agreement, earned vacation leave in a specified work assignment, shall continue to do so. Such provision shall not apply should the employee transfer to another assignment which, under this Agreement, is not eligible for vacation leave.

3. ACCRUAL RATES:

a) Eligible employees with one (1) to five (5) years of service: ten (10) working days accrued at .83 days per month worked.

b) Eligible employees with over five (5) years of service, accrued at 1.25 days per month worked.

REVISED 2017

4. If an employee accepts a position that accrues Vacation Leave, and immediately preceding the acceptance of such position was a full-time employee of the School District, such prior full-time service shall be included in determining the rate at which annual vacation leave shall accrue.

5. Accrued Vacation Leave shall be credited to an employee upon completion of each month of service and available for use the following month.

6. It is the responsibility of the employee, who is eligible for vacation leave, to schedule such leave with his / her supervisors. Requests for use of vacation leave must be submitted to the employee's supervisor for approval at least two (2) weeks in advance. Requests after that date may be approved if the requested leave does not impact District operation. Employees may not use accumulated vacation leave until completion of six (6) months of continuous service.

APPROVED 1996

7. Any person with three (3) previous continuous years of service who is rehired by the School District after a period of absence, shall be granted credit for such prior service for the purpose of determining the number of annual vacation days allowed. Persons out of service for one (1) year or less shall retain credit for 100% of their past service. Persons out of service for more than one (1) but less than two (2) years shall be credited for 50% of their past service, and persons out of service for more than two (2) but less than four (4) years shall be credited for 25% of their past service. Any person out of service for more than four (4) years shall not be entitled to any credit for past service.

8. Contingent upon completion of six (6) months of service, an employee shall be paid accumulated annual leave upon termination.

APPROVED 1996

9. A maximum of twenty (20) unused vacation days shall be allowed to accrue from one (1) year to the next. Accrued vacation leave in excess of twenty (20) days must be taken prior to December 31 of each year or be forfeited. The District shall give employees at least thirty (30) days' notice of impending forfeiture. Effective December 31, 2000.

APPROVED 1999

H. VACATION LEAVE: (continued)

10. If the Superintendent determines the employee's approved vacation leave must be cancelled and, therefore, approved leave days cannot be used by December 31, the approved days shall be carried over to the next year. Such carryover shall be good for one (1) year only.

APPROVED 1999

I. LEAVE WITHOUT PAY:

1. Requests for leave without pay must be submitted in writing to the supervisor at least ten (10) days in advance, except in cases of emergency. The supervisor may authorize leave without pay up to thirty (30) days. Leave without pay beyond thirty (30) days must be approved by the ~~Superintendent or designee~~Board. Leave without pay may be granted for reasons of health, and other reasons mutually agreed upon by the employee and the supervisor.
2. Leaves of absence for any purpose may not exceed twelve (12) months. Employees granted leave without pay longer than six (6) months must submit to the District, in writing, their intent to return no later than ninety (90) days prior to the expiration of the leave. Failure to notify the District shall be interpreted as an indication of the employee's decision not to return to work.
3. The parties agree that in the event an employee is granted leave without pay, such employee may return to his former position, or a comparable position if his former position is unavailable, at any time before the time allotted for leave without pay has expired.
4. An employee who violates the agreement for leave without pay, or who takes another job without permission from the Superintendent while on leave from the District, shall forfeit his / her position with the District.

REVISED 2021

J. CHILD REARING AND ADOPTION LEAVE:

1. An employee shall be granted unpaid Child-Rearing Leave without pay not to exceed twelve (12) calendar months upon written application to the Superintendent submitted at least forty-five (45) days prior to the commencement of the requested leave. Such request must be directly associated with the actual or impending arrival of a newborn child or the adoption of a child.
2. No benefits shall accrue to the employee while on a child-rearing leave or adoption leave, except those provided by Federal or State laws. Upon return, the employee shall be credited with any accumulated unused sick leave.
3. An employee shall be granted an Adoption Leave without pay not to exceed twelve (12) calendar months upon written application to the ~~Board of Trustees~~Superintendent submitted at least forty-five (45) days prior to the commencement of the requested leave. Such request must be accompanied by a birth certificate, if appropriate. A leave shall commence no later than nine (9) months after the placement of the child in the home. Three (3) months prior to the expiration of the leave, the employee shall notify the School District whether he / she plans to return to work. Failure to notify the District shall be interpreted as the employee's decision not to return to work and shall be deemed a resignation.

APPROVED 2015

K. ASSOCIATION LEAVE:

1. Beginning each school year, the Association shall be credited with ~~seven~~ fifteen (15) days aggregate leave to be used for Association business. Should a non-executive board member of the Lyon County Classified School Employees Association be elected to the state board of the Nevada Classified School Employees Association Public Works Association, they will be able to utilize the aggregate days of leave for state association business. The Association shall reimburse the District for loss work time. Such leave is not accumulative.
2. Use of said leave shall be requested by the Association President or his / her designee to the Superintendent not less than three (3) days prior to the commencement of said leave.
3. Employees using said leave shall do so without loss of pay or benefits. The Association shall reimburse the District for lost work time.
4. Negotiating team members shall be excused from their duties with pay to attend negotiation sessions. The Association shall reimburse the District for lost work time.
5. In the event School Board meetings are being conducted during school hours, the Association Representative to the School Board will be released from his / her regular duties without loss of pay or benefits. The Association shall reimburse the District for lost work time.

REVISED 2021

L. DONATED SICK LEAVE DAYS TO CLASSIFIED EMPLOYEE

1. If both relatives within the third degree of consanguinity or affinity are classified employees of the District, one (1) classified employee may donate sick leave days to another classified employee, up to a maximum of twelve (12) weeks per the FMLA guidelines.

REVISED 2017

ARTICLE XI

HOLIDAYS

- A. All holidays as declared by the Governor, Legislature or President of the United States shall be granted to all classified employees. The employee shall be paid for those holidays designated as paid holidays on the regular annual work calendar of his / her job group. The employees shall be paid for the hours he / she would have been scheduled to work had it not been for the holiday. However, being paid for the holiday shall be contingent upon the employee working his / her last working day before the holiday and his / her first working day after the holiday unless the employee's supervisor has 1) approved the paid personal or vacation leave or 2) accepts verification of a medical condition or emergency situation resulting in absence, or 3) mandated court appearance or 4) granted compensatory time.

REVISED 2021

- B. If a holiday occurs while an employee is on paid leave status, he / she shall receive the holiday pay and the day shall not be charged against the leave.

APPROVED 1996

- C. The Association may make recommendations to the Board regarding the annual school calendar.

APPROVED 1996

- D. HOLIDAY SCHEDULE:

The total number of holidays on the schedule shall be sixteen (16). The remainder of the holidays shall be designated by the School Board and shall be contiguous with Christmas, New Year's, and Spring break.

January 1 (New Year's Day) (2 days)
Third (3rd) Monday in January (Martin Luther King's Birthday)
Third (3rd) Monday in February (Presidents' Birthday)
Spring Break (2 days)
Last Monday in May (Memorial Day)
June 19 (Juneteenth)
July 4 (Independence Day)
First (1st) Monday in September (Labor Day)
Last Friday in October (Nevada Day)
November 11 (Veteran's Day)
Fourth (4th) Thursday in November (Thanksgiving Day)
Friday following the fourth (4th) Thursday in November (Family Day)
December 25 (Christmas Day) (2 days)

REVISED 2021

ARTICLE XII

USE OF PRIVATE VEHICLE

- A. Other than for his / her regular assignment and pursuant to the order of the Superintendent, in the event an employee covered thereunder is required to use his / her private transportation for School District business, an allowance equal to the present District rate will be paid by the District, which shall include food and lodging as per current District Policy.

APPROVED-1995

ARTICLE XIII

SAFETY

- A. Maintaining healthful and safe conditions throughout the School District is a responsibility shared by the School Board and the School District employees. All reasonable training, methods and procedures to secure safety shall be utilized.

 - B. It shall be the responsibility of all employees to observe all safety rules, to maintain work habits and attitudes that shall protect themselves as well as students and other employees, to keep work areas free of unnecessary hazards, to wear and use required safety equipment and to participate in safety instruction activities.

 - C. The School District shall make available a continuing program of safety instruction, shall provide the employee with the necessary protective clothing and equipment to perform work safely, shall provide the employee with safe tools and equipment, shall provide a structured on-going process of safety evaluation and improvement.
- APPROVED 1995**
- D. Classified employees, in the appropriate positions, shall be trained in CPR, Handle with Care, and other safety procedures determined by the District for the welfare of staff and students.
- APPROVED 2008**
- E. Employees are expected to work in a positive, cooperative, and collaborative manner in the workplace. Dress, appearance, language, and behaviors are to be appropriate for working in an educational setting.

APPROVED 2002

ARTICLE XIV
COMPENSATION

A. Employees shall be compensated as per the applicable pay schedule. A ten percent (10.0%) raise for the 2023-2024 school year and four and one half percent (4.5%) raise for the 2024-2025 school year, absent any unforeseen, significant changes in state funding. This does not include the one and eight hundred seventy-five thousandths of a percent (1.875%) PERS increase payable by the District effective July 1, 2023 through June 30, 2025. twenty-five hundredths of a percent (2 0.25%) raise for the 2021-2022 school year, and a zero percent (0.0%) raise for the 2022-2023 school year will be applied to the current pay schedule. Should there be any unforeseen, significant changes in state funding during the duration of this agreement, collective bargaining sessions can be initiated per NRS 288. Placement on the pay schedule may be appealed by the employee no later than six (6) months after hire date. Should an error be discovered, it will be corrected within the same fiscal year.

REVISED 2021

B. Senate Bill 231 (2023 Legislative Session) – Additional Salary

For the 2023-2025 biennium, LCSD will pursue funding as made available through Senate Bill 231 of the 2023 Legislative Session. Any awarded funds will be applied to salary and benefits, as permitted by law. Any increase in salary and benefits will only be for the term of the 2023-25 biennium and will sunset effective July 1, 2025, unless extended by the Nevada Legislature.

Funds will be reported separately on employee contracts as clarification for all parties. Funds will be applied, upon receipt, consistent with a successful subgrant award.

BC. For all new hires, one year of experience may be allowed for every two years of verified comparable job experience. It is the employee's responsibility to substantiate this experience to the satisfaction of Human Resources, which has the final authority in making this determination. All documentation must be sent to Human Resources within six (6) months.

REVISED 2019

CD. A current permanent employee who accepts a new position in accordance with Article VI shall be placed on the pay schedule according to the following criteria*:

1. If the new position is at a higher Grade, and within the same job group (See Appendix A - column) as previously employed, the employee shall start at either the lowest step that results in a rate of pay equal to or greater than previously received or shall be given credit for experience at the rate of one (1) step for every two (2) years of experience within that group, whichever is greater.
2. If the new position is at a higher Grade, and within a different group as previously employed, the employee shall start at either the lowest step that results in a rate of pay equal to or greater than previously received or shall be given credit for experience at the rate of one (1) step for every three (3) years of experience within that group, whichever is greater.
3. If the new position is at a lower Grade than the current position, and is within the same job group, the employee shall be given credit for experience at the rate of one (1) step for every year of experience within that group, or start on Step two (2), whichever is greater.
4. If the new position is at a lower Grade than the current position, and is in a different job group, the employee shall be given credit for experience at the rate of one (1) step for every three (3) years of experience within that group, or start on Step two (2), whichever is greater.

5. If the current permanent employee accepts a new position in a position in which the employee has previous district experience, the employee shall be given credit for experience at the rate of 1 step for every 1 year of experience in the same position. All other years of experience within the District will be factored according to Article XIV C1-4.

*** Please note: this applies to employees who have been working more than one (1) year.**

D. —A current permanent employee who accepts a new position in a job group in which he / she has previous District experience but is not currently employed in that job group shall be granted credit for such previous experience, in whole years, based on the following criteria:

1. Persons out of the job group for one (1) year or less shall be given credit for experience at the rate of one (1) step for every one (1) complete year of experience.

2. Persons out of the job group between one (1) and two (2) years shall be given credit for experience at the rate of one (1) step for every two (2) complete years of experience.

3. Persons out of the job group between two (2) to four (4) years shall be given credit for experience at the rate of one (1) step for every four (4) complete years of experience.

4. Any person out of the job group for more than four (4) years shall not be entitled to any credit for past experience.

Note: All years of experience are calculated based on a complete year. (Ex 1.7 years = one (1) complete year).

- E. A step raise shall be granted each employee on his / her anniversary date contingent upon completion of a year of service.
- F. All employees eligible for retirement under the Public Employees' Retirement System of Nevada are paid over a twelve (12) month period while all other employees are paid over a ten (10) month period.
- G. Beginning January 1, 2016, classified employees earning college credit from an accredited post-secondary institution will be compensated at a rate of \$50 per credit upon proof of successful completion on an official transcript. Prior approval by the supervisor and HR Director is required. Transcripts must be turned in within three (3) months of successful completion.
- H.
1. If two (2) or more bus drivers have the same Board hire date, and their first day as permanent drivers are the same, then consideration shall be given to the employee's verified Transportation related work experience and past Transportation performance records. In the event all things are equal, seniority shall be determined by the drawing of lots.
 2. State regulations require all school bus drivers to pass the necessary Department of Transportation physical every two (2) years. Lyon County School District also requires a bus driver to pass a physical examination after a serious illness or accident before allowing them to resume their physical duties.
 3. Lyon County School District shall reimburse transportation personnel the cost of a renewal DOT physical up to \$50 every two (2) years, annually if mandated by federal or state requirements. Those drivers whose certification requires additional physicals in order to maintain their CDL certification shall be responsible for those costs. The exception to this requirement will be if the District, not the attending physician, requires the employee to have a physical screening due to a serious illness or accident before resuming their duties in which case, the cost of this physical will be borne by the District.
 4. The position of mechanic requires the employee provide all of his / her own hand tools and lockable storage units. The District self-funded (\$25,000 deductible) and district-wide liability for fire and theft (as a result of break-in) will cover these losses provided each mechanic will have an inventory and pictures of his / her tools on file in his / her transportation file which must be updated a minimum of every six (6) months.
- I. Bus driving route time shall be established as of count day (usually the fourth (4th) Friday of the new school year). Such route time shall include the actual time for running the route plus fifteen (15) minutes. Only variances that exceed regular route time by over fifteen (15) minutes shall be recorded as extra time. An additional pre-trip time of .9 (.5 hours in AM and .4 hours in PM) shall be included in the daily route time. Should a route maintain a change in time greater or less than thirty (30) minutes variance over a two (2) month period, an adjustment shall be made establishing a new route time and be reflected in pay adjustment.
- J. A probationary employee who resigns, or is dismissed, shall, upon request of the District, reimburse the District for any license or training fees paid by the District.
- K. During the school year, a day when students are not in attendance as the result of a teacher in-service shall be a regular work day on the classified work calendar. Classified employees may be directed to attend the teacher in-service or to attend other in-services, or activities / trainings appropriate for their job classification.

APPROVED 2002

APPROVED 1997

APPROVED 2002

L. Full time employees are eligible for longevity pay to be paid for continuous service in June of each year for the following:

10 - 14 years of service	\$500
15 - 19 years of service	\$750
20 plus years of service	\$1250

Continuous service includes years worked in succession. Approved leave by the District is considered a part of continuous service. When an employee terminates from the District, a break in continuous service occurs. Any person with three (3) previous continuous year of service who is rehired by the District after a continuous break in service shall be granted credit for such prior service for the purpose of determining the number of years of continuous service. Persons out of service for one (1) year or less shall retain credit for 100% of their past continuous service credit.

APPROVED 2017

M. EXTRA DUTY CONTRACT WORK BY CLASSIFIED EMPLOYEES

Any employee working an extra-duty contract as outlined in the LCEA agreement with LCSD shall not be required to use personal and / or annual leave to fulfill those obligations. Employees will be allowed to make up time lost in the course of fulfilling these obligations.

N. INSTRUCTIONAL SPECIALISTS

1. Instructional Specialists (positions required to develop daily lesson plans and deliver instruction, i.e., elementary librarians, computers, physical education, STEM, music, etc.) shall be compensated at a Grade eight (8) on the classified pay schedule.*
2. The School District recognizes that preparation time during the instructional specialist's workday is important. The School District shall provide 150 minutes of preparation time per week.

Preparation time shall be defined as structured time for preparation of lessons, correction of papers, planning instruction, coordinating with colleagues, contacting, conferencing with parents and administration and for self-directed time. Every effort will be made to maintain preparation time during testing periods and / or alternative schedules. Emergencies may necessitate adjustments to preparation times.

3. If, at any time, an instructional specialist is required to augment their class size beyond ~~forty-three~~ forty-three five (4035) students, the instructional specialist will be compensated at the rate of ~~\$15-20~~ per hour for the number of additional hours of student contact time covered.

REVISED 2017

O. Non-instructional Specialists (positions not required to develop daily lesson plans and deliver instruction, i.e., middle and high school librarians, APEP Aides, etc.) shall remain at a Grade five (5) on the classified payschedule.*

P. Principal Secretaries will be designated as twelve (12) month employees effective July 1, 2016.*

*** Please note: These changes will be reflected in Appendix A Classified Matrix**

Q. ~~Transportation Leads Coordinators, Operations Lead Transportation Facilitator~~ and Bus Driver Trainer Lead will be designated as twelve (12) month employees effective July 1st, 2018.

REVISED 2019

ARTICLE XV

OVERTIME AND COMPENSATORY TIME

A. AUTHORIZATION:

1. All overtime must be authorized in advance by the Superintendent or designee, except in case of emergency whereby the Superintendent or designee must be contacted as soon as possible to verify the emergency situation. A verbal request by the employee's designated supervisor to work beyond regular hours shall be construed as authorization.
2. Classified employees called out-in to work in an authorized emergency shall receive a minimum of two (2) hours compensation. Classified employees taking a phone call in an authorized emergency shall receive compensation in 15 minute increments.

APPROVED 2002

B. PAYMENT:

1. Overtime shall be paid at the employee's regular rate of pay for the classification he / she is assigned unless the employee has worked in excess of forty (40) hours in one (1) work week. For those hours worked in excess of forty (40) hours, the employee shall receive 1.5 times their regular rate of pay.
2. In the event an employee is required to work on a holiday, such time shall be paid at two (2) times the regular rate of pay, once for the holiday and once for the actual time worked. If the time worked causes the total hours worked including holiday time to exceed forty (40) hours for the week, such time shall be paid at 2.5 times the regular rate of pay.

ADVISED 2011

C. COMPENSATORY TIME:

1. In lieu of payment of overtime, an employee may be granted compensatory time. Compensatory time is taken on an hour-to-hour basis unless earned at the 1.5 rate.
2. Compensatory time must be used within thirty (30) days. If not used within this time period, such overtime will be reported to the payroll department as overtime and compensated at the rate earned.
3. An employee must indicate his / her desire to receive compensatory time prior to the overtime worked.
4. The School District reserves the right to modify any employee's weekly work schedule in order to assure adequate staffing needs are met. Such changes are not considered overtime or compensatory time if the total time worked does not exceed the hours in the employee's weekly work schedule.

APPROVED 2011

ARTICLE XVI

INSURANCE

- A. The Association shall have proportionate representation on the District insurance committee. The District agrees to include all qualifying employees and / or dependents in the Lyon County School District Health Care Plan. New employees and / or dependents may be enrolled providing they meet the qualifiers set forth by the Lyon County School District Health Care Plan.

APPROVED 2008

- B. Beginning August 1, 2023, hHealth benefits shall be effective on the first day of the month, following a thirty (30) day waiting period the date of hire.

APPROVED 1999

- C. Other than the thirty (30) day grace period for new hires, dependent coverage for the Lyon County School District Health Care plan shall be elective during the District's designated open enrollment period or other qualifying events.

- D. The School District shall contribute up to \$7625.00 per month per regularly employed participant (for employees working twenty-five (25) hours or more per week) in the Lyon County School District Health Care Plan effective July 1, 2023 – June 30, 2024, and contribute up to \$780 per month per regularly employed participant (for employees working twenty-five (25) hours or more per week) in the Lyon County School District Health Care Plan effective July 1, 2024 – June 30, 2025. In the event of an increase in the Lyon County School District Health Care Plan, the Trustees shall give full consideration to payment of some portion of said increase. Dependent coverage shall be made available at full cost to the employee at the current rate. The Life insurance limit for the employee shall be set at \$20,000 with Accidental Death and Dismemberment set at \$20,000. (Death by accident would then total \$40,000). The life insurance benefit and premium are reduced by 50% at age 70.

REVISED 2017

- E. "On the job" accidents and occupational sickness shall be compensated to the extent of required and necessary medical expenses and to limited weekly benefits as prescribed by the Nevada State Labor Commission and set forth in the Nevada Workers' Compensation Act.

APPROVED 1996

- F. The School District offers its full-time employees an Internal Revenue Code Section 125 Flex Benefit Program.

APPROVED 1996

ARTICLE XVII

PUBLIC EMPLOYEES RETIREMENT FUND

- A. The Lyon County School District will pay the applicable retirement contribution for those employees who qualify for membership under the Retirement System, as defined by policy of the Nevada State Retirement System.
- B. It is understood that Article XVII can be changed to comply with any statutes, laws, rules, or regulations enacted or adopted by either the Federal Government or the Public Employees' Retirement Board.

APPROVED 1995

ARTICLE XVIII

PERSONNEL RECORDS AND INFORMATION

- A. An employee shall, on his / her request and by appointment, be permitted to examine his / her personnel file which shall be kept in the Personnel Department. This information, whether positive or negative, shall be maintained in this file and not in a separate file that can be presented later. An employee may be given a copy of any material in his / her file if it is to be used in connection with a grievance or a personnel hearing.
- B. No material derogatory to an employee shall hereafter be placed in his / her personnel file unless a copy of same is provided to the employee. The employee shall be given an opportunity to submit explanatory remarks for the record within ten (10) days.
- C. Materials may be moved from an employee's file under the terms defined in Article IX.
- D. It shall be noted, at each supervisor's site there shall be an employee file maintained for purposes of summative evaluation. The original evaluation is placed in the official personnel file, one (1) copy is placed in the site file, and another copy is given to the employee.

APPROVED 2013

- E. The complete up-to-date Lyon County School District Policies and Job Descriptions will be maintained on-line and accessible on the Lyon County School District website.

APPROVED 2013

- F. The Association shall be responsible for the distribution of the Classified Negotiated Agreement to the employees and for maintaining copies in the office area and staff lounge.

APPROVED 1997

**ARTICLE XIX SCHOOL
POLICY GUIDE**

- A. Representatives of the Association shall meet with the School Board and Administration at least once each school year during the second semester to assist in constructing, amending, or revising the school policy guide that affect the staff for the Lyon County School District.

APPROVED 2013

**ARTICLE XX GENERAL
SAVINGS CLAUSE**

- A. It is not the intent of either party hereto to violate any laws of the State of Nevada or of the United States of America. The parties agree that in the event any provision of this Agreement is held by a Court of competent jurisdiction to be in contravention of any such laws, they shall enter into negotiations at a time mutually agreeable to all parties. The remainder of the Agreement shall remain in full force and effect.

APPROVED 1995

ARTICLE XXI

NEGOTIATIONS

1. All negotiations shall proceed in accordance with the applicable sections of Nevada Revised Statute 288 with the Ground Rules established by mutual consent at the initial meeting of the two (2) parties.

~~APPROVED 1995~~

2. Upon agreement, as to the printers and total printing cost of the contract, the District and the Association shall each be responsible for payment of half the cost.

~~APPROVED 1997~~

ARTICLE XXII IMPASSE

PROCEEDINGS

Should an impasse occur, it shall be resolved in accordance with the applicable sections of Nevada Revised Statute 288.

~~APPROVED 1995~~

**APPENDIX A –
20212023-25
Lyon County School District
Classified Pay Structure**

Calendar months of service for purposes of Article X.A.2.: (1) = 12-month position (2) = 11-month position (3) = 10-month position (4) = 9-month position (5) = temporary
 *School Secretary: (Elementary / Middle / Intermediate = 10-month position) (High School = 11-month position)
 A current Sign Language Interpreter with no EIPA score shall remain at current rate. Sign Language Interpreter EIPA 4.0 and above will move to the Licensed Non-Degree Salary Schedule
 Maintenance Level I = Elementary School Maintenance Level II = Intermediate / Middle School Maintenance Level III = High School and District
 Program Paraprofessionals work a modified school calendar to include one (1) additional workday.

Grade	Finance	Clerical	Other	Specialists	Specialized or Technical	Food Service	Operations & Facility Services	Transportation	Data Processing
1331	General Ledger Acct manager (1)	CTE Specialist						Mechanic Lead (1)	IT Network Administrator (1) SIS Administrator (1)
1230					2 Yr. RN (4)		Maintenance IV (1)	Mechanic (1)	Network System Assistant (1) Software System Assistant (1)
1129	HR/Business Analyst (1)		CTE Coordinator (1) Grants Coordinator (1)				Maintenance-IV (1)		IT Technicians (1) SIS Admin Assistant (1)
1028	Lead Payroll Clerk (1) HR Talent Mgmt Data Analyst (1)				2 Yr. RN (4)		Maintenance III (1)	Transportation Area Lead (1)	
927							Maintenance II (1)	Operations-Lead (1) Transportation Facilitator (1)	
826	Account Clerk (1)	Admin Assistant (1)		Instructional Specialists (4)	LPN (4)		Maintenance I (1)	Bus Driver Trainer (1) Bus Driver Trainer Alternate (5)	
725	Business Bkpr (1)	Principal Sec (1) Admin Sec (1) Receptionist / Admin Sec (1) Psych Secretary(4) Fiscal Admin Support (1)			Sign Lang. Int EIPA 2.0-3.9 (4) Technical Aide (4)	Food Service Sec (1)	Groundskeeper & Transport (1)	Bus Driver (4)	
625	Currently no positions assigned to this grade								
524	Warehouse (1)	School Sec (2/3)* Secretary Aide (4)		Non-Instructional Specialists (4)	School Health Aide (4)	Food Services Area Lead (4)	Groundskeeper (1) Custodian Lead (1)	Bus Driver Trainer Alternate (5)	
423					Paraprofessional (4) Sign Lang Int EIPA 0-1.9 (4)	Kitchen Lead (4)		Bus Driver (4)	
322					Special Services Aide (4)	Food Service Cashier (4)	Custodian (1)		
212						Food Svc. Assist (4)	Groundskeeper-Summer Helper (5)		
201	Reserved for temporary positions								

**Lyon County School District
2023-25 Classified Salary Schedules**

**FY24 (1.875% PERS and 10% COLA)
Employee/Employer Paid**

STEP/GRADE	21	22	23	24	25	26	27	28	29	30	31
STEP 1	14.99	17.01	17.84	19.13	19.66	20.64	21.22	21.87	26.00	27.31	29.81
STEP 2	15.64	17.82	18.90	20.37	21.11	22.07	22.72	23.39	27.53	28.69	31.28
STEP 3	16.26	18.62	19.92	21.60	22.32	23.51	24.21	24.94	29.10	30.14	32.87
STEP 4	16.87	19.45	20.96	22.81	23.66	24.96	25.71	26.49	30.62	31.63	34.51
STEP 5	17.51	20.24	21.99	24.05	24.99	26.42	27.19	28.02	32.15	33.20	36.20
STEP 6	18.13	21.03	23.03	25.29	26.35	27.86	28.70	29.57	33.70	34.86	38.06
STEP 7	18.76	21.86	24.07	26.52	27.65	29.32	30.22	31.09	35.24	36.61	39.93
STEP 8	19.13	22.30	24.56	27.05	28.20	29.90	30.82	31.70	35.95	37.33	40.72
STEP 9	19.51	22.75	25.06	27.59	28.77	30.49	31.44	32.34	36.66	38.08	41.54

Employer Paid*

STEP/GRADE	21	22	23	24	25	26	27	28	29	30	31
STEP 1	12.88	14.60	15.32	16.43	16.89	17.72	18.22	18.78	22.33	23.45	25.60
STEP 2	13.43	15.30	16.23	17.49	18.13	18.94	19.50	20.09	23.64	24.63	26.86
STEP 3	13.96	15.99	17.11	18.55	19.16	20.19	20.79	21.41	24.98	25.88	28.23
STEP 4	14.49	16.70	18.00	19.59	20.32	21.43	22.08	22.75	26.29	27.16	29.62
STEP 5	15.04	17.38	18.88	20.65	21.46	22.69	23.35	24.06	27.61	28.50	31.09
STEP 6	15.57	18.06	19.78	21.71	22.62	23.93	24.64	25.39	28.94	29.93	32.68
STEP 7	16.10	18.77	20.67	22.77	23.75	25.17	25.95	26.70	30.26	31.44	34.29
STEP 8	16.42	19.14	21.09	23.22	24.22	25.67	26.47	27.24	30.87	32.07	34.97
STEP 9	16.75	19.53	21.51	23.68	24.71	26.19	26.99	27.79	31.48	32.70	35.67

**FY25 (4.50% COLA)
Employee/Employer Paid**

STEP/GRADE	21	22	23	24	25	26	27	28	29	30	31
STEP 1	15.67	17.77	18.64	19.99	20.54	21.56	22.17	22.85	27.17	28.54	31.15
STEP 2	16.35	18.62	19.75	21.29	22.06	23.06	23.74	24.44	28.77	29.98	32.69
STEP 3	16.99	19.46	20.82	22.58	23.32	24.56	25.30	26.06	30.40	31.50	34.35
STEP 4	17.63	20.32	21.90	23.84	24.73	26.08	26.86	27.68	32.00	33.05	36.06
STEP 5	18.30	21.15	22.98	25.13	26.12	27.61	28.42	29.28	33.60	34.69	37.83
STEP 6	18.94	21.98	24.07	26.43	27.53	29.12	29.99	30.90	35.22	36.43	39.77
STEP 7	19.60	22.84	25.15	27.71	28.90	30.63	31.58	32.48	36.83	38.26	41.73
STEP 8	19.99	23.30	25.67	28.27	29.47	31.24	32.21	33.13	37.57	39.01	42.55
STEP 9	20.39	23.77	26.19	28.83	30.06	31.86	32.85	33.80	38.31	39.80	43.41

Employer Paid*

STEP/GRADE	21	22	23	24	25	26	27	28	29	30	31
STEP 1	13.46	15.25	16.01	17.17	17.64	18.52	19.04	19.62	23.33	24.51	26.75
STEP 2	14.04	15.99	16.96	18.28	18.94	19.79	20.38	20.99	24.70	25.74	28.07
STEP 3	14.59	16.71	17.87	19.38	20.02	21.09	21.73	22.37	26.11	27.05	29.50
STEP 4	15.14	17.45	18.81	20.47	21.23	22.39	23.07	23.77	27.47	28.38	30.96
STEP 5	15.71	18.16	19.73	21.58	22.43	23.71	24.40	25.14	28.85	29.78	32.48
STEP 6	16.27	18.87	20.67	22.69	23.63	25.00	25.75	26.53	30.24	31.28	34.15
STEP 7	16.83	19.61	21.60	23.79	24.82	26.30	27.12	27.90	31.62	32.85	35.83
STEP 8	17.16	20.00	22.04	24.27	25.31	26.83	27.66	28.46	32.25	33.51	36.54
STEP 9	17.51	20.40	22.47	24.75	25.82	27.37	28.21	29.04	32.90	34.17	37.28

*Subject to change pending changes in contribution rate

PAY RETRO PAY

Retroactive pay will be paid to all permanent employees, employed as of the signing date of this Agreement by both parties. Retroactive pay will be calculated on regular, extra, and overtime compensation and paid within sixty (60) days upon school board ratification.

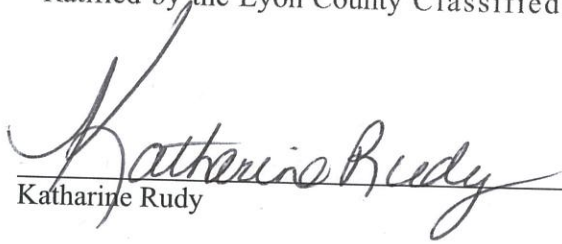
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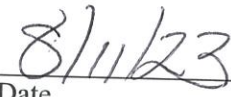
LCCSEA and LYON COUNTY SCHOOL DISTRICT TERM

OF AGREEMENT SIGNATURE PAGE

LYON COUNTY CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION

Ratified by the Lyon County Classified School Employees Association.


Katharine Rudy


Date

LYON COUNTY SCHOOL DISTRICT

This contract was ratified and accepted by the Lyon County School District Board of Trustees at a meeting held on August 22, 2023.

Phil Cowee, LCSD Board of Trustees President

Date

**Lyon County School District
Board Memo**

Date: August 22, 2023
To: Board of School Trustees
From: Wayne Workman, Superintendent
Re: Ratification of the professional negotiated agreement between the LCAA and the LCSD

Recommendation

That the Board of Trustees approves the ratification of the collectively bargained agreement (CBA) between the Lyon County Administrator’s Association (LCAA) and the Lyon County School District (LCSD) for the 2023-2025 contract years.

Background Information

Negotiation meetings between the LCAA and the LCSD have concluded with a two-year tentative agreement pending ratification by the Board of Trustees. The members of the LCAA have already ratified the tentative agreement.

Budget Considerations

For all bargaining groups/employees the overall fiscal biennium impact is projected to be approximately \$34.2 million. The fiscal impact of the LCAA agreement is estimated to be \$959,000 in FY24 and \$1.2m in FY25 for total estimated biennium fiscal impact of \$2.19 million.

Discussed at Previous Meeting

September 24, 2019

Attachment(s)

July 1, 2023 through June 30, 2025 tentative agreement between the LCAA and LCSD
Ratification signature page for the agreement between the LCAA and LCSD
LCAA Salary Schedules

Respectfully Submitted,

*Dawn Huckaby, Executive Director of Human Resources
Harman Bains, Executive Director of Operations*

2023~~19~~-
2025~~3~~

NEGOTIATED
AGREEMENT

Between the

Lyon County School District
Board of School Trustees

And

Lyon County Administrators Association



TABLE OF CONTENTS

	Preamble	2
Article I	Definitions	3
Article II	Recognition	4
Article III	Fair Practices	4
Article IV	Grievance Procedure	4
Article V	Use of Facilities	6
Article VI	Association Leave.....	6
Article VII	Extended Leave of Absence	6
Article VIII	Short-term Leave, Sick Leave	8
Article IX	Short-term Leave, Bereavement Leave	9
Article X	Short-term Leave, Civic and Personal Leave	9
Article XI	Compensation.....	10
Article XII	Health Insurance, Death and Disability Benefits, and Other Benefits	11
Article XIII	Protection Against Litigation	11
Article XIV	Salary Credits for Professional Development.....	12
Article XV	Public Employees Retirement System Benefits.....	13
Article XVI	No Strike Agreement	13
Article XVII	Reduction in Force	13
Article XVIII	Discipline	15
Article XIX	Terms of the Agreement.....	16
Article XX	Administrative Vacancies	17
Article XXI	General Savings Clause	17
Article XXII	Principal/Administrator Advisory Committee	XX
Appendix A2019-2023 Salary Schedule		

PREAMBLE

WHEREAS, pursuant to the provisions of Chapter 288 of the laws of the State of Nevada, known as the *Local Government Employee Management Relations Act*, the Lyon County Administrators Association (LCAA) has been recognized by the Lyon County Board of School Trustees as the exclusive bargaining representative for the unit hereinafter described, and

WHEREAS, the Trustees and LCAA recognize a common responsibility to work together in cooperation in order to achieve high quality education and to cooperate in their common aims and their employer-employee relationships, and

WHEREAS, except as specifically modified by this Agreement, the School Board retains, without limitations, all powers, rights and authority vested in by N.R.S. rules and regulations, including but not limited to:

- 1) Direct its employees;
- 2) Hire, promote, classify, transfer, assign, retain, suspend, demote, discharge or take disciplinary action against any employee;
- 3) Relieve any employee from duty;
- 4) Maintain the efficiency of its operations;
- 5) Determine the methods, means and personnel by which its operations are to be conducted;
- 6) Take whatever actions may be necessary to carry out its responsibilities in an emergency.

NOW, THEREFORE, the said parties have as a result of joint discussions and negotiations agreed upon the following terms concerning the conditions of employment for all members of the bargaining unit represented by LCAA.

ARTICLE I—DEFINITIONS

Terms used in this Agreement shall have the meaning ascribed to them in the following definitions:

- 1-1 The term “NRS 288”, as used in this agreement, shall refer to the Statutes of Nevada enacted by the 1969 session of the Nevada Legislature and revised by subsequent sessions of the Nevada Legislature, also known as the *Local Government Employee-Management Relations Act*.
- 1-2 The term “Administrators”, as used in this agreement, shall refer to all contracted administrative employees listed herein who are eligible for membership in the Lyon County Administrators Association (hereinafter referred to as LCAA), and who are qualified for and hold administrative positions including any administrative certification required by the Nevada Law and with the exception of such administrators who are excluded by NRS 288.170. Any references to individual administrators in this Agreement in masculine terms such as “he,” “his,” or “him,” shall in every case be applicable to female employees as if they were written as “she,” or “hers,” or “her.” Probationary administrators as defined by NRS 391.3197(7) are covered by this agreement with the exception of Articles IV (Grievance Procedure) and XVIII (Reduction in Force) during their probationary period.

Positions covered by this Agreement are limited to the following:

Principals

Assistant Principals

Deans of Students

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- 1-3 The term “School Trustees” or “School Board”, as used in this Agreement, shall mean the Board of School Trustees of the Lyon County School District and is the entity known as the Local Government Employer in NRS 288.060.
- 1-4 The term “Association or LCAA”, as used in this Agreement, shall mean the Lyon County Administrators Association and is the entity known as the Employee Organization in NRS 288.040, including its authorized officers and representatives.
- 1-5 The term “District or School District”, as used in this Agreement, shall mean the Lyon County School District.
- 1-6 The term “Superintendent”, as used in this Agreement, shall mean the Superintendent of Schools of the Lyon County School District.
- 1-7 The term “School Year”, as used in the Agreement, shall be defined in accordance with NRS 388.080, as amended, (1) which currently states “...the public school year commences on the first day of July and ends the last day of June.”
- 1-8 The term “Board”, as used in this Agreement, means the Local Government Employee Management Relations Board, as provided in NRS 288.030.

- 1-9 The term “Agreement”, as used in this Agreement, refers to the name of this document, being the Agreement between Lyon County School District and LCAA.
- 1-10 The term “Immediate Family”, as us in this Agreement, shall mean the employee’s spouse, children, parents, siblings, grandparents, grandchildren, any person similarly related by marriage, foster parents, and any person living in the immediate household of the employee. For purposes of bereavement leave only, the term “immediate family” will include a significant other in the employee’s life.
- 1-11 The term “Day”, as used in this Agreement, shall mean each day or portion of a day that the School District’s Superintendent’s Office is open for business.
- 1-12 The term “Contracted School Year”, as used in this Agreement, shall mean the period of time from the Administrator’s first contracted day through the last contracted day and includes the days teachers and students are present at the Administrator’s building site (s).
- 1-13 The term “Public Employees Retirement System” and “PERS”, as used in this Agreement, shall mean the Nevada Public Employees Retirement System.

ARTICLE II—RECOGNITION

- 2-1 Exclusive representation:
The Trustees recognize LCAA as the exclusive representative of all administrators employed by Lyon County Board of School Trustees and as defined in Article 1-2, with the exception of such employees are excluded by NRS 288.170.

ARTICLE III—FAIR PRACTICES

- 3-1 Impartial representation:
LCAA must represent equally all administrative personnel within the bargaining unit without regard to membership or participation in any other administrative employee organization, or on the basis of race, creed, color, national origin, sex, age, or disability.

NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX
Lyon County School District (“the school district”) does not discriminate on the basis of sex in the education program and activity it operates. Title IX prohibits sex-based discrimination, including sexual harassment, in violation of Title IX of the Education Amendments of 1972. Title IX provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any school district education program or activity. The school district is required by Title IX not to discriminate in such a manner. Title IX applies to any school district education program or activity, whether such program or activity occurs on-campus or off-campus. The requirement not to discriminate in the school district’s program or activity extends to employment.

The school district has designated the following employee to coordinate its efforts to comply with Title IX. The school district’s Title IX Coordinator is:

 Director of Human Resources
 Lyon County School District

25 E. Goldfield Avenue
Yerington, NV 89447
(775)463-6800
dhuckaby@lyoncsd.org

Inquiries about the application of Title IX to the school district may be referred to the school district's Title IX Coordinator, or to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202, or both.

Complaints of sex discrimination and formal complaints of sexual harassment may be filed with the school district's Title IX Coordinator.

Lyon County School District has established grievance procedures that further describe how to report or file a complaint of sex discrimination and how the school district will respond in Board Policy AA and Administrative Regulation AA. Lyon County School District has established a grievance process that further describes how to report or file a formal complaint of sexual harassment and how the school district will respond in Board Policy AB and Administrative Regulation AB.

ARTICLE IV—GRIEVANCE PROCEDURE

4-1 Grievances

A grievance shall be defined as a dispute regarding the interpretation, application, or alleged violation of any of the provisions of this Agreement. Any post-probationary administrator in the school district covered by this Agreement may file a grievance.

4-1-1 Filing grievances

Individual administrators or groups of administrators who are directly affected by the dispute may bring a grievance. Grievances may be initiated or pursued at any step and to any higher step by an aggrieved administrator. A grievance filed by an administrator involving more than one administrator in more than one location may be commenced at step two of the grievance and arbitration procedure by filing a formal written grievance.

4-1-2 Formal written grievances

A grievance, as defined above, must be filed in writing, alleging the articles or provisions in dispute within 15 days of the incident or facts which gave rise to the grievance.

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4-2 Grievance procedure

All grievances shall be handled in the following manner:

4-2-1 Informal grievance procedure

An administrator having grievance will first attempt to resolve it informally by meeting with his or her immediate supervisor. Neither party shall make a written report concerning the grievance. If the administrator is not satisfied with the response from the immediate supervisor he or she may proceed to step one. No grievance can be resolved in favor of the employee at this level without written approval of the Superintendent or designee.

4-2-2 Formal grievance procedure, step one

If a grievance is not satisfactorily resolved by informal procedures, as described in 4-2-1, it may be submitted to the aggrieved administrator's supervisor in writing within the

timeframe set forth in 4-1-2. The written grievance shall identify the basis for the grievance, including the articles or provisions of the Agreement allegedly violated, and shall state what informal efforts at resolution were attempted. A copy of the written grievance shall also be submitted to the Superintendent or his designee. No grievance can be resolved in favor of the employee at this level without written approval of the Superintendent or designee.

4-2-3 *Receipt of grievance by the superintendent*

Within five days from the superintendent's receipt of a written grievance, the superintendent or designee shall meet with the aggrieved administrator, an LCAA representative if requested by the employee, and the supervisor who is the subject of the grievance.

4-2-4 *Superintendent's written response*

Within ten days after step one grievance procedure meeting, the superintendent or designee shall submit to the aggrieved administrator a written response to the grievance, including the superintendent's position regarding the grievance and alleged violations.

4-2-5 *Board of Trustees*

Within fifteen days after receipt of the Superintendent's decision the grievance can be submitted to the Board of Trustees for review and action at the next regularly scheduled Board meeting and subject to the notice requirements of NRS Chapter 241. The Board shall issue its decision on the grievance at the meeting. The decision of the Board shall be final and binding on the parties except as provided in paragraph 4-2-6.

4-2-6 *Mediation*

If the grievant and/or Association is not satisfied with the disposition of the grievance by the Board of Trustees the grievance may be submitted to the mediation by informing the Superintendent within five (5) days after the Board's written decision. The Superintendent and the Association President would have to consent to the mediation. The mediator shall be appointed by the Federal Mediation and Conciliation Service. The mediation shall be conducted within thirty (30) days of the appointment of the mediator. The mediator has no binding authority. Any mediated agreement voluntarily agreed to by both parties will be final and binding and not subject to further appeal or court action. Any fees or cost imposed by FMCS will be equally split by the parties. If no agreement is reached in mediation the decision of the Board remains final and binding on the parties.

4-2-7 *Failure to meet time limitations*

A grievance shall be automatically advanced to the next step if the District fails to observe the time limitations outlined in the grievance procedure of the Agreement. Failure on the part of the aggrieved administrator to meet the required time limitations shall be deemed a withdrawal and forfeiture of the grievance.

4-2-8 *Extension of time by mutual agreement*

Time limitations outlined in the grievance procedure may be extended by mutual agreement of the parties.

ARTICLE V—USE OF FACILITIES

5-1 LCAA use of school facilities

LCAA may be allowed to the use of school facilities for Association meetings during non-duty

or non-work hours. LCAA officers will schedule meetings with the appropriate administrator of the school facilities in advance of meetings to assure that there are no conflicts.

ARTICLE VI—ASSOCIATION LEAVE

6-1 Leave for LCAA officers

For each separate fiscal year covered by the term of this Agreement, LCAA officers will be allocated a total aggregate of 5 days leave to attend Association meetings, conferences, legislative sessions, and conventions. These days must be applied for and approved by the superintendent. The Association will reimburse the District for any substitute costs caused by this leave.

ARTICLE VII—EXTENDED LEAVE OF ABSENCE

7-1 Extended leave

After three consecutive years of employment with the district, an administrator may apply for and be granted an unpaid leave of absence of not longer than one (1) school year for the following purposes, subject to approval by the ~~Trustees~~ Superintendent. An extended leave of absence may be granted for personal or family emergencies, birth or adoption, or to care for a sick or elderly family member. The following conditions shall apply to an extended leave of absence:

7-1-1 *Extended leave, benefits and limitations*

An administrator on an extended leave of absence, as described in 7-1, may continue to participate, at his or her expense, in the district group health insurance plan. Except for approved sabbatical leave, as provided in 7-2, administrators on long term leaves of absence are not eligible to receive salary, sick leave, or retirement credit.

7-1-2 *Restoration of benefits after extended leave*

Any and all benefits that an administrator was entitled to at the time his or her leave of absence commenced, including accumulated sick leave, shall be restored to the administrator upon his or her return. An administrator may be assigned to an open administrative or teaching position for which the administrator is qualified and licensed or may apply for any administrative opening. Salary on return based on applicable Collective Bargaining Agreement or as agreed to at time of approval of extended leave. Administrators returning from extended leave shall notify the superintendent on or before March 1 prior to the school year that he or she intends to return to the district or the administrator has no rights to return to the District.

7-1-3 *Requesting extended leave*

All extended leaves of absence shall be requested in writing from the trustees including the reasons for the leave and length of requested leave. When an administrator in the district requests an extended leave of absence, the superintendent and trustees shall provide written notice to the administrator approving or denying approval of the application, with an explanation if the application for extended leave is denied.

7-2 Sabbatical leave

Sabbatical leave for a period of up to one (1) school year may be granted to an administrator who wishes to pursue study or other activities that are directly related to his or her work assignment.

7-2-1 *Sabbatical leave, eligibility*

To be eligible for leave, the administrator must have completed seven full years of continuous administrative service with the district, and an administrator in the district may only reapply for additional sabbatical leave every seven years, although trustees may approve an application for an extension of a sabbatical leave of up to 12 months.

7-2-2 *Sabbatical leave, salary and benefits*

During sabbatical leave, an administrator's salary shall be one-fourth of the salary less supervising stipend he or she would have normally received that contract year, less any extra duty pay. An administrator approved for sabbatical leave who wishes to be paid while on leave shall furnish a surety bond indemnifying the district against loss in the event the administrator fails to render the minimum service required after return from leave. If the administrator does not elect to furnish a surety bond, payment of sabbatical leave salary will be made in twenty-four monthly installments added to the salary received by the administrator during the subsequent 24-month period following the sabbatical leave. An administrator on sabbatical leave may continue to participate in the district health insurance program, at his or her expense.

7-2-3 *Sabbatical leave, obligations*

An administrator must agree to return to the district for a minimum of two school years of employment following sabbatical leave.

ARTICLE VIII-SHORT TERM LEAVE, SICK LEAVE

8-1 Sick leave

Sick leave is short-term leave that is granted an administrative employee, under the terms of this Agreement, for unavoidable absences due to personal illness, injury, medical appointments, maternity, paternity, or other medical events.

8-1-1 Sick leave credit and accrual

Administrative employees covered by this Agreement shall be credited with 15 days of sick leave at the beginning of the contracted school year. Unused sick leave may accrue from year to year without limitation.

8-1-2 Compensation for short-term sick leave

Absence due to illness, injury, medical appointments, maternity, or other medical events shall be compensated leave to the extent of the employee has earned or accrued sick leave in accordance with the above provisions.

8-1-3 Donated sick leave

- a. An administrator in the District may donate up to three (3) earned or accrued sick leave days per year to another administrator in the bargaining unit based on the following requirements:
- b. The donated sick days are used for long-term debilitating illnesses or disability with recovery time of more than fifteen (15) days which cause him/her to be unable to fulfill his/her job responsibilities with the District and who have exhausted his/her accumulated sick leave and all personal leave.
- c. The event is one which would be considered a qualifying event under FMLA (even if employee is not covered under FMLA).
- d. The event is not anxiety/depression except when employee is admitted into a treatment facility.
- e. Donated days cannot be used for elective surgery, personal business, extended family illness or maternity leave.
- f. The maximum number of days which any one employee can be granted from other administrators is sixty (60) days. All applicable leave will run concurrently with the Family and Medical Leave Act (FMLA) guidelines.

8-2 Family sick leave

An administrator in the district may use earned or accrued sick leave for illness, injury, medical appointments, or other medical events in his or her immediate family.

8-2-1 Donated Sick Leave To Spouse

If both spouses are employed by the District as part of the LCAA bargaining unit, one spouse may donate sick leave to the other spouse up to a maximum of twelve (12) weeks per the FMLA guidelines.

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8-3 Sick leave and other short term Leave reimbursement on termination of employment.

Administrators leaving the employment of the district with at least eight (8) years of employment with the District shall be paid each day of unused sick/short term leave based on the following scale and providing they have: (a) at least five consecutive years of contracted employment in the district, (b) notified the district by March 1 of the current school year of their intent to terminate employment at the end of the contract year, and (c) have not been dismissed, pursuant to NRS 391. Administrators may not receive both payment and transfer of sick leave to another District.

Number of Days

Rate/Day

Maximum Benefit

181-300	\$50.00	\$15,000.00
162-180	\$45.00	\$8100.00
144-161	\$40.00	\$6440.00
126-143	\$35.00	\$5005.00
100-125	\$30.00	\$3750.00

The maximum aggregate payment for sick/short term leave for all full time Administrators covered by this agreement shall not exceed \$50,000 each year. If the aggregate total exceeds the annual cap per year, payment shall be prorated to all recipients.

REVISED-2019

8-4 Sick leave bank

Administrators may participate in the LCEA sick leave bank subject to the terms and conditions of the LCEA sick leave bank and subject to written consent of the LCEA.

ARTICLE IX- SHORT TERM LEAVE, BEREAVEMENT LEAVE

9-1 Bereavement Leave

Full time administrators may be granted (5) days each school year for bereavement leave. Bereavement leave shall be deducted from short term leave. Additional time may be granted by the Superintendent.

ARTICLE X SHORT TERM LEAVE, CIVIC AND PERSONAL LEAVE

10-1 Leave to fulfill civic duties

The Superintendent shall grant leave to an administrator who has been summoned or compelled to be a witness or juror in a court of law. Leave shall be granted with no deduction in pay. The administrator shall turn over any reimbursement from the court to the district.

10-2 Personal Leave

Administrative employees shall be credited three personal leave days at the beginning of each contract year except where an employee carries forward personal days in which case the three personal days will be reduced such that there are no more than a maximum of ~~five~~four personal days at the beginning of each contract year. A maximum of two personal leave days may be accumulated or carried from year to year. Except in emergencies, forty eight hours advance notice will be given to the administrator’s supervisor prior to taking personal leave.

ARTICLE XI COMPENSATION

11-1 Compensation for professional employment

Compensation for administrative employees shall be determined according to the attached salary schedule. Two-Ten percent (210.0%) raise for the 202319-20240 school year and two and one half percent (2.05%) raise percent-raise for the 20240-20251 school year, absent any unforeseen, significant changes in state funding. This does not include the one and eight hundred seventy-five thousandths of a percent (1.875%) PERS increase payable by the District effective July 1, 2023 through June 30, 2025. In addition, the District agrees to add \$5,000 to the principal salary schedules, \$2,000 to the high school assistant principal salary schedules, and \$1,000 to the elementary and middle school assistant principal salary schedules beginning July 1, 2023. For the 2021-2022 and 2022-2023 school years, any salary adjustment will be equivalent to the negotiated rate with the LCEA.

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~~11-1-1 Supervisory rates shall be calculated at \$150 per certified/classified specialist and \$75 per paraprofessional for 2017-2018. Supervisory rates will be adjusted according to Article 11-1 for future years. The number of assigned staff on September 30th of each year will determine the administrator's Supervisory Stipend for that year.~~

~~2019/20 \$155.85/\$77.93~~

~~2020/21 \$158.96/\$79.49~~

~~11-1-2 High school AP's who supervise a minimum of 15 after school/evening/weekend activities will receive a \$2,000 stipend paid at the end of the school year in June. Elementary AP's whose student enrollment is 501+ as of September 30th of each year, will receive an additional \$1000 on salary schedule.~~

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11-2 Initial Credit for prior experience upon hire

Administrative Experience ~~within District:~~ Administrators will be given credit for previous experience on a 1:1 ratio if hired into a similar administrative position as determined by the District. When an administrator moves from an administrative position to another administrative position of greater responsibility as determined by the District, he/she will be given credit for previous experience on a 2:1 ratio. Example: With two years administrative experience as an Assistant Principal, the administrator is granted one year experience on the Principals' salary schedule. With four years administrative experience as an Assistant Principal, the administrator is granted two years' experience on the Principal's salary schedule.

~~Administrative Experience Outside District: Administrators from other Nevada School Districts will be given credit for previous experience on a 1:1 ratio if moving to a similar administrative position in the District as determined by the District. Administrators moving from another Nevada School District to a position of greater responsibility in the District as determined by the District will be given credit for previous experience on a 2:1 ratio. Administrators from outside Nevada moving to a position of greater responsibility in the District as determined by the District will be given credit for previous experience on a 3:1 ratio. The comparability of outside experience will be discussed with the applicant in advance, and a decision will be made as to which experience does qualify.~~

New administrators hired as Principal, Assistant Principal or Dean of Students will be given credit for teaching experience on a 5:1 ratio for verified teaching experience.

In situations of the 2:1 and ~~5~~3:1 ratio causing a fractional or partial credit will be rounded up when the experience level is 50% or greater of a year, and rounded down when the experience level is less than 50% of a year

11-3 Extended Contracts for Extenuating Circumstances

The School Board may approve extended contracts for Administrators adding a contract day or days paid at the employee's daily rate of pay calculated on the employee's base contract for extenuating circumstances determined in the School Board's sole discretion such as opening a new school, emergencies or other unforeseen circumstances.

ARTICLE XII HEALTH INSURANCE, DEATH AND DISABILITY BENEFITS, AND OTHER BENEFITS

12-1 The district shall provide the same health insurance for administrators as it provides for other licensed employees in the district, and shall contribute up to ~~\$7625.00~~ per month (for employees ~~enrolled working twenty-five (25) hours or more per week~~) in the Lyon County School District Health Care Plan effective July 1, 2023 – June 30, 2024, and contribute up to \$780 per month for employees enrolled in the Lyon County School District Health Care Plan effective July 1, 2024 – June 30, 2025. Dependent coverage will be made available at full cost to the employee at the current rate. LCAA accepts that there may be some fluctuation in the benefits during the terms of this agreement.

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12-2 Death and Dismemberment

The district shall maintain an insurance policy in the amount of \$100,000 for Assistant Principals/Deans of Students and \$250,000 for Principals to provide for the death or dismemberment of any administrator while acting in the performance of his or her administrative responsibilities and subject to the terms of the policy. The life insurance benefit and premium are reduced by 50% at age 70.

12-3 Comprehensive physical

The district shall pay the cost of providing each administrator with a comprehensive physical examination with the District's current contracted provider every two (2) years. Employees may request an annual comprehensive physical to the superintendent, if necessary.

12-4 Flexible Benefit Plan

The district offers its employees an Internal Revenue Code Section 125 Flexible Benefits Plan.

12-5 LCAA membership dues

The district agrees to facilitate the payment of membership dues for those district administrators who elect membership in LCAA through a monthly payroll deduction. LCAA will establish the dues amount on an annual basis for the subsequent school year before the start of that year. LCAA shall be responsible to communicate the dues amount to the district. The District will not collect dues from any administrator not authorizing the collection in writing at the beginning of the school year. The District is not responsible for collecting dues from employees notifying the District to terminate dues deductions at any time during the year. The Association shall indemnify and hold the District harmless including the payment of the

District's attorney's fees and costs in any dispute arising from the District collecting or failing to collect dues from employees.

ARTICLE XIII PROTECTION AGAINST LITIGATION

13-1 Legal Defense

The district shall bear the expense of a legal defense when any litigation or claim arises from the actions of an administrator who is functioning within the proper course and scope of his or her duties and responsibilities as required by Nevada law. Legal assistance to an administrator shall be provided up to the limits of the district's liability insurance policy, which the district shall maintain for this purpose.

ARTICLE XIV SALARY CREDITS FOR PROFESSIONAL DEVELOPMENT

14-1 Salary credit for administrator professional development

All Administrators must have a Master's Degree and Nevada Administrative Certification. Recognizing the value of professional development for improving the quality of administrative services and overall educational program in the district, the district agrees to provide salary credits for administrators who continue their own professional growth as provided in this Article.

14-1-1 *Undergraduate and graduate credits*

The district agrees to accept undergraduate for two-thirds credit and graduate credits for full credit on the salary schedule when: (a) the course taken meets the requirements for the administrator's licensure and/or (b) the course is taken to improve expertise in the administrator's area of licensure. Courses qualifying for credit must be pre-approved by the Superintendent or designee in writing. Credits for initial placement and educational advancement must meet the following:

- a. Is accepted by the Nevada Department of Education for licensing or relicensing and is:
- b. Directly related to the Administrator's certification or;
- c. Directly related to the Administrator's current assignment or;
- d. Directly related to an accredited Doctorate degree.

14-1-2 *Initial Placement*

When hired, or assigned the Administrator shall be placed on the Article XI, section 11-1 salary schedule by the District Personnel Office upon receipt of official sealed transcripts from the granting accredited institution(s) and verification of previous experience in accordance with Article 11-2.

14-1-3 *Educational Advancement*

Salary adjustments for additional credits are made semi-annually. Official sealed transcripts from accredited institution(s) and official notices of completion of District approved workshop/in-service classes can be submitted as soon as they are earned. Credits must be submitted by January 15 for adjustment on the salary schedule beginning the first day of the second semester. Credits must be submitted by September 15 for adjustment on the salary schedule beginning during the September pay period. In-service and post-secondary credits not part of an advanced degree or program must be received within three (3) years of the date of completion. In-service credits sponsored by the District will not be applied to salary advancement if earned during the regular employee work day or if paid for by the District.

14-1-4 *Appeal of Denial for Credit for Educational Advancement*

Any denial of credit may be appealed under the requirements of the negotiated grievance procedure.

ARTICLE XV PUBLIC EMPLOYEES RETIREMENT SYSTEM BENEFITS

15-1 District contribution to PERS

The district will pay the standard employer contribution for each administrator to PERS pursuant to the requirements of Nevada law including increase/decrease of salaries based on increase/decrease to PERS contribution.

ARTICLE XVI- NO STRIKE AGREEMENT

16-1 Conformance with NRS 288.160

District trustees agree to recognize LCAA as the sole bargaining unit for the administrators in the district as defined in Article I, 1-2. LCAA agrees to abide by the provisions of NRS 288.160 in that its members pledge not to strike against the district under any circumstances. "Strike" shall have the meaning ascribed to it in NRS 288.070.

ARTICLE XVII-REDUCTION IN FORCE

17-1 The School District retains the right to determine when a reduction in force is necessary, the number of individuals who will be reduced, and areas where reductions in force will occur.

17-2 When a reduction in force occurs, the District will notify the Association. The Association will form an advisory committee to review the District's proposed reduction in force and provide recommendations to the District regarding how to proceed.

17-3 The parties agree that the following criteria as alphabetized below will be used when a reduction of force becomes necessary:

17-3-1 (a) Administrators that voluntarily resign their position with the District shall be first reduced from the work force. (b) Effective/Highly Effective performance evaluations from the past three consecutive school years. (c) Seniority as defined in 17.4 of this Agreement.

17-3-2 An administrator whose position is eliminated as a result of a reduction in force shall be offered any equivalent administrative position where a vacancy occurs. For purposes of this Article, an equivalent administrative position is one that is comparable to the position currently held by the administrator; that is, a principal will be offered a principalship; an assistant principal will be offered an assistant principalship.

17-3-3 If no administrator voluntarily resigns and/or no other equivalent administrative vacancy is available, then the administrator that is subject to a reduction in force will have the right to bump the least senior administrator in his or her administrative category, i.e., principal or assistant principal. A more senior principal shall have the right to bump the least senior principal and a more senior assistant principal shall have the right to bump the least senior assistant principal.

17-3-4 In the event that a more senior principal bumps the least senior principal, the least senior principal shall have the right to bump the least senior assistant principal in the District. In no case shall an assistant principal have the right to bump a principal in the District.

17-3-5 In the event that the least senior assist principal is bumped, the District shall offer to place him or her in a teaching position in the District for which he or she is

qualified by licensure.

- 17-3-6 In the event that a reduction in force occurs in the District office and the District office administrator affected by the reduction has previous site level principal experience in the District, he or she shall have the right to bump the least senior principal, if he or she has greater seniority than the least senior principal.
- 17-4 For purposes of this Article, seniority shall be defined as follows:
- 17-4-1 Total years of District administrative experience in the administrator's current assignment, i.e., principal or assistant principal. For purposes of determining seniority, District office administrative experience, including the Superintendency, Deputy Superintendency, associate Superintendency, and Directorships, shall be counted the same as experience in the principalship.
- 17-4-2 In the event that two or more administrators are affected by a reduction in force and these administrators have the same total years of administrative experience in their current assignment, the administrator with the greatest overall administrative experience in the District shall be considered the most senior administrator as determined by board hire date.
- 17-4-3 In the event that either of the criteria in 17.4.1 or 17.4.2 fail to distinguish the most senior administrator, i.e., they have the same total years of experience in their current assignment and the same total years of administrative experience in the District, a lottery will be used to determine the most senior administrator.
- 17-5 A principal assigned to an assistant principalship as a result of a reduction in force shall retain the salary he or she had prior to the reduction in force for the period of one academic year. A principal or assistant principal assigned to a teaching position as a result of a reduction in force shall retain the salary he or she had prior to the reduction in force for the period of two academic years.
- 17-6 A principal or assistant principal assigned to a teaching position as a result of a reduction in force shall retain the administrative seniority he or she had at the time the reduction in force occurred for as long as he or she continues to teach in the District.
- 17-7 Administrators affected by a reduction in force shall be recalled to a position equivalent to the one he or she held prior to the reduction, i.e., principals to a principalship; assistant principals to an assistant principalship, by seniority, as defined in 17.4, with the most senior principal receiving call back first, and so forth to the least senior assistant principal affected by the reduction. If no equivalent position is available, then the most senior principal affected by the reduction shall be offered the first available assistant principalship, pending availability of a vacant principalship. In no case shall an assistant principal be offered a principalship upon recall although he or she may apply for a principalship in the District if there are no principals awaiting recall.
- 17-8 Until an administrator is placed in a position equivalent to the one he or she held prior to the reduction, he or she shall continue to have the right of recall for up to two (2) academic years from the time the administrator was subject to the reduction in force. The right of recall for administrators that have become subject to a reduction in force, including the right of notice outlined in 17.9 shall continue for a period of two years from the effective date of the reduction/layoff. If, however, within the two-year period, an administrator refuses a District

position for which he or she is licensed and qualified, the administrator's recall rights, administrative salary, and all other administrative rights shall be forfeited. Any vacant site administrative position in the District must first be offered to administrators awaiting recall before opening the position to other administrative applicants.

- 17-9 The District shall notify affected administrators and the LCAA leadership, to the last known contact information, of the availability of administrative positions in the District. The administrator who has been notified shall have 2 days to notify the District with his or her acceptance or rejection of the offer. If the administrator accepts the position, he or she shall have 20 days to return to work, or the offer will be withdrawn.
- 17-10 New administrators assigned to temporary positions, such as one-year only (or other time-limited positions) or grant or bond funded positions will not be eligible for the protections of this Article in the event of a reduction in force until he or she has at least five (5) years of continuous employment with the District. However, other administrators transferred into such positions shall retain the protections of this Article.

ARTICLE XVIII-DISCIPLINE

- 18-1 Corrective and disciplinary action, when necessary, shall be designed to provide a fair and structured way for employees to improve and/or correct their job performance and/or behaviors, which do not meet the standards or demands of their positions. This shall provide a fair and equitable treatment for all employees. The District shall give employees an opportunity to improve and/or correct their job performances and/or behaviors, which do not meet the standards or demands of their positions. The goal of the corrective discipline system is to correct or improve Ineffective or Minimally Effective performance/behavior, and the measures utilized will be commensurate with the deficiency to be corrected. Should the disciplinary action be deemed necessary, it is the expectation that the standard rules of progressive discipline shall apply.
- 18-2 No administrator shall be disciplined, suspended, reduced in rank or compensation, adversely evaluated, transferred or dismissed without just cause. Any such action as outlined above without just cause asserted by the District or representative thereof shall be subject to the Professional Grievance Procedure. All information forming the basis for such disciplinary action will be made available to the administrator and the Association.
- 18-3 Before the District proceeds with a suspension of an administrator, except when an immediate suspension is necessary where the Superintendent believes that cause exists for the dismissal of the administrator and it is necessary in the best interest of students in the District, the administrator shall be notified of the proposed suspension and have a period of ten school days after the receipt of the notice within which to file a grievance under the Professional Grievance Procedure, Article VI of the Negotiation Agreement, to challenge whether the District has just cause to impose the suspension. If no such grievance is filed, the District shall immediately impose the suspension. This method of challenging any proposed suspension shall be in lieu of any other challenge, including but not limited to any challenge under NRS 391.314 or NRS 391.317.
- 18-4 An administrator is entitled to representation when meeting with his/her supervisor or

designee on job related matters that may result in disciplinary action. Representation for the employee and the District shall be purposeful to the resolution of issues.

- 18-5 A letter of admonition, and/or any like written communication issued to an administrator, who within the time granted for improvement has met the standards set for him/her by the District Administration who issued the admonition and/or communication, shall be removed from the records of the employee not later than three (3) years after it is issued.

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ARTICLE XIX-TERMS OF THE AGREEMENT

- 19-1 Time frame and application of the Agreement

Upon ratification of the Agreement by members of LCAA, the terms of the Agreement shall remain in full force and effect and shall be binding on both parties to the Agreement until June 30, 202~~5~~³ or until a successor Agreement shall be reached between parties and ratified by the membership of LCAA.

During the course of the ~~four~~^{two} years (July 1, 202~~3~~¹⁹-June 30, 202~~5~~³), any non-monetary items will be addressed through an agreed upon Memorandum of Agreement (MOA).

- 19-2 Notice of intent to reopen negotiations

Either party to this Agreement shall give written notice to the other party on or before February 1st of any year following the term of this agreement, of its intention to reopen negotiations on any provisions of the Agreement. If the parties agree to a contract with a term of more than 1 year the contract cannot be reopened for negotiations during its term without the written consent of both parties to this Agreement. The parties are limited to each opening a maximum of five (5) Articles unless mutually agreed otherwise in writing.

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ARTICLE XX-ADMINISTRATIVE VACANCIES

20-1 Administrative openings

Whenever an administrative opening occurs either by vacancy or the creation of a new position, the district shall post the position for a period of 3 days internally for qualified administrators.

20-2 Voluntary transfer

Qualified principals in the district who wish to transfer to an equivalent open position (lateral transfer) may be transferred to the equivalent or lower position at the discretion of the superintendent. Qualified assistant principals and deans of students in the district who wish to transfer to an equivalent open position (lateral transfer) may be transferred to the equivalent or lower position at the discretion of the superintendent and with input from the principal with the vacant position. If more than one qualified administrator applies for the position, the district shall select an administrator after interviewing all qualified district administrators. A qualified administrator shall be one that is properly licensed to hold the position, currently holds the equivalent position, or a higher position, and has received an "effective" or "highly effective" evaluation in the past two contract years.

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20-3 Administrator participation on interview panels

When interviewing for administrative openings at either the site or district level, the district shall include at least one administrator as a participant on the interview panel, unless it is clearly not feasible to do so.

20-4 Emergency appointments

Administrative vacancies that occur after August 1st for the coming year or after the student's first day of school may be filled by appointment of the Superintendent.

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ARTICLE XXI-GENERAL SAVINGS CLAUSE

21-1 This Agreement is the sole agreement of the parties extinguishing all prior agreements, understandings and practices whether written or unwritten. If any provisions of this Agreement or any application thereof to any employee or group of employees is found contrary to law, then such provisions or applications of this Agreement. Except for those parts that shall be considered null and void, this Agreement shall remain in full force and effect and shall be binding upon the parties for the term of the Agreement.

ARTICLE XXII-PRINCIPAL/ADMINISTRATOR ADVISORY COMMITTEE (P/AAC)

22-1 The purpose of the Principal/Administrator Advisory Committee (P/AAC) shall be to advise the Superintendent/District Leadership of district issues and concerns. P/AAC members shall consist of LCAA Leadership and/or a LCAA representative from each attendance area.

- 22-2 The Superintendent and the LCAA Leadership shall mutually agree to a date for the first meeting, which shall be on or before August 31st of the school year. The superintendent and the P/AAC shall meet no less than once a month during the school year, unless both parties agree not to meet.
- 22-3 The Principal/Administrator Advisory Committee shall seek objectives such as the following:
1. Improve the morale of the administrative staff;
 2. Apprise the superintendent of actual and potential problems involving the administrative staff of the schools;
 3. Secure the maximum productive and constructive involvement of all members of the administrative staff in the prime goals of the district, namely, the education of the students enrolled;
 4. Improve communications between the superintendent/cabinet members and the LCAA.

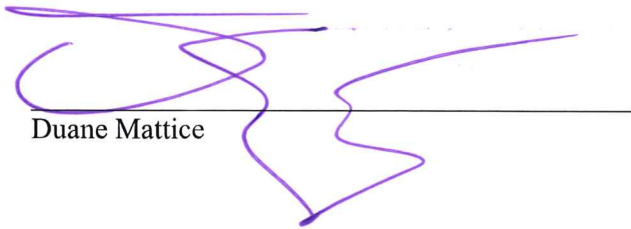
Adopted 2019

LCAA and LYON COUNTY SCHOOL DISTRICT TERM

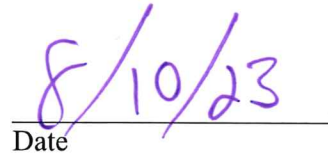
OF AGREEMENT SIGNATURE PAGE

LYON COUNTY ADMINISTRATORS ASSOCIATION

Ratified by the Lyon County Administrators Association.



Duane Mattice



Date

LYON COUNTY SCHOOL DISTRICT

This contract was ratified and accepted by the Lyon County School District Board of Trustees at a meeting held on August 22, 2023.

Phil Cowee, LCSD Board of Trustees President

Date

**LYON COUNTY SCHOOL DISTRICT
2023-24 Salary Schedule Final - Admin
JULY 2023 (1.875% PERS and 10% COLA)**

Dean - 195 Days	MA	MA+16	MA+32	DR
YEAR 0	\$70,530	\$73,832	\$77,134	\$78,234
YEAR 1	\$73,832	\$77,134	\$80,437	\$81,537
YEAR 2	\$77,134	\$80,437	\$83,739	\$84,839
YEAR 3	\$80,437	\$83,739	\$87,041	\$88,141
YEAR 4	\$80,437	\$87,041	\$90,343	\$91,443
YEAR 5	\$80,437	\$87,041	\$93,644	\$94,744
YEAR 6	\$80,437	\$87,041	\$93,644	\$94,744
YEAR 7	\$83,739	\$90,343	\$96,946	\$98,046
YEAR 8	\$83,739	\$90,343	\$96,946	\$98,046
YEAR 9	\$83,739	\$90,343	\$96,946	\$98,046
YEAR 10	\$87,041	\$93,644	\$100,249	\$101,349
YEAR 11	\$87,041	\$93,644	\$100,249	\$101,349
YEAR 12	\$87,041	\$93,644	\$100,249	\$101,349
YEAR 13	\$87,041	\$93,644	\$100,249	\$101,349
YEAR 14	\$87,041	\$93,644	\$100,249	\$101,349
YEAR 15	\$90,343	\$96,946	\$103,551	\$104,651

Elementary AP - 200 Days	MA	MA+16	MA+32	DR
YEAR 0	\$75,962	\$79,265	\$82,567	\$83,667
YEAR 1	\$79,265	\$82,567	\$85,869	\$86,969
YEAR 2	\$82,567	\$85,869	\$89,172	\$90,272
YEAR 3	\$85,869	\$89,172	\$92,474	\$93,574
YEAR 4	\$85,869	\$92,474	\$95,775	\$96,875
YEAR 5	\$85,869	\$92,474	\$99,077	\$100,177
YEAR 6	\$85,869	\$92,474	\$99,077	\$100,177
YEAR 7	\$89,172	\$95,775	\$102,379	\$103,479
YEAR 8	\$89,172	\$95,775	\$102,379	\$103,479
YEAR 9	\$89,172	\$95,775	\$102,379	\$103,479
YEAR 10	\$92,474	\$99,077	\$105,682	\$106,782
YEAR 11	\$92,474	\$99,077	\$105,682	\$106,782
YEAR 12	\$92,474	\$99,077	\$105,682	\$106,782
YEAR 13	\$92,474	\$99,077	\$105,682	\$106,782
YEAR 14	\$92,474	\$99,077	\$105,682	\$106,782
YEAR 15	\$95,775	\$102,379	\$108,984	\$110,084

Middle School AP - 210 Days	MA	MA+16	MA+32	DR
YEAR 0	\$86,912	\$90,214	\$93,517	\$94,617
YEAR 1	\$90,214	\$93,517	\$96,819	\$97,919
YEAR 2	\$93,517	\$96,819	\$100,121	\$101,221
YEAR 3	\$96,819	\$100,121	\$103,423	\$104,523
YEAR 4	\$96,819	\$103,423	\$106,724	\$107,824
YEAR 5	\$96,819	\$103,423	\$110,026	\$111,126
YEAR 6	\$96,819	\$103,423	\$110,026	\$111,126
YEAR 7	\$100,121	\$106,724	\$113,329	\$114,429
YEAR 8	\$100,121	\$106,724	\$113,329	\$114,429
YEAR 9	\$100,121	\$106,724	\$113,329	\$114,429
YEAR 10	\$103,423	\$110,026	\$116,631	\$117,731
YEAR 11	\$103,423	\$110,026	\$116,631	\$117,731
YEAR 12	\$103,423	\$110,026	\$116,631	\$117,731
YEAR 13	\$103,423	\$110,026	\$116,631	\$117,731
YEAR 14	\$103,423	\$110,026	\$116,631	\$117,731
YEAR 15	\$106,724	\$113,329	\$119,933	\$121,033

High School AP - 210 Days	MA	MA+16	MA+32	DR
YEAR 0	\$89,781	\$93,083	\$96,384	\$97,484
YEAR 1	\$93,083	\$96,384	\$99,687	\$100,787
YEAR 2	\$96,384	\$99,687	\$102,989	\$104,089
YEAR 3	\$99,687	\$102,989	\$106,291	\$107,391
YEAR 4	\$99,687	\$106,291	\$109,594	\$110,694
YEAR 5	\$99,687	\$106,291	\$112,897	\$113,997
YEAR 6	\$99,687	\$106,291	\$112,897	\$113,997
YEAR 7	\$102,989	\$109,594	\$116,199	\$117,299
YEAR 8	\$102,989	\$109,594	\$116,199	\$117,299
YEAR 9	\$102,989	\$109,594	\$116,199	\$117,299
YEAR 10	\$106,291	\$112,897	\$119,500	\$120,600
YEAR 11	\$106,291	\$112,897	\$119,500	\$120,600
YEAR 12	\$106,291	\$112,897	\$119,500	\$120,600
YEAR 13	\$106,291	\$112,897	\$119,500	\$120,600
YEAR 14	\$106,291	\$112,897	\$119,500	\$120,600
YEAR 15	\$109,594	\$116,199	\$122,802	\$123,902

Elementary Principal - 210 Days	MA	MA+16	MA+32	DR
YEAR 0	\$94,085	\$97,387	\$100,689	\$101,789
YEAR 1	\$97,387	\$100,689	\$103,991	\$105,091
YEAR 2	\$100,689	\$103,991	\$107,292	\$108,392
YEAR 3	\$103,991	\$107,292	\$110,595	\$111,695
YEAR 4	\$103,991	\$110,595	\$113,897	\$114,997
YEAR 5	\$103,991	\$110,595	\$117,199	\$118,299
YEAR 6	\$103,991	\$110,595	\$117,199	\$118,299
YEAR 7	\$107,292	\$113,897	\$120,501	\$121,601
YEAR 8	\$107,292	\$113,897	\$120,501	\$121,601
YEAR 9	\$107,292	\$113,897	\$120,501	\$121,601
YEAR 10	\$110,595	\$117,199	\$123,803	\$124,903
YEAR 11	\$110,595	\$117,199	\$123,803	\$124,903
YEAR 12	\$110,595	\$117,199	\$123,803	\$124,903
YEAR 13	\$110,595	\$117,199	\$123,803	\$124,903
YEAR 14	\$110,595	\$117,199	\$123,803	\$124,903
YEAR 15	\$113,897	\$120,501	\$127,106	\$128,206

Middle School Principal - 215 Days	MA	MA+16	MA+32	DR
YEAR 0	\$99,734	\$103,036	\$106,338	\$107,438
YEAR 1	\$103,036	\$106,338	\$109,641	\$110,741
YEAR 2	\$106,338	\$109,641	\$112,943	\$114,043
YEAR 3	\$109,641	\$112,943	\$116,245	\$117,345
YEAR 4	\$109,641	\$116,245	\$119,547	\$120,647
YEAR 5	\$109,641	\$116,245	\$122,850	\$123,950
YEAR 6	\$109,641	\$116,245	\$122,850	\$123,950
YEAR 7	\$112,943	\$119,547	\$126,152	\$127,252
YEAR 8	\$112,943	\$119,547	\$126,152	\$127,252
YEAR 9	\$112,943	\$119,547	\$126,152	\$127,252
YEAR 10	\$116,245	\$122,850	\$129,453	\$130,553
YEAR 11	\$116,245	\$122,850	\$129,453	\$130,553
YEAR 12	\$116,245	\$122,850	\$129,453	\$130,553
YEAR 13	\$116,245	\$122,850	\$129,453	\$130,553
YEAR 14	\$116,245	\$122,850	\$129,453	\$130,553
YEAR 15	\$119,547	\$126,152	\$132,755	\$133,855

High School Principal -- 220 Days	MA	MA+16	MA+32	DR
YEAR 0	\$105,384	\$108,686	\$111,988	\$113,088
YEAR 1	\$108,686	\$111,988	\$115,290	\$116,390
YEAR 2	\$111,988	\$115,290	\$118,593	\$119,693
YEAR 3	\$115,290	\$118,593	\$121,895	\$122,995
YEAR 4	\$115,290	\$121,895	\$125,197	\$126,297
YEAR 5	\$115,290	\$121,895	\$128,498	\$129,598
YEAR 6	\$115,290	\$121,895	\$128,498	\$129,598
YEAR 7	\$118,593	\$125,197	\$131,800	\$132,900
YEAR 8	\$118,593	\$125,197	\$131,800	\$132,900
YEAR 9	\$118,593	\$125,197	\$131,800	\$132,900
YEAR 10	\$121,895	\$128,498	\$135,104	\$136,204
YEAR 11	\$121,895	\$128,498	\$135,104	\$136,204
YEAR 12	\$121,895	\$128,498	\$135,104	\$136,204
YEAR 13	\$121,895	\$128,498	\$135,104	\$136,204
YEAR 14	\$121,895	\$128,498	\$135,104	\$136,204
YEAR 15	\$125,197	\$131,800	\$138,406	\$139,506

LYON COUNTY SCHOOL DISTRICT
2024-25 Salary Schedule Final - Admin
JULY 2024 (2.5% COLA)

Dean - 195 Days	MA	MA+16	MA+32	DR
YEAR 0	\$72,293	\$75,678	\$79,063	\$80,190
YEAR 1	\$75,678	\$79,063	\$82,447	\$83,575
YEAR 2	\$79,063	\$82,447	\$85,832	\$86,960
YEAR 3	\$82,447	\$85,832	\$89,217	\$90,344
YEAR 4	\$82,447	\$89,217	\$92,602	\$93,729
YEAR 5	\$82,447	\$89,217	\$95,985	\$97,113
YEAR 6	\$82,447	\$89,217	\$95,985	\$97,113
YEAR 7	\$85,832	\$92,602	\$99,370	\$100,498
YEAR 8	\$85,832	\$92,602	\$99,370	\$100,498
YEAR 9	\$85,832	\$92,602	\$99,370	\$100,498
YEAR 10	\$89,217	\$95,985	\$102,755	\$103,882
YEAR 11	\$89,217	\$95,985	\$102,755	\$103,882
YEAR 12	\$89,217	\$95,985	\$102,755	\$103,882
YEAR 13	\$89,217	\$95,985	\$102,755	\$103,882
YEAR 14	\$89,217	\$95,985	\$102,755	\$103,882
YEAR 15	\$92,602	\$99,370	\$106,140	\$107,267

Elementary AP - 200 Days	MA	MA+16	MA+32	DR
YEAR 0	\$77,861	\$81,247	\$84,631	\$85,759
YEAR 1	\$81,247	\$84,631	\$88,016	\$89,144
YEAR 2	\$84,631	\$88,016	\$91,401	\$92,528
YEAR 3	\$88,016	\$91,401	\$94,786	\$95,913
YEAR 4	\$88,016	\$94,786	\$98,169	\$99,297
YEAR 5	\$88,016	\$94,786	\$101,554	\$102,682
YEAR 6	\$88,016	\$94,786	\$101,554	\$102,682
YEAR 7	\$91,401	\$98,169	\$104,939	\$106,066
YEAR 8	\$91,401	\$98,169	\$104,939	\$106,066
YEAR 9	\$91,401	\$98,169	\$104,939	\$106,066
YEAR 10	\$94,786	\$101,554	\$108,324	\$109,451
YEAR 11	\$94,786	\$101,554	\$108,324	\$109,451
YEAR 12	\$94,786	\$101,554	\$108,324	\$109,451
YEAR 13	\$94,786	\$101,554	\$108,324	\$109,451
YEAR 14	\$94,786	\$101,554	\$108,324	\$109,451
YEAR 15	\$98,169	\$104,939	\$111,708	\$112,836

Middle School AP - 210 Days	MA	MA+16	MA+32	DR
YEAR 0	\$89,085	\$92,470	\$95,854	\$96,982
YEAR 1	\$92,470	\$95,854	\$99,239	\$100,367
YEAR 2	\$95,854	\$99,239	\$102,624	\$103,751
YEAR 3	\$99,239	\$102,624	\$106,009	\$107,136
YEAR 4	\$99,239	\$106,009	\$109,392	\$110,520
YEAR 5	\$99,239	\$106,009	\$112,777	\$113,905
YEAR 6	\$99,239	\$106,009	\$112,777	\$113,905
YEAR 7	\$102,624	\$109,392	\$116,162	\$117,289
YEAR 8	\$102,624	\$109,392	\$116,162	\$117,289
YEAR 9	\$102,624	\$109,392	\$116,162	\$117,289
YEAR 10	\$106,009	\$112,777	\$119,547	\$120,674
YEAR 11	\$106,009	\$112,777	\$119,547	\$120,674
YEAR 12	\$106,009	\$112,777	\$119,547	\$120,674
YEAR 13	\$106,009	\$112,777	\$119,547	\$120,674
YEAR 14	\$106,009	\$112,777	\$119,547	\$120,674
YEAR 15	\$109,392	\$116,162	\$122,931	\$124,059

High School AP - 210 Days	MA	MA+16	MA+32	DR
YEAR 0	\$92,026	\$95,410	\$98,794	\$99,922
YEAR 1	\$95,410	\$98,794	\$102,179	\$103,306
YEAR 2	\$98,794	\$102,179	\$105,564	\$106,691
YEAR 3	\$102,179	\$105,564	\$108,948	\$110,076
YEAR 4	\$102,179	\$108,948	\$112,334	\$113,462
YEAR 5	\$102,179	\$108,948	\$115,719	\$116,846
YEAR 6	\$102,179	\$108,948	\$115,719	\$116,846
YEAR 7	\$105,564	\$112,334	\$119,104	\$120,231
YEAR 8	\$105,564	\$112,334	\$119,104	\$120,231
YEAR 9	\$105,564	\$112,334	\$119,104	\$120,231
YEAR 10	\$108,948	\$115,719	\$122,487	\$123,615
YEAR 11	\$108,948	\$115,719	\$122,487	\$123,615
YEAR 12	\$108,948	\$115,719	\$122,487	\$123,615
YEAR 13	\$108,948	\$115,719	\$122,487	\$123,615
YEAR 14	\$108,948	\$115,719	\$122,487	\$123,615
YEAR 15	\$112,334	\$119,104	\$125,872	\$127,000

Elementary Principal - 210 Days	MA	MA+16	MA+32	DR
YEAR 0	\$96,437	\$99,821	\$103,206	\$104,334
YEAR 1	\$99,821	\$103,206	\$106,591	\$107,718
YEAR 2	\$103,206	\$106,591	\$110,000	\$111,102
YEAR 3	\$106,591	\$109,975	\$113,359	\$114,487
YEAR 4	\$106,591	\$113,359	\$116,744	\$117,872
YEAR 5	\$106,591	\$113,359	\$120,129	\$121,256
YEAR 6	\$106,591	\$113,359	\$120,129	\$121,256
YEAR 7	\$109,975	\$116,744	\$123,514	\$124,641
YEAR 8	\$109,975	\$116,744	\$123,514	\$124,641
YEAR 9	\$109,975	\$116,744	\$123,514	\$124,641
YEAR 10	\$113,359	\$120,129	\$126,898	\$128,026
YEAR 11	\$113,359	\$120,129	\$126,898	\$128,026
YEAR 12	\$113,359	\$120,129	\$126,898	\$128,026
YEAR 13	\$113,359	\$120,129	\$126,898	\$128,026
YEAR 14	\$113,359	\$120,129	\$126,898	\$128,026
YEAR 15	\$116,744	\$123,514	\$130,283	\$131,411

Middle School Principal - 215 Days	MA	MA+16	MA+32	DR
YEAR 0	\$102,228	\$105,612	\$108,996	\$110,123
YEAR 1	\$105,612	\$108,996	\$112,382	\$113,509
YEAR 2	\$108,996	\$112,382	\$115,767	\$116,894
YEAR 3	\$112,382	\$115,767	\$119,151	\$120,279
YEAR 4	\$112,382	\$119,151	\$122,536	\$123,664
YEAR 5	\$112,382	\$119,151	\$125,921	\$127,048
YEAR 6	\$112,382	\$119,151	\$125,921	\$127,048
YEAR 7	\$115,767	\$122,536	\$129,306	\$130,433
YEAR 8	\$115,767	\$122,536	\$129,306	\$130,433
YEAR 9	\$115,767	\$122,536	\$129,306	\$130,433
YEAR 10	\$119,151	\$125,921	\$132,689	\$133,817
YEAR 11	\$119,151	\$125,921	\$132,689	\$133,817
YEAR 12	\$119,151	\$125,921	\$132,689	\$133,817
YEAR 13	\$119,151	\$125,921	\$132,689	\$133,817
YEAR 14	\$119,151	\$125,921	\$132,689	\$133,817
YEAR 15	\$122,536	\$129,306	\$136,074	\$137,201

High School Principal -- 220 Days	MA	MA+16	MA+32	DR
YEAR 0	\$108,018	\$111,403	\$114,788	\$115,915
YEAR 1	\$111,403	\$114,788	\$118,173	\$119,300
YEAR 2	\$114,788	\$118,173	\$121,557	\$122,685
YEAR 3	\$118,173	\$121,557	\$124,942	\$126,070
YEAR 4	\$118,173	\$124,942	\$128,327	\$129,454
YEAR 5	\$118,173	\$124,942	\$131,711	\$132,838
YEAR 6	\$118,173	\$124,942	\$131,711	\$132,838
YEAR 7	\$121,557	\$128,327	\$135,095	\$136,223
YEAR 8	\$121,557	\$128,327	\$135,095	\$136,223
YEAR 9	\$121,557	\$128,327	\$135,095	\$136,223
YEAR 10	\$124,942	\$131,711	\$138,481	\$139,609
YEAR 11	\$124,942	\$131,711	\$138,481	\$139,609
YEAR 12	\$124,942	\$131,711	\$138,481	\$139,609
YEAR 13	\$124,942	\$131,711	\$138,481	\$139,609
YEAR 14	\$124,942	\$131,711	\$138,481	\$139,609
YEAR 15	\$128,327	\$135,095	\$141,866	\$142,993

**Lyon County School District
Board Memo**

Date: August 22, 2023
To: Board of School Trustees
From: Wayne Workman, Superintendent
Re: Review of board governance policies BBAA, BCB, and BDD

Recommendation

No action required.

Background Information

With recent revisions to LCSD Board Policy BDD: Board Meeting Procedures, Notice, and Agenda, President Cowee and Clerk Peterson wish to ensure that everyone understands the changes as well as the policy in general. Additionally, it is good practice to occasionally review board governance policies to help the board operate effectively and efficiently. Therefore, LCSD Board Policies BBAA: Individual Board Member's Authority and Responsibilities and BCB: Board Officers will also be reviewed. This is an opportunity for board members to review, train, and discuss these policies.

Budget Considerations

None

Discussed at Previous Meeting

BDD discussed at the past two board meetings.

Attachment(s)

BBAA - Individual Board Member's Authority and Responsibilities.pdf
BCB-Board Officers.pdf
BDD- Board Meeting Procedures, Notice and Agenda.pdf

*Respectfully Submitted,
Wayne Workman, Superintendent*

INDIVIDUAL BOARD MEMBER'S AUTHORITY AND RESPONSIBILITIES

An individual Board member exercises the authority and responsibility of his/her position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his/her own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, and gained through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material will be made available to each member of the Board. Requests for the generation of reports or information which require additional expense to the district must be submitted to the Board for consideration.

2. Requests for Legal Opinions

Any Board Member may request a formal legal opinion from the district's legal counsel at any time, or during a Board Meeting by addressing the request to the Board President. After considering the request, the Board President will place the item on the next board meeting agenda for discussion and possible action. Upon approval, the Board President will direct the Superintendent to present the request to legal counsel. If the legal opinion sought involves the Superintendent's employment or performance, the request should be made to the Board President privately and the Board President will present the request to legal counsel. Legal counsel is responsible to the Board. Formal legal opinions are for the benefit of the Board as a whole and are not meant to act as legal opinions for the needs of individual Board Members.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, such information is to be conveyed to the superintendent for action.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information and may request information from the

superintendent. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements Made by Individual Board Members

Contracts or agreements made by individual Board members without the Board's authority are invalid.

Revised 03/28/2023

BOARD OFFICERS

At its first scheduled meeting after January 1, the Board will elect one of its members to serve as President and one to serve as Clerk. No member of the Board may serve as President more than four years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following January.

The Board President will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign official documents that require the signature of the President;
5. Represent the District and the Board at official functions, unless this duty is delegated by the Board President to another Board member;
6. Appoint all committees [and will be an ex-officio member of all such committees] unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

In the absence, incapacitation or death of the President, the Clerk will perform the duties of President and, when so acting, will have the President's powers. The Clerk will perform other functions as designated by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes, and perform related work as assigned by the superintendent or requested by the Board President. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies.

Board or District Spokesperson

The Board may appoint one of its members, usually the President, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the District's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of the Board.

Policy #BCB
Adopted 09/25/07

BOARD MEETING PROCEDURES, NOTICE AND AGENDA

Quorum

A quorum will consist of the majority of the Board members.

Vote Needed for Exercise of Powers

The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers or transacting any business.

Board Member Voting

Each member's vote on all motions will be recorded in the minutes. Individual votes on motions and/or resolutions will be verbally indicated with an affirmative or dissenting vote and the result of each member's dissenting vote will be recorded by name.

Abstaining from Vote

Board members must vote on all properly agendized items, except when required to abstain as outlined in NRS 281, 281A and LCSD Board Policy GBBH: Employment of Relatives. A Board member must abstain only in a clear case where the independence of judgment of a reasonable person would be materially affected by the conflict. If a Board member is required to abstain from voting, such abstention will be recorded along with the disclosure describing the nature and extent of the abstention.

Parliamentary Procedure

Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in the latest version of Robert's Rules of Order will govern the Board in its deliberation.

The President will decide all questions relative to points of order, subject to an appeal to the Board.

NOTIFICATION OF BOARD MEETINGS

The Board will give public notice of board meetings to interested persons, including those with disabilities, of the time and place for regular meetings, and of the principal subjects to be considered and subject to open meeting law.

Notices to individuals with disabilities shall be given in an appropriate form upon request and with appropriate advance notice. Auxiliary aids and services available to ensure equally effective communications with qualified persons with disabilities may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

Special meetings may be convened by order of the President, upon request of three Board members or by common consent of Board members. No special meeting will be held without a three working days notice to Board members and the general public except in cases of emergency.

In an emergency, a meeting may be held with notice as is appropriate under the circumstances. The minutes of the meeting will describe the nature of the emergency. No business other than that related to the emergency will be discussed at these meetings.

Dates of regular Board meetings will be provided to district employees, interested members of the public and the news media. The master calendar of all board meetings will be maintained on the District website (www.lyoncsd.org).

BOARD MEETING AGENDA

The Board President, along with the superintendent, will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student, or citizen of the district by notifying the superintendent at least ten working days prior to the meeting or during a regularly scheduled meeting.

A consent agenda may be used by the Board for non-controversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item (with the exception of Personnel Reports) be removed from the consent agenda for any reason. The removed item will then be discussed and voted on separately following approval of the consent agenda.

Personnel Reports will only be pulled from the Consent Agenda and discussed separately if it is required to comply with the provisions of NRS 281.210 and Board Policy GBBH (Employment of Relatives).

Consent Agenda items will include, but are not limited to:

- Student Disciplinary Action
- Immunization Exemptions
- Request for Early Graduation or requests to take the General Education Development (GED) test
- Requests for additional days from the Employee Sick Leave Bank
- Board Correspondence
- Monthly reports on enrollment, budget, grants and Information Technology
- Out-of-state travel requests and travel reports
- Personnel Reports, including District Extra Duty Contracts
- Monthly financial claims and check register

LYON COUNTY SCHOOL DISTRICT

BOARD POLICY

BDD

- Donations – Donations will be considered a consent agenda item but will be voted on separately to allow the Board to publicly acknowledge the donor

The agenda will follow a general order established by the Board. Opportunities for the public to be heard will be included prior to the Consent Agenda and at the end of the Regular Agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

The agenda, together with supporting materials, will be distributed to Board members at least three full working days prior to the meeting. The agenda will be available to the press and to the public through the superintendent's office at the same time it is available to the Board members. Request for mailing must be submitted to the superintendent's office in writing. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted in each school facility, the official website of the State of Nevada (<http://nv.gov>) and the district web site (www.lyoncsd.org) three working days prior to the meeting per open meeting law.

The District will ensure equally effective communications are provided to qualified persons with disabilities upon request as required by the Americans with Disabilities Act.

CONDUCT OF BOARD MEETINGS

The rules of parliamentary procedure contained in the latest version of *Robert's Rules of Order* will govern the Board in its deliberations. Discussion by Board members will be unlimited as long as it applies to the motion before the Board or the matter under consideration. The Board may vote to limit discussion and the President will confine discussion to the matter before the Board. In order for action to be taken on an item there must be a motion and a second. The President may limit the time of any citizen appearing before the Board so that all who wish to be heard may have the opportunity.

Except in an emergency that impacts the school district, the board of trustees shall not take any action or corrective action at a regular meeting or special meeting on an item that has been posted on its agenda pursuant to chapter 241 of NRS after 11:59 p.m. on the day of the meeting. There are limited exceptions to this outlined in NRS 386.330. "Emergency" has the meaning ascribed to it in NRS 241.020.

MINUTES OF BOARD MEETINGS

The Board secretary will take written minutes of all Board meetings. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;

3. The results of all votes and the dissenting vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

All minutes shall be available to the public per requirements of Nevada's Open Meeting Law. The public and patrons of the district may receive, upon request, copies of approved current minutes at the administration office. Minutes need not be approved by the Board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and superintendent.

The District will maintain and make available to staff and other interested patrons an updated copy of the meeting minutes.

Closed Sessions:

The Board may meet in closed session to discuss subjects allowed by statute per NRS 241. Closed sessions may be held during regular, special, or emergency meetings for any reason permitted by law. Content discussed in closed sessions is confidential.

If a closed session is held regarding a student matter, the following shall not be made public: the name of the minor student; the issue, including a student's confidential medical records and that student's educational program; the discussion; and each Board member's vote on the issue.

PUBLIC PARTICIPATION IN BOARD MEETINGS

All Board meetings, with the exception of closed sessions, will be open to the public. The Board invites district citizens to attend Board meetings to become acquainted with the program and operation of the district. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual. All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternative, equally effective means of communication will be used.

Procedures for Public Participation in Meetings

During an open session of a Board meeting, members of the public are specifically

LYON COUNTY SCHOOL DISTRICT

BOARD POLICY

BDD

invited to present concerns and/or praise during the public comment portion of the agenda. Public speakers will identify themselves for inclusion in the minutes.

At the discretion of the Board President, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by coming forward DURING PUBLIC COMMENT.

Any person who is invited by the President to speak to the Board during a meeting should state his/her name and, if speaking for an organization, the name and identity of the organization. A spokesman should be designated to represent a group with a common purpose.

The Board will allow public comment for items listed on the agenda at the BEGINNING of the meeting. They will also allow public comment for items NOT listed on the agenda at the END of the meeting. In compliance with Nevada Open Meeting Law § 7.04 (first alternative) and § 7.05, these will be the two opportunities during the meeting for the public to address the Board.

Statements by members of the public should be brief and concise. The President may use discretion to establish a time limit on discussion or oral presentation by visitors.

Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the President.

The Board will allow public comment to be submitted electronically to accommodate those who are unable to attend the meeting. District administration will create and maintain a means whereby the public can access this opportunity through the District website and via a weblink on the agenda. The public may submit comment by 12:00pm the day of the board meeting. Public comments will be forwarded to all LCSD Trustees prior to the board meeting.

Petitions

A visitor speaking during the meeting may introduce a topic not on the published agenda during public comment at the END of the meeting. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study. No action will be taken in response to a petition before the next regular meeting.

Questions asked by the public, when possible, will be answered immediately by the President or referred to staff members for reply. Questions requiring investigation may, at the discretion of the President, be referred to the superintendent for response at a later time.

The Board President should be alert to see that all visitors have been acknowledged and thanked for their presence and especially for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

LYON COUNTY SCHOOL DISTRICT

BOARD POLICY

BDD

Criticisms of Staff Members

Speakers may offer objective criticism of district operations and programs, but the Board will not hear complaints concerning individual district personnel. The President will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

Legal Reference(s): NRS 241, 281, 281A, 386, and 392

LCSD Board Policy GBBH: Employment of Relatives

Policy BDD
Revised 6/27/23

Lyon County School District Board Memo

Date: August 22, 2023
To: Board of School Trustees
From: Heather Moyle, Executive Director of Educational Services
Re: The purchase of student intervention and tutoring services through Littera

Recommendation

That the LCSD Board of Trustees approve the purchase of Littera in the amount of \$169,200 to be paid from the EL categorical funding, if Grant funding is unable to be secured.

Background Information

In accordance with the Lyon CSD At-Risk, English Learners, and Gifted & Talented Student Support Plan to provide additional support in the form of 1:1 intervention and tutoring by a third party.

Littera enables schools to design and deliver high-quality and cost-effective tutoring on a large scale. It simplifies the delivery of high-impact tutoring by providing schools with experienced virtual tutors, a high-quality tutoring curriculum, a full-service program management team, and a comprehensive online Tutoring Management System.

Over the past three years, Littera has quickly become a leader in this work, including providing the Tutoring Management System (TMS) infrastructure for the North Carolina Education Corps and supporting high-impact tutoring programs at more than sixty school districts across the country. During the 2022-2023 school year, we provided tutoring services and our online Tutoring Management System for a large-scale algebra tutoring project encompassing approximately fifty schools within the New York City DOE, and we worked in partnership with the Gates Foundation and the Annenberg Institute at Brown University to execute a research project studying the efficacy of small-group mathematics tutoring for students experiencing poverty across multiple K-12 school districts. <https://www.litteraeducation.com/>

Budget Considerations

Littera in the amount of \$169,200 to be paid from the EL categorical funding, if Grant funding is unable to be secured.

Discussed at Previous Meeting

N/A

Attachments

- Littera Cost Proposal: **Option 4**

Respectfully Submitted,

263

Heather Moyle, Executive Director of Educational Services

August 2023

Dear Heather:

Thank you for the time you devoted to meeting with me to learn about Littera's high-impact tutoring services and Tutoring Management System. Below, we've summarized our proposal to provide Littera's virtual tutoring (live audio and video), using Sadlier's Wiley Blevins *From Phonics to Reading* content for your special education students and the Off2Class ELL content for your English Language Learner students.

As requested, a brief summary of Littera's services for your Board of Education is provided on page 2, and a cost proposal is provided on pages 3-5 supporting the program design we discussed:

Program Details

School Year 2023-24 High-Impact Reading Tutoring Program

- **Students:** We have provided pricing for 3 different options for the total number of students:
 - 200 total students (100 ELL and 100 special education students)
 - 300 total students (150 ELL and 150 special education students)
 - 400 total students (200 ELL and 200 special education students)
 - 200 total students (200 ELL students)
- **Curriculum:** Sadlier's Wiley Blevins *From Phonics to Reading* content for special education students and the Off2Class ELL content for English Language Learner students
- **Frequency & Duration:** Priced for 3 x 30 minute in-school tutoring sessions per week with a live tutor, for 32 weeks
- **Tutor to Student Ratio:** Priced for a strategic combination of 1:1, 1:2, and 1:3 tutor to student ratios based on students' needs
- **Tutors:** Consistent and highly-trained virtual face-to-face tutors who are vetted in accordance with Nevada requirements
- **Implementation, Program Monitoring & Support Services**
 - Customized design, delivery, and monitoring services at the school level
 - Littera/Edmentum Customer Success support for the duration of the implementation
 - Teacher access to tutor notes and engagement information
 - Participation, engagement, and outcome data

We welcome the opportunity to discuss any additional questions you may have about the proposal or to make design/cost modifications based on your identified needs. It was truly a pleasure meeting with you and we look forward to partnering with you on this important work. Let us know if there's anything else that you need from us!

Sincerely,

Chris Arvanitis, New Business Director, chrisa@litteraeducation.com

Brief Description - Littera Education

Littera started with the idea that every student, particularly those in the greatest need of academic support, deserves a great tutor. Our goal is to make that vision possible by enabling K-12 school districts to design and deliver equitable, high-quality, and cost-effective tutoring on a large scale. Littera dramatically simplifies the delivery of high-impact tutoring, providing school districts with experienced virtual tutors, high-quality tutoring curriculum, a full-service Littera program management team, and Littera's comprehensive online Tutoring Management System.

Over the past three years, Littera has quickly become a leader in this work, including providing the Tutoring Management System (TMS) infrastructure for the North Carolina Education Corps and supporting high-impact tutoring programs at more than sixty school districts across the country. During the 2022-2023 school year, we provided tutoring services and our online Tutoring Management System for a large-scale algebra tutoring project encompassing approximately fifty schools within the New York City DOE, and we worked in partnership with the Gates Foundation and the Annenberg Institute at Brown University to execute a research project studying the efficacy of small-group mathematics tutoring for students experiencing poverty across multiple K-12 school districts. <https://www.litteraeducation.com/>

Program Pricing

The quote below reflects pricing for Littera Tutoring Management System (TMS) licenses, virtual tutoring hours, and curriculum content. We have modeled a strategic combination of 1:1 and small-group tutoring pricing. The quotes are for 200, 300, and 400 seats for the high-impact tutoring program options we discussed.

Littera TMS licenses are seat-based, rather than per student. This enables you to meet the needs of multiple students during the designated period. The listed scenarios can be adjusted for ratio, session length, sessions per week and number of weeks.

School Year 2023-24 High-Impact Reading Tutoring Program

Option 1: 200 Students

Licenses (1 Year, 200 seats):

Item	Rate	Subtotal
Littera Tutoring Management System	\$30/seat	\$6,000
Curriculum: From Phonics to Reading (100 licenses)	\$20/student	\$2,000
Curriculum: Off2Class (100 licenses)	\$50/student	\$5,000
Implementation (one-time fee)	\$3,000	\$3,000
TOTAL		\$13,000

Virtual Tutoring: Strategic Combination of Small-Group and 1:1 Tutoring

1:1, 1:2, and 1:3 ratios, 3 days/week, 32 weeks of tutoring over four 8-week quarterly stretches

Littera Virtual Tutors Price Proposal	
# of Students	200 students
Ratio	60% of students at 1:3, 25% of students at 1:2, 15% of students at 1:1
Length of Session	30 minutes
Dosage Per Week	3x per week
# of Weeks	32 weeks
Total Hours	4,560 hours
Tutor Cost Per Hour	\$33 per hour for 1:1, \$39 per hour for 1:2 and 1:3
Approximate Tutoring Cost	\$169,200

Option 2: 300 Students
Licenses (1 Year, 300 seats):

Item	Rate	Subtotal
Littera Tutoring Management System	\$30/seat	\$9,000
Curriculum: From Phonics to Reading (150 licenses)	\$20/student	\$3,000
Curriculum: Off2Class (150 licenses)	\$50/student	\$7,500
Implementation (one-time fee)	\$3,000	\$3,000
TOTAL		\$22,500

Virtual Tutoring: Strategic Combination of Small-Group and 1:1 Tutoring
 1:1, 1:2, and 1:3 ratios, 3 days/week, 32 weeks of tutoring over four 8-week quarterly stretches

Littera Virtual Tutors Price Proposal	
# of Students	300 students
Ratio	60% of students at 1:3, 25% of students at 1:2, 15% of students at 1:1
Length of Session	30 minutes
Dosage Per Week	3x per week
# of Weeks	32 weeks
Total Hours	6,840 hours
Tutor Cost Per Hour	\$33 per hour for 1:1, \$39 per hour for 1:2 and 1:3
Approximate Tutoring Cost	\$253,800

Option 3: 400 Students
Licenses (1 Year, 400 seats):

Item	Rate	Subtotal
Littera Tutoring Management System	\$30/seat	\$12,000
Curriculum: From Phonics to Reading (200 licenses)	\$20/student	\$4,000
Curriculum: Off2Class (200 licenses)	\$45/student	\$9,000
Implementation (one-time fee)	\$3,000	\$3,000
TOTAL		\$28,000

Virtual Tutoring: Strategic Combination of Small-Group and 1:1 Tutoring

1:1, 1:2, and 1:3 ratios, 3 days/week, 32 weeks of tutoring over four 8-week quarterly stretches

Littera Virtual Tutors Price Proposal	
# of Students	400 students
Ratio	60% of students at 1:3, 25% of students at 1:2, 15% of students at 1:1
Length of Session	30 minutes
Dosage Per Week	3x per week
# of Weeks	32 weeks
Total Hours	9,120 hours
Tutor Cost Per Hour	\$33 per hour for 1:1, \$39 per hour for 1:2 and 1:3
Approximate Tutoring Cost	\$338,400

Option 4: 200 Students (All ELL)

Licenses (1 Year, 200 seats):

Item	Rate	Subtotal
Littera Tutoring Management System	\$30/seat	\$6,000
Curriculum: Off2Class (200 licenses)	\$45/student	\$9,000
Implementation (one-time fee)	\$3,000	\$3,000
TOTAL		\$18,000

Virtual Tutoring: Strategic Combination of Small-Group and 1:1 Tutoring

1:1, 1:2, and 1:3 ratios, 3 days/week, 32 weeks of tutoring over four 8-week quarterly stretches

Littera Virtual Tutors Price Proposal	
# of Students	200 students
Ratio	60% of students at 1:3, 25% of students at 1:2, 15% of students at 1:1
Length of Session	30 minutes
Dosage Per Week	3x per week
# of Weeks	32 weeks
Total Hours	4,560 hours
Tutor Cost Per Hour	\$33 per hour for 1:1, \$39 per hour for 1:2 and 1:3
Approximate Tutoring Cost	\$169,200

**Lyon County School District
Board Memo**

Date: August 22, 2023
To: Board of School Trustees
From: Rachel Stewart, Executive Director of Special Services
Re: Report on Special Education Services

Recommendation

That the LCSD Board of Trustees approve an update on the special education services provided in the Lyon County School District.

Background Information

This is the sixth annual report on special education services. The report highlights current eligibility data, staffing data, Annual Performance Report data, current initiatives, and our upcoming plans in special education for the 2023-2024 school year.

Budget Considerations

None

Discussed at Previous Meeting

No

Attachment(s):

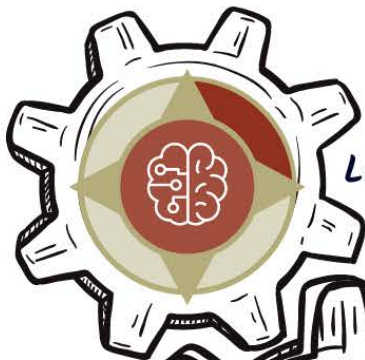
Special Education Board Presentation
APR Trend Data 22-23

*Respectfully Submitted,
Rachel Stewart, Executive Director of Special Services*

*Small Towns
Big Hearts* ♥

Annual LCSD Report to Board of Trustees

Rachel Stewart
Executive Director of Special Services



Learning For Life



Connected Learners



Student Ownership



Discovery Learning

District Special Education Student Data 01

CATEGORY BY SCHOOL

Category	Total #	Fernley	Dayton	Silver Stage	Yerington	Smith Valley
Autism Spectrum Disorder	177	82	41	29	21	*
Developmentally Delayed	81	28	20	15	18	0
Emotional Disturbance	34	17	*	*	*	*
Health Impairment	263	88	73	53	49	0
Hearing Impairment	15	10	*	*	*	0
Intellectual Disability	53	18	11	20	*	0
Multiple Impairments	33	10	13	*	*	0
Orthopedic Impairment	*	0	*	0	0	0
Specific Learning Disability	413	210	89	68	45	*
Speech or Language	260	144	64	25	22	*
Traumatic Brain Injury	*	*	0	0	*	*
Visual Impairment	*	*	*	0	*	0
Total IEP's:	1335	609	320	222	171	13

* Number of students is less than 10

District Special Education Staff

Comprehensive Life Skills	18	Teacher of Deaf and Hard of Hearing	1
Early Childhood Special Ed	7	Occupational Therapists	4
Resource Room	56	Orthopedic Specialist	.5
Autism - Strategies	4	Physical Therapists	2
School Psychologists	8.5	Speech Pathologists	17.2
Visual Impairment Specialist	.5	Paraprofessionals	126.5
		(33 Program and 93.5 1:1)	

02 Student Data Continued

Student Exit Data

<i>Exit Reason</i>	<i>Total Number</i>	<i>Percent</i>
<i>Dropout</i>	13	10.48%
<i>Graduated - Standard</i>	46	37.10%
<i>Graduated - Alternative</i>	5	4.03%
<i>Graduated - Adjusted</i>	21	16.94%
<i>Moved Known Continuing</i>	21	16.94%
<i>Aged Out</i>	2	1.61%
<i>Transferred to Regular Ed</i>	16	12.90%
<i>Total</i>	124	100%

Annual Performance Report - Trend Data

The Individuals with Disabilities Education Act (IDEA 2004) requires states to develop and submit a State Performance Plan (SPP) to the Office of Special Education Programs (OSEP) at the U.S. Department of Education. States are required to report publicly on the performance of school districts for SPP indicators 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14. The attached document shows how LCSD has performed on specific indicators and whether or not the district met the state's annual targets for those indicators as defined in the Nevada State Performance Plan.

*Please see attached document with trend data for LCSD--**LCSD MET REQUIREMENTS**

Special Services Office 03

Special Services Office Staff

DIRECTOR	ADMINISTRATIVE ASSISTANT	CHIEF NURSE
DATA MANAGER	ADMINISTRATIVE SECRETARY-MEDICAID	TRANSITION COORDINATOR
BEHAVIOR & INSTRUCTION INTERVENTION COORDINATOR	LOW INCIDENCE DISABILITY PROGRAM SPECIALIST	ADAPTIVE PE TEACHER
PROJECT ACHIEVE COACH	SPECIAL SERVICES AIDE	DHH TEACHER



274



04 Special Services Office Highlights



PAES Labs were implemented at all LCSD Middle Schools. PAES labs have been implemented in all LCSD High Schools and are continuing for the 2023-2024 school year as part of the LCSD Strategic Plan Mastery Goal 1 and Mastery Goal 2. We are working toward expanding the usage of the PAES labs to include general education students. This provides a great beginning, hands-on opportunity, for students to explore possible career options.

LCSD Industry Recognized Credentials

Non-IEP	IEP
89.45%	10.55%

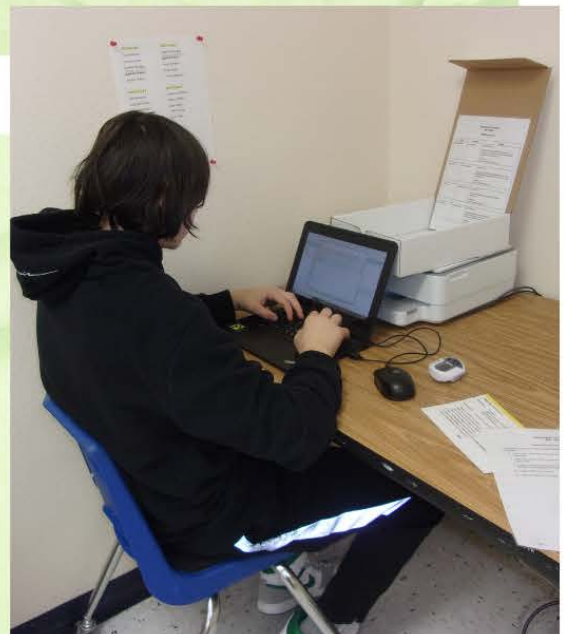
LCSD Participation in Work -Based Learning Experiences for students with disabilities

Non-IEP	IEP
64.49%	35.51%

LCSD Work -Based Learning Experiences for students with disabilities

Experience*	IEP
Job Shadow	20
Simulated Workplace	229
Student Based Enterprise	8
Supervised Agricultural Experience	26
Clinical Rotation	1
Unpaid Internship	1
Paid Internship	4
CTE Work Experience	275

*Students could participate in multiple work-based learning experiences.



05 Special Services Office Highlights



Project Achieve was expanded to include additional programs in our district. The State of Nevada selected two of our schools as having model Project Achieve programs: DES & SES. These programs were spotlighted in a video about Project Achieve. We will be continuing this program in our schools for the upcoming year.

"I GET TO LOOK AT PEOPLE AND TELL THEM, HA, WATCH THIS!" ASHLEY MCGILL -LCSD TEACHER

"IT MAKES ME A BETTER TEACHER" DEBRA JETT -LCSD TEACHER



NEVADA DEPARTMENT OF EDUCATION--PROJECT ACHIEVE
VIDEO

Special Services Office Highlights 06

33 students took part in the **On the Right Track**, Pre-Employment Transition Services (Pre-ETS) Summer Camp. This camp took place June 12-16, 2023. Students engaged in hands-on activities around career tracks. These activities allowed students to be exposed to soft and hard employability skills for the different career tracks and included activities such as visiting post-secondary options, listening to guest speakers about career opportunities, practicing interview skills, as well as many other activities.



Students participated in **Bite of Reality** where they were put in a simulation with a fictitious life. They were then given scenarios where they had to make financial decisions based on their income, family situation, debt, and other "life" situations

Project SANDI provides career exploration using virtual reality. Our students were able to use this program to explore careers. These head sets will be incorporated into our PAES labs for the upcoming school year.



07 Special Services Office Highlights



The Lyon's Den Coffee Roasting Project is still under way.

The Cafe Microenterprise at DHS and SMS have been going well and will expand to SSMS this year.

These programs provide hands-on training and help students develop soft and hard employability skills.



Special Services Office Highlights 08

Positive Behavior Intervention and Supports (PBIS)-LCSD had numerous schools recognized for high levels of implementation and received awards toward this.

Gold: Dayton High School & East Valley

Diamond: Silver Stage Elementary & Yerington Elementary

Platinum: Riverview Elementary & Silver Stage Middle School



Nevada State Performance Plan Annual Performance Report

Lyon County Trend Data

2017-18 to 2021-22

The Individuals with Disabilities Education Act (IDEA 2004) requires states to develop and submit a State Performance Plan (SPP) to the Office of Special Education Programs (OSEP) at the U.S. Department of Education. The SPP is designed to evaluate the state's efforts to implement the requirements and purposes of IDEA and describe how the state will improve its implementation.

The plan consists of several priority areas with specific indicators defined for each area. Measurable and rigorous targets are defined for each indicator to show progress throughout the period of the SPP. States are required to report publicly on the performance of school districts for SPP indicators 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14. The table below shows how this school district performed on specific indicators and whether or not the district met the state's annual targets for those indicators as defined in the Nevada State Performance Plan.

* In compliance with FERPA, data are not reported for groups totaling fewer than 10 students.

State Performance Indicator		2017-18			2018-19			2019-20			2020-21			2021-22		
		State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target
1	Percent of youth with IEPs graduating from high school with a regular diploma—district percentage at or above state target meets state target (this indicator is required to be reported using prior year data).	90.37%	66.67%	No	100%	57%	No	100.00%	69.00%	No	72.72%	67.80%	No	74.00%	56.34%	No
2	Percent of youth with IEPs dropping out of high school—district percentage at or <u>below</u> state target meets state target (this indicator is required to be reported using prior year data).	5.10%	*	Yes	5%	*	Yes	5.00%	*	Yes	15.85%	11.86%	Yes	15.00%	19.72%	No
3	A. Participation rates of students with IEPs in regular and alternate statewide assessments. (Breakdown by grade level begins in 2020-2021 APR.)	95%	99%	Yes	95%	97%	Yes	95%	**	Yes						
	READING	95%	99%	Yes	95%	97%	Yes	95%	**	NA						
	Grade 4										95%	92.55%	No	95%	95.65%	Yes
	Grade 8										95%	86.60%	No	95%	87.23%	No
	High School (Grade 11)										95%	94.74%	No	95%	96.25%	Yes
	MATHEMATICS	95%	99%	Yes	95%	97%	Yes	95%	**	NA						
	Grade 4										95%	92.55%	No	95%	95.65%	Yes
	Grade 8										95%	88.66%	No	95%	86.17%	No
	High School (Grade 11)										95%	96.05%	Yes	95%	100.00%	Yes
	B. Proficiency rate for children with IEPs. (Grade levels changed to 4 th , 8 th , and 11 th in 2020-2021 APR.)															
	READING															
	Grade 4	38%	23%	No	39%	15%	No	39%	**	NA	18.00%	10.13%	No	19.00%	14.10%	No
	Grade 8	30.50%	*	No	31.50%	*	No	31.50%	**	NA	9.00%	11.25%	Yes	10.00%	*	No
	High School (Grade 11)	38%	*	Yes	39%	22%	No	39%	**	NA	9.00%	1.89%	No	10.00%	*	Yes
	MATHEMATICS															
	Grade 4	43%	18%	No	44%	16%	No	44%	**	NA	17.00%	3.80%	No	18.00%	12.82%	No
	Grade 8	35%	*	No	36.50%	*	No	36.50%	**	NA	5.00%	6.10%	Yes	6.00%	*	No
	High School (Grade 11)	32%	*	Yes	33.50%	*	No	33.50%	**	NA	4.00%	1.85%	No	5.00%	*	Yes

		2017-18			2018-19			2019-20			2020-21			2021-22			
State Performance Indicator		State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target	
3 cont.	C. Proficiency rates of students with IEPs against alternate academic achievement standards. (Added in the 2020-2021 APR.)																
	READING																
	Grade 4										16.00%	62.50%	Yes	17.00%	*	Yes	
	Grade 8										1.00%	0.00%	No	2.00%	*	No	
	High School (Grade 11)										1.00%	5.26%	Yes	2.00%	*	No	
	MATHEMATICS																
	Grade 4										18.00%	50.00%	Yes	19.00%	*	Yes	
	Grade 8										2.00%	25.00%	Yes	3.00%	*	No	
	High School (Grade 11)										16.00%	26.32%	Yes	17.00%	*	Yes	
	D. Gap in proficiency rates for students with IEPs and all students against grade level academic achievement standards. LEA gap percentage at or below state target meets state target. (This indicator added in 2020-2021 APR.)																
	READING																
	Grade 4										24.50%	25.50%	No	24.50%	16.84%	Yes	
	Grade 8										33.50%	24.89%	Yes	33.50%	21.99%	Yes	
	High School (Grade 11)										38.50%	35.08%	Yes	38.50%	19.32%	Yes	
	MATHEMATICS																
	Grade 4										16.50%	17.52%	No	16.50%	12.74%	Yes	
	Grade 8										18.50%	9.03%	Yes	18.50%	16.66%	Yes	
	High School (Grade 11)										19.50%	16.57%	Yes	19.50%	9.41%	Yes	
4	A. Significant discrepancy in the rates of suspensions and expulsions of children with disabilities for greater than 10 days in a school year, when compared to statewide average. District percentage at or below state target meets state target (this indicator is required to be reported using 2020-21 data). (NA=district did not meet minimum “n” size)	No significant discrepancy	NA	NA	No significant discrepancy	NA	NA	No significant discrepancy	NA	NA	0.00%	NA	NA	0.00%	NA	281 NA	NA
	B. Significant discrepancy in the rates of suspensions and expulsions of children with disabilities, by race or ethnicity, for greater than 10 days in a school year, when compared to statewide average, and policies, procedures or practices that contribute to the significant discrepancy and do not comply with IDEA requirements (this indicator is required to be reported using 2020-21 data). (NA=district did not meet minimum “n” size)	No significant discrepancy + policies, procedures or practices	NA	NA	No significant discrepancy + policies, procedures or practices	NA	NA	No significant discrepancy + policies, procedures or practices	NA	NA	0.00%	NA	NA	0.00%	NA	NA	NA

State Performance Indicator		2017-18			2018-19			2019-20			2020-21			2021-22		
		State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target
5	A. Percent of children with IEPs aged 5 who are enrolled in kindergarten and aged 6 through 21 served inside the regular class 80% or more of the day.	64%	80%	Yes	64%	77%	Yes	64%	79%	Yes	63.60%	80.23%	Yes	65.00%	79.60%	Yes
	B. Percent of children with IEPs aged 5 who are enrolled in kindergarten and aged 6 through 21 served inside the regular class less than 40% of the day. LEA percentage at or below state target meets state target.	15%	10%	Yes	15%	10%	Yes	15%	8%	Yes	14.01%	6.53%	Yes	13.00%	6.58%	Yes
	C. Percent of children with IEPs aged 5 who are enrolled in kindergarten and aged 6 through 21 served in separate schools, residential facilities, or homebound/hospital placements. LEA percentage at or below state target meets state target.	1.60%	0.20%	Yes	1.60%	0.80%	Yes	1.60%	0.20%	Yes	1.39%	0.50%	Yes	1.36%	4.20%	Yes
6	A. Percent of children with IEPs aged 3, 4, and aged 5 who are enrolled in a preschool program attending a regular early childhood program and receiving the majority of special education and related services in the regular early childhood program.	25.70%	35%	Yes	25.70%	53.60%	Yes	25.70%	59%	Yes	40.29%	21.92%	No	40.26%	6.75%	No
	B. Percent of children with IEPs aged 3, 4, and aged 5 who are enrolled in a preschool program attending a separate special education class, separate school or residential facility. LEA percentage at or below state target meets state target.	52.30%	11.70%	Yes	52.30%	8.70%	Yes	52.30%	6.80%	Yes	49.19%	35.62%	Yes	49.19%	71.26%	No
	C. Percent of children with IEPs aged 3, 4, and aged 5 who are enrolled in a preschool program receiving special education and related services in the home. LEA percentage at or below state target meets state target.											0.65%	1.37%	No	0.65%	4.60%
7	Outcome A: Positive social-emotional skills (including social relationships)															
	1. Of those children who entered or exited the program below age expectations in Outcome A, the percent who substantially increased their rate of growth by the time they turned 6 years of age or exited the program.	80.60%	100%	Yes	80.60%	97.90%	Yes	80.60%	98.30%	Yes	6.87%	100%	Yes	68.71%	95%	Yes
	2. The percent of children who were functioning within age expectations in Outcome A by the time they turned 6 years of age or exited the program.	59.31%	76.39%	Yes	59.31%	78.57%	Yes	59.31%	69.23%	Yes	42.56%	48.72%	Yes	42.56%	57.14%	Yes

State Performance Indicator	2017-18			2018-19			2019-20			2020-21			2021-22		
	State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target
7 cont. Outcome B: Acquisition and use of knowledge and skills (including early language/communication and early literacy)															
1. Of those children who entered or exited the program below age expectations in Outcome B, the percent who substantially increased their rate of growth by the time they turned 6 years of age or exited the program.	80.60%	99%	Yes	86.60%	94.30%	Yes	86.60%	100%	Yes	70.74%	100%	Yes	70.74%	87%	Yes
2. The percent of children who were functioning within age expectations in Outcome B by the time they turned 6 years of age or exited the program.	56%	65.28%	Yes	56%	75%	Yes	56%	62%	Yes	45.41%	51.28%	Yes	45.41%	61.22%	Yes
Outcome C: Use of appropriate behaviors to meet their needs															
1. Of those children who entered or exited the program below age expectations in Outcome C, the percent who substantially increased their rate of growth by the time they turned 6 years of age or exited the program.	80.30%	98.20%	Yes	80.30%	97.50%	Yes	80.30%	98.10%	Yes	70.31%	100%	Yes	70.31%	95.24%	Yes
2. The percent of children who were functioning within age expectations in Outcome C by the time they turned 6 years of age or exited the program.	65.60%	77.78%	Yes	65.60%	82.10%	Yes	65.60%	78.50%	Yes	41.71%	64.10%	Yes	41.71%	73.47%	Yes
8 Percent of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. (NA=district was not surveyed because district was not selected for monitoring)	78%	68%	No	78%	NA	NA	78%	NA	NA	78.00%	69.40%	No	78.00%	NA	NA
9 Disproportionate representation (DR) of racial and ethnic (R/E) groups in special education and related services that is the result of inappropriate identification.	No DR	No DR	Yes	No DR	No DR	Yes	No DR	No DR	Yes	No DR	No DR	Yes	0.00%	No DR by R/E	Yes
10 Disproportionate representation (DR) of racial and ethnic (R/E) groups in specific disability categories that is the result of inappropriate identification.	No DR	No DR	Yes	No DR	No DR	Yes	No DR	No DR	Yes	No DR	No DR	Yes	0.00%	No DR by R/E	Yes
11 Percent of children who were evaluated and eligibility determined within 45 school days of receiving parental consent for initial evaluation. (NA=LEA was not selected for monitoring.)	100%	100%	Yes	100%	NA	NA	100%	NA	NA	100%	100%	Yes	100%	NA	NA

State Performance Indicator		2017-18			2018-19			2019-20			2020-21			2021-22		
		State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target	State Target	District Data	Met Target
12	Percent of children referred by Part C prior to age 3, who are found eligible for Part B, and who have an IEP developed and implemented by their third birthdays. (NA= district was not selected for monitoring.)	100%	100%	Yes	100%	NA	NA	100%	NA	NA	100%	100%	Yes	100%	NA	NA
13	Percent of youth with IEPs aged 16 and above with an IEP that includes appropriate measurable postsecondary goals that are annually updated and based upon an age appropriate transition assessment, transition services, including courses of study, that will reasonably enable the student to meet those postsecondary goals, and annual IEP goals related to the student's transition services needs. There also must be evidence that the student was invited to the IEP Team meeting where transition services are to be discussed and evidence that, if appropriate, a representative of any participating agency that is likely to be responsible for providing or paying for transition services, including, if appropriate, pre-employment transition services, was invited to the IEP Team meeting with the prior consent of the parent or student who has reached the age of majority. (NA=LEA was not selected for monitoring.)	100%	100%	Yes	100%	NA	NA	100%	NA	NA	100%	100%	Yes	100%	NA	NA
14	A. Percent of youth (who were no longer enrolled in secondary school and had IEPs in effect at the time they left school) who were enrolled in higher education within one year of leaving high school.	28%	29%	Yes	28%	16%	No	28%	36%	Yes	27%	10%	No	27%	25%	No
	B. Percent of youth (who were no longer in secondary school and had IEPs in effect at the time they left school) who were enrolled in higher education or competitively employed within one year of leaving high school.	57%	75%	Yes	57%	52%	No	57%	87%	Yes	63%	40%	No	63%	68.7%	Yes
	C. Percent of youth (who were no longer in secondary school and had IEPs in effect at the time they left school) who were enrolled in higher education, or in some other postsecondary education or training program, or competitively employed or in some other employment within one year of leaving high school.	73%	88%	Yes	73%	71%	No	73%	90%	Yes	74%	65%	No	76%	81.2%	Yes

Determination Under IDEA

In accordance with federal requirements under the Individuals with Disabilities Education Act (IDEA), the Nevada Department of Education (NDE) is required to make an annual determination of each school district's status in implementing the purposes and requirements of Part B of the IDEA. This annual determination is based upon a review of each district's data against the state targets established for performance and compliance indicators under the Nevada State Performance Plan. "Performance" indicators for the school year include Indicators 1, 2, 3, 4a, 5, 6, 7, 8, and 14. "Compliance" indicators for school year 2012-2013 include Indicators 4b, 9, 10, 11, 12, and 13 as well as correction of noncompliance identified during the previous year reported as state-level data under Indicator 15. School districts that were determined to "meet requirements" (a) reported accurate and timely data, (b) demonstrated substantial compliance for Indicators 4b, 9, 10, 11, 12, and 13 (as applicable) at a 95-100% rate, and (c) demonstrated correction of noncompliance identified during the previous year at a 95-100% rate. School districts that were determined to "need assistance" (a) did not report accurate and/or timely data but took action to correct data systems; (b) demonstrated substantial compliance for Indicators 4b, 9, 10, 11, 12, and 13 (as applicable) at a 75-94% rate; (c) demonstrated correction of noncompliance identified during the previous year at a 95-100% rate; and (d) met a target for at least one performance indicator.

2012-2013	Meets Requirements
2013-2014	Meets Requirements
2014-2015	Meets Requirements
2015-2016	Meets Requirements
2016-2017	Meets Requirements
2017-2018	Meets Requirements
2018-2019	Meets Requirements
2019-2020	Meets Requirements
2020-2021	Meets Requirements
2021-2022	Meets Requirements

Lyon County School District Board Memo

Date: August 22, 2023
To: Board of School Trustees
From: Wayne Workman, Superintendent
Re: District wide softball and baseball fields upgrades

Recommendation

That the Board of Trustees approve the purchase of Falcon Structures restrooms for \$143,015 and the district's plan to make improvements to district wide softball and baseball fields. All projects to be paid out of Fund 310 Residential Construction Tax first and if necessary, from Fund 340 Government Services Tax.

Background Information

Over the past few months, Lyon County School District has assessed its baseball and softball fields in collaboration with school coaches and principals. This comprehensive evaluation has effectively pinpointed a range of shared needs across the district.

- Perimeter Fencing
 - o District-wide perimeter fencing holds significant implications for multiple reasons. The current state of perimeter fences, or the absence thereof, poses a tangible safety risk. Numerous locations within the district feature perimeter fencing that stands 3 feet in height. Recognizing the importance of safety, the district has identified a pressing need to upgrade all 3-foot fencing to a minimum height of 6 feet. This elevation is imperative in containing foul balls within the playing area, thus reducing the potential for these high-speed projectiles to reach spectators and cause injuries. Beyond its safety benefits, taller fencing establishes a distinct boundary, ensuring the well-being of participants and shielding the viewing audience from potential game-related hazards. Additionally, the district advocates for the integration of fence slats wherever feasible. These slats would serve multiple functions: shielding players from external distractions, fortifying the game against high winds, and providing an enhanced visual experience for both players and spectators. This comprehensive approach extends to the batting cages and other fencing enclosures district wide.

- Backstops
 - o Across the district, backstops have been predominantly constructed using chain link fencing. However, in numerous locations, this chain link infrastructure is displaying worrisome signs of wear and tear. Acting as a crucial protective barricade behind the home plate, backstops play a pivotal role in averting potential hazards. By intercepting wild pitches and foul balls, they effectively shield players, coaches, and spectators from unwarranted impact. To address these concerns, the district is recommending the transition away from chain-link backstops and upgrading to modern netting solutions. The district aims to refine backstop functionalities by integrating netting that extends along the foul lines bolstering player and spectator safety by curbing the trajectory of foul balls.

- Restroom accessibility
 - o The district is recommending the acquisition of four portable restrooms from Falcon Structures, consisting of two designated for females and two for males. These restrooms are repurposed from steel shipping containers, combining durability with practicality and are built in a seamless "turn-key" design, requiring only water, sewer, and power connections upon delivery to become operational. Built to withstand the Northern Nevada climate, these steel containers are already successfully employed statewide by both mining and construction companies. The proposal involves situating one male and one female restroom at both Booth Parr Field and the Dayton High School campus. To accommodate this, the district intends to dismantle the existing facilities at these sites, as they have remained unusable and closed for several years due to various issues.

Budget Considerations

District plans to utilize area Residential Construction Tax Funds for as many of these upgrades as possible. For attendance areas like Yerington, Smith Valley, and Silver Springs the district may have to shift expenses over to Government Services Tax fund to complete all necessary safety upgrades.

Falcon Restrooms will be funded 50% from Dayton area Residential Construction Tax funds (\$71,507.50) and 50% Government Services Tax fund (\$71,507.50).

Discussed at Previous Meeting

N/A

Attachment(s)

Falcon Structures quote

*Respectfully Submitted,
Harman Bains, Executive Director of Operations
Kirk McCallum, O&M Supervisor*



Proposal For
Lyon County School District

Falcon Structures Proprietary Information

7717 Gilbert Rd.
Manor, TX 78653

512.231.1010
falconstructures.com

Hello Kirk,

Thank you for your interest in Falcon Structures. Your choice to repurpose steel shipping containers creates the opportunity for long-lived business assets that will benefit your company for years to come. Below is a summary, detailed product breakdown, our Terms and Conditions, and a signature page. To proceed with your project, please sign the last page of this document either by e-signing or physically signing and returning to me. Once you've signed the document, I will contact you with the next steps. Don't hesitate to reach out with questions if you need further assistance.

Best Regards,

Shannon Fields

Proposal: Q-07225

PREPARED FOR:

Kirk McCallum
kmccallum@lyoncsd.org

PREPARED BY:

Shannon Fields
sfields@falconstructures.com

Date: 7/28/2023 1:38 PM

Expires On: 8/15/2023

Lyon County School District
3755 W Spruce Ave
Silver Springs, Nevada 89429
United States

20ft Single Gender Restroom Container MALE #1

ITEM NAME	QTY	PART #	DESCRIPTION
20ft High Cube Container - One Trip Only	1.00	7102002	A one trip 20-foot long shipping container with an extra foot of height; the base of your structure
8' wide x 20' long x 9'-6" tall nominal dimensions Tare weight: approx. 5,000 lbs but varies significantly Corten steel construction 1-1/8" thick wood cargo flooring. Under 4 years old. Expect few dents and possible forklift tracks on floor			
Exterior Paint - 20ft High Cube	1.00	7215003	Exterior paint in a standard color for a 20-foot long high cube shipping container. Choice of tan, light grey, or dark grey.
Falcon container coating system with paint chemistry that varies according to weather and other environmental factors. Expected service life 5 years with in normal operating conditions.			
20ft HC Single Gender Bathroom Floor Plan - Model P2230	1.00	7501401	A 20-foot high cube (9'-6" tall) container modified into a single-gender bathroom with toilets, urinals, and sinks
Configured for a 9'-6" HC container: 1/2" PVC paneling over wood framing and batt insulation, one 32-inch by 14-inch privacy window, one 3-foot wide exterior personnel door with adjacent security light, vinyl coin over 10-inch raised flooring throughout, three standard 4-foot LED light fixtures, two duplex 110V outlets, and one 15K PTAC unit, one 6.5kw electric tankless water heater, two toilets with stalls, three urinals with urinal screens, two sink vanities with mirrors, a floor drain with trap sealer, and two ventilation fans. Customer electrician to ground the unit and connect power service to an exterior panel with a 80A disconnect breaker. Customer to connect one 3/4" cold water supply line and one 3" PVC drain line. *PACKING LIST ITEMS FOR CUSTOMER INSTALLATION INCLUDED WITH THIS PART*			
Payment Terms – 50/50	1.00	Payment Terms – 50/50	Terms - 50% Deposit, 50% Upon Completion
Deposit due immediately upon deposit invoice submission, job will not be released to production until the initial deposit is received. Final invoice submitted at project factory completion and due immediately.			
20ft Single Gender Restroom Container TOTAL:			\$32,001.92

20ft Single Gender Restroom Container MALE #2

ITEM NAME	QTY	PART #	DESCRIPTION
20ft High Cube Container - One Trip Only	1.00	7102002	A one trip 20-foot long shipping container with an extra foot of height; the base of your structure
8' wide x 20' long x 9'-6" tall nominal dimensions Tare weight: approx. 5,000 lbs but varies significantly Corten steel construction 1-1/8" thick wood cargo flooring. Under 4 years old. Expect few dents and possible forklift tracks on floor			
Exterior Paint - 20ft High Cube	1.00	7215003	Exterior paint in a standard color for a 20-foot long high cube shipping container. Choice of tan, light grey, or dark grey.
Falcon container coating system with paint chemistry that varies according to weather and other environmental factors. Expected service life 5 years with in normal operating conditions.			
20ft HC Single Gender Bathroom Floor Plan - Model P2230	1.00	7501401	A 20-foot high cube (9'-6" tall) container modified into a single-gender bathroom with toilets, urinals, and sinks
Configured for a 9'-6" HC container: 1/2" PVC paneling over wood framing and batt insulation, one 32-inch by 14-inch privacy window, one 3-foot wide exterior personnel door with adjacent security light, vinyl coin over 10-inch raised flooring throughout, three standard 4-foot LED light fixtures, two duplex 110V outlets, and one 15K PTAC unit, one 6.5kw electric tankless water heater, two toilets with stalls, three urinals with urinal screens, two sink vanities with mirrors, a floor drain with trap sealer, and two ventilation fans. Customer electrician to ground the unit and connect power service to an exterior panel with a 80A disconnect breaker. Customer to connect one 3/4" cold water supply line and one 3" PVC drain line. *PACKING LIST ITEMS FOR CUSTOMER INSTALLATION INCLUDED WITH THIS PART*			
Payment Terms – 50/50	1.00	Payment Terms – 50/50	Terms - 50% Deposit, 50% Upon Completion
Deposit due immediately upon deposit invoice submission, job will not be released to production until the initial deposit is received. Final invoice submitted at project factory completion and due immediately.			
20ft Single Gender Restroom Container TOTAL:			\$32,001.92

20ft Single Gender Restroom Container FEMALE #1

ITEM NAME	QTY	PART #	DESCRIPTION
20ft High Cube Container - One Trip Only	1.00	7102002	A one trip 20-foot long shipping container with an extra foot of height; the base of your structure
8' wide x 20' long x 9'-6" tall nominal dimensions Tare weight: approx. 5,000 lbs but varies significantly Corten steel construction 1-1/8" thick wood cargo flooring. Under 4 years old. Expect few dents and possible forklift tracks on floor			
Exterior Paint - 20ft High Cube	1.00	7215003	Exterior paint in a standard color for a 20-foot long high cube shipping container. Choice of tan, light grey, or dark grey.

Falcon Structures Proprietary Information
 Prices quoted for delivery are valid for no more than 14 days due to volatility in the logistics market.
 ****For flatbed truck deliveries, customer must have a crane or forklift to unload the unit.****
 All sales subject to state and local sales tax for Texas.

ITEM NAME	QTY	PART #	DESCRIPTION
Falcon container coating system with paint chemistry that varies according to weather and other environmental factors. Expected service life 5 years with in normal operating conditions.			
Custom Item L4	1.00	N-Custom Item L4	Custom FP 7501414 to include 4 toilets with stalls and 2 sinks. All other interior products will be the same as male single gender restroom.
No Additional Specification			
Payment Terms – 50/50	1.00	Payment Terms – 50/50	Terms - 50% Deposit, 50% Upon Completion
Deposit due immediately upon deposit invoice submission, job will not be released to production until the initial deposit is received. Final invoice submitted at project factory completion and due immediately.			
20ft Single Gender Restroom Container TOTAL:			\$33,005.27

20ft Single Gender Restroom Container FEMALE #2

ITEM NAME	QTY	PART #	DESCRIPTION
20ft High Cube Container - One Trip Only	1.00	7102002	A one trip 20-foot long shipping container with an extra foot of height; the base of your structure
8' wide x 20' long x 9'-6" tall nominal dimensions Tare weight: approx. 5,000 lbs but varies significantly Corten steel construction 1-1/8" thick wood cargo flooring. Under 4 years old. Expect few dents and possible forklift tracks on floor			
Exterior Paint - 20ft High Cube	1.00	7215003	Exterior paint in a standard color for a 20-foot long high cube shipping container. Choice of tan, light grey, or dark grey.
Falcon container coating system with paint chemistry that varies according to weather and other environmental factors. Expected service life 5 years with in normal operating conditions.			
Custom Item L4	1.00	N-Custom Item L4	Custom FP 7501414 will include 4 toilets with stalls and 2 sinks. All other interior products will be the same as the male single gender restroom.
No Additional Specification			
Payment Terms – 50/50	1.00	Payment Terms – 50/50	Terms - 50% Deposit, 50% Upon Completion
Deposit due immediately upon deposit invoice submission, job will not be released to production until the initial deposit is received. Final invoice submitted at project factory completion and due immediately.			
20ft Single Gender Restroom Container TOTAL:			\$33,005.27

Delivery

ITEM NAME	QTY	PART #	DESCRIPTION
Delivery	2.00	W-Delivery	Container Delivery Allowance Shipped to Dayton NV 89403 on a Flat Bed Trailer. *Customer to remove containers on arrival. * **Delivery Price may vary upon completion. **
Container Delivery Allowance Shipped to Dayton NV 89403 on a Flat Bed Trailer. *Customer to remove containers on arrival. * **Delivery Price may vary upon completion. **			
Delivery TOTAL:			\$13,000.00
			Total: \$143,014.38
			Sales Tax Amount: \$0.00
			Net Amount with Sales Tax: \$143,014.38

Net Amount with Sales Tax

\$143,014.38

Customer PO:
Lyon County School District

Customer POC
Kirk McCallum
kmccallum@lyoncsd.org

Shipping Address:

Billing Address:

Signature

Print Name

Quotes
Q-07225
7/28/2023 1:38 PM
Expires
8/15/2023

Title:

Date:

Falcon Structures
7717 Gilbert Road
Manor, TX, 78653
United States

Falcon Representative
Shannon Fields
sfields@falconstructures.com

Quotes
Q-07225
7/28/2023 1:38 PM
Expires
8/15/2023

Signature
Shannon Fields

Date
07/31/2023



STANDARD TERMS AND CONDITIONS

1. **PAYMENT TERMS** – Falcon Structures requires receipt of 50% of the total cost of the project to release the project to production. The final payment is due upon completion of production. The project will not be released for delivery until all funds have been received.
2. **CREDIT TERMS** – Credit terms must be approved by Falcon Structures in advance and will depend on a credit check. Falcon Structures is a vendor and as such expects to be paid when an invoice is submitted. We do not agree to being paid when the customer is paid unless expressly agreed in writing in advance. Also, as a vendor and not a subcontractor, we do not agree to have any of the payment due to us held as a retainage unless expressly agreed in writing in advance.
3. **SCHEDULE** – Falcon Structures will make its best effort to complete all work by the dates proposed but many factors, including weather, material availability, customer approvals, and regulatory limits, may affect production schedules. Falcon Structures cannot be held liable for production delays. Falcon Structures will communicate as early as practicable if a delay is anticipated or known. Customers are required to respond within one business day to any requests for approval or information. If the customer delays responding past one business day the project completion date may be delayed.
4. **WARRANTY** – Falcon Structures warrants that the products it produces will be free from defects in material and workmanship for a period of one year following completion of production. Falcon Structures' liability shall be limited to the replacement of defective parts FOB manufacturing plant. The customer is responsible for shipping the defective product(s) and/or containers to and from Falcon Structure's facility at their own expense. Falcon Structures warrants that the containers will be produced in general compliance with the approved work instructions, but Falcon Structures reserves the right to make adjustments as necessary to best suit the needs of the project. Falcon Structures' does not warrant equipment which is not manufactured by Falcon Structures except to the extent of the warranty Falcon Structures may receive from the manufacturer.
5. **RETURNS** – Any containers returned to Falcon Structures for any reason may be subject to as much as a 100% restocking fee depending on the level of customization of the container. Delivery fees are not refundable.
6. **LIMITATION OF LIABILITY** - Falcon Structures' maximum liability shall not exceed the total value of the contract to purchase goods and/or services.
7. **LIQUIDATED DAMAGES** – Falcon Structures does not accept liquidated damages unless expressly agreed to in writing before accepting a contract or purchase order.
8. **CREDIT CARD FEE** - Falcon Structures accepts credit cards as a form of payment but in all cases a 2.5% fee will apply.
9. **SALES TAX** – Falcon Structures collects all applicable sales and use taxes unless the customer provides acceptable documentation or assumes liability in writing to pay applicable taxes.
10. **STORAGE FEE** – Falcon Structures may, at its sole discretion, charge a storage fee for any containers not shipped from our facility within 30 days after project completion. The storage fee will not exceed \$10 per day per container. Any accumulated storage fees must be paid before a container is released for shipment.
11. **CONTAINER CONDITION** – All shipping containers are used. One Trip containers typically have made a single overseas trip carrying cargo but may still have damage or cosmetic blemishes. Type 2 used containers typically have been used for shipping goods overseas for 10-12 years and can have significant damage and cosmetic blemishes.
12. **PROJECTS REQUIRING PERMITS AND COMPLIANCE WITH ZONING REGULATIONS** – The customer—not Falcon Structures—is responsible for adherence to any permitting or zoning requirements.
13. **DELIVERY** – Unless otherwise agreed, the customer is responsible for removing containers from delivery vehicles. Any special transportation or delivery requirements must be identified to Falcon Structures before a purchase order is accepted.
14. **CHANGE ORDERS** - Any change orders issued after a project has started production will result in the customer being billed for any outstanding amounts up to 90% of the original order amount on the planned original order completion date. The remaining 10% and the change order total will be billed upon project completion unless the customer is required to pay the remaining balance upon completion. In that case, the customer will be required to pay the full remaining balance on the original order on the original target completion date. Falcon may require 50-100% of the change order amount to be paid before beginning work on the change order. For those customers granted payment terms, additional change orders will result in the customer being billed for 100% of each change order total on the original target completion date for that change order. Falcon reserves the right at its sole discretion to waive this billing requirement on minor change orders that do not materially affect the total project price and/or project schedule.



STANDARD TERMS AND CONDITIONS

15. **CUSTOMER FURNISHED MATERIAL** – Falcon Structures will not be held responsible for any materials provided by the customer to Falcon Structures to be used for the project. If customer furnished material is required for Falcon Structures to complete a project, the customer must ensure that the materials are delivered on time and with all documentation necessary for Falcon Structures to properly use the material to complete the project. Any delays in delivery of customer furnished materials may adversely affect the project schedule.
16. **QUALITY INSPECTIONS** – Any requirements to inspect work in progress or completed work at Falcon Structures must be agreed in advance in writing and may incur a price increase.
17. **DELIVERABLES** – The modified containers are the only deliverables required to satisfy the purchase order or contract's requirements unless agreed to in advance in writing by Falcon Structures. We do not normally supply operation and maintenance manuals but will provide all third-party manuals for all components installed in a container that have manuals.
18. **LIMITATION OF AGREEMENT** – The purchase order or contract constitutes the entirety of the agreement between the customer and Falcon Structures and supersedes any communications, verbal and/or written, with respect to the subject of the agreement. All changes to the agreement must be in writing and signed by both parties.

Lyon County School District Board Memo

Date: August 22, 2023
To: Board of School Trustees
From: Wayne Workman, Superintendent
Re: Information Technology Department Reorganization

Recommendation

The LCSD Board of Trustees approve the reorganization of the Information Technology department and an amendment to the Oasis Online contract.

Background Information

As the Lyon County School District (LCSD) continues to grow, all district offices, like school sites, continue to face new challenges. These new challenges result in new and more pressing priorities and the district must adjust to meet the challenges. District leadership encumbers the responsibility to address these ever-changing needs to ensure our students and staff are receiving the best service available. July 2023 the Board of Trustees approved the reorganization of Business, Grants, and Human Resources offices. This Information Technology reorganization is being brought forward separately because it only impacts the Information Technology department.

Over the past decade, Information Technology department in LCSD has undergone significant changes to enhance education delivery, security, and administrative processes. The integration of digital learning tools and platforms have transformed traditional classrooms into dynamic, tech-enabled environments, allowing for personalized learning experiences like each student having their very own Chromebook. Enhanced cybersecurity measures have been implemented to protect sensitive student and staff information. As technology continues to shape education, school districts have embraced innovative approaches to ensure that students and staff are well-equipped for this digital era.

District leadership over the past several months has been evaluating all district offices and their associated staffing, vacancies, position redundancies, and most pressing needs. This in-house evaluation for the Information Technology Department resulted in the district making the recommendation for a reorganization. The district is recommending the reclassification of the current Information Technology Supervisor into an Information Technology Manager, the creation of a new grade 12 Lead Technician and SIS Assistant Position and the elimination of one Grade 11 Information Technician position (vacant) and the only Grade 11 SIS Admin Assistant position (vacant).

Human Resources conducted a job analysis to determine the responsibilities of the current IT Supervisor position compared to other supervisor's positions in the district. Human Resources also reviewed similar positions in other districts for comparison. The Information Technology Supervisor differs from the other supervisors in LCSD in that the consequences of error are greater; assignments are more complex and require a high level of knowledge and skill. This position holds the crucial responsibility of overseeing all IT operations for LCSD. This role involves strategizing and implementing technology initiatives aligned with LCSD objectives, assisting in the development of IT budgets, and ensuring the seamless functionality of hardware, software, and networks. This position also leads teams, fostering collaboration and effective communication among IT professionals. Stays abreast of technological trends, evaluating and integrating new solutions that

enhance operational efficiency, security, and user experience. Problem-solving skills are essential as they troubleshoot issues and devise solutions, while also safeguarding data through cybersecurity measures. Overall, this position plays a pivotal role in driving technological innovation, ensuring reliable IT infrastructure, and supporting LCSD’s growth and success.

Lead Technician and SIS Assistant Position is a new proposed position which is responsible for Helpdesk operations of the district and assists the Student Information Services Administrator. This position will focus on the management of the district help desk system and assigns tickets as needed to IT Technicians, assists in database management, data collection and validation, the production of required state/district reports, and serves as support/reserve staff for Information Technology Technicians.

Oasis Online has been serving as the LCSD’s Network Infrastructure Administrator since 2019 and is up for contract renewal in December 31, 2023. The district is very pleased with the services that Oasis Online has been able to provide and therefore is recommending an amendment be made to their already existing contract. This amendment would include some additional responsibilities surrounding staff trainings, extending contract expiration date to December 31, 2025 and a consumer price index (CPI) increase of 5% effective January 1, Oasis Online has been a great partner with the LCSD and has assisted several projects over the past three and half years. Here are just a few of the many projects and responsibilities:

- Instituted, installed, and manage the apple management platform JAMF which allows for the management of approximately 200 ipads. District is planning this number to increase to over 250 in the coming year.
- Installed and configured a new datacenter infrastructure in Yerington which serves the entire school district. Installed 7 new servers and a new SAN resulting in better reliability and performance for the district.
- Implemented Clever throughout the District allowing students and staff to enjoy single sign-on convenience to several apps utilized daily.
- Assisted in implementation of the Bring Your Own Device (BYOD) network, allowing students to utilize personal devices to continue online learning.
- Implemented Bark for increased administrative awareness of possible harmful student activities.
- Implemented Canvas learning platform for the State of Nevada, allowing professional development from the state to district staff.
- General repair and maintenance of district, network level software to maintain a network that is effective and efficient for all staff and students.
- Closed 958 networking helpdesk tickets

Budget Considerations

Reclassification to IT Manager (from Supervisor)	\$8,214 - \$15,017
New Lead Technician and SIS Assistant Position 12	\$51,845 - \$72,286
Oasis Online contract amendment	\$12,000
Elimination of Information Technician 11	\$49,360 - \$69,593
Elimination of SIS Admin Assistant 11	\$49,360 - \$69,593

Reorganization annual savings: \$26,661 - \$51,383

This reorganization, including the contract Amendment #1 for Oasis Online, saves the district between \$26,661 and \$51,383 annually.

Discussed at Previous Meeting

N/A

Attachment(s)

IT Manager Job Description

Lead Technician and SIS Assistant Job Description

IT Network Infrastructure Administrator Job Description

IT Network Systems Technician Job Description

IT Technician Job Description

Oasis Online contract amendment Job Description

Respectfully Submitted,

Dawn Huckaby, Executive Director of Human Resources

Harman Bains, Executive Director of Operations

Independent Contractor Agreement
Lyon County School District and Oasis Online
Amendment 1 – August 22, 2023

TECHNOLOGY SERVICES AGREEMENT

THIS AGREEMENT, made and entered on _____ between Lyon County School District, hereinafter referred to as "District", and Oasis Online.

WITNESSETH

WHEREAS, the District is by law given reasonable and necessary powers to attain the ends for which the public schools are established and to promote the welfare of school children, and

WHEREAS, Oasis Online represents that it possesses the necessary qualifications and experience to render and perform such services of value to the District.

NOW THEREFORE, the parties hereto agree as follows:

ARTICLE I **PERIOD OF PERFORMANCE**

This Agreement shall be effective from 1/01/2021 through 12/31/~~2023~~**2025**. The term of this Agreement may be modified for purposes of continuing or completing work underway upon mutual written agreement of the parties.

ARTICLE II **SCOPE OF WORK**

A. The District hereby agrees to engage the Contractor to provide the District with the following services (the "Services"):

- Network Management
 - Server Installation/Configuration
 - Bandwidth Monitoring
 - Network Troubleshooting
 - Evaluating and Recommending Hardware
 - User Account Creation and Management

- Software/Hardware Monitoring and Update
 - Diagnostics
 - Monitoring Network 24x7
 - Backup Solutions
 - Imaging Solutions
 - Filtering Solutions

- Liaison Between Third Party Vendors and District

Independent Contractor Agreement
Lyon County School District and Oasis Online
Amendment 1 – August 22, 2023

- Software Installations e.g.
 - Windows Server
 - Various Linux Distributions
 - Education Software
 - Testing Software
 - Student Information Systems
 - Remediation Software
 - Office Productivity Software
 - Remote Management
 - Cafeteria Software
 - Library Software
 - Transportation Software

- **Staff Training**
 - **In coordination with District IT Manager, conduct and/or assist in monthly, onsite, staff trainings with District and Oasis Online Information Technology staff. Trainings to be related to the following.**
 - **Cybersecurity**
 - **Project Management**
 - **Cloud Computing**
 - **Programming Languages**
 - **Data Science and Analytics**
 - **Database Management**
 - **Artificial Intelligence**
 - **Software Testing and Quality Assurance**

B. The Services will also include any other tasks which the Parties may agree upon. The Contractor hereby agrees to provide such Services to the District.

ARTICLE III **OASIS ONLINE SHALL**

Provide personnel to perform duties as described in Scope of Work.

ARTICLE IV **COST AND PAYMENT**

A. For and in consideration of the services which are made the subject of this Agreement, the District shall pay to Oasis Online the sum not to exceed ~~\$120,000.00~~ (One Hundred Twenty Thousand Dollars) annually. This cost is contingent upon the District filling the vacant position of Network Administrator. If the District is unable to hire an adequate candidate within 60 days of the signing of this contract, Oasis

Independent Contractor Agreement
Lyon County School District and Oasis Online
Amendment 1 – August 22, 2023

Online will assume the responsibilities and additional workload of this position at an increased cost of \$78,000.00 annually for a total contract cost, not to exceed, \$198,000.00 annually.

- **Effective January 1, 2024 – December 31, 2025: For and in consideration of the services which are made the subject of this Agreement, the District shall pay to Oasis Online the sum not to exceed \$207,900.00 (Two Hundred Seven Thousand Nine Hundred Dollars) annually.**

- B. Payment schedule: Payments shall be made monthly upon the receipt and approval of a completed monthly invoice. All processing of invoices and payments will be according to District accounting procedures and timelines. Monthly invoices will be submitted to the District by Oasis Online and will be due and payable by the 10th of the following month.
- C. CPI Increase: The pricing set forth in Article IV, Section A, can be increased on or about July 1st of every year by a percentage equal to the seasonally-adjusted CPI Increase. The “CPI Increase” is the percentage by which the Consumer Price Index (“CPI”) for May of the current year exceeds the CPI for May of the prior year. The term “CPI” shall mean the United States Department of Labor, Bureau of Labor Statistics, Washington, D.C. — Consumer Price Index for All Urban Customers seasonally adjusted U.S. District average: All items as periodically published, or if such CPI shall be discontinued, then any other comparable or similar index as shall be periodically published by the United States Department of Labor or any other Department or Division of the United States Government. The CPI Increase will be applied after considering, and adjusting for, any changes in account characteristics or Services during the intervening period as well as projected changes in such characteristics and/or Services upon mutual agreement of the parties.
- D. This contract will be reviewed annually or as District demands change, to assess the needs of the District and/or Oasis Online. Considerations may include but are not limited to:
- Scope of work
 - Increased or decreased workload
 - Costs
- If no changes are deemed necessary, the contract will automatically renew on January 1st of each year.

ARTICLE V

CONFIDENTIALITY

- A. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the District which would reasonably be considered to be proprietary to the District including, but not limited to, accounting records, business processes, and District records and that is not generally known in the industry of the District and where the release of that Confidential Information could reasonably be expected to cause harm to the District.

Independent Contractor Agreement
Lyon County School District and Oasis Online
Amendment 1 – August 22, 2023

- B. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any confidential information which the Contractor has obtained, except as authorized by the District or as required by law. The obligations of confidentiality will apply during the term of this Agreement and will survive indefinitely upon termination of this Agreement.
- C. All written and oral information and material disclosed or provided by the District to the Contractor under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Contractor

ARTICLE VI **GENERAL PROVISIONS**

The District and Oasis Online further agree that:

- A. **Direction.** The services are to be conducted under the general direction of the Executive Director of Operations, Harman Bains, or the designated representative of the District.
- B. **Jurisdiction.** This agreement shall be construed and interpreted according to the laws of the State of Nevada, and any recourse to judicial action shall be in the courts of the State of Nevada to the exclusion of all other judicial process.
- C. **Entire Agreement.** This agreement constitutes the entire agreement and understanding between the parties and supersedes any and all other agreements, communications, understandings, promises, stipulations, arrangements, where any of the same are either oral or in writing, or express or implied, between the parties hereto with respect to the subject matter herein. No change or modification of the Agreement shall be valid or binding unless in writing and signed by Oasis Online and a duly authorized representative of the District.
- D. **Liability Claims.** Oasis Online agrees to fully exonerate, indemnify, and save and hold the District, its agents or employees, harmless from and against all claims or actions, and all expenses or actions based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with the performance of the Agreement by Oasis Online or its agents or employees.
- E. **Workman’s Compensation.** By the nature of these services, Oasis Online is required to provide Workman’s Compensation Insurance.
- F. **Assignment.** Oasis Online shall neither assign, transfer nor delegate any rights, obligations or duties under this Agreement without prior written consent of the District.
- G. **Document Inspection.** The books, records, documents, and accounting procedures and practices of Oasis Online relevant to this Agreement shall be subject to inspection, examination, and audit by the District and local and state agencies having jurisdictional authority.

Independent Contractor Agreement
Lyon County School District and Oasis Online
Amendment 1 – August 22, 2023

- H. **Legal Relationship.** The District and Oasis Online acknowledge and agree that Oasis Online is an Independent Contractor and not an employee, partner, or joint venture of the District and this Agreement creates no legal relationship between the District and Oasis Online other than that of Independent Contractor. No acts of or agreements entered into by that Independent Contractor shall be binding upon the District unless expressly authorized in writing by the District. Oasis Online shall not hold itself out to be an employee of the District, and Oasis Online will not be treated as an employee of the District. If the District provides its employees with any fringe benefits, including, but not limited to, any group insurance coverage, participation in any pension and/or profit sharing plans trusts, vacation pay, disability pay, death benefits, and bonuses, Oasis Online shall not be entitled to receive any of them.
- I. **Copyright and Publication.** The term “materials” as used herein denotes writings, sound recordings, films, pictorial reproduction, drawings, or other graphic representations, computer programs, and work of similar nature produced or specified to be delivered under this Agreement. Oasis Online agrees that it will not establish any claims to statutory copyright or assert any right at common law or equity in any of the materials delivered to the District that is called for in Article II of this Agreement. Permission to reference any of the materials produced under this Agreement must be granted in writing by the District.
- J. **Reimbursement of Expenses.** The Contractor will be reimbursed from time to time for reasonable and necessary expenses incurred by the Contractor in connection with providing the Services. All expenses must be pre-approved by the District.
- K. **Notices.** All notices required or permitted by law or by the terms of this Agreement shall be in writing and shall be considered (1) given upon personal service of a copy to the representative of the District (Article VI) or (2) 48 hours after mailing such notice by certified or registered mail, postage prepaid, receipt for delivery requested, addressed to the representative of the District (Article VI) and properly deposited in the United States mail.
- L. **Termination.** This Agreement may be terminated by either party, with or without cause, at any time upon service of a 90-day written notice of termination to the other party.
- M. **Attorney’s Fees.** If either party brings an action or proceeding, to enforce, protect or establish any right or remedy under the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorney’s fees and court costs.
- N. **Suspension and Debarment.** By signing this contract, I certify that I have never been suspended or debarred from providing services to be paid from any Federal or State funds.

Independent Contractor Agreement
Lyon County School District and Oasis Online
Amendment 1 – August 22, 2023

AUTHORIZATION

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands in duplicated originals on_____.

OASIS ONLINE

BY: _____
Daniel G. Slentz, Date

LYON COUNTY SCHOOL DISTRICT

BY: _____
Wayne Workman, Date
Superintendent

BY: _____
Harman Bains, Date
Executive Director of Operations

Check should be made payable to:
Oasis Online

Address: 375 W. Williams Ave.
Fallon, NV 89406
FID#: 88-0436226
Budget Code(s):

LYON COUNTY SCHOOL DISTRICT-HR Department

Information Technology Manager

Job Group: Administration

Classification: Administration

Terms of Employment: Defined in Manager Employment Agreement

FLSA Status: EXEMPT

POSITION SUMMARY: This position oversees the Information Technology Department and is responsible for leading District-wide technology implementation efforts. Plans and implements the objectives of the information technology needs of the district to ensure the technology capabilities are responsive to the needs of the district's growth and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Oversee and manage the duties and responsibilities of employees in the Information Technology Department. Including but not limited to the planning, coordinating, and reviewing the work plan for technology staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff and identify and resolve problems.
2. Advises and makes recommendations to the Executive Cabinet on technology and security enhancements and solutions.
3. Ensures the technology disaster recovery plan is updated and aligns with the needs of the district.
4. Accommodate the Human Resources department as required with investigations and other confidential matters.
5. Oversee the management of the District's entire network including hardware and software
6. Develop implement goals, objectives, policies, and priorities for district programs; recommend and administer policies, standards and procedures
7. Write, coordinate and manage infrastructure grants available to Lyon County School District from various state, federal and non-governmental entities including, but not limited to: E-rate, State SB Grants, and Title IID.
8. Communicate information between the Information Technology Department and all other District personnel .
9. Attend Management and Board of Trustee meetings as directed.
10. Organize and conduct IT Staff meetings (including all contracted vendors) weekly
11. Develop a comprehensive training schedule and conduct IT Staff trainings once per month
12. ,Serve as the liaison for all other district wide departments and school sites and assist with their Information Technology needs.
13. Develop, and assist sites with all Hardware, Software, and Audio Enhancement projects Develop,manage, approve, and share with the Director of Operations a 5-year district wide technology purchase plan including but not limited to, equipment, materials, supplies, chromebooks, teacher devices, switches, cameras, audio enhancement, servers, site labs, etc
14. Maintain access list for site web pages
15. Evaluates Information Technology staff
16. Performs and participates in other related duties as assigned by the Director of Operations or their designee

POSITION EXPECTATIONS:

Knowledge and Abilities:

1. Knowledge of local area networks (LANS), wide-area networks (WANS), server systems, and the design and integration of complex systems requiring their use as they relate to financial and human resources functions.
2. Ability to communicate technical information effectively to non-technical audiences and to illustrate project goals and progress to other departments/divisions, and agencies outside the District.
3. Ability to plan, organize, prioritize, work independently, and create highly professional written work.
4. Skill in dealing with professionals in the Lyon County School District and the public.
5. Effective communication, collaborative, and interpersonal skills.
6. Excellent verbal, written, computer, and presentation skills.
7. Demonstrated ability to work effectively with school and administrative personnel, peers, parents, and community members.
8. Effective skills in planning, organizing, project management, and coordinating activities.
9. Interpersonal skills using tact, patience, and courtesy.
10. Understand and carry out moderately complex written and oral instructions

POSITION REQUIREMENTS: Education and Training:

1. A Bachelor's Degree from an accredited college or university in a related field (i.e., computer science, management information systems, business administration), and at least six (6) years' IT experience or four (4) years of experience in a supervisory capacity in/of an IT, MIS or similar position
2. Knowledge of local area networks (LANS), wide-area networks (WANS), server systems, and the design and integration of complex systems requiring their use as they relate to financial and human resources functions.
3. Knowledge of Apple IOS, Macintosh and Windows Operating Systems/hardware, TCP/IP protocols, Ticket/Work Order System, and MS Office products.

Licenses and Certifications:

1. Employees must possess an A+ and Network+ certification, or in lieu of certification demonstrate a minimum of four (4) years' experience in network administration and commitment to gain certifications within the probationary period.
2. Project + preferred
3. A valid Nevada Driver License with a driving record in Good Standing.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORK ENVIRONMENT: Strength: Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

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

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting				X
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting			X	
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
Up to 50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				
Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				

High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs		X		
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination			X	
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____

LYON COUNTY SCHOOL DISTRICT

District – Information Technology – Lead Technician and SIS Assistant

Job Group: Information Technology

Classification: Classified

Terms of Employment: Pay Grade 12 on the Classified Salary Structure (12 month)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

This position is responsible for Helpdesk operations and also assists the Student Information Services Administrator. This position assists in the management of the district help desk system and assigns tickets as needed to IT Technicians and assists in database management, data collection and validation, the production of required state/district reports, and serves as support staff for Information Technology Technicians.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervise the help ticket system and ensure tickets are being closed efficiently, accurately, and completely.
2. Submit weekly reports to the Information Technology Manager on response times, number of tickets closed per technician, and survey feedback.
3. Receive, analyze, and report on feedback surveys from end users on technician attitude, response time, and technical knowledge of the technician along with “resolved on first visit” data, and any other survey data deemed necessary.
4. Assist with, maintain, troubleshoot and repair networked computers, printers, tablets, and other District approved end user peripheral devices.
5. Coordinate training for help desk technicians on Helpdesk operation, troubleshooting techniques, and basic networking.
6. Use established guidelines for disposal of equipment including end of life, end of support and appropriate replacement policy.
7. Assist the network administrators performing specific tasks related to server operation and network devices.
8. Installs or assists in installation of hardware and peripheral components such as monitors, keyboards, printers, and disk drives on user's premises.
9. Responds to client inquiries concerning systems operation and diagnosis system hardware, software, and operator problems.
10. Assist Network Administrators with creation and maintenance of end user accounts, permissions, and access rights.
11. Assist all Information Technology Technicians with troubleshooting and only then referring appropriately to Network Administrators.
12. Serves as a reserve Information Technology Technician if needed/assigned by IT Manager
13. Assist the Student Information Systems Administrator:
 - a. In the management of the Student Information System including, but not limited to, creating user accounts, resolving technical problems, modifying the system to meet district needs, supporting staff in the use and problematic issues of the system, oversight of student scheduling, transcripts, report cards, historical grades, photo imports, course coding and creation, student records retention, and data health.
 - b. Assist in the management of parent and staff communication system setup, security, and reporting.
 - c. Assist with the preparation of reports as directed.
 - d. Assist with the annual enrollment audits done by the Nevada Department of Education.
 - e. Assist with the annual roll over in the Student Information System as well as the Financial Software

- System.
 - f. Create new courses and codes in the student information system to meet school needs and district/state requirements as directed by the IT Manager or designee
14. Performs and participates in other related duties as assigned by the IT Manager or their designee.

POSITION EXPECTATIONS:

1. Ability to communicate technical information effectively to non-technical audiences and to illustrate project goals and progress to other departments/divisions, and agencies outside the District.
2. Ability to plan, organize, prioritize, work independently, and create highly professional written work.
3. Effective communication, collaborative, and interpersonal skills.
4. Demonstrated ability to work effectively with school and administrative personnel, peers, parents, and community members.
5. Effective skills in planning, organizing, and coordinating activities and project management.
6. Interpersonal skills using tact, patience, and courtesy.
7. Use good judgment in applying established guidelines to solve work problems.
8. Work independently and without close supervision but as directed.
9. Adapt to changing situations and environments.
10. Follow complex oral and written instructions, including technical manuals.
11. Work with other employees as part of a team.
12. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers, and students.
13. Regular and consistent punctuality and attendance are essential functions of the job.

POSITION REQUIREMENTS: Education and Training:

1. High School Diploma or equivalent and at least three (3) years' IT experience in an IT, MIS or similar position
2. Knowledge of local area networks (LANS), wide-area networks (WANS), server systems, and the design and integration of complex systems requiring their use as they relate to financial and human resources functions.
3. Knowledge of Apple IOS, Macintosh and Windows Operating Systems/hardware, TCP/IP protocols, Ticket/Work Order System, and MS Office products.

Licenses and Certifications:

1. Employee must possess an A+ and Network+ certification, or in lieu of certification demonstrate a minimum of two (2) years' experience in network administration and commitment to gain certifications within the probationary period.
2. Project + preferred
3. A valid Nevada Driver License with a driving record in Good Standing.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student

work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting		X		
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing				
Lifting &/Or Carrying objects:				
Up 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)				
Fine Manipulation	X			
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				

Power Tools	X			
Machine/Electrical Hazards				
Ladders ≥ 6 Feet	X			
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights	X			
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs	X			
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Hearing Protection				
Speech Discrimination				
Audio Alarms	X			
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____

LYON COUNTY SCHOOL DISTRICT

District – Network Infrastructure Administrator

Job Group: Information Technology

Classification: Classified

Terms of Employment: Pay Grade 13 on the Classified Salary Structure (12 month)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

This position is responsible for the maintenance of computer hardware and software that comprises a computer network. This normally includes the deployment, configuration, maintenance and monitoring of active network equipment. The Network Infrastructure Administrator will concentrate on the design, deployment, overall health of the network, server deployment, security, ensuring network connectivity throughout a company's LAN/WAN infrastructure, and all other technical considerations at the network level of an organization's technical hierarchy. Works under the supervision of the I.T. Manager r.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manage servers, including e-mail, vmware, vcenter, DNS, print, and backup servers, Infinite Vision, and their associated operating systems and software.
2. Assist in the Management of cybersecurity solutions, including firewall, anti-virus, intrusion detection systems, content filtering, and anti-spam systems.
3. Manage all network hardware and equipment, including routers, switches, hubs, wireless WAN/LAN, and UPSs.
4. Perform installation, configuration, maintenance, and troubleshooting of end user workstation hardware, software, and peripheral devices.
5. Assist in the Management of network connectivity of all workstations including network wiring.
6. Administer all equipment, hardware and software upgrades as needed.
7. Perform network design and capacity planning.
8. Perform network upgrades as needed for hardware and software maintained in the District
9. Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts.
10. Interact with vendors, outsourcers, and contractors that provide network products and services.
11. Assist in the development and implementation of policies, procedures and associated training plans for network resource administration, appropriate use, and disaster recovery.
12. Perform network asset management, including maintenance of network component inventory and related documentation and technical specifications information.
13. Assist IT Manager with the organization of IT Staff meetings (including all contracted vendors) weekly
14. Assist IT Manager with the developing a comprehensive training schedule and conduct IT Staff trainings once per month
15. Help establish service level agreements with end users.
16. Administer and maintain end user accounts, permissions, and access rights through Microsoft Active Directory/LDAP and group policies.
17. Perform server and security audits.
18. Perform system backups and recovery.
19. Monitor and test network performance and provide network performance statistics and reports.
20. Recommend, schedule, and perform network improvements, upgrades, and repairs.
21. Performs and participates in other related duties as assigned by the IT Manager or their designee
22. Performs and participates in other related duties as assigned by the IT Manager or their designee

POSITION EXPECTATIONS:

Knowledge and Abilities:

1. Knowledge of local area networks (LANS), wide-area networks (WANS), server systems, and the design and integration of complex systems requiring their use as they relate to financial and human resources functions.
2. Ability to communicate technical information effectively to non-technical audiences and to illustrate project goals and progress to other departments/divisions, and agencies outside the District.
3. Ability to plan, organize, prioritize, work independently, and create highly professional written work.
4. Skill in dealing with professionals in the Lyon County School District and the public.
5. Effective communication, collaborative, and interpersonal skills.
6. Excellent verbal, written, computer, and presentation skills.
7. Demonstrated ability to work effectively with school and administrative personnel, peers, parents, and community members.
8. Effective skills in planning, organizing, project management, and coordinating activities.
9. Interpersonal skills using tact, patience, and courtesy.

Understand and carry out moderately complex written and oral instructions

10.

POSITION REQUIREMENTS: Education and Training:

1. A Bachelor's Degree from an accredited college or university in a related field (i.e., computer science, management information systems, business administration), and at least four (4) years' IT experience or two (2) years of experience in a supervisory capacity in/of an IT, MIS or similar position
2. Knowledge of local area networks (LANS), wide-area networks (WANS), server systems, and the design and integration of complex systems requiring their use as they relate to financial and human resources functions.
3. Knowledge of Apple IOS, Macintosh and Windows Operating Systems/hardware, TCP/IP protocols, Ticket/Work Order System, and MS Office products.

Licenses and Certifications:

1. Employee must possess an A+ and Network+ certification, or in lieu of certification demonstrate a minimum of four (4) years' experience in network administration and commitment to gain certifications within the probationary period..
2. Project + preferred
3. A valid Nevada Driver License with a driving record in Good Standing.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods.

Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Exposure to climate controlled office settings, with some work in environments with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Stress, anxiety, verbal and physical aggression. Classroom furniture, office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting		X		
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing				
Lifting &/Or Carrying objects:				
Up 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)				
Fine Manipulation	X			
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				

Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs	X			
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____

LYON COUNTY SCHOOL DISTRICT- HR Department

District – Information Technology - Network Systems Technician

Job Group: Information Technology

Classification: Classified

Terms of Employment: Pay Grade 12 on the Classified Salary Structure (12 month)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

This position is responsible for assisting in the maintenance of computer hardware and software that comprises a computer network. This normally includes the deployment, configuration, maintenance and monitoring of active network equipment. The Network Systems Assistant will assist in the design, deployment, overall health of the network, server deployment, security, ensuring network connectivity throughout Lyon County School District's LAN/WAN infrastructure, and all other technical considerations at the network level of an organization's technical hierarchy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assist in the management of servers, including e-mail, DNS, print, and backup servers and their associated operating systems and software.
2. Assist in the Management of security solutions, including firewall, anti-virus, intrusion detection systems, content filtering, and anti-spam systems.
3. Assist in the management of all network hardware and equipment, including routers, switches, wireless WAN/LAN.
4. Assists with the management of the District's entire network including hardware, software, and cloud applications.
5. Assist in the installation, configuration, maintenance, and troubleshooting of end user workstation hardware, software, and peripheral devices.
6. Assist in the assurance of network connectivity of all workstations including network wiring.
7. Assist in the administration of all equipment, hardware and software upgrades as needed.
8. Assist in performing network design and capacity planning.
9. Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts.
10. Interact with vendors, outsourcers, and contractors to secure network products and services.
11. Assist in the Development, implementation and maintenance policies, procedures and associated training plans for network resource administration, appropriate use, and disaster recovery.
12. Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information.
13. Assist in the establishment of service level agreements with end users.
14. Administer and maintain end user accounts, permissions, and access rights through Microsoft Active Directory/LDAP and group policies.
15. Perform server and security audits.
16. Perform system backups and recovery.
17. Monitor and test network performance and provide network performance statistics and reports.
18. Recommend, schedule, and perform network improvements, upgrades, and repairs.
19. Serve as on-call contact for network issues during non-school hours.
20. Serve as a reserve Information Technology Technician if needed/assigned by IT Manager
21. Performs and participates in other related duties as assigned by the IT Manager or their designee

POSITION EXPECTATIONS:

1. Ability to communicate technical information effectively to non-technical audiences and to illustrate project goals and progress to other departments/divisions, and agencies outside the District.
2. Ability to plan, organize, prioritize, work independently, and create highly professional written work.
3. Effective communication, collaborative, and interpersonal skills.
4. Demonstrated ability to work effectively with school and administrative personnel, peers, parents, and community members.
5. Effective skills in planning, organizing, and coordinating activities and project management.
6. Interpersonal skills using tact, patience, and courtesy.
7. Use good judgment in applying established guidelines to solve work problems.
8. Work independently and without close supervision but as directed.
9. Adapt to changing situations and environments.
10. Follow complex oral and written instructions, including technical manuals.
11. Ability to use critical reasoning/thinking skills to resolve routine desktop support issues and problems
12. Ability to complete assigned tasks in a timely manner, work effectively with others and documentation of time and activities
13. Ability to appropriately handle stress and interact well with others, including supervisors, coworkers, teachers, and students.
14. Regular and consistent punctuality and attendance are essential functions of the job.

POSITION REQUIREMENTS: Education and Training:

1. High School Diploma or equivalent and at least three (3) years' IT experience in an IT, MIS or similar position, Some education (i.e., college coursework, workshops, seminars, etc.) in the area of computer operations is desirable;
- 2.
3. Knowledge of local area networks (LANS), wide-area networks (WANS), server systems, and the design and integration of complex systems requiring their use as they relate to financial and human resources functions.
4. Knowledge of Apple IOS, Macintosh and Windows Operating Systems/hardware, TCP/IP protocols, Ticket/Work Order System, and MS Office products.

Licenses and Certifications:

1. Employee must possess an A+ and Network+ certification, or in lieu of certification demonstrate a minimum of two (2) years' experience in network administration and commitment to gain certifications within the probationary period.
2. Project + preferred
3. A valid Nevada Driver License with a driving record in Good Standing.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled office settings, with some work in environments with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Stress, anxiety, verbal and physical aggression. Classroom furniture, office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting		X		
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing				
Lifting &/Or Carrying objects:				
Up 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)				
Fine Manipulation	X			
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			

Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs	X			
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

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Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____

LYON COUNTY SCHOOL DISTRICT

District – Information Technology Technician

Job Group: Information Technology

Classification: Classified

Terms of Employment: Pay Grade 11 on the Classified Salary Structure (12 month)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

This position is distinguished from other positions within the IT Department due to the mobile nature of the position, the complexity of tasks performed, and the ability to operate with limited supervision. The performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Classified staff. This position reports to the District IT Manager or their designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides excellent customer service to staff in resolving technology issues and problems.
2. Maintain, troubleshoot and repair networked computers, printers, tablets, and other District approved end user peripheral devices.
3. Under direction, assist in the creation of District system images.
4. Deploy District system images to new computers being deployed and to update/repurpose legacy equipment.
5. Use established guidelines for disposal of equipment including end of life, end of support and appropriate replacement policy.
6. Maintain accurate record keeping of maintenance and requests using electronic helpdesk ticket generation system.
7. Adapt existing procedures to accommodate improved performance capabilities and requirements.
8. Under the direction of the network administrator perform specific tasks related to server operation and network devices to enable the network administrator to gain access to the systems.
9. Installs or assists in installation of hardware and peripheral components such as monitors, keyboards, printers, and disk drives on user's premises.
10. Loads specified software packages such as operating systems, word processing, or spreadsheet programs
11. Responds to client inquiries concerning systems operation and diagnosis system hardware, software, and operator problems.
12. Assist Network Administrators with creation and maintenance of end user accounts, permissions, and access rights.
13. Instructs users in use of equipment, software, and manuals.
14. Recommends or performs minor remedial actions to correct problems.
15. Coordinates activities with help desk, network services, or other information systems groups.
16. Provides updates, status, and completion information to manager, problem request tracking system, and/or users, via voicemail, e-mail, or in-person communication.
17. Replaces defective or inadequate software packages.
18. Refers major hardware problems to the IT Manager or its designee for correction.
19. Performs and participates in other related duties as assigned by the IT Manager or their designee.

POSITION EXPECTATIONS:

1. Use good judgment in applying established guidelines to solve work problems.
2. Work independently and without close supervision but as directed.

3. Adapt to changing situations and environments.
4. Follow complex oral and written instructions, including technical manuals.
5. Work with other employees as part of a team.
6. Ability to use critical reasoning/thinking skills to resolve routine desktop support issues and problems
7. Ability to complete assigned tasks in a timely manner, work effectively with others and documentation of time and activities
8. Ability to appropriately handle stress and interact well with others, including supervisors, coworkers, teachers, and students.
9. Regular and consistent punctuality and attendance are essential functions of the job.

POSITION REQUIREMENTS: Education and Training:

1. High School Diploma or equivalent and at least two (2) years' IT experience in an IT, MIS or similar position. Some education (i.e., college coursework, workshops, seminars, etc.) in the area of computer operations is desirable;
2. Knowledge of local area networks (LANS), wide-area networks (WANS), server systems, and the design and integration of complex systems requiring their use as they relate to financial and human resources functions.
3. Knowledge of Apple IOS, Macintosh and Windows Operating Systems/hardware, TCP/IP protocols, Ticket/Work Order System, and MS Office products.

Licenses and Certifications:

1. Employee must possess an A+ and Network+ certification, or in lieu of certification demonstrate a minimum of two four (24) years' experience in network administration and commitment to gain certifications within the probationary period..
2. Project + preferred
3. A valid Nevada Driver License with a driving record in Good Standing.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height.

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have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

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Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

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Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing				
Lifting &/Or Carrying objects:				
Up 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)				
Fine Manipulation	X			
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools	X			
Machine/Electrical Hazards				
Ladders ≥ 6 Feet	X			
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights	X			
Confined Spaces				

Heat Stress				
Cold Stress				
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs	X			
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Hearing Protection				
Speech Discrimination				
Audio Alarms	X			
Ability to Smell				

Equal Opportunity Employer

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Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____

**Lyon County School District
Board Memo**

Date: August 23, 2023
To: Board of School Trustees
From: Tim Logan, Deputy Superintendent
Re: Dayton area schools' highlights and updates

Recommendation

That the LCSD Board of Trustees approve a report by the Dayton area school principals on the work of their respective schools.

Background Information

The principal of each school will provide a brief, three-minute presentation highlighting their achievements and reviewing their goals for the 2023-2024 school year. As a reminder, all LCSD schools collaboratively go through the Continuous Improvement Process (CIP) to develop their school performance plan (SPP) with goals, objectives and action steps. In the fall, they meet with their school improvement team and revise their plans, based on their previous year's student achievement and survey data. They will continue to meet regularly with their school improvement team to monitor their goals, objectives and action steps throughout the school year.

Budget Considerations

None

Discussed at Previous Meeting

Yes. Principals will update the LCSD Board of Trustees annually in the fall when the meetings are held in their attendance areas.

Attachment(s):

One page summary of Dayton Elementary School
One page summary of Sutro Elementary School
One page summary of Riverview Elementary School
One page summary of Dayton Intermediate School
One page summary of Dayton High School

*Respectfully Submitted,
Tim Logan, Deputy Superintendent*



Dayton Elementary School

285 Old Dayton Valley Road, Dayton, NV 89403
Phone 775-246-6262 Fax 775-246-6264

Mr. Chase R. Woodford, Principal

Ms. Dusti Houk, Assistant Principal

DES Highlights

- With an all new office staff, we survived our first year.
- We were able to hire a counselor!
- We had a great turnout for Bobcat Sumer Camp. Classes were able to participate in STEM activities daily including rocketry, wobble-bots, and solar ovens. Mrs. Mihali and Mrs. McBroom's provided meals for the entire camp, with the help of Chartwells, every Friday.
- A book study was completed by teachers to build awareness of success criteria, and staff continued to implement success criteria in their classes. The newly adopted math curriculum, iReady, had some tools to help in this as well.
- Polar Express used as a family engagement with many families participating.
- DES hosted several parent involvement evening events with the PBIS team participated by adding information about PBIS as a parent university.
- The 4th Grade put on their annual Wax Museum, 6th grade put on Greek and Roman Days.
- Second and Third graders had Judy Halterman visit their classrooms twice a month for the Fruits and Vegetables program out of UNR to educate our students about healthy foods and allow them to try new food choices.
- Heather Hinkle was coming in to do lessons through PBS.

Performance Plan 2022-2023

Goal 1: 70% of students in grades K-2 will meet their individual growth goal and/or be at grade level proficiency as measured by math MAP. 70% of students in grades 3-6 will meet their individual growth goal as measured by math MAPs and/or be proficient on math MAP or SBAC.

Goal 2: DES teachers will increase collective teacher efficacy by implementing success criteria during math instruction as measured by administration walkthroughs monitoring the use of success criteria in classrooms by students, and by teachers discussing student data during bi-weekly PLC's using individual student's success criteria.

Goal 3: DES students will understand the relevance of learning using success criteria to empower a lifelong love of learning. This will be measured by a follow-up connectedness survey in the spring.

Dayton Elementary School will partner with parents and community to foster motivated, independent learners in a safe and integrated learning environment where students can achieve their potential through consistent, high quality instruction.



SUTRO ELEMENTARY SCHOOL

Mr. Mike Walker, Principal

Mrs. Corinne Burns, Assistant Principal

Phone (775) 246-6270

Email: mbwalker@lyoncsd.org

Website: www.ses.lyoncsd.org

Home of the Mustangs

Highlights from 2022-2023

- More than 50 students in grades 1-6 participated in summer school. Our teachers provided ELA and Math Enrichment in addition to social emotional support for our students. Around 30 incoming Kindergarten students attended our Kindergarten Round Up where students and their parents learned basic information about Sutro and our Kindergarten Curriculum.
- The Sutro PBIS team continues to implement Tier II interventions to meet the needs of our students. Our counselor and assistant principal have used a check in/check out program for students needing Tier II interventions. The team has planned several events that have served as incentives for students and staff members to reward them for positive behaviors. Events included dance parties, art lessons, and quarterly raffles.
- Sutro students and staff continue to be focused academically. 31% of our students met or exceeded their individual growth goals in Math and 24% met or exceeded their individual growth goals in ELA. That correlates to our 2023 SBAC proficiency rates of 23% for math and 28% for reading. iReady diagnostic results have illustrated steady mathematical growth among our students.
- Student Achievement Conferences at the end of the 1st and 3rd quarters to support students reading below grade level.
- Teachers have received small group and whole group professional development focused on Routines for Reasoning and Effective PLC Meetings.
- A group of parents and staff members have started a Parent Staff Organization to support Sutro Elementary School.

Sutro Elementary School Performance Plan Summary for 2022-2023

Goal 1: By spring 2023, there will be an increase in the percent of students meeting/exceeding growth projections in reading from 24% to 34% and in math from 31% to 41% as measured by MAP Assessment Data.

Strategies and Activities: Grade level teachers will hold effective PLC meetings focused on reviewing achievement data and identifying academic strengths and areas of concern in order to improve learning and Tier 1 instruction.

Goal 2: Teachers will plan for daily enrichment/remediation blocks to address specific academic needs of students during weekly PLC meetings.

Strategies and Activities: Teachers will collaborate with colleagues to identify skills needing to be retaught or receive additional academic support during scheduled enrichment/remediation blocks.

Goal 3: By June, 2022, we will increase the emotional safety portion of the school climate survey results from 363, which falls in the favorable conditions bracket, to 401 (most favorable conditions).

Strategies and Activities: We will fortify Tier I and implement Tier II of our PBIS program with fidelity as measured by the school-wide Tiered Fidelity Inventory.



**Riverview Elementary
School**
1200 Ferretto Pkwy
Dayton, NV 89403
775-246-6170
Fax: 775-246-6299

Rachel Kuhn, Principal
Kaytlain Castaneda, Assistant Principal
Virginia Armstrong, Counselor

Riverview Elementary School Highlights 2022-2023

- 95% of families attended the Back to School BBQ and School Supply Drive provided over 100 students and families with back to school supplies
- Over 40 parents and community members participated in annual Trunk or Treat event
- K-3 Christmas Concerts, 4-6 grade gingerbread house contest, and tree decorating contests had over 400 families participate and attend
- Over 80 families attended Portable Planetarium family night
- Two family STEM nights held, each with over 80 families attending
- Cyber Security assembly for 4-6 grade students and family night
- Donuts with Dad had over 300 dads and students attend
- Muffins with Mom had over 350 moms and students attend
- Second annual Farmers Market raised over \$900 toward our garden with over 100 community members and families attending
- Booster Fun Run-raised \$9,000 to help pay for Camp Invention Summer Camp for students and a new disc golf field
- Staff vs. 6th grade baseball game
- Monthly Super Citizen and PBIS Awards
- PBIS Tier 2 Implementation and received Gold MTSS award
- Student leadership team
- 6th grade Agora had over 200 families attend
- Awarded two \$20,000 OSIT STEM Grants (\$40,000 total) that will fund new Computer Science kits through EiE and teacher training, field trips for every grade level to the Discovery Museum with a family night, and a STEM Campus Certification course for all teachers
- Entire inside of school has been repainted and new murals are being painted
- 4th grade STEM project using recycled bottle caps to create mural of mascot displayed in MPR

Riverview Elementary School CIP Goals 2022-2023

Goal 1: Over the next three years students MAP and SBAC scores will increase by 10% every year from Winter-Winter so that by the 2025-2026 school year 40% of students will be proficient on their Fall MAPs.

Goal 2: RES teachers will work toward collective teacher efficacy by participating in weekly PLC's with their grade level team and support staff. This time will be used to look at data and plan collaboratively using district curriculum and programs.

Goal 3: RES students and staff will improve school culture and relationships as measured through an increase in the use of PBIS points and incentive party buy-ins, Teacher Hawk Tickets spent, student focus group participation, and lowered office referrals.

Dayton Intermediate School

“HOME OF THE SUNDEVILS”

315 OLD DAYTON VALLEY ROAD

DAYTON, NEVADA 89403

(775) 246-6250

FAX (775) 246-6253



Kevin Kranjcec
Principal

Jeremy Satalick
Assistant Principal

Dayton Intermediate School Highlights 2023-2024

- DIS offers band (honor band), choir (honor choir), yearbook, leadership, drama as well as art, Science Technology Engineering Math (STEM), computer science, Media Technology and PE/Health as electives.
- Students are able to receive HS credit for Computer Science and Algebra 1.
- Our Drama, Choir and Band students held performances in the winter and spring.
- Our Choir students competed in a regional honor choir in Fallon, NV.
- Our 8th grade girls volleyball and track and field team won the Sagebrush League Championship.
- Our 7th and 8th grade boys basketball teams placed 2nd in the Sagebrush League Championship.
- We offer Accelerated math classes in 7th grade and 8th grade. In addition, we offer a 7th grade and 8th grade reading remediation class that is blocked with an ELA class, 2 assisted math classes and an Edgenuity credit recovery.
- The Special Education Department offers a Community Life Skills Class (CLS) that provides students with opportunities to interact in the community. The CLS program operates the "Coyote Cafe", in which students plan, prepare and serve a meal to DIS staff. In addition, students learn daily living skills in the CLS lab.
- Multiple teachers continue to participate in continual professional growth opportunities. For example, Nevada Leads Project, McGraw Hill ELA, Educurious, Cengage, iReady math, Character Strong and Pathways to Success.
- Held our 7th annual 4.0 dinner for all students and families that maintained a 4.0 GPA for the entire year (13 students maintained a 4.0 throughout the year!)
- Partnered with DHS to bring in Department of Homeland Security, Cyber Awareness assemblies for our students as well as hosting a parent night to share the same information with our parents.
- DIS continues to reach out to the community and providing events to be engaged with the schools. One of our events this year we will be working with “No Teen Fatalities. NTF” in a student assembly as well as a parent night.
- Ice cream social for new students and incoming 7th graders (over 400 people attended)
- Utilizing Title funds to have a former teacher be a virtual tutor of Google meets.
- DIS Counselor, Safe School Professional, Resource Coordinator and Vice Principal come together every other week to make sure we are helping students who need assistance.
- Student Leadership conducted our 2nd 7th grade student and parent orientation in the Spring.
- Offered several different enrichment opportunities during the summer for 53 DIS students.
- DIS was awarded the Battle Born Award for the Middle School Student Council and Leadership groups for Nevada for the 2nd straight year.

DIS School Performance Plan Goals for 2023-2024 School Year

- *We will increase proficiency on the math MAPs/SBAC assessments to 35% or better in the 2023-2024 school year.*
- *During the 2023-2024 school year, teachers will increase scores in Standard 4, Indicator 1 on the NEPF data from an average score of 3.3 to an average score of 3.5.*
- *By June of 2024 we will improve engagement with all stakeholders by providing information and parent universities to parents and students that will teach them how to use Infinite Campus, access the school website and calendar as well as accessing school information through social media.*

The Dayton Intermediate Community will empower all students to develop academic skills, character, and problem-solving abilities to achieve their highest potential and be college and career ready.

DAYTON HIGH SCHOOL

"HOME OF THE DUST DEVILS"

335 OLD DAYTON VALLEY ROAD

DAYTON, NEVADA 89403

(775) 246-6240

FAX (775) 246-6268



Julie Bumgardner
Principal

Stephanie Lotito
Assistant Principal



David Palmer
Assistant Principal

DHS Highlights of 2022-2023

- The students of the class of 2023 earned approximately \$809,000 in scholarships. This included 53 students (32% of the graduating class) earning the millennium scholarship.
- We had a total of 34 students in the WNC JumpStart program with 18 students from the class of 2023 earning their AA or AS degree.
- Eighteen Seniors were awarded twenty Career and Technical Education seals on their diplomas for the 2022- 23 school year.
- Seven theater students competed at the state theater conference. Two DHS students were chosen as state officers for this upcoming year and will help organize all the events and festivals for the state of Nevada.
- The DHS Journalism and Leadership classes put on our second Dayton community carnival. The event was well attended by students and families from all of the Dayton area schools. We plan to continue this as an annual event.
- The DHS athletics program qualified one cross country athlete, eight track athletes, and one boy's golf team member for state. Our volleyball team won the Northern 3A Regional Champions and qualified for the state tournament.
- The DHS choir earned superior ratings at the choir festival. The music program also qualified five students for the Northern Zone honor choir, five students for the Nevada All-State Choir and ten students for the Nevada Small Schools All-State Band.
- The DHS Cheerleading team competed at JAMZ Nationals in Las Vegas and took second place in their division.
- DHS students adopted 22 families during the holidays and provided gifts for the angel tree.
- DHS had two students earn the seal of biliteracy.
- The DHS Culinary program was designated as a Program of Excellence by the Nevada Department of Education.
- The DHS FBLA (Future Business Leaders of America) chapter had eight students qualify and compete at the National conference in Atlanta, GA. This was our first year competing with this organization.
- Three DHS students competed in and won first place in the Solar Roller derby race and also placed first place in the 20 questions challenge. The students were recognized for their perseverance for overcoming building challenges and getting a working race car ready by race day.
- Two DHS nursing students took the gold and silver medal in nursing assistant at the state Skills USA competition.
- The DHS Academic team took second place in the division tournament and third place at the state competition.
- DHS was awarded a Gold Level award for our work with PBIS and MTSS.

DHS Areas of Focus for 2023-2024

- DHS will continue to strive for improved graduation rates while providing students with a positive learning experience that lives up to the Student Bill of Rights. We will continue to provide and improve upon alternative paths to College and Career Readiness, such as our Career and Technical Education (CTE) programs and our Advanced Placement (AP), Dual Enrollment and JumpStart Programs. We will also continue to identify and support students that are deemed as

Preparing Responsible Individuals through Diverse Educational opportunities

at risk for high school graduation through utilization of our advisory classes and our College and Career Readiness Interventionists.

- DHS will continue to build and nurture a positive school culture. We will continue to work toward making DHS a place where all students and staff are proud to be a part of our school community. PBIS and student forums play an important role in this area.

Lyon County School District Board Memo

Date: August 22, 2023
To: Board of School Trustees
From: Tim Logan, Deputy Superintendent
Re: Revisions to LCSD Policy JFCC: Safe and Respectful Learning Environment (Anti-Bullying) as a first reading

Recommendation

That the Board of Trustees approve the revisions to LCSD Policy JFCC: Safe and Respectful Learning Environment (Anti-Bullying) as a first reading.

Background Information

This past legislative session incorporated amendments to NRS 388.122 found in Assembly Bill 65 and therefore necessitated changes to our policy to stay in compliance with the current law. Two of the changes to the law directly impacted LCSD Policy JFCC, including the following:

- 1) The definition of “bullying” was further defined to include the fact that bullying “does not include expressions, acts or gestures which are engaged in as part of a mutual disagreement or conflict” and
- 2) The timeline for the investigation to be completed, to the greatest extent practicable, has been extended from two school days to five school days. This timeline can also be extended an additional 2 school days (as opposed to previously only extending one additional day) based on extenuating circumstances and a good faith effort to complete the investigation in a timely manner.

The other change to the policy is the removal of the “Bullying Progressive Discipline” section found at the end of Policy JFCC. The progressive discipline for bullying is already found within the Restorative Discipline Plan that the board approves annually. The Restorative Discipline Plan document houses all discipline for a variety of potential offenses including bullying. The plan is updated annually after input from administrators, teachers, students, parents, and other stakeholders.

Lastly, Policy JFCC and the Anti-Bullying training is completed annually at the start of each year. This includes investigation training to all administrators, as well as anti-bullying expectations and reporting to all staff and students. This training occurs within the first month of school.

Budget Considerations

None

Discussed at Previous Meeting

Last revised on June 26, 2018

Attachment(s)

LCSD Policy JFCC – Safe and Respectful Learning Environment – Anti-Bullying

*Respectfully Submitted,
Tim Logan, Deputy Superintendent*

SAFE AND RESPECTFUL LEARNING ENVIRONMENT - ANTI-BULLYING

Bullying and Cyber-Bullying Is Prohibited in Public Schools

A member of the school district board of trustees, any employee of the school district, including, without limitation, an administrator, principal, teacher, or other staff member, a member of a club or organization which uses the facilities of any public school, regardless of whether the club or organization has any connection to the school, or any student shall not engage in bullying or cyberbullying on the premises of any public school, at an activity sponsored by a public school, or on any school bus. Every classroom, hallway, locker room cafeteria, restroom, gymnasium, playground, athletic field, school bus, parking lot and other areas on the premises of a public school in the school district must be maintained as a safe and respectful learning environment, and no form of bullying or cyber-bullying will be tolerated within the school district.

The Lyon County School District is committed to providing a safe and respectful learning environment in which students of differing beliefs, races, colors, national origins, ancestries, religions, gender identities or expressions, sexual orientation, physical or mental disabilities sexes or any other distinguishing characteristics, and or backgrounds can realize their full academic and personal potential. It is the intent of this policy to ensure that all administrators, principals, teachers, and other personnel of the school district demonstrate appropriate and professional behavior on the premises of any public school by treating students, including, without limitation, students, with civility and respect and by refusing to tolerate bullying and cyber-bullying, and by taking immediate action to protect a victim or target of bullying or cyber-bullying when witnessing, overhearing or being notified that bullying or cyber-bullying is occurring or has occurred. Any teacher, administrator, principal coach or other staff member or student who tolerates or engages in an act of bullying or cyber-bullying or violates a provision of state law requiring a response to bullying or cyber-bullying will be held accountable.

If the alleged bullying or cyber-bullying based on sex could constitute sexual harassment under Title IX, the AB policy and administrative regulations apply rather than the JFCC policy and administrative regulations.¹ Because the District must respond with specific steps whenever any employee has notice of sexual harassment under Title IX, all school employees are required to report possible incidents of sexual harassment involving students directly to the District's Title IX Coordinator, as follows:

¹ Under Title IX, sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., *quid pro quo*); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Director of Human Resources
Lyon County School District
25 E. Goldfield Avenue
Yerington, NV 89447
(775)463-6800

The District's Title IX Coordinator will assist the employee, in consultation with the school principal if the employee is not the principal, to determine whether the allegation could constitute sexual harassment under Title IX, in which case AB will be followed rather than JFCC.

It is the further intent of this policy to ensure that the quality of instruction is not negatively impacted by poor attitudes or interactions among administrators, principals, teachers or other personnel of a school district. The Lyon County School District affirms that all students in its public schools are entitled to maintain their own beliefs and to respectfully disagree without resorting to bullying, cyber-bullying or violence.

The school district will provide for the appropriate training of all administrators, principals, teachers, and all other personnel employed by the school district as required by law and as more specifically set forth in administrative regulations implementing this policy.

Policy #JFCC
Revised 6/26/18 **9/26/23**

Legal Reference(s): NRS 200.900, 385A.070, 388.121 to 388.145

***SAFE AND RESPECTFUL LEARNING ENVIRONMENT - ANTI-BULLYING
ADMINISTRATIVE REGULATIONS***

I. Bullying and Cyber-Bullying Is Prohibited in Public Schools

A. A member of the school district board of trustees, any employee of the school district, including, without limitation, an administrator, principal, teacher, or other staff member, a member of a club or organization which uses the facilities of any public school, regardless of whether the club or organization has any connection to the school, or any student shall not engage in bullying or cyber-bullying on the premises of any public school, at an activity sponsored by a public school, or on any school bus.

B. **Definitions:**

1. **“Bullying”** means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a student or group of students, or a single severe and willful act or expression that is directed at a student or group of students, and:
 - a. Have the effect of:
 - i. Physically harming a student or damaging the property of a students; or
 - ii. Placing a student in reasonable fear of physical harm to the student or damage to the property of the student; or
 - b. Interfere with the rights of a student by:
 - i. Creating an intimidating or hostile educational environment for the student; or
 - ii. Substantially interfering with the academic performance of a student or the ability of the student to participate in or benefit from services, activities or privileges provided by a school; or
 - c. Are acts or conduct described in paragraph (a) or (b) and are based upon the:
 - i. Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a student, sex or any other distinguishing characteristic or background of a student; or
 - ii. Association of a student with another student having one or more of those actual or perceived characteristics.

The term includes, without limitation:

- a. Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a student, sex or any other distinguishing characteristic or background of a student;

- b. Behavior that is intended to harm another student by damaging or manipulating his or her relationships with others by conduct that includes, without limitations, spreading false rumors;
- c. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;
- d. Threats of harm to a student, to his or her possessions or to other students, whether such threats are transmitted verbally, electronically or in writing;
- e. Blackmail, extortion or demands for protection money or involuntary loans or donations;
- f. Blocking access to any property or facility of a school;
- g. Stalking; and
- h. Physically harmful contact with or injury to another student or his or her property.

***The term does not include expressions, acts or gestures which are engaged in as part of a mutual disagreement or conflict.**

- 2. **“Cyber-bullying”** means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this policy, “sexual image” has the meaning ascribed to it in NRS 200.737.
- 3. **“Electronic communication”** means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.

II. **Policies and Training Established by the Nevada Department of Education; Standards Adopted by the Nevada Council to Establish Academic Standards**

- A. NRS 388.133 requires that the Nevada Department of Education prescribe by regulation a policy (1) setting forth requirements and methods for reporting violations of the prohibition on bullying and cyber-bullying, including, without limitation, violations among teachers and violations between teachers and administrators, principals and other personnel of a school district; and (2) for use by school districts to train members of the board of trustees and all administrators, principals, teachers and all other personnel employed by the board of trustees of the school district. The policy must include provisions for training in the topics listed below under “Professional Development.” Upon issuance of the state regulations prescribing a policy, the school district board of trustees will adopt the policy, and the school district will provide the training and comply with other requirements set forth in NRS 388.134.
- B. NRS 388.1342 requires that the Nevada Department of Education establish programs of training as follows:

1. Methods to prevent, identify and report incidents of bullying and cyber-bullying for members of the boards of trustees of school districts.
2. Training to assist school district personnel to assist those persons with carrying out their powers and duties under the Safe and Respectful Learning Environments statutes.
3. Training for administrators in the prevention of violence and suicide associated with bullying and cyber-bullying and appropriate methods to respond to incidents of violence or suicide.

Upon establishment of these programs of training, the school district will complete the programs of training in accordance with the timelines and other requirements set forth under NRS 388.1342.

C. NRS 388.134 requires that the school district board of trustees adopt the policy prescribed by the Council to Establish Academic Standards for the ethical, safe and secure use of computers and other electronic devices (NRS 389.520.2). The standard adopted by the Council for “Digital Citizenship” requires that students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. The school district adopts that standard and the strands for education in computer education and technology which require that students:

1. Advocate and practice safe, legal, and responsible use of information and technology;
2. Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity;
3. Demonstrate personal responsibility for lifelong learning; and
4. Exhibit leadership for digital citizenship.

The complete set of Nevada Computer and Technology Standards are available online at http://www.doe.nv.gov/APAC_Computer_Technology/. These standards include indicators for how the strands are applied within specific grade bands in Nevada.

III. Notice that Bullying and Cyber-Bullying Is Prohibited in Public Schools

As required by NRS 388.139, the school district will include LCSD Board Policy JFCC and the text of the provisions of NRS 388.121 to 388.145, inclusive, and sections 2, 3 and 4 of Senate Bill 504 (2015 Nevada Legislative Session), within each copy of the rules of behavior for students that the school district provides to students under the heading “Bullying and Cyber-Bullying Is Prohibited in Public Schools.” The school district will also post LCSD Board Policy JFCC on its internet website. Upon the request of a parent or legal guardian, the school district will provide a parent or legal guardian with a written copy of LCSD Board Policy JFCC.

IV. Requirements and Methods for Reporting Violations; Investigations

Reporting Violations:

A. Any student who believes that he or she has been a victim of bullying or cyber-bullying by a member of school district board of trustees, any employee of the school district, including, without limitation, an administrator, principal, teacher, or other staff member, a member of a club or organization which uses the facilities of any public school, regardless of whether the club or organization has any connection to the school, or any student is encouraged and instructed to adhere to the following reporting mechanism:

1. **Students.** School district students who are targets of bullying or cyber-bullying and students who have first-hand knowledge of such bullying or cyber-bullying should report any incident(s) to a teacher, counselor, or school administrator.
2. **Employees.** A teacher, administrator, principal, coach or other staff member who witnesses a violation of the prohibition on bullying and cyber-bullying, or receives information that a violation has occurred (including overhearing, or receiving a report, formal or informal, written or oral, of bullying or cyber-bullying) must report the violation to the principal or designee as soon as practicable, but not later than a time during the same day on which the teacher, administrator, principal, coach or other staff member witnessed the violation or received information regarding the occurrence of a violation.

SPECIAL NOTE REGARDING SEXUAL HARASSMENT UNDER TITLE IX:

If the alleged bullying or cyber-bullying based on sex could constitute sexual harassment under Title IX, the AB policy and administrative regulations apply rather than the JFCC policy and administrative regulations.² **Because the District must respond with specific steps whenever any employee has notice of sexual harassment under Title IX, all school employees are required to report possible incidents of sexual harassment involving students directly to the District's Title IX Coordinator, as follows:**

Director of Human Resources

² Under Title IX, sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

4. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., *quid pro quo*); or
5. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
6. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

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The District's Title IX Coordinator will assist the employee, in consultation with the school principal if the employee is not the principal, to determine whether the allegation could constitute sexual harassment under Title IX, in which case AB will be followed rather than JFCC.

School Principal/Designee Investigations:

The principal or designee upon receiving a report of bullying or cyber-bullying will immediately take any necessary action to stop the bullying or cyber-bullying and ensure the safety and well-being of the reported victim or victims, and shall begin an investigation into the report.

- A. The principal or designee must notify all parents or guardians of all students directly involved (either as reported aggressor(s) or as reported victim(s)) in the reported bullying or cyber-bullying through telephone, electronic mail or other electronic means, or in person. The notification must include a statement that an investigation will be conducted and include counseling or intervention services that are available at the school, as well as provide a list of community resources. If the contact information for the parent or guardian of a student in the school records is not correct a good faith effort to notify the parent or guardian shall be deemed sufficient to meet the notification requirement. The principal or designee must document all such efforts.
- B. The notification must be provided not later than:
 1. 6 p.m. on the day on which the bullying or cyber-bullying is reported, if the bullying or cyber-bullying is reported before the end of school hours on a school day; or
 2. 6 p.m. on the school day following the day on which the bullying or cyberbullying is reported, if the bullying or cyber-bullying was reported on a day that is not a school day or after school hours on a school day.
- C. The investigation must be completed **to the greatest extent practicable** within **2 ½** school days after the principal or designee receives a report of bullying or cyber-bullying. If the principal or designee is not able to complete the required interviews with students (reported aggressor(s) and victim(s)) or their parents or guardians, because any of the students are not available, **± 2** additional days may be used to complete the investigation.

1. Interviews must be conducted with all students (reported aggressor(s) and victim(s)) whose parents or guardians must be notified, and with all such parents or guardians.
 2. The principal or designee shall not take any action that may cause harm to the reported victim, require the reported victim to change classrooms or isolate the reported victim from his or her peers. The principal or designee shall, to the extent practicable, talk privately and discreetly about the violation with the reported victim, without bringing undue attention to the reported victim.
- D. The principal or designee must complete a written report of the findings and conclusions of the investigation. If a violation is found to have occurred, the report must include recommendations concerning the imposition of restorative disciplinary action or other measures to be imposed as a result of the violation, in accordance with LCSD Board Policy JG. The principal or designee will assist the reported aggressor to see the harm that his or her actions have caused, identify strategies to repair that harm and direct the aggressor to not engage in bullying or cyber-bullying in the future. A copy of the report must be provided to the parent or guardian of the aggressor with all other involved students' personally identifiable information omitted. Subject to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, the report must be made available within 24 hours after the completion of the written report to all parents or guardians who were required to be notified (i.e., parents of the reported aggressor(s) and victim(s)). If a violation is found *not* to have occurred, information concerning the incident must not be included in the record of the reported aggressor.
- E. The principal or his/her designee shall develop and carry out a written safety plan to support the physical and emotional well-being of the reported victim and the reported aggressor which is designed to ensure that the reported victim and the reported aggressor are not further harmed by the bullying or cyber-bullying, including, without limitation, by allowing the reported victim to make up any test or homework assignment that he or she missed or failed to submit as a result of the bullying or cyber-bullying.
- F. Within 24 hours after completing the report the principal or designee shall provide the parent or guardian of the reported aggressor a copy of the written report that does not contain the personally identifiable information of any other pupil.
- G. The principal or designee will notify the parent or guardian of any other pupil directly involved in the incident of the outcome of the investigation and make available upon request to any such parent or guardian a copy of the report that does not contain the personally identifiable information of any pupil other than the pupil to whose parent or guardian the report is provided.

- H. Not later than 10 school days after receiving a report of bullying or cyber-bullying, the principal or designee shall meet with each reported victim of the bullying or cyberbullying to inquire about the well-being of the reported victim and to ensure that the reported bullying or cyber-bullying is not continuing.
- I. If a violation of NRS 388.135 is found to have occurred, the parent or guardian of a student who is a victim of bullying or cyber-bullying may request a variance to another school in LCSD. The variance will be approved initially, and all requirements under LCSD JECBB Variance Policy will apply.
- J. If a law enforcement agency is investigating a potential crime involving an alleged violation of bullying or cyberbullying, the administrator may, after notifying the parent or guardian of the alleged incident, defer the school investigation until the completion of the criminal investigation by the law enforcement agency. If the school investigation is deferred, the administrator will immediately develop a plan to protect the safety of each student directly involved in the alleged violation of bullying or cyberbullying.
- K. If the administrator determines that the bullying or cyber bullying was caused by the disability of the student, the provisions of NRS 388.1351 (e.g. reporting, investigation, notification, written report, follow-up with victim, etc.) do not apply if the behavior or similar behavior is addressed in the student's individualized education program. The administrator will take necessary measures to protect the safety of the victim.
- L. The provisions of NRS 388.1351 (e.g. reporting, investigation, notification, written report, follow-up with victim, etc.) do not apply to prekindergarten students if the behavior is addressed through measures intended to modify the behavior of the student, an employee of LCSD or other adults.
- M. The principal/designee will report the number of bullying events reported, the number of bullying reports confirmed and the number of bullying reports not confirmed by logging all events into the student information system (Infinite Campus). The superintendent or designee will report this information by school each quarter to the Office for a Safe and Respectful Learning Environment. This report will be shared annually with the Board of Trustees no later than July 31st.

No Interfering with or Preventing Disclosure of Information:

Members of the school district board of trustees and school district employees are prohibited from directly or indirectly interfering with or preventing the disclosure of information concerning bullying or cyber-bullying violations.

Appeal of Disciplinary Decision:

The parent or legal guardian of a student involved in the reported violation may request a meeting with the principal to discuss the investigation process and/or disciplinary measures imposed within 10 school days of notification. Should the parent/guardian be dissatisfied with the outcome of the meeting, the investigation process and/or the disciplinary measures imposed they may appeal the decision(s) of the principal to the deputy superintendent no later than 10 school days following the meeting with the principal. The deputy superintendent will meet with the dissatisfied parent(s)/guardian(s) and the principal of the school within 15 school days to examine the evidence of the case. The deputy superintendent will render his/her decision in writing to the parent(s)/guardian(s) and principal within 10 school days following the meeting. Not later than 30 days after receiving a response from the deputy superintendent, the parent or guardian may submit a complaint to the Nevada Department of Education, and the Department shall consider and respond to the complaint pursuant to procedures and standards prescribed in regulations adopted by the Department.

Immunity for Reporting Violations; Disciplinary Action for Certain Students:

No cause of action may be brought against a student or an employee or volunteer of a school who reports a violation of the prohibition on bullying and cyber-bullying, unless the student who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.

If a principal determines that a report of a violation is false and that the student who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law, the principal may recommend the imposition of disciplinary action or other measures against the student in accordance with the policy governing disciplinary action adopted by the school district board of trustees.

School District Policy for Employees to Report Violations to Law Enforcement:

The school district board of trustees, in conjunction with local law enforcement agencies that have jurisdiction over the school district and with school police, if applicable, will establish a separate policy for the procedures which must be followed by an employee of the school district when reporting a violation of the prohibition on bullying and cyberbullying to a school police officer or local law enforcement.

V. Professional Development

The school district superintendent will provide for the appropriate training of all administrators, principals, teachers and all other personnel employed by the school district in accordance with this policy, including training on the following topics:

- A. Training in the appropriate methods to facilitate positive human relations among students by eliminating the use of bullying and cyber-bullying so that students may realize their full academic and personal potential.
- B. Training in methods to prevent, identify, and report incidents of bullying and cyberbullying.
- C. Training concerning the needs of students with diverse gender identities or expressions.
- D. Training concerning the needs of students with disabilities and students with autism spectrum disorder.
- E. Methods to promote a positive learning environment.
- D. Methods to improve the school environment in a manner that will facilitate positive human relations among students.
- E. Methods to teach skills to students so that the students are able to replace inappropriate behavior with positive behavior.

VI. School Safety Team

- A. The principal or designee must establish a school safety team to develop, foster and maintain a school environment, which is free from bullying and cyber-bullying.
- B. The principal or designee will conduct investigations of violations of the prohibition on bullying and cyber-bullying occurring at the school.
- C. The principal or designee will collaborate with the school district board of trustees and school safety team to prevent, identify and address reported violations of the prohibition on bullying and cyber-bullying at the school.
- D. The School Safety Teams must consist of the principal or designee (committee chair) and the following persons appointed by the principal:
 - 1. School counselor;
 - 2. At least one teacher at the school;
 - 3. At least one parent or guardian of a student enrolled in the school; and
 - 4. Any other persons appointed by the principal.

E. The School Safety Team will:

1. Meet at least two times each year;
2. Identify and address patterns of bullying or cyber-bullying;
3. Review and strengthen school policies to prevent and address bullying or cyberbullying;
4. Provide information to school personnel, students, and parents and legal guardians of students enrolled in the school on methods to address bullying and cyberbullying; and
5. To the extent money is available, participate in any training conducted by the school district regarding bullying and cyber-bullying.

VII. Week of Respect

The school board of trustees will determine the most effective manner for the delivery of information to public school students during the “Week of Respect” proclaimed by the Governor each year. The information delivered during the “Week of Respect” will focus on:

- A. Methods to prevent, identify and report incidents of bullying and cyber-bullying;
- B. Methods to improve the school environment in a manner that will facilitate positive human relations among students; and
- C. Methods to facilitate positive human relations among students by eliminating the use of bullying and cyber-bullying.

VIII. Writ of Mandamus to Compel Compliance with Law

A parent or guardian may petition a court of competent jurisdiction for a writ of mandamus to compel the performance of any duty imposed by the provision of Nevada anti-bullying laws, at NRS 388.121 to 388.145, inclusive, and Senate Bill 504 (2015 Nevada Legislative Session), sections 2, 3, and 4.

IX. Employee Bullying or Cyber-Bullying (also see LCSD Policy GBBC – Employee Bullying)

Allegations of bullying or cyber-bullying among teachers or between teachers and administrators, principals, or other school employees must be reported and will be investigated in accordance with school district policies, regulations, administrative procedures; any applicable collective bargaining agreement; and other applicable laws.

Complaints against an employee by students or parents or guardians must be investigated and addressed by the District in accordance with school district policies, regulations, administrative procedures, applicable collective bargaining agreements, and other applicable laws. Appeals may be filed at the Nevada Department of Education, Office of Safe and Respectful Learning Environment.

X. Failure to Report Violations

If an administrator, principal or the designee of an administrator or principal of a school knowingly and willfully fails to comply with the provisions of NRS 388.1351 concerning obligations for reporting violations, investigating, preparing reports, and related matters, the superintendent shall take disciplinary action against the employee by written admonishment, demotion, suspension, dismissal or refusal to reemploy. If the employee is the holder of a license issued pursuant to NRS Chapter 391, the superintendent may recommend to the board of trustees that the board submit a recommendation to the State Board for the suspension or revocation of the employee's license.

The District may discipline other licensed employees with a suspension, demotion, dismissal or non-reemployment without prior admonition if they knowingly and willfully fail to comply with the provisions of NRS 388.1351. An intentional failure to report a bullying violation shall constitute a knowing and willful failure to comply with the provisions of NRS 388.1351. For negligently failing to report a bullying violation, the District may use progressive discipline but may not immediately demote or dismiss without a prior admonition.

**LCSD WORKSHEET FOR DETERMINING WHETHER BULLYING OR CYBERBULLYING HAS
OCCURRED**

NATURE OF REPORTED AGGRESSOR'S MISCONDUCT

Has the reported victim experienced (1) written, verbal or electronic expressions, or physical acts or gestures, or any combination thereof, or (2) a single severe and willful act or expression? **The term does not include expressions, acts or gestures which are engaged in as part of a mutual disagreement or conflict.**

Yes No **DESCRIBE:** _____

(If "Yes" continue to section below, Effect on Reported Victim. If "No" then it is not bullying. Instead, it may be some other disciplinary infraction of LCSD Discipline policy JG or a school rule violation that may need to be addressed.)

EXAMPLES include:

- Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person
- Behavior that is intended to harm another person by damaging or manipulating his or her relationships by conduct that includes, without limitation, spreading false rumors
- Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing, or disrespectful gestures
- Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing
- Blackmail, extortion or demands for protection money or involuntary loans or donations;
- Blocking access to any property or facility of a school
- Stalking
- Physically harmful contact with or injury to another person or his or her property

EFFECT ON REPORTED VICTIM

1. Has the student been **harmed physically**, or is the student **reasonably afraid** of being harmed physically?

Yes No

DESCRIBE: _____

- Is the conduct based on the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability, sex, any other distinguishing characteristic, or background of the person **OR** is the conduct based on the person's association with another person having one or more of these actual or perceived characteristics?

Yes No

DESCRIBE: _____

If Yes, consider whether district policies and procedures for investigating complaints of discrimination (including harassment) should be followed in addition to state law.

2. Has the student's **property been damaged**, or is the student **reasonably afraid** of having his/her property damaged?

Yes No

DESCRIBE: _____

- Is the conduct based on the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability, sex, any other distinguishing characteristic, or background of the person **OR** is the conduct based on the person's association with another person having one or more of these actual or perceived characteristics?

Yes No

DESCRIBE: _____

If Yes, consider whether district policies and procedures for investigating complaints of discrimination (including harassment) should be followed in addition to state law.

3. Has the student's rights been interfered with because the misconduct has created an **intimidating or hostile educational environment**, including **substantially interfering with the academic performance** of a student or the ability of the person to **participate in or benefit from services, activities or privileges** provided by the school?

Yes No

DESCRIBE: _____

- Is the conduct based on the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability, sex, any other distinguishing characteristic, or background of the person **OR** is the conduct based on the person's association with another person having one or more of these actual or perceived characteristics?

Yes No

DESCRIBE: _____

If Yes, consider whether district policies and procedures for investigating complaints of discrimination (including harassment) should be followed in addition to state law.

(If all "No" answers then it is not bullying, but it may be another infraction from LCSD Discipline Policy JG or a school rule violation. If any "Yes" answers, then bullying is confirmed.)

Bullying Progressive Discipline

Lyon County School District Elementary Schools

A. First Offense*:

1. 1-5 Days Detention/1-3 Days ISS (in-school suspension), depending on nature and severity of incident.*
2. Mandatory notification of parents by telephone and/or in writing. Brief social/behavioral intervention to inform student of unacceptable behaviors and alternative behaviors that are socially acceptable. Student must complete an oral or written reflection about his or her behavior and identify acceptable alternatives. B.

Second Offense:

1. 1-3 Days ISS/OSS (in-school or out-of-school suspension), depending on the nature and severity of incident.*
2. Notification of parents by telephone and/or in writing. Brief social/behavioral intervention to inform student of unacceptable behaviors and alternative behaviors that are socially acceptable. Student must complete an oral or written reflection about his or her behavior and identify acceptable alternatives. C.

Third Offense:

1. 4-10 Days ISS/OSS (in-school or out-of-school suspension), depending on the nature and severity of incident.**
2. Notification of parents by telephone and/or in writing. Brief social/behavioral intervention to inform student of unacceptable behaviors and alternative behaviors that are socially acceptable. Student must complete an oral or written reflection about his or her behavior and identify acceptable alternatives. Mandatory parent conference and behavioral contract are required.

* First Offense is established as a recurring pattern (not necessarily the same victim)

** As required by Lyon County School District policy JG, law enforcement may be contacted, depending on the severity of the infraction.

† These steps are guidelines. Depending on the nature and severity of the infraction, more significant consequences may be warranted. Additionally, school administrators may reduce suspension days for bullying in lieu of counseling services, or other behavior improvement programs.

Bullying Progressive Discipline

Lyon County School District Middle/Intermediate Schools ‡

A. First Offense*:

1. 3—5 Days Lunch Detention or 1-3 Days In-School Suspension (ISS)
2. Out-of-School Suspension (OSS)
3. Alternative Placement Education Program (APEP)

B. Second Offense:

1. 1-5 Days ISS/APEP/OSS and mandatory completion of bully packet signed by student and parent.
2. Behavior contract signed by student and parent.

C. Third Offense:

1. 5-10 Days ISS/OSS/APEP with parent conference.
2. Notify LCSO for possible citation; (Possible expulsion depending on severity and previous contracts and/or citations.)

* First Offense is established as a recurring pattern (not necessarily the same victim)

† These steps are guidelines. Depending on the nature and severity of the infraction, more significant consequences may be warranted. Additionally, school administrators may reduce suspension days for bullying in lieu of counseling services, or other behavior improvement programs.

Bullying Progressive Discipline

Lyon County School District High Schools †

A. First Offense*:

1. 1-3 days APEP/OSS depending on severity; Notify parents; Behavior contract where applicable.

B. Second Offense:

1. 3-5 days APEP/OSS depending on severity; Notify parents; Behavior contract; Possible notification of LCSO.

C. Third Offense:

1. 5-10 days APEP/OSS depending on severity; Notify parents; Notify LCSO for possible citation; (Possible expulsion depending on severity and previous contracts and/or citations.)

* First Offense is established as a recurring pattern (not necessarily the same victim)

† These steps are guidelines. Depending on the nature and severity of the infraction, more significant consequences may be warranted. Additionally, school administrators may reduce suspension days for bullying in lieu of counseling services, or other behavior improvement programs.

DRAFT