

MINERAL COUNTY SCHOOL DISTRICT
751 A. STREET
Hawthorne, Nevada 89415
BOARD OF TRUSTEES MEETING
Tuesday, September 6, 2022

LOCATION OF MEETING: **Arlo K. Funk District Services Center**
751 A Street
Hawthorne, Nevada

I would like to acknowledge that this meeting is being held on traditional lands of the Paiute People, and pay our respect to elders both past and present.

Board and Staff will utilize an online presence as well as social distancing for this meeting.

Please Note: The Board reserves the right: (1) to take agenda items in a different order, (2) to combine two or more agenda items for consideration, and (3) to remove an item from the agenda or delay discussion relating to an item on the agenda at any time, in order to accomplish the business on the Agenda in the most efficient manner.

CALL TO ORDER: 5:30 PM

1. Certification of Public Notice, Roll Call, and Pledge of Allegiance
2. Approval of a flexible agenda. (For Possible Action)
3. Person or Group Recognition
4. Presentations

CONSENT ITEMS: (FOR POSSIBLE ACTION)

Items listed under the consent calendar will be voted on as a block. If a member of the public or a Board Member wishes to discuss an item in the consent calendar, that item will be removed from the Consent Items and placed with the Action Items for possible action.

1. Minutes: August 9, 2022
2. Payroll Vouchers: 1009,1010,1015,1016,1212,1213,1216,1217
3. Payroll Checks: 87597-87708
4. Warrants: 25276-25323
5. Personnel Report – Information Only

ACTION ITEMS: (FOR POSSIBLE ACTION)

There will be an opportunity for public comment on each Action Item following Board discussion on the item and before the Board makes a motion on the item. You may request to speak by raising your hand during the Public Comment period or by completing a Request to Address the MCSD Board form prior to the Public Comment period. Those who submit the form will normally be called on first. Speaking time will be limited to a maximum of 3 minutes. The President may allow additional time to a given speaker as time allows and in his/her discretion.

1. **Recommendation:** Discussion and Possible Approval of the evaluation tool for the Superintendent for the school year 2021/2022
Supporting Information: Discussion and Possible Approval of the evaluation tool for the Superintendent for the school year 2021/2022.
Budget consideration: NONE
2. **Recommendation:** Discussion and Possible Action to set a date and evaluate the Superintendent for the school year 2021/2022
Supporting Information: This will hereby notice the superintendent that the board intends to evaluate your performance, character, and/or terms of your contract on the date set forth within the motion. This evaluation will be IAW with section 9 of the Superintendents contract. A full written notice will be forthcoming following this meeting.
Budget consideration: NONE

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Tuesday, September 6, 2022

3. **Recommendation:** Discussion and Possible Approval of the revised evaluation tool for the superintendent for the 2022/2023
Supporting Information: Discussion and Possible Approval of the revised evaluation tool for the superintendent for the 2022/2023.
Budget consideration: NONE
4. **Recommendation:** Discussion and possible action to set the goals and directives to be used for the evaluation of the superintendent for the 2022/2023 school year.
Supporting Information: Discussion and Possible action to set the goals and directives to be used for the evaluation of the superintendent for the 2022/2023 school year.
Budget consideration: NONE
5. **Recommendation:** Discussion and Possible Approval for the Administrators to receive a Salary increase of 2.5% for the school year of 2021-2022 and 2% salary increase for the school year of 2022-2023 with retroactive pay for the 2021-2022 school year for those members still employed by the district.
Supporting Information: Approval for the Administrators to receive a Salary increase of 2.5% for the school year of 2021-2022 and 2% salary increase for the school year of 2022-2023 with retroactive pay for the 2021-2022 school year for those members still employed by the district. In years the School Board and the Administrators mutually agree not to enter into negotiations, past practices will be followed in that the Administrators will receive the same salary, insurance, and benefits negotiated between the Mineral County Board of School Trustees and the Mineral County Classroom Teachers Association.
Budget Consideration: \$24,889.46
6. **Recommendation:** Discussion and Possible Approval of the FY 2022-2023 Coach's Handbook
Supporting Information: Discussion and Possible Approval of FY 2022-2023 Coach's Handbook
Budget consideration: NONE
7. **Closed Session** – Pursuant to Nevada Revised Statute (NRS) 241.015(2)(b)(2) to receive information from legal counsel relative to general pending litigation.
8. **Open Session** – Discussion and possible action relative to pending litigation.

COMMUNICATIONS AND REPORTS: (FOR DISCUSSION ONLY)

1. Correspondence & Announcements
2. Board Member Reports
3. Superintendent Report
4. Principals Report

GENERAL PUBLIC COMMENT:

It is the School Board's intention to listen and be responsive to the public's concerns. Comments from the public regarding topics not on the agenda are invited at this time. You may request to speak by raising your hand during the General Public comment period or by completing a Request to Address the MCSD Board form prior to the General Public Comment period. The Board may discuss items that are introduced, however, by law, the Board cannot take any action, reach a consensus or hear personal attacks at this time. Those who submit the form will normally be called on first. Speaking time will be limited to a maximum of 3 minutes. The President may allow additional time to a given speaker as time allows and in his/her discretion.

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ADJOURNMENT:

The Agenda of this meeting has been posted at the following locations: 1) Administration Office, 2) Hawthorne Post Office, 3) Mineral County Independent News Office, 4) Schurz Post Office, 5) Mina Post Office, 6) County Courthouse 7) School Offices. Mineral County School District is pleased to provide accommodations for individuals with disabilities. If you have a disability, please let us know, and we will provide assistance or accommodate you in any way that we possibly can. Copies of agenda and supporting material may be picked up at the Mineral County School District Arlo K. Funk District Services Center, 751 A. Street, Hawthorne, Nevada, or by contacting Crystal Sasser at (775) 945-2403, prior to the scheduled meeting.

MINUTES

MINERAL COUNTY SCHOOL DISTRICT
751 A. STREET
Hawthorne, Nevada 89415
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, August 9, 2022

The Mineral County School District held a public meeting on Tuesday, August 9, 2022 beginning at 5:40 at Schurz Elementary School.

MEMBERS PRESENT: Keith Neville, Kathy Castagnola, Candice Birchum, Juanita Diede, Tyler Viani

MEMBERS ABSENT:

ADMINISTRATORS: Andre Ponder, Superintendent; Jeff Wales, Principal, HJH/MCHS; Stephanie Keuhey, HES Principal; Lance West, Principal SES

OTHERS PRESENT: Crystal Sasser, Kristen Reeves, Kathy Trujillo, Spring Blazewick, Claire Hayhurst, Will Gemelke, Janell Carlos, Tricia Schumann, Drew Schaar, Julia Viani, Jaren Stanton, Allen Gumm, Hope Blinco, Ann Kee, Phillip Jaramillo, Ann Alexander, Erika Sanchez, Kristy Bekiares

Tyler Viani read, "I would like to acknowledge that this meeting is being held on traditional lands of the Paiute People, and pay our respect to elders both past and present".

CALL TO ORDER: 5: PM

1. Certification of Public Notice, Roll Call, and Pledge of Allegiance
2. Approval of a flexible agenda. (For Possible Action)
Tyler Viani made a motion to approve
Candice Birchum seconded the motion.
Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y; Tyler Viani-Y. Motion passed 5-0-0
3. Person or Group Recognition
4. Presentations

CONSENT ITEMS: (FOR POSSIBLE ACTION)

Items listed under the consent calendar will be voted on as a block. If a member of the public or a Board Member wishes to discuss an item in the consent calendar, that item will be removed from the Consent Items and placed with the Action Items for possible action.

1. Minutes: July 12, 2022
2. Payroll Vouchers: 1002,1003,1205,1206
3. Payroll Checks: 87548-87596
4. Warrants: 25177-25275
5. Personnel Report – Information Only
Tyler Viani made a motion to approve the minutes from Minutes: July 12, 2022; Payroll Vouchers: 1002,1003,1205,1206; Payroll Checks: 87548-87596; Warrants: 25177-25275
and the personnel report. Candice Birchum seconded the motion.
Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y; Tyler Viani-Y. Motion passed 5-0-0

ACTION ITEMS: (FOR POSSIBLE ACTION)

1. **Recommendation:** Discussion and Possible Approval for Andre Ponder and Hope Blinco to attend a Conference and Education Career Fair on October 24-26, 2022 in Baltimore, Maryland
Public comment made by: Tricia Schumann, Julia Viani, Hope Blinco, and Juanita Diede.
Tyler Viani made a motion to approve Andre Ponder and Hope Blinco to attend a Conference and Education Career Fair on October 24-26, 2022 in Baltimore, Maryland. Kathy Castagnola seconded the motion.
Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-N; Juanita Diede-N; Tyler Viani-Y. Motion passed 3-2-0
2. **Recommendation:** Discussion and Possible Approval for the Administrators to receive a Salary increase of 2.5% for the school year of 2021-2022 and 2% salary increase for the school year of 2022-2023 with retroactive pay for the 2021-2022 school year for those members still employed by the district.

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After much discussion, this item was tabled for further discussion. Public comment was made by: Jaren Stanton, Kristen Reeves, Allen Gumm, Stephanie Keuhey, and Juanita Diede.

Juanita Diede made a motion to table the time. Tyler Viaini seconded the motion.

Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y; Tyler Viani-Y. Motion passed 5-0-0

3. **Recommendation:** Discussion and Possible Approval of the Memorandum of Understanding between Mineral County School District and Mineral County Classified School Employee Association MCCSEA
Public comment was made by: Ann Kee.
Tyler Viani made a motion to approve. Candice Birchum seconded the motion.
Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y; Tyler Viani-Y. Motion passed 5-0-0
4. **Recommendation:** Discussion and Possible Approval of the FY 2022-2023 Coach's Handbook
This item was tabled due to incorrect information.
5. **Recommendation:** Discussion and Possible Approval of the Mineral County School District Student and Parent Code of Conduct Handbook for FY 2022-2023
Kathy Castagnola made a motion to approve. Candice Birchum seconded the motion.
Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y. Tyler Viani-Y. Motion passed 5-0-0
6. **Recommendation:** Discussion and Possible Approval of the 2022-2023 Mineral County School District Test Security Manual
Public comment made by: Tricia Schumann and Ann Kee
Kathy Castagnola made a motion to approve. Candice Birchum seconded the motion.
Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y. Tyler Viani-Y. Motion passed 5-0-0
7. **Recommendation:** Discussion and Possible Approval of the Grievance filed by the Mineral County Teachers' Association
Public comment made by: Jaren Stanton, Kristen Reeves, Alan Gumm, Tricia Schumann, Stephanie Keuhey, Drew Schaar.
Juanita Diede made a motion to approve the grievance in the favor of the teachers effective As soon as possible.
Tyler Viani seconded the motion.
Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y. Tyler Viani-Y. Motion passed 5-0-0
8. **Recommendation:** Discussion and Possible Approval of Independent Contract for Tashina Williams, Master of Social Work.
This item was removed due to the contractor withdrawing from the position.
9. **Recommendation:** Discussion and Possible Approval of Independent Contract for Julia Viani, Master of Social Work.
Candice Birchum made a motion to approve the Kathy Castagnola seconded the motion.
Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y; Tyler Viani-Abstain.
Motion passed 4-0-1
10. **Recommendation:** Discussion and Possible Approval of Independent Contract for Dr. Shannon Townsend, Psychology and Organizational Behavioral Science
Tyler Viani made a motion to approve. Candice Birchum seconded the motion.
Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y; Tyler Viani-Y. Motion passed 4-0-0

MINERAL COUNTY SCHOOL DISTRICT
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COMMUNICATIONS AND REPORTS: (FOR DISCUSSION ONLY)

1. Correspondence & Announcements - *NONE*
2. Board Member Reports – *School Board training in September in Vegas and November in Tahoe. New Board Member training in November.*
3. Superintendent Report – *NONE*
4. Principals Report – *Stephanie Keuhey, HES – 1 teacher at HES in appeal's process, 2-4 Special Ed. Paraprofessionals short. Lost two SSP's and the food bank. Put kids first and do the best with what we have.*

GENERAL PUBLIC COMMENT:

*Drew Schaar – Thank you for the CTE training he and Breann were available to attend.
Stephanie Keuhey read Policy AB to the board. Thank you!*

*Tyler Viani made a motion to move into closed session. Candice Birchum seconded the motion.
Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y; Tyler Viani-Y. Motion passed 4-0-0*

11. **Closed Session** – Pursuant to Nevada Revised Statute (NRS) 241.015(2)(b)(2) to receive information from legal counsel relative to general pending litigation.
12. **Open Session** – Discussion and possible action relative to pending litigation.

ADJOURNMENT: 7:41 PM

Respectfully submitted:

Juanita Diede, Clerk

PAYROLL VOUCHERS

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1009

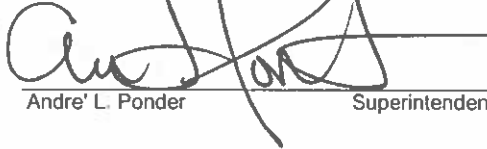
Voucher Date: 08/10/2022

Prepared By:

Spring Blazewick
Printed: 08/08/2022 03:56:56 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$6,396.84 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.


Andre' L. Ponder Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$6,279.08
280	Federal Funds	\$117.76
		\$6,396.84

FY23
EFTPS
Fed Tax

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1010

Voucher Date: 08/10/2022

Prepared By:

Spring Blazewick
Printed: 08/08/2022 04:04:31 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$31,984.36 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.


Andre L. Ponder Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$30,214.16
280	Federal Funds	\$1,770.20
		\$31,984.36

*FY23
Employee
Direct Deposit*

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1015

Voucher Date: 08/25/2022

Prepared By:

Spring Hozgwick
Printed: 08/24/2022 11:52:37 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$9,729.59 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.

Andre L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$9,133.16
250	Special Education	\$20.88
280	Federal Funds	\$575.55
		\$9,729.59

*FY23
EFTPS
Federal Taxes*

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1016

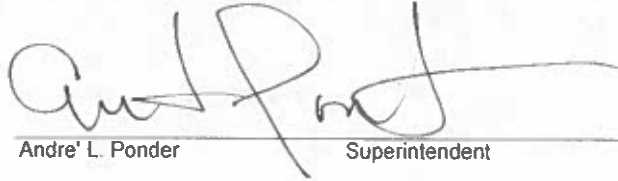
Voucher Date: 08/25/2022

Prepared By:

Spring Blazewick
Printed: 08/24/2022 11:51:45 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$53,518.56 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.


Andre' L. Ponder Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$48,642.05
250	Special Education	\$709.56
280	Federal Funds	\$4,166.95
		\$53,518.56

*FY23
Direct Deposit*

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1212

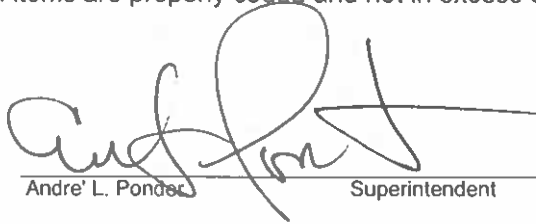
Voucher Date: 08/10/2022

Prepared By:

Spring Blazewick
Printed: 08/08/2022 03:54:31 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$19,014.04 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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.


Andre' L. Ponder Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$13,084.90
206	PCFP English Learner (Restricted Funding)	\$89.86
210	Class Size Reduction	\$526.96
230	Adult Education	\$313.00
240	State Grants	\$526.50
250	Special Education	\$2,110.57
280	Federal Funds	\$2,151.77
290	Food Service Funds	\$210.48
		\$19,014.04

FY22
EFTPS
FED Tax

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1213

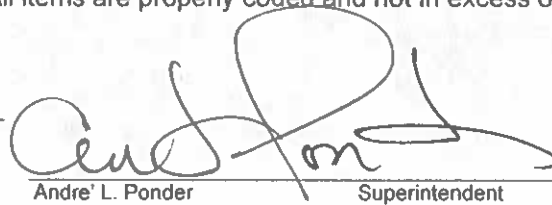
Voucher Date: 08/10/2022

Prepared By:

Spring Blazewick
Printed: 08/08/2022 04:06:01 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$106,610.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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.


Andre L. Ponder Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$71,784.85
210	Class Size Reduction	\$4,067.09
230	Adult Education	\$833.79
240	State Grants	\$3,402.36
250	Special Education	\$11,983.38
280	Federal Funds	\$12,419.93
290	Food Service Funds	\$2,118.60
		\$106,610.00

*FY22
Direct Deposits*

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1216

Voucher Date: 08/25/2022

Prepared By:

Spring Blazewick
Printed: 08/24/2022 12:06:14 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$15,361.27 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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.

Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$10,374.91
206	PCFP English Learner (Restricted Funding)	\$89.87
210	Class Size Reduction	\$526.96
230	Adult Education	\$313.00
240	State Grants	\$526.50
250	Special Education	\$2,110.57
280	Federal Funds	\$1,208.99
290	Food Service Funds	\$210.47
		\$15,361.27

FY22
EFTPS
Federal Taxes

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1217

Voucher Date: 08/25/2022

Prepared By:

Springfield
Printed: 08/24/2022 12:02:00 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$85,871.36 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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.

Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$55,213.13
210	Class Size Reduction	\$4,067.08
230	Adult Education	\$833.83
240	State Grants	\$3,402.42
250	Special Education	\$11,983.39
280	Federal Funds	\$8,252.98
290	Food Service Funds	\$2,118.53
		\$85,871.36

*FY22
Direct Deposit*

PAYROLL CHECKS

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 2

Voucher Date: 08/10/2022

Prepared By:

Spring Blazavick
Printed: 08/05/2022 03:32:53 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$11,417.88 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.


Andre L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$11,417.88
280	Federal Funds	\$0.00
		\$11,417.88

*FY23
Payroll Checks
87597-87605*

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1011

Voucher Date: 08/10/2022

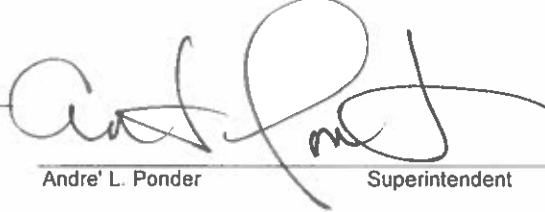
Prepared By:

Spring Blazewick

Printed: 08/05/2022 03:40:08 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$13,794.40 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.



Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund	Amount
100 General Fund	\$13,794.40
	\$13,794.40

FY23
PERS
CK # 87606

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1012

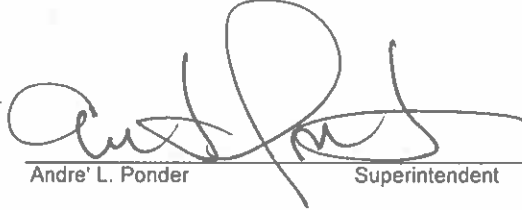
Voucher Date: 08/10/2022

Prepared By:

Spring Blazewick
Printed: 08/05/2022 03:47:36 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$10,813.02 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.


Andre' L. Ponder Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$10,727.64
280	Federal Funds	\$85.38
		\$10,813.02

*FY 23
Vendor Checks
87607-87616*

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 28

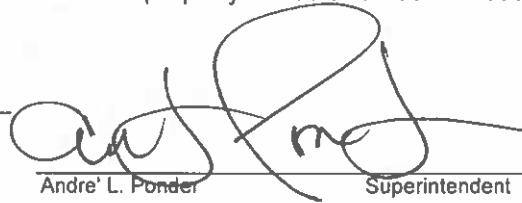
Voucher Date: 08/10/2022

Prepared By:

Spring Blazewick
Printed: 08/05/2022 03:55:36 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$15,129.40 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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.


Andre' L. Ponder Superintendent

Keith Neville

School Board President

Tyler Vian

School Board Vice President

Kathryn Castagnola

School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$9,886.89
206	PCFP English Learner (Restricted Funding)	\$729.08
210	Class Size Reduction	\$0.00
230	Adult Education	\$0.00
240	State Grants	\$655.27
250	Special Education	\$706.55
280	Federal Funds	\$2,510.98
290	Food Service Funds	\$640.63
		\$15,129.40

*FY 22
Payroll Checks
87617-87629*

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1214

Voucher Date: 08/10/2022

Prepared By:

Spring Blazewick
Printed: 08/08/2022 03:53:41 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$92,676.31 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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.


Andre L. Ponder Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$65,226.32
206	PCFP English Learner (Restricted Funding)	\$515.38
210	Class Size Reduction	\$3,068.28
240	State Grants	\$2,371.67
250	Special Education	\$9,772.80
280	Federal Funds	\$9,971.82
290	Food Service Funds	\$1,750.04
		\$92,676.31

FY22
PERS
Check # 87630

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1215

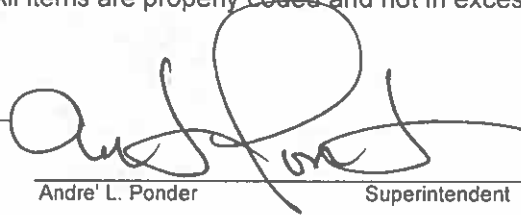
Voucher Date: 08/10/2022

Prepared By:

Printed: 08/05/2022 04:13:02 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$34,821.48 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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.



Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

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School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$22,758.02
206	PCFP English Learner (Restricted Funding)	\$85.61
210	Class Size Reduction	\$1,289.88
230	Adult Education	\$31.75
240	State Grants	\$911.00
250	Special Education	\$4,808.07
280	Federal Funds	\$3,770.89
290	Food Service Funds	\$1,166.26
		\$34,821.48

FY 22
Vendor Checks
87631-87647

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1218

Voucher Date: 08/25/2022

Prepared By:

Spring Blazewick
Printed: 08/23/2022 03:51:50 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$32,659.20 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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.

Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$19,833.65
206	PCFP English Learner (Restricted Funding)	\$85.61
210	Class Size Reduction	\$1,289.87
230	Adult Education	\$31.75
240	State Grants	\$911.00
250	Special Education	\$5,141.38
280	Federal Funds	\$4,116.35
290	Food Service Funds	\$1,249.59
		\$32,659.20

*FY22
Vendor Checks
87649 - 87664*

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 29

Voucher Date: 08/25/2022

Prepared By:

Spring Blazewick
Printed: 08/23/2022 04:04:10 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$12,851.65 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (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.

Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$8,873.41
206	PCFP English Learner (Restricted Funding)	\$729.13
210	Class Size Reduction	\$0.00
230	Adult Education	\$0.00
240	State Grants	\$655.21
250	Special Education	\$706.47
280	Federal Funds	\$1,246.80
290	Food Service Funds	\$640.63
		\$12,851.65

*FY 22
Employee Checked
87688 - 87698*

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 3

Voucher Date: 08/25/2022

Prepared By:

Spring Blazewick
Printed: 08/23/2022 04:12:03 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$10,928.35 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.

Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$10,856.33
240	State Grants	\$0.00
250	Special Education	\$0.00
280	Federal Funds	\$72.02
		\$10,928.35

*FY23
Employee Checks
87699 - 87708*

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1017

Voucher Date: 08/25/2022

Prepared By:

Spring Chapman
Printed: 08/24/2022 11:27:35 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$16,339.87 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.

Andre' L. Ponder

Superintendent

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School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$15,708.52
250	Special Education	\$21.31
280	Federal Funds	\$610.04
		\$16,339.87

FY 23
Vendor Checks
#87709-87719

WARRANTS

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1008

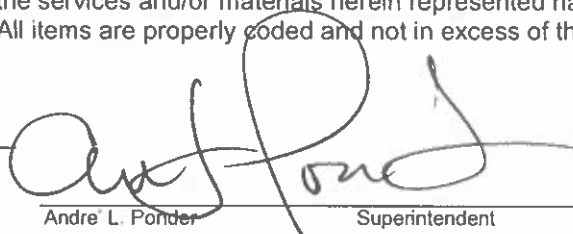
Voucher Date: 08/05/2022

Prepared By: 

Printed: 08/05/2022 10:17:13 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$65,014.41 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.



Andre L. Ponder

Superintendent

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School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$40,005.61
240	State Grants	\$150.00
250	Special Education	\$2,315.19
300	Capital Projects Fund	\$22,543.61
		\$65,014.41

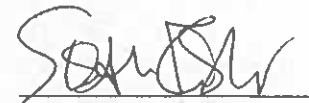
25276-
25294

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1013

Voucher Date: 08/05/2022

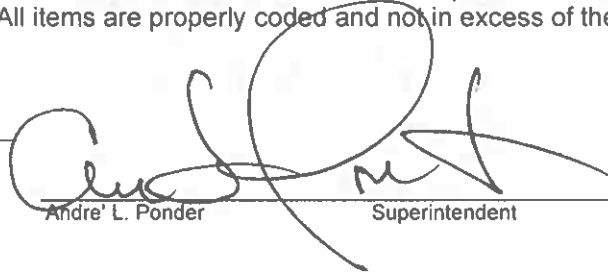
Prepared By:



Printed: 08/05/2022 03:45:54 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$2,728.82 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.



Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund	Amount
100 General Fund	\$2,728.82
	\$2,728.82

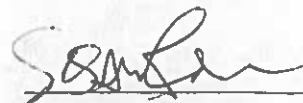
25295

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1014

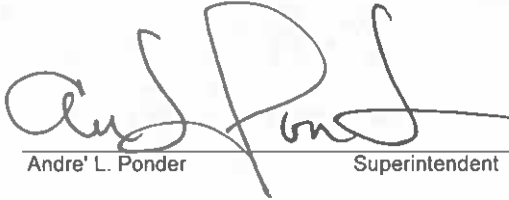
Voucher Date: 08/18/2022

Prepared By:


Printed: 08/18/2022 11:03 12 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$222,731.91 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.


Andre' L. Ponder Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$221,623.91
240	State Grants	\$1,000.00
290	Food Service Funds	\$108.00
		\$222,731.91

25296-
25323

PERSONNEL REPORT

MCSD PERSONNEL REPORT
9.1.22

<i>Open Positions</i>	<i>New Hire</i>	<i>Start Date</i>
MCHS Woodshop - Critical Shortage		
MCHS SPED Teacher		
MCHS Ft Library Aide		
MCHS Ft para Pro		
SES Teacher - ESSER		
SES Teacher - LT Sub		
SES Kitchen Aide		
HES Teacher (2) - LT Sub *		
HES SPED Para Pro (2)		
HES Kitchen Aide		

<i>Transfer</i>	<i>Employee Name</i>	<i>Effective Date</i>
From Para Pro to LT Sub	Burall, Lyndsey	8/17/2022

Resignations/Terminations

HES Para Pro	Martinez, Robin	8/17/2022
SES Coach	Sanchez, Bobby	8/3/2022

Volunteers

Last updated 8/31/2022

ACTION

ITEM #1

MINERAL COUNTY SCHOOL DISTRICT
Confidential SUPERINTENDENT'S EVALUATION
BOARD OF TRUSTEES
2021/2022

Superintendent: _____

Member doing this Evaluation: _____ **Title** _____

Note: Please provide one circle for Outstanding, Excellent, Needs Improvement, or Unsatisfactory in each section. Refrain from using X for Insufficient Information unless there is absolutely no way to rate a statement. A Comment Section will follow the rating system sections, as well as an ending formula.

Rating Scale for Section 1

5	Outstanding	-Area of strength.
4	Excellent	-Performance is effective and exceeds expectations.
3	Average	-Performance is effective and meets expectations.
2	Needs Improvement	-Self-improvement efforts needed.
1	Unsatisfactory	-Performance is ineffective and does not meet expectations.
N/A	No Applicable	-Cannot be appraised due to insufficient information.

SECTION A: JOB RESPONSIBILITIES

(Circle One Response)

1.	School Board is informed on the conditions and concerns of the District's educational system, with a responsiveness to Board requests for information or research.	5	4	3	2	1
2.	<u>Information</u> is given to the School Board in the form of monthly written reports, incident reporting, agendas, notes or updates when requested, needed and valid.	5	4	3	2	1
3.	Works with each Site in the development of <u>overall annual goals and objectives</u> for the District.	5	4	3	2	1
4.	The Superintendent reports academic progress to the School Board on an annual basis and reports plans for the progress to the School Board.	5	4	3	2	1
5.	The Superintendent will develop <u>The District improvement</u> plan consistent with educational needs, and budget goals.	5	4	3	2	1
6.	Insures that the Governance Calendar is up-to-date, properly maintained and followed by all staff.	5	4	3	2	1
7.	<u>Develops/Follows and updates policies, and procedures.</u>	5	4	3	2	1
8.	Develops and maintains <u>services</u> for employees.	5	4	3	2	1
9.	<u>Maintains high standards of performance review</u> among all District personnel.	5	4	3	2	1

10.	Maintains <u>effective relations and involvement</u> with employee and State or School Board organizations.	5	4	3	2	1	
11.	<u>Understands and Supervises</u> the preparation, and administration of the School District budgets & including grants and presents the Board quarterly reports.	5	4	3	2	1	
12.	<u>Represents the District</u> effectively in interactions with the public, other school systems/districts, agencies, or in state management.	5	4	3	2	1	
13.	Effectively <u>directs the operations and activities of the Central Office administrative staff.</u>	5	4	3	2	1	
14.	Properly maintain staff positions and oversee staffing issues appropriate to their position.	5	4	3	2	1	
15.	<u>Keeps the public informed</u> on the progress and needs of:						
a.	individual schools	5	4	3	2	1	
b.	parents and community members	5	4	3	2	1	
c.	all staff		5	4	3	2	1
16.	<u>Provides for the improvement and supervision of instruction</u> in the schools, which includes making recommendations to the School Board regarding curriculum and courses of study.	5	4	3	2	1	
17.	The Superintendent ensures that all District activities are properly supervised.	5	4	3	2	1	
18.	Maintain an overall positive school district climate.	5	4	3	2	1	
19.	<u>Insures that student attendance</u> be reviewed as a priority by policy and law and that parental involvement be encouraged.	5	4	3	2	1	
20.	<u>Provides a safe and secure learning environment.</u>	5	4	3	2	1	
21.	<u>Concentrates on curriculum alignment and other crucial adoption of student learning tools at all schools.</u>	5	4	3	2	1	

SECTION B: PERSONAL LEADERSHIP

1.	Shows consistency with achieving deadlines, in a timely fashion in regards to regulations, meetings and committees.	5	4	3	2	1	
2.	Respected by teachers, administrators, support staff and others within the working team.	5	4	3	2	1	

3.	Networking with appropriate people in projects and planning.	5	4	3	2	1
4.	Exhibits a fair and confidential judgement toward problems, troubleshooting and tough decisions.	5	4	3	2	1
5.	Demonstrates responsibility for self-improvement and enhancement of professional skills/abilities.	5	4	3	2	1
6.	Encourages teamwork and models it.	5	4	3	2	1
7.	Maintains respect, integrity and courtesy toward the Public, school board, district staff, and outside agencies, which could reflect directly upon the School District.					
8.	Shows behaviors for changes or differing ideas or issues.	5	4	3	2	1
9.	Ensures the respectful manners/communication is followed in a respectful manner.					
10.	Maintains open communication with all stakeholders.	5	4	3	2	1
11.	Uses a clear and concise manner in communicating or delegating projects or relaying expectations or requests/needs to staff members.	5	4	3	2	1

SECTION C: COMMENTS: Feel free to refer to any previous section and specific question number within your comments, to clarify concerns or highlight an attribute.

RESULTS OF RATING SYSTEM: Calculate totals below by how many of these numbers within a section were counted (*Example:* By Section; under 5- Outstanding there were 4 circled, under 4 – Excellent there were 7 circled, under 3 – Average there were 8 circled, etc.)

TOTALS: JOB RESPONSIBILITIES – SECTION A

5 - Outstanding	_____
4 - Excellent	_____
3 - Average	_____
2 - Needs Improvement	_____
1 - Unsatisfactory	_____

TOTALS: PERSONAL LEADERSHIP - SECTION B

- 5 - Outstanding _____
- 4 - Excellent _____
- 3 - Average _____
- 2 - Needs Improvement _____
- 1 - Unsatisfactory _____

REVIEW EACH SECTION ABOVE, HIGHLIGHTING THE MOST-RATED AREA Achieved. TRANSFER THIS OUTCOME TO THE BREAK DOWN BELOW TO COMPLETE THE MONITORING WITHIN THIS EVALUATION. This will show strongest or weakest Sections of Achievement and an Overall Review.

SECTION A - _____

SECTION B - _____

NOW RETURN TO THE "RATING SCALE" ON THE FIRST PAGE TO REVIEW THIS PERFORMANCE EVALUATION AS DESCRIBED. (If employee received a predominant scoring within SECTION A as 4 - Excellent, this translates that the current performance is effective and exceeding expectations.)

FURTHER RECOMMENDATIONS:

ACTION

ITEM #3

MINERAL COUNTY SCHOOL DISTRICT

Superintendent

PERIOD: 2022 - 2023

DATE :

SCHOOL BOARD TRUSTEES

Implement and improve upon supports to increase proficiency rates	0.0
Enhance Communication	0.0
Fiscal Responsibility	0.0
Overall Average	0.0

1	2	3	4	5
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	0.0	0.0
0.0	0.0	0.0	0.0	0.0

Improvements and Implementing

Efforts to obtain ____% increase annually in Math and ELA proficiency	0.00
	0.00
Admin job-embedded professional development	0.00
Data tracking tool - tie to NSPF and SPP	0.00
"What every new administrator needs to know	0.00
Implement modified NEPF	0.00
Develop and implement "autonomy" policy	0.00
Common assessments in Math for K-6	0.00
Staff recruiting including ARL	0.00
Create and Implement Policy Review Annually	0.00
Average	0.00

0	0	0	0	0
				0
				0
				0
				0
				0
				0
				0
				0
				0
0.0	0.00	0.00	0.00	0.00

Enhance Communication

Monthly meetings with leadership	0.00
Review and update Section G and Section J of board policy manual	0.00
Engage community and stakeholders - fiscal and NVACS	0.00
Visibility in district - site visits and classroom walk throughs	0.00
Parent Involvement documents and policy	0.00
Develop and implement a Parent Advisory Council	0.00
Monthly "lunch with the superintendent"	0.00
Service - Rotary President and NASS Sec./Treasurer	0.00
Website and Facebook update and ensure compliance	0.00
Engage local businesses to support High Tech Center and rebrand MCHS shop	0.00
Average	0.00

0	0	0	0	0
				0
				0
				0
				0
				0
				0
				0
				0
				0
0.00	0.00	0.00	0.00	0.00

Fiscal Responsibility

User friendly communication tool for district budgeting	0.00
Establish minimum 4 staff/community forums prior to budget development and present to the board following each forum	0.00
Enhance funds to support instructional resources by a minimum 2% annually	0.00
Provide and present budget reports monthly 2nd meeting each month	0.00
	0.00
	0.00
Average	0.00

0	0	0	0	0
				0
				0
				0
				0
				0
0.00	0.00	0.00	0.00	0.00

MINERAL COUNTY SCHOOL DISTRICT

Superintendent

PERIOD: 2022 - 2023

DATE :

SCHOOL BOARD TRUSTEES

Implement and improve upon supports to increase proficiency rates	0.0
Enhance Communication	0.0
Fiscal Responsibility	0.0
Overall Average	0.0

1	2	3	4	5
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	0.0	0.0
0.0	0.0	0.0	0.0	0.0

Improvements and Implementing

Efforts to obtain 4% increase annually in Math and ELA proficiency	0.00
	0.00
Admin job-embedded professional development	0.00
Data tracking tool - tie to NSPF and SPP	0.00
"What every new administrator needs to know	0.00
Implement modified NEPF	0.00
Develop and implement "autonomy" policy	0.00
Common assessments in Math for K-6	0.00
Staff recruiting including ARL	0.00
Create and Implement Policy Review Annually	0.00
Average	0.00

0	0	0	0	0
				0
				0
				0
				0
				0
				0
				0
				0
				0
0.0	0.00	0.00	0.00	0.00

Enhance Communication

Monthly meetings with leadership	0.00
Review and update Section G and Section J of board policy manual	0.00
Engage community and stakeholders - fiscal and NVACS	0.00
Visibility in district - site visits and classroom walk throughs	0.00
Parent Involvement documents and policy	0.00
Develop and implement a Parent Advisory Council	0.00
Monthly "lunch with the superintendent"	0.00
Service - Rotary President and NASS Sec./Treasurer	0.00
Website and Facebook update and ensure compliance	0.00
Engage local businesses to support High Tech Center and rebrand MCHS shop	0.00
Average	0.00

0	0	0	0	0
				0
				0
				0
				0
				0
				0
				0
				0
				0
0.00	0.00	0.00	0.00	0.00

Fiscal Responsibility

User friendly communication tool for district budgeting	0.00
Establish minimum 4 staff/community forums prior to budget development and present to the board following each forum	0.00
Enhance funds to support instructional resources by a minimum 2% annually	0.00
Provide and present budget reports monthly 2nd meeting each month	0.00
	0.00
	0.00
Average	0.00

0	0	0	0	0
				0
				0
				0
				0
				0
0.00	0.00	0.00	0.00	0.00

**SUPERINTENDENT'S EVALUATION MINERAL COUNTY SCHOOL DISTRICT
Academic Year 2022-2023**

Summary of Ratings

- 3 Exceeds expectations**
- 2 Meets expectations**
- 1 Does not meet expectations**

0.0 Summary Rating

Superintendent - Mr. Andre' Ponder

President

Vice President

Board Secretary

Board Member

Board Member

DATE: _____

Comments:

Checklist

Check list to Approve Superintendent Evaluation

The purpose of this checklist is to ensure the board covers all the bases when evaluating its superintendent.

	The standards for judging the superintendent's performance are understood by both the superintendent and the members of the board.
	The board has agreed with the superintendent on a time and place for the evaluation.
	The board has specified that no other matters of business will be on the agenda for this meeting.
	The board is assured that all of its members will attend.
	All members understand that their individual assessments of the superintendent will be compiled into a final composite evaluation that will be discussed between the superintendent and the whole board.
	The board has established criteria that will evaluate both strengths and weaknesses.
	The board and the superintendent have agreed on a method of evaluation, and the evaluation will become a regularly scheduled event, to occur at least once each year.
	Both the board and the superintendent will participate. The board will assess the superintendent.
	According to the agreed-upon criteria; the superintendent will use the same criteria as a basis for self-evaluation.
	It is understood that when evaluation forms are used, the board still may wish to address other matters (to which the superintendent will have a fair opportunity to respond).
	The final evaluation will be in writing; and adequate, objective documentation for all conclusions will be provided.
	It is understood between the parties that, one or more criteria might be deleted from the process because extenuating circumstances may have prevented the superintendent from performing the function.

Checklist

Superintendent

President

Vice President

Board Secretary

Board Member

Board Member

ACTION

ITEM #5

PROFESSIONAL NEGOTIATION AGREEMENT
BETWEEN
MINERAL COUNTY SCHOOL DISTRICT
AND THE
MINERAL COUNTY SCHOOL ADMINISTRATORS

2016-2017 SCHOOL YEARS

3-5

The School Board and the Administrators agree to provide any information related to mandatory subjects of bargaining that will assist in developing constructive proposals in behalf of teachers, students, and the school system.

3-6

For their mutual assistance in successfully concluding negotiations, the parties by mutual agreement may appoint ad hoc study committees to do research, to study and develop projects, programs and reports, and to make findings and recommendations to the parties.

3-7

It is understood and agreed that all tentative agreements negotiated between the negotiating teams shall then be set down in writing, dated and initialed by both parties when an agreement is reached.

3-8

During negotiations, releases to news media shall be made only as jointly agreed upon by the negotiating teams.

3-9

In years the School Board and the Administrators mutually agree not to enter into negotiations, past practices will be followed in that the Administrators will receive the same salary, insurance, and benefits negotiated between the Mineral County Board of School Trustees and the Mineral County Classroom Teachers Association.

ARTICLE 4 - FORMAL CONSULTATION

4-1

In order to meet the desires of both parties to maximize communication and minimize situations where grievances and other dissatisfactions occur this Article is adopted.

4-2

Items appropriate for formal consultation shall include but not be limited to:

- a. Working conditions of any unit employee,
- b. Number of administrators and/or a change in their assignments,
- c. Change in program offerings, and
- d. Any other items of concern to teachers and/or administrators.

4-3

Holding of consultative sessions.

- a. Holding of sessions at the District-Association level:
 1. Upon request, sessions will be held between the Administrators and the Superintendent at a mutually agreed time.

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2021-2022			Retro		Upcoming Year		
Keuhey	\$98,991.14	x 2.5%	\$2,474.78		\$101,465.92	x2%	\$2,029.32
Ponder	\$140,000.00	x 2.5%	\$3,500.00		\$143,500.00	x2%	\$2,870.00
Taylor	\$112,578.17	x 2.5%	\$2,814.45		\$115,392.00	x2%	\$2,307.85
Wales	\$110,637.17	x 2.5%	\$2,765.93		\$113,403.10	x2%	\$2,268.06
West	\$85,034.43	x 2.5%	\$2,125.86		\$87,160.29	x2%	\$1,743.21

Total Each Year

\$13,681.02

\$11,218.44

\$24,899.46

**EMPLOYMENT CONTRACT BETWEEN
THE BOARD OF TRUSTEES OF THE MINERAL COUNTY SCHOOL DISTRICT
AND SUPERINTENDENT ANDRE PONDER**

This Agreement is made and entered into on the 4 day of May, 2021 by and between the Board of Trustees of the Mineral School District (hereinafter referred to as "District") and Andre Ponder (hereinafter referred to as "Superintendent") subject to the terms set forth herein:

WHEREAS District desires to provide the Superintendent with a written Agreement in order to enhance administrative stability and continuity within the schools, which District believes improves the quality of its overall educational program; and,

WHEREAS District and Superintendent believe that this Agreement is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational programs of the schools;

NOW, THEREFORE, District and Superintendent for the consideration herein specified, agree as follows:

1. TERM

The District, in consideration of the mutual promises contained herein, hereby employs and Superintendent hereby accepts employment as Superintendent of Schools for a term beginning on July 1, 2021 and ending on June 30, 2024 unless terminated earlier pursuant to Section 10 of this Agreement.

The Board may, by action in an open, properly agendized meeting and with the agreement of the Superintendent, extend the termination date of the existing contract as permitted by state law.

The District shall provide the Superintendent with at least ninety (90) days written notice prior to the expiration and non-renewal of the Contract Term or of any proposed extensions thereof.

2. PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES

A. Certification. Superintendent shall hold a valid Nevada Administrator's License, issued by the State of Nevada.

B. Duties. Superintendent shall have charge of the administration of the schools under the direction of the Board of Trustees. Superintendent shall be the Chief Executive Officer of the Board of Trustees; shall hire, demote, terminate, direct and assign principals, teachers and other employees of the schools under his supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction, human resources, community relations, operations, and business affairs, as best serves the District; shall arrange for the health, safety, and security of students and employees; shall carry out other duties as set forth in District Policy and the Nevada Revised Statutes; shall select all personnel subject to the approval of the Board as required by regulation or statute; shall from time to time suggest regulations, rules and procedures deemed necessary for the well ordering of the school district; and in general perform all duties incident to the office of the Superintendent, and such other duties as may be prescribed by the Board of Trustees from time to time. Superintendent shall be responsible, and shall account for his actions and decisions, to the entire Board and not to any individual member(s) of the board.

The Board shall have exclusive jurisdiction in determining and developing policies for the direction and operation of the school system.

The Board, individually and collectively, shall promptly refer all criticisms, complaints, and suggestions called to its attention to the Superintendent for study and recommendation. The Superintendent shall keep the Board of Trustees fully informed of all pertinent activities in the District. The Superintendent shall attend Board meetings and Board and committee meetings, serve as an ex-officio member of all Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

The Superintendent shall devote his time, attention, knowledge and skills to the business and interests of the Board of Trustees and the Mineral County School District. The Superintendent, may, however, undertake unpaid consulting work, speaking engagements, writing, lecturing or other activities, which do not interfere with the discharge of Superintendent's duties and responsibilities set forth herein.

3. PROFESSIONAL DEVELOPMENT OF SUPERINTENDENT

The District encourages the continuing professional development of the Superintendent as the Superintendent might deem appropriate in light of the Superintendent's responsibilities set forth herein. Such professional development could include:

- A. The operations, programs, and other activities, conducted by local, state, and national school administrator and school board associations;
- B. Seminars and courses offered by public or private educational institutions;
- C. Informational meetings with other persons whose particular skills or background will serve to improve the capacity of the Superintendent to perform her professional responsibilities for the District; and
- D. Visits to other institutions.

In order to accomplish the terms of the Section, the District shall permit a reasonable amount of release time for the Superintendent, as it deems appropriate, to attend such matters, and the District shall pay for the necessary fees for travel and subsistence expenses as approved by the District in its annual budget.

4. COMPENSATION

The District shall pay the Superintendent the annual rate of \$140,000. The annual salary rate shall be paid to Superintendent in accordance with the schedule of salary payments in effect for other administrative employees. The Superintendent shall receive the same annual raise as certified administrator's receive beginning in fiscal year 2022 and each fiscal year thereafter upon Board approval.

The Superintendent will be entitled to a relocation stipend of \$1,850 following the guidelines stipulated in AR-GBA4 for teachers.

5. BENEFITS

In addition to the monetary salary, Superintendent shall be entitled to the following benefits:

- A. Health Insurance. District shall pay the full medical premiums of the Superintendent.
- B. Annual Physical. MCSD shall pay the cost of providing Superintendent with comprehensive annual physical examination with MCSD's contracted provider. Any report of the medical examination shall be given directly and exclusively by the examining physician to the Superintendent.
- C. MCSD will pay the standard employer contribution for Superintendent to the Public Employment Retirement Systems (PERS) under an 'employer-pay' contribution plan pursuant to NRS 286.421.
- D. Annual Leave. Superintendent will receive thirty days (30) days of annual leave annually. A maximum of thirty (30) unused annual leave days shall be allowed to accrue from one year to the next at termination of service. Upon termination of the Superintendent, he shall be compensated for all accrued annual leave (up to 30 days maximum) at his current daily rate of pay. Board of Trustees may grant Superintendent additional days of leave with or without pay in extraordinary circumstances.
- E. Personal Days. Superintendent shall be credited with three (3) personal days at the beginning of each contract year. Superintendent shall not carry over unused personal days from one contract year to another.
- F. Paid Holidays. Superintendent shall be paid for those holidays designated as paid holidays for twelve (12) month employees as set forth in the District's regular annual work calendar.
- G. Sick Leave. Superintendent shall be credited with fifteen (15) days of sick leave at the beginning of the contracted year. Unused sick leave shall accrue from year to year without limitation. Upon termination of the Superintendent, he shall be compensated for accrued sick leave at a rate of \$50 per day.
- H. District shall pay Superintendent's membership charges to the Nevada Association of School Administrators, The American Association of School Administrators, and/or other professional groups in which the Superintendent feels are necessary to maintain and improve his professional skills, as permitted by state law and as approved by the District in its annual budget.
- I. All negotiated benefits provided to MCSD administrators will be provided to the Superintendent. This includes, upon severance of service from the district, buy out of sick leave days in accordance with the current administrative contract.

6. EXPENSES

District shall pay or reimburse Superintendent for reasonable expenses approved by District and incurred by Superintendent in the performance of his duties under the employment agreement.

The District shall provide a cell phone for the Superintendent's use for District business. The District will be responsible for the monthly premium.

7. TRANSPORTATION

The District shall provide a District owned vehicle for the Superintendent's use while doing district business. The District shall be responsible for all fuel, maintenance and insurance costs.

8. PROFESSIONAL LIABILITY

A. District agrees that it shall defend, hold harmless, and indemnify Superintendent from any and all demands, claims suits, actions and legal proceedings brought against Superintendent in his individual capacity, or in his official capacity as an agent and employee of the District, provided the incident arose while the Superintendent was acting within the scope and course of his employment, and excluding criminal litigation except as permitted by NRS 391.271; and, as such liability coverage is in the authority of the District to provide under state law. Except that, in no case, will individual Board members be considered personally liable for indemnifying Superintendent against such demand, claims, suits, actions and legal proceedings.

B. If, in the opinion of the District Counsel, a conflict exists as to the defense of such claim between a legal position of the Superintendent and a legal position of the District, the Superintendent may engage counsel, in which event District shall pay Superintendent for the costs of legal defense as permitted by state law.

C. District shall not, however, be required to pay any costs of any legal proceedings in the event District and Superintendent have adverse interests in such litigation, except as stated above.

9. EVALUATION

The Board of Trustees shall evaluate and assess in writing the performance of the Superintendent at least once per school year for the duration of this contract. Such evaluation and assessment shall be reasonably related to the duties and responsibilities of the Superintendent as described herein and any possible direction provided by the Board of Trustees through formal action.

The format of the evaluation shall be designed in consultation with Superintendent and adopted by the Board.

If at the time of the evaluation, the Board determines that the performance of the Superintendent is unsatisfactory in any respect, the Board shall describe in writing, in reasonable detail, specific instances of unsatisfactory performance and examples of the behavior expected. The evaluation shall include recommendations as to areas of improvement and all instances where the Board deemed performance to be unsatisfactory. A copy of the written evaluation shall be delivered to the Superintendent. The Superintendent shall have the right to make a written response to the evaluation. The Superintendent's response shall become a permanent attachment to the Superintendent's personnel file.

10. TERMINATION OF EMPLOYMENT CONTRACT

The Agreement may be terminated as follows:

A. This Agreement will terminate on the expiration of its term set forth in § 1 unless the parties have agreed to an extension;

B. This Agreement may be terminated by mutual agreement of the parties;

C. This Agreement may be terminated by resignation of the Superintendent. Superintendent must provide 6 months' notice of his intent to resign;

D. Disability of the Superintendent. In the event of disability or incapacity, after Superintendent's sick leave has been exhausted, compensation shall be reinstated upon the Superintendent's return to

employment and full assumption and discharge of his duties. The District may terminate his contract by written notice to the Superintendent at any time after the Superintendent has exhausted any cumulative sick leave and such other leave as may be available, and has been absent from his employment for whatever cause for an additional continuous period of six (6) months. All obligations of the district shall cease upon such termination;

E. Discharge for Cause. Superintendent may be dismissed at any time for cause as provided in NRS 391.110(4) and listed in NRS 391.750 and otherwise defined in Nevada law. Unlike other District employees, Superintendent shall not at any time have any right to a hearing prior to involuntary termination or any of the other procedural due process rights contained in NRS Chapter 391 that may be applicable to other employees. His sole and exclusive remedy to challenge his termination for cause shall be through a private action timely commenced by him in the Eleventh Judicial District Court of the State of Nevada in Mineral County to be heard and determined by the Court without a jury. If Superintendent prevails in such action on the factual issue of whether there was cause for termination, he shall be entitled to receive only those contractual payments to which he would have been entitled through the date of the Court's decision;

F. Unilateral Termination by the Board of Trustees. The Board may, at its option, by a minimum of ninety (90) days written notice to the Superintendent, unilaterally terminate the contract. In the event of such termination, the District shall pay to the Superintendent, as severance pay, all of the aggregate salary, allowances and compensation he would have earned under the employment contract for twelve months from the actual date of termination or the termination date set forth in the original term of this Agreement, whichever is shorter.

11. KEY EMPLOYEE CLAUSE

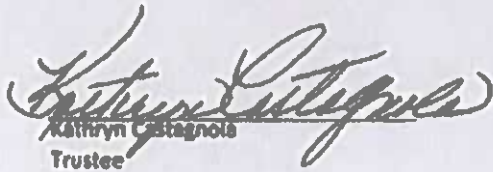
The Superintendent must provide the District with at least thirty (30) days working transitional notice of intention to terminate from the District. Failure to provide such notice may result in a 3% annual salary penalty.

12. GOVERNING LAW

If any disputes arise around the interpretation of implementation of this Agreement, said dispute shall be resolved in accordance with the laws of the State of Nevada, and jurisdiction of any dispute shall be in the Eleventh Judicial District Court of the State of Nevada in Mineral County.

IN WITNESS HERETO, the district and the Superintendent agree to the terms set forth herein on the date specified in paragraph 1 above.

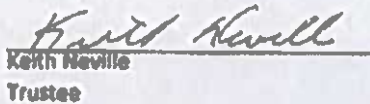
MINERAL COUNTY SCHOOL BOARD


Kathryn Castagnola
Trustee


Juanita Diedo
Trustee


Candace Birchum
Trustee


Tyler Viani
Trustee


Keith Neville
Trustee

SUPERINTENDENT


Andre Ponder

This Employment Contract was approved by vote of the Board of Trustees at a public meeting duly held on May 4, 2021 and has been made a part of the Minutes of that meeting.

ACTION

ITEM #6

MINERAL COUNTY SCHOOL DISTRICT

Coaches Handboook



Mineral County High School
PO Box 938
Hawthorne, NV 89415
775-945-3332

Hawthorne Elementary School
PO Box 1060
Hawthorne, NV 89415

Hawthorne Jr. High School
PO Box 938
Hawthorne, NV 89415
775-945-3332

Schurz Elementary School
PO Box 70
Schurz, NV 89427

STATEMENT OF PHILOSOPHY

The Mineral County School District believes that a dynamic program of student activities is vital to the educational development of the student.

The Mineral County High School Athletic Program should provide a variety of experiences to enhance the development of positive student habits and attitudes that will prepare them for adult life in a democratic society.

Athletics should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, assist in the development of positive relationships and good will, and promote self-realization, all-around growth, and good citizenship qualities.

Athletics plays an important part in the life of Mineral County High School students. Young people learn a great deal from participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are integral parts of our athletic program. Athletic participation also plays an important part in helping students develop a healthy self-concept as well as a healthy body. Athletic competition also improves school spirit and helps students develop pride in their school.

The major objective of the athletic program is to provide wholesome opportunities for students to develop positive leadership habits and attitudes of social and group interaction.

Coaching leadership should be of the highest quality and should provide athletes with examples of exemplary behavior. Measurement of leadership success should not be measured in terms of the tangible evidence of the victories and defeats. Instead, character, courage and integrity should be major objectives of the athletic program.

The athletic program should always be consistent with the general objectives of the school. The athletic administration should be oriented to general policies of the institution. At no time should the program place the total educational curriculum secondary in emphasis; program leaders should constantly strive for the development of well-rounded individuals, capable of taking their place in modern society.

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of a student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, the activity, other students, the community and the athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education.

High School student activities are considered a supplement to the school's academic program, which strives to provide experiences that will help to develop students physically, mentally, socially and emotionally.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressures, which might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity.

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, dance, drama, journalism, music, student government, and academic-related areas. Participation in these activities should provide many students with a lifetime basis for personal values, for work, and leisure activities.

The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels should be established within activities, when feasible, so that students may participate as fully as possible regardless of ability levels.

Every effort should be made to support the activities program with the best facilities, equipment, and the most qualified staff available. Insofar as possible, knowledge and skills gained in classes should be applied and further developed through participation in the activities program. Coaches, directors and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity and an appreciation for the importance of practice.

The ultimate goals of the activities program should be: 1) to realize the value of participation without overemphasizing the importance of winning or excelling, and 2) to develop and improve positive citizenship traits among the program's participants.

OBJECTIVES OF PARTICIPATION

Statement of Objectives

To provide a positive image of school athletics at Mineral County High School.

To always strive for playing excellence that will produce winning teams within the bounds of good sportsmanship while enhancing the mental health of student athletes.

To ensure growth and development that will increase the number of participants; that will give impetus to increased contest attendance; that will enhance a program of maintenance and improvement of athletic facilities.

To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for: 1) Physical, mental and emotional growth and development. 2) Acquisition and development of special skills in activities of each student's choice. 3) Development of commitments such as loyalty, cooperation, fair play and other desirable social traits. 4) Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously. 5) A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity. 6) Achievement of initial goals as set by the school in general and the student as an individual. 7) Provisions for worthy use of leisure time in later life, either as a participant or spectator. 8) Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.

To develop an understanding of the value of activities in a balanced educational process.

To provide a superior program of student activities that includes appropriate activities for every participant.

To provide an opportunity for students to experience success in those activities he or she selects.

To provide sufficient activities to respond to a wide variety of student interests and abilities.

To provide student activities which offer the greatest benefits for the greatest number of students.

To create a desire to succeed and excel.

To provide for the students' worthy use of leisure time now and in the future.

To develop high ideals of fairness in all human relationships.

To practice self-discipline and emotional maturity in learning to make decisions under pressure.

To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.

CODE OF ETHICS

Athletic Administrators Code of Ethics

- 1) Develops and maintains a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete,
- 2) Considers the well-being of the entire student body as fundamental in all decisions and actions.
- 3) Supports the principle of due process and protects the civil and human rights of all individuals,
- 4) Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program.
- 5) Cooperates with the staff and school administration in establishing, implementing and supporting school policies
- 6) Acts impartially in the execution of basic policies and in the enforcement of the conference, league, and state high school association rules and regulations.
- 7) Fulfills professional responsibilities with honesty and integrity.
- 8) Fulfills professional responsibilities with honesty and integrity.
- 9) Upholds the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.
- 10) Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national in-service programs.
- 11) Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.

Coaches Code of Ethics

The function of a coach is to properly educate students through participation in interscholastic competition. The inter-scholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes should be treated as though they are members of the coach's families, and their welfare should be of primary concern at all times. In recognition of this, the following guidelines for coaches have been adopted by the NFIOA Board of Directors.

The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should condone their use.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as absolute values. The coach shall not try to seek an advantage by circumventing of the spirit or letter of the rules.

Coaches shall actively enhance sportsmanship among spectators and by working closely with cheerleaders, the pep club sponsor, booster clubs, and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against opponent or officials. Public criticism of officials or players is unethical.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members' to give student athletes special consideration.

It is unethical for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Coaches Responsibilities

1) To the players on the team

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only ethical, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players and sensitive to individual differences, needs, interests, temperaments, aptitudes and tolerances.

Players have a right to expect coaches to possess current knowledge and skill to instruct players competently and to assess their progress. In addition, coaches should be able to use strategies and conditioning methods appropriate for the level of competition and maturity of players.

The coach's primary responsibility is to ensure maximum growth of each squad member. In this regard, the safety and welfare of players should always be uppermost in the coaches' minds.

2) To the school district

As a coach, you have high a level of visibility throughout the community and may leave your impact on the home, the work place and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and public communications should always reflect confidence and respect for the School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

3) To the school

A coach owes his/her school maximal effort and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.

To be effective, a coach must be respected. In this regard, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you would like extended to you. Private, firm, fair and constant discipline must be maintained.

The work of the coach must be consistent with the educational program of the school. The coach should demonstrate mastery of the principles of education and continuing attempts to improve in teaching and coaching methods and techniques.

The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

4) To the profession

A coach in the Mineral County School District should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should participate in professional growth opportunities whenever possible.

5) To fellow coaches

Although the head coach must assume leadership responsibilities, independent thought should be encouraged by all staff members. An important factor is human relations skills which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible. Disagreements between coaches should be discussed privately and as soon as possible.

The head coach should expect all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill responsibility to the head coach, the athletes, and the sport itself. Conversely, head coaches are obliged to describe expectations for assistant coaches well in advance of a season.

It is most difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

6) To other coaches in your school

One must always bear in mind that his or her sport is part of the total athletic educational program of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program.

A coach should support and cooperate with other coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

7) To faculty members

A coach is expected to cooperate with every faculty member. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test or homework on practice time, that respect for the athletic program, coaching staff and the values of athletics will be significantly enhanced.

8) Physical plant

Each coach is responsible for the following: a) Keeping practice areas and locker rooms in order b) Storing equipment and using equipment properly - pride in equipment and facilities is of primary importance to all athletes and coaches c) Keeping storage areas locked

Mineral County High School Coaching Responsibilities Outline

A. Budget Preparation

1. The Head Coach will prepare and submit budget requisitions by the last day of school the preceding the budget year.
2. The Head Coach will prepare and submit a list of tentative purchases from the team activity account by the last day of the school year preceding the purchases.
3. The Head Coach will prepare and submit a list of tentative purchases from the Athletic Accounts.

4. The Head Coach will prepare and submit fund raising requests by the last day of the school year preceding the fund raising event.
5. All coaches will follow the established approved guidelines for all purchases.

B. Meetings and Events

1. All coaches meetings are mandatory and all coaches will attend unless prior approval is granted by the Athletic Director.
2. All coaches are expected to attend and assist with all Athletic Banquets unless prior approval is granted by the Athletic Director.
3. All coaches will assist in school sponsored physicals unless prior approval is granted by the Athletic Director.
4. All coaches will attend school sponsored parent and student meetings unless prior approval is granted by the Athletic Director.

D. Beginning the season.

1. The Head Coach will submit a list of team candidates the morning after the first scheduled practice on the approved roster form.
2. The Head Coach will see that all appropriate forms and documents are submitted to the Athletic Director prior to allowing a student to participate.
3. The Head Coach will check out equipment and submit duplicate copies to the Athletic Director the day following equipment issue on the approved equipment check out form.
4. A team roster on the approved form will be submitted to the Athletic Director two weeks prior to the first scheduled contest.
5. All travel requests will be submitted to the Athletic Director two weeks prior to the first scheduled contest.
6. If a team is required to spend the night during the season, a motel request will be submitted to the Athletic Director at the same time as the travel requests. All teams will pay for their own motel and food accommodations. Teams must travel back and forth if the event is less than 200 miles away.
7. The head coach will develop a program wide emergency plan using approved forms. A completed copy of the plan will be filed in the athletic director office before practice may begin

E. Ending the season.

1. All equipment will be checked in by the Head Coach. The Head Coach will submit a duplicate copy of the check in forms one week following the season.
2. All fines and lost equipment are the responsibility of the Head Coach. The coach may ask for assistance from the Athletic Director if he or she is having trouble collecting equipment and fines.
3. All equipment and supplies will be inventoried and stored properly.
4. Head Coaches will submit to the Athletic Director an evaluation form for each assistant coach one week after the completion of the season on the approved evaluation form.
5. Two weeks before the last game of the season, the Head Coach will provide the Athletic

Director with a list of Varsity and Junior Varsity letterman and award winners. The end of the year form may be used for this purpose.

6. A season ending report on the approved report form will be submitted to the Athletic Director one week prior to the Award Banquet.

7. After items one through six have been submitted to the Athletic Director, payroll forms will be issued to the Head Coach. Payroll will not be submitted without the Athletic Directors signature.

Nevada Coaching Education Program

Mineral County High School will follow the NIAA guidelines for coaching requirements and certification. (NRS 386.430) All new coaches will become certified before being hired by Mineral County Schools. This provision also applies to unpaid volunteer coaches. www.niaa.com for more information. *(below is taken from the 2015-16 program information from NIAA)*

- A. Fundamentals of Coaching, offered by the National Federation of State High School Associations or Coaching Principles, offered by the American Sport Education Program;
- B. First Aid, Health and Safety for Coaches, offered by the National Federation of State High School Associations or Sport First Aid, offered by the American Sport Education Program;
- C. Concussion in Sports, offered by the National Federation of State High School Associations.
- D. Pass a back ground check if coach is not a certified teacher.
- E. CPR (CPR/AED training does not qualify as an eligible first aid course. Must have one of the first aid courses listed about (or equivalent) to satisfy the NCEP coaching requirements.

Position Description Mineral County School District Athletic Director

The Position

The Athletic Director will be responsible for providing administration and support of Mineral County High School athletic programs. The Athletic Director will promote communication among the members of the Athletic Department, school and community.

The Athletic Director is directly responsible to the Principal of the high school.

Qualifications

A Valid elementary or secondary certificate

Three years coaching experience preferred.

Period of Service

To be determined by the Board of Trustees.

Range of Responsibility

The Athletic Director shall organize and schedule all athletic contests in keeping with NIAA and Mineral County High School regulations and school board policy.

Has general supervisory responsibility for all athletic contests.

Responsible for directing and evaluating, the athletic programs and coaches on a seasonal basis.

To review the budget of athletic programs and make recommendations to the building principal.

Required to secure officials for interscholastic contests.

Responsible for providing various needed equipment and supplies for coaches.

The Athletic Director is required to compile and disseminate all information to student athletes in regards to student insurance, scholastic requirements, eligibility, training rules and regulations.

To keep an up-to-date inventory of all athletic equipment, noting safety factors and developing a replacement schedule to meet anticipated needs.

To inspect athletic facilities for maintenance, cleanliness, readiness and safety through out the school year, and to make necessary recommendations to the principal.

Attend all conference meetings and other athletic meetings as assigned by the principal and is required to disseminate all information from these meetings to the coaching staff.

Approve all fund raising activities under taken by the athletic department.

Responsible to ensure coaches have a total understanding and are in compliance with the rules and regulations of the NIAA.

Assist in screening, interviewing and selecting coaches assistants for board approval.

Responsible to see that the public is informed of all athletic events in a meaningful way and on a timely basis.

Evaluates head coaches, makes effective recommendations to administrators in personnel matters.

Performs other duties and assumes other reasonable responsibilities as the principal may assign.

**Mineral County School District
Position Description
Head Coach**

The Position

The function of the Head Coach is to ensure the overall growth of the student through participation in the athletic programs. The Head Coach will endeavor to develop and coordinate a district wide program.

The Head Coach is directly responsible to the Athletic Director.

QUALIFICATIONS

In accordance with NIAA requirements.

PERIOD OF SERVICE

To be determined by the building principal with approval of the Board of Trustees.

RANGE OF RESPONSIBILITIES

The Head Coach shall be responsible for philosophy, goals (seasonal and long range), as well as rules and regulations for the entire program.

The Head Coach will assign duties to the assistant coaches.

They will maintain, order, certify, inventory and report all damaged equipment as soon as possible.

They shall counsel athletes in and out of season.

They will prepare a budget for their total program.

They shall provide opportunities for program development throughout the off season.

They shall communicate with each other and display loyalty and be supportive to all programs in the Mineral County School District.

All clerical work is the responsibility of the Head Coach.

They shall act as the administrator in charge when the Principal, Vice-Principal and Athletic Director are not present at away contests.

They are required to submit a record of individual and team athletic marks to Athletic Director.

They will work with the Athletic Director to ensure total understanding and compliance with rules and regulations of the NIAA and the Mineral County School District.

They are responsible for the checking out to students and insuring proper care of all equipment and supplies.

They must see that all athletic training rules are followed consistently.

They are charged with the responsibility for proper conduct and sportsmanship of all athletics and Assistant Coaches.

The coaches shall display good sportsmanship at all times.

It is their responsibility to ensure that all athletes are aware of NIAA rules, Mineral County School District approved rules and regulations.

The coaches are responsible for the supervision of their teams at all times.

The coach is responsible for originating travel requests for approval by the Athletic Director of the Building Principal.

Evaluates assistant coaches, makes effective recommendations to administrators in personnel matters.

Performs other duties and assume other reasonable responsibilities as the Athletic Director or building principal may assign.

Mineral County School District
Position Description
Assistant Coach

The Position

The function of the Assistant Coach is to ensure the overall growth of the student through participation in the athletic program.

The Assistant Coach will endeavor to develop and coordinate district wide program.

The assistant Coach is directly responsible to the Head coach, and will be evaluated by the Head Coach.

Qualifications

In accordance with NIAA requirements.

Period of Service

To be determined by the building principal with approval of the Board of Trustees.

Range of Responsibilities

The assistant Coach is responsible for philosophy, goals (seasonal and long range), as established by the head coach, as well as rules and regulations for the entire program.

They shall select players for assigned teams.

They shall maintain, inventory and reported all damaged equipment to the Head Coach.

They shall counsel athletes in and out of season.

They shall provide opportunities for program development throughout the off season.

They will assist with all clerical work which is the responsibility of the Head Coach and staff.

They will act as the administrator in charge when the Principal, Vice-Principal, and Head Coach are not present.

They will submit record of individual and team athletic marks to Head Coach.

They will assist the Head Coach to ensure total understanding and compliance with rules and regulations of the NIAA and the Mineral County School District.

The Assistant Coaches are responsible for the supervision of their teams at all times.

Perform such other duties and assumes such other reasonable responsibilities assigned by the Head Coach.

Evaluation Process and Procedure

Evaluations are important tools for the growth and development of all coaches. Mineral County School District requires one evaluation per year for each coach. All athletic staff will be evaluated at the end of each sport season using the district approved evaluation form. Evaluations will be based on the criteria listed. All forms are located in the appendix and on the District web page.

- 1) The coaches job description.
- 2) The coaches code of ethics.
- 3) The coaches responsibilities.
- 4) The chain of communication.
- 5) Attendance of athletic meetings and school sponsored events.
- 6) On time completion of end of season obligations.
- 7) Three copies are required, two to the athletic director and one the coach.

**Mineral County School District
Athletic Chain of Communication
Organizational Flow Chart**

Board of Education
Superintendent
Principal
Athletic Director
Head Coach
Assistant Coach
Assistant Volunteer Coach

(Line of Authority)

Superintendent
 ^
Principal
 ^
Athletic Director
 ^
Head Coach
 ^
Assistant Coach
 ^
Assistant Volunteer Coach

OUTLINE FOR ANNUAL COACHING STAFF ORIENTATION MEETING

A. Administrative Chain of Communication

- 1) Board of Education Policies a) Philosophy b) Goals and objectives
- 2) State Rules and regulations, Individual sport rules, Eligibility, Schedules, etc.

3) Staff Relationships

- a) Role of athletic administrator b) Role of coach c) Coaching ethics d) Job descriptions e) Coach's evaluation

Coach's Responsibilities

- 1) Personal Relationships a) Students b) Staff C) Community d) Service clubs

- 2) Organization a) Team b) Practice plans, etc. c) Scrimmages

- 3) Techniques of Coaching

- 4) Medical Aspects and Safety

- 5) Equipment and Supplies a) Budget b) Purchasing c) Storage

- 6) Accountability for Paperwork

- 7) Common Sense

- 8) Handbook

- 1) Activity Handbook

- 2) Academic Eligibility

- 3) Awards Requirements

- 4) Familiarity with Entire Handbook

Liability

- 1) Warning Procedures Film, Parent's signature

- 2) Due Process, Prevention and Care of Athletic Injuries, Basic Taping, Emergency Procedure, Hot Weather Hints 3) First Aid Kit - Basic Supplies, Attendance at Meetings, State Rules Meeting

- 4) League Meetings, Public Relations, Personal Media Releases, Booster Club, Officials

- Communications 5) Administration, Discipline, Injury, End of Season Procedures, Team Reports (lettering)

- 6) Season Report (scores - records), Inventories, 4) Coach's Evaluation

Pre-Season Parent Student Meeting

The purpose of the preseason meeting is to involve the family and the school in a conscientious effort to be partners. Through such involvement the opportunity for optimal growth and development of students is enhanced.

Pre-season meetings provide a forum for students and their parents, school activities staff and other adult leaders to openly discuss a variety of issues, such as sportsmanship, school policy, risk of injury / failure to warn and healthy lifestyles, including the use of tobacco, alcohol and drugs. Although the term Apreseason meeting@ has been borrowed from athletics, these meetings have been found to be so helpful that the idea is now being used for all school activities in an estimated 50% of schools.

Pre-season meetings represent an extraordinary opportunity to foster a dialogue among students, their parents and school staffBa dialogue that lays the groundwork for real collaboration towards healthier youth and stronger communities.

Requirements

All coaching staff members are required to be in attendance for this meeting unless prior approval has been granted by the Athletic Director. The meeting will be held the day before school sponsored physicals if at all possible, and all coaches are required to assist the hospital staff with the administration of the physicals.

All parents of students that will be participating in school sponsored athletics. Prior approval may be granted to parents that can not attend, but parents must fill out all paper work and view the orientation tape before there student can participate.

All students that plan to participate in sports are required to attend. Prior approval may be granted to students that can not attend, but students must return all paper work and view the orientation tape before they may participate.

Emergency Medical Plan

Organization: Mineral County High School

Sport: _____ Team: _____ Year: _____

In the event of a medical emergency the on-duty physician, certified athletic trainer, or coach will administer immediate emergency first aid to the injured person.

The designated person will immediately contact the Emergency Medical System (EMS). Please follow these procedures for a prompt and efficient response.

- F. The designated care provider will remain with the injured athlete at all times.
- G. Designate a person to go to predetermined phone location and dial 911 or other predetermined emergency (EMS) number
 - a) Identify self and the exact location
 - b) State nature of injury. (Head, neck, fracture, loss of consciousness, heat illness, etc.
 - c) Instruct the emergency vehicle exactly where and how to reach the activity
 - 1) Street access
 - 2) Entry gate
 - 3) Building location
 - 4) Building entry
 - d) Stay on the phone line until operator disconnects:
Return to the injury scene in case needed
- C. Designate a person to supervise the team until practice is over and athletes are dismissed.
- D. Designate a person to contact security for crowd control and other needs.
- E. Designate a person to meet the emergency vehicle at the gate entrance. This person must have the necessary gate/door keys in their possession.
- F. Designate a person to immediately call parents and advise them of the circumstances; then call

designated administrator and advise them of the circumstances.

- G. Designate a person to be responsible for "Emergency Insurance and Consent" form for the emergency personnel.
- H. Designate a person to accompany the injured athlete to the hospital and remain until the parents or designated administrator arrives.

Team and Program Rules

Team rules are one of the more important aspects of Athletics that benefit students. Consistent And firm rules provide a learning experience that will benefit students for the rest of their lives. Rules not only have to be consistent for each team, but have to be consistent between all teams in the athletic program. Each team may have rules above and beyond the mandated rules listed. Each coach in the total program will be held accountable to enforce all rules with all students in the same manner. The following will be incorporated into all team rules.

All practices are important and mandatory. Students that miss practice should be held accountable. There are two types of absences. **(1) Excused (2) Un-excused**

A excused practice is one in which the coach is notified in advance of the school day or practice that the student is going to miss school and practice. The coach will make the determination before practice if the practice is excused or un-excused.

A un-excused practice is one in which the coach is not notified in advance of the school day or practice that a student is going to miss practice.

Examples of excused and un-excused absence from practice or games.

#1

A student has a doctors appointment that has been scheduled for two weeks. The student notifies the coach that he or she has a doctors appointment the day before. **The practice is excused because the student notifies the coach in advance and no penalty will be assessed.**

#2

A student has a doctors appointment that has been scheduled for two weeks. The student misses practice before telling the coach of the appointment. When the student returns the next day, the coach inquires about where the student was. The student tells the coach that he or she had a doctors appointment. **The practice is un-excused because the coach was not informed before the student missed practice.**

#3

A student is sick and does not come to school. The students parents call the school and inform the attendance office of the absence. **If the coach is informed by the attendance office or the student that he or she will not be at practice, the absence will be considered excused.**

#4

A student wishes to get help from another teacher after school. If the student informs the coach before he or she misses practice, the absence is excused. If the student informs the coach the day after the absence, the practice is un-excused.

#5

A student has made an appointment to get a haircut after school. If the coach is informed before the absence and agrees that a hair cut is more important, the absence is excused.

#6

A student has a prearranged trip out of state. On the return trip the car becomes disabled and the student misses a practice or game. Because the student was stranded in Canada and could not get back on time and could not call because of the time change, the student should not be penalized or disciplined.

Penalties for a un-excused practice is as follows:

- 1) The first un-excused absence will result in that student being suspended for the next game.
- 2) On the second un-excused absence, the student will be suspended for the next two games.
- 3) On the third un-excused absence, the student will be suspended from the team for the remainder of the season.

The following conduct will not be tolerated and any offending student will be suspended from the team:

- 1) Defiance of a coach, sponsor, official or school personnel.
- 2) Use of vulgar or profane language in practice or competition.
- 3) Exhibiting obscene gestures toward coaches, sponsors, other players, school personnel or officials.
- D. Fighting
- E. Any conduct which is not conducive to the growth and maturity of the student.
- F. Violation of any rules covered by the Discipline Code Handbook.

Each team will develop a set of bench clearing brawl rules specific to their sport and file with the Athletic Director. The rules will be discussed with each individual team before the season begins. Rules must include the following: (1) What the camera person should do in case of a fight. (2) What is expected of the team members. (3) What each coach will do. (4) What is expected of staff members attending the event. This should be discussed with the faculty at a faculty meeting before the season begins.

All rules and policies in this manual will be followed consistently by all coaching staff associated with Mineral County High School. Any staff member that chooses to ignore and not follow school board adopted policies will be disciplined.

LOCKER ROOM AND RELATED FACILITIES

Locker Room Responsibilities:

Each coach is responsible for the action of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice.

It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away, and stay until the last athlete has left. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible. Since many coaches will be using the locker room office area (coaches' office), each coach must make an effort to keep this area neat and clean. The custodians will clean this area once a week. Each coach will keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include lock combinations. A copy of this record shall be made available to the athletic administrator.

Control of Keys:

All keys to the building, locker rooms, equipment room, etc., will be issued to coaches by the principal. All coaches will return their keys to the principal on the final day of the school year, unless permission has been granted for summer use of athletic areas. Coaches are not to give athletes their keys at any time. Managers may use coaches' keys during practice session, but managers are not to have their own keys. If keys to the athletic area are lost, the coach should report this to the athletic administrator immediately.

Locker Room Facilities:

Rough-housing and throwing towels or other objects are prohibited in the locker room. Hazing of other players is not allowed. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers. No one, except coaches and assigned players, is allowed in the locker room. No GLASS containers are permitted in locker rooms. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. No metal or hard spikes or cleats are ever allowed in any other part of the school building. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sports season. Athletes may use the phone in the locker room offices to call home with permission of coach. Normally, all athletes should make prior arrangements for transportation home at the end of their scheduled practice. Proceeds from locker room pop machines benefit the athletic department so coaches should monitor their use and condition. All cans are to be deposited in the refuse or recycle containers available and not taken into the building.

Equipment, Training and Weight Rooms:

Each coach is responsible for ensuring that the equipment room is locked at all times except when equipment is being issued. Athletes are not to be in the training room unless they are being examined or receiving treatment by the team physician, trainer or a coach. All use of the medical or rehabilitation equipment in the training room must be authorized by qualified school district personnel. No student is allowed to use the weight room without authorized supervision.

Weight Room Rules:

Shirt and shoes are required at all times. **NO ONE** is allowed in the weight room alone. All students must be under the supervision of the coach using the weight room. Lifters must work with a partner. All weights must be placed back on racks immediately following use.

Academic Eligibility

The education of students is the most important part of the athletic teaching process. All coaches must stress to their players the importance of education. Therefore the coaching staff must be well informed about the academic eligibility process that is being used at Mineral County High School and take a active part in the process. The eligibility rules are taken from the student handbook as a reminder to coaches of their importance. The completed eligibility release form is the only way a student may regain his or her eligibility. All coaches will insure that no student competes without the proper clearance.

MCHS SCHOLASTIC ELIGIBILITY AND MAINTENANCE REQUIREMENTS

See NIAA web site for current policy. *(The policy # is listed on the next page)*

INELIGIBLE RELEASE FORM (NAC 386.804(5))

This form must be turned in to the AD office by the student. The student will then give the coach a signed copy of the form. The student can not participate until the head coach receives a signed copy of the completed form from the Athletic Directors office.

RELEASE FROM INELIGIBLE CHECKLIST

Students Name: _____

Date: _____

The above listed student was listed on the ineligible sheet and is passing my class at this time.

<u>Subject</u>	<u>Grade</u>	<u>Date</u>	<u>Teacher Signature</u>

This form will be obtained in the Athletic Directors office and returned to the Athletic Director.

Transportation

The procedure to request transportation to and from athletic competition is outlined below.

A. Using the estimated travel time chart the coach requesting transportation will fill out the student activity travel request form and give to the Athletic Director the first week of the sport season. If

overnight stay is required a motel request form will be given to the Athletic Director with a room list written or typed on the reverse side.

B. The Athletic Director will fill out the proper forms and make arrangements for rooms and give confirmation to the requesting coach after receiving the proper completed forms from the coach that is requesting transportation and rooms.

C. The coach will fill out a trip itinerary form, leave slip, and excuse from school form and give to the Athletic Director no later than one week prior to the trip.

D. On Monday of the trip the coach will give a copy of the excused from school form to the attendance office and each teacher.

E. A copy of all Student Activity Travel requests will be made available to the attendance office and the principal's office. A trip itinerary form may be given the office in place of the student activity travel request.

See appendix for forms.

Activity Run Request

To secure transportation before and after practice, the coach will provide the following to the Athletic Director 48 hours prior to the first expected activity run.

1. A list of all students that will need transportation.
2. A detailed calendar listing what days and times the student will need transportation.
3. Where the student will meet the activity driver.
4. Changes to the activity run will be given to the Athletic Director or the Director of Transportation 48 hours in advance of the change unless the student is absent from school and the coach will then notify the Director of Transportation in the morning of the absence.

Supervision

Supervision during out of town activities is the responsibility of the coaching staff. Players and coaches will be held accountable for the condition of the bus on its return from the activity.

Fund Raising Event Criteria and Policy

Policy:

The athletic department does not encourage fund-raising projects, but from time to time coaches may desire to sponsor a fund raiser to create monies for a particular need. Fund raisers will be limited to one event per year per team.

Procedures:

- 1) The coach shall request his / her event on or before the last day of school in writing to the athletic director for the upcoming year.
- 2) All fund raisers will be placed on the school calendar for the following year.
- 3) Prior to beginning the project, the coach in charge will file a fund raiser request form with the athletic director indicating the type, the purpose, length, and anticipated profit of the project.
- 4) Purchasing items to sell is not encouraged.
- 5) Coaches may not solicit donations without prior approval from the athletic director.

Use of students:

- 1) Since team members are being used in the project they will need to know what they are going to see, what the money is going to be used for, and what benefit they will receive. They also need to be aware of their liability should they lose their fund raising items or money.

Coaches Responsibility:

- 1) Coaches involved with the fund raiser are responsible for the overall success of the project.
- 2) Accurate records will be kept and coaches will be held accountable for all money and items.

Financial Accounting:

- 1) Prior to ordering any items for the fund raiser, the coach in charge must secure permission from the athletic director.
- 2) All money collected from the event will be turned into the office as money is collected.
- 3) An event ending report of all expenditures and income will be turned into the athletic director immediately after the event.

Concession Stand:

- 1) All athletic event concession stands may be used by individual teams for fund raising.
- 2) If no athletic team requests the concession stand for their fund raiser, the operation of and profit from can be assigned to any school club or group.
- 3) All operation and startup costs will be the responsibility of the team or group operating the concession stand.

Budget Procedure

Mineral County High School is currently using a district adopted policy dealing with the expenditure of district funds. The policy will be followed by the athletic department using the directives from the administration.

Mineral County High School**Uniform Rotation**

Updated 2017-18 school year.

2017-18	Football	Boys Basketball	Baseball	
2018-19	Volleyball	Girls Basketball	Cheerleader	
2019-2020	Girls Track	Boys Track	Softball	
	Football	Boys Basketball	Baseball	
	Volleyball	Girls Basketball	Cheerleader	
	Girls Track	Boys Track	Softball	

****The rotation will continue in this order as long as there are district funds.**

Publicity and Team Pictures

Philosophy:

An effective, on going relations program must be established and consistently maintained. Good publicity and promotion provide the key to the success and survival of any interscholastic program. The athletic administrator is responsible for the overall success; therefore, he/she must have a keen understanding of who the supporters are and what will encourage them to make supportive response.

All athletic department personnel need to cultivate a good rapport with non-coaching members of the faculty, support their efforts; attend performances. Make sure that athletes make a commitment for regular attendance and academic excellence. Don't take athletes out of class unnecessarily and don't ask for special favors. Keep the faculty posted of all scheduled events well in advance. Notify them at once if changes occur.

Win the respect of the community for the whole program, not just for the winning team. Develop an activities program that will encourage community participation. Above all, keep people informed.

Publicity:

- 1) The head coach is responsible for insuring that all scores are reported to the newspapers and television stations on a timely basis.
- 2) The head coach will insure that articles are placed in the local newspaper. Articles should be sent to the paper on Monday following weekend games.
- 3) JV scores should be given to the paper with the varsity boxes.
- 4) Report scores and results in the daily bulletin.
- 5) Hold at least one parent / team meeting a year.
- 6) Sponsor clinics for youth leagues and coaches.

Team Pictures:

- 1) The athletic director will schedule team pictures or the office secretary.
- 2) The same company will provide pictures to all teams.
- 3) Coaches may recommend photo companies for following school years.
- 4) Pictures will be scheduled a year in advance.
- 5) All coaches should invite parents to picture day.

END OF SEASON OBLIGATIONS

All coaches within the Mineral County School District must meet certain end of season responsibilities in order to complete their coaching assignment. Failure to comply may affect future assignments and payment of the final coaching stipend.

1) Annual Sports Report

In an attempt to keep the Board of Education informed about the accomplishments and problems of our programs, all varsity, junior varsity and freshmen coaches must submit an annual sports report.

These reports must be completed within 15-days of the final season contest. This report must include the following:

- a) A brief summary of the season and suggestions for improving your program
- b) Complete inventory of all equipment and supplies
- c) Names of squad members - indicate letter winners, captains, managers, etc.
- d) Schedule played with results of games, meets or matches
- e) Special honors received by team members
- f) New records set for the season, such as individual performance, team scoring, etc.
- g) Budget request for the next season. MUST LIST ALL ITEMS IN PRIORITY ORDER

2) End of Season Requirements

All athletes are expected to return all equipment provided by the school which has been checked out during the season. Coaches shall

- a) Have the responsibility of keeping accurate records of issuance, return, and payment for loss or damage *A Sports Equipment Check-Out form must be completed for each athlete during that sport.*
- b) Have the responsibility to keep inventories of equipment on hand which may be ascertained by the athletic administrator for budgetary purposes
- c) Ensure that all equipment is washed, repaired, and safely stored; or make arrangements for receipt of equipment during the summer if sent to a commercial repair company
- d) Vacate and clean squad rooms as soon as possible at the conclusion of one's season
- e) Remove, prior to the start of the next season, locks left on squad room lockers

3) Outstanding Equipment/Uniform Obligations by Athletes

- a) No athlete shall be allowed to compete in another sport until all equipment and/or uniform obligations are cleared up with previous coach
- b) In order to facilitate this policy, coaches should immediately compile a list of outstanding obligations at the end of their sport and forward to all coaches of the next season
- c) When an athlete clears his/her obligation, a note should be issued directly to him/her indicating clearance
- d) If a grading period is encountered involving an athlete with obligations, notify the office to withhold grades until the obligations are cleared up.
- e) Upon termination of sport participation, the student is required to clear out of his/her locker within THREE days. The school is not responsible for personal items left in unattended lockers after three days and such items will be discarded.

Payroll Information

To receive payment for the completed sport the following requirements must be fulfilled and the payroll form signed by the Athletic Director and attached to the blue School District payroll form before payment will be made. (See form below)

1. All equipment will be checked in by the Head Coach. The Head Coach will submit a duplicate copy of the check in forms one week following the season.
2. All fines and lost equipment are the responsibility of the Head Coach. The coach may ask for

assistance from the Athletic Director if he or she is having trouble collecting equipment and fines.

3. All equipment and supplies will be inventoried and stored properly.

4. Head Coaches will submit to the Athletic Director an evaluation form for each assistant coach one week after the completion of the season on the approved evaluation form.

5. Two weeks before the last game of the season, the Head Coach will provide the Athletic Director with a list of Varsity and Junior Varsity letterman and award winners. The end of the year form may be used for this purpose.

6. A season ending report on the approved report form will be submitted to the Athletic Director one week prior to the Award Banquet.

7. After items one through six have been submitted to the Athletic Director, payroll forms will be issued to the Head Coach. Payroll will not be submitted without the Athletic Directors signature and principal signature.

Please see NIAA Alcohol, Tobacco and other Drug Possession, use, abuse, and Penalties Policy. Located on www.niaa.com website.