

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

LOCATION OF MEETING: **Schurz Elementary School**  
**4048 Hwy 95 South**  
**Schurz, Nevada 89427**

***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: July 12, 2022
2. Payroll Vouchers: 1002,1003,1205,1206
3. Payroll Checks: 87548-87596
4. Warrants: 25177-25275
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 for Andre Ponder and Hope Blinco to attend a Conference and Education Career Fair on October 24-26, 2022 in Baltimore, Maryland  
**Supporting Information:** Approval for Andre Ponder and Hope Blinco to attend the AAEE 2022 Conference and Education Career Fair on October 24-26, 2022 in Baltimore, Maryland. In-person Education Career Fair to connect with educator candidates exploring employment options.  
**Budget Consideration:** \$3,950.00
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.  
**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

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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

3. **Recommendation:** Discussion and Possible Approval of the Memorandum of Understanding between Mineral County School District and Mineral County Classified School Employee Association MCCSEA  
**Supporting Information:** Approval of the Memorandum of Understanding between Mineral County School District and Mineral County Classified School Employee Association MCCSEA. The purpose of this MOU is to adjust section 2-2 from the MCCSEA to remove HR from the position list.  
**Budget Consideration:** Not at this time.
4. **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
5. **Recommendation:** Discussion and Possible Approval of the Mineral County School District Student and Parent Code of Conduct Handbook for FY 2022-2023  
**Supporting Information:** Discussion and Possible Approval of the Mineral County School District Student and Parent Code of Conduct Handbook for FY 2022-2023  
**Budget consideration:** NONE
6. **Recommendation:** Discussion and Possible Approval of the 2022-2023 Mineral County School District Test Security Manual  
**Supporting Information:** Discussion and Possible Approval of the 2022-2023 Mineral County School District Test Security Manual  
**Budget consideration:** NONE
7. **Recommendation:** Discussion and Possible Approval of the Grievance filed by the Mineral County Teachers' Association  
**Supporting Information:** Discussion and Possible Approval of the Grievance filed by the Mineral County Teachers' Association to Mineral County School District. Statement of Grievance: Upon numerous attempts and requests for insurance, the district has failed to provide group insurance coverage Article XXI per the Certified Negotiated Agreement.  
**Budget consideration:** NONE
8. **Recommendation:** Discussion and Possible Approval of Independent Contract for Tashina Williams, Master of Social Work.  
**Supporting Information:** To provide community health work for Mineral County students needing support with social-emotional and behavioral challenges due to COVID-19 from the ESSER III Revision 1 at a total cost of \$52,312.35. Contract is designed for school social work services at the Mineral County School District through the FY'22-23 school year (mirroring Certified contract days and approved school calendar) with anticipated summer school support and after school support to be funded through additional competitive grant opportunities. (Funding programmatically approved by NDE on July 7, 2021 – Pending NDE Director Approval)  
**Budget consideration:** \$52,312.35 Grant Funded

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

9. **Recommendation:** Discussion and Possible Approval of Independent Contract for Julia Viani, Master of Social Work.  
**Supporting Information:** To provide community health work for Mineral County students needing support with social-emotional and behavioral challenges due to COVID-19 from the ESSER III Revision 1 at a total cost of \$52,312.35. Contract is designed for school social work services at the Mineral County School District through the FY'22-23 school year (mirroring Certified contract days and approved school calendar) with anticipated summer school support and after school support to be funded through additional competitive grant opportunities. (Funding programmatically approved by NDE on July 7, 2021 – Pending NDE Director Approval)  
**Budget consideration:** \$52,312.35 Grant Funded
10. **Recommendation:** Discussion and Possible Approval of Independent Contract for Dr. Shannon Townsend, Psychology and Organizational Behavioral Science  
**Supporting Information:** To provide community health work for Mineral County students needing support with social-emotional and behavioral challenges due to COVID-19 from the ESSER III Revision 1 at a total cost of \$52,312.35. Contract is designed for psychological and behavioral science services at the Mineral County School District through the FY'22-23 school year (mirroring Certified contract days and approved school calendar) with anticipated summer school support and after school support to be funded through additional competitive grant opportunities. (Funding programmatically approved by NDE on July 7, 2021 – Pending NDE Director Approval)  
**Budget consideration:** \$52,312.35 Grant Funded
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.

**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.

**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.



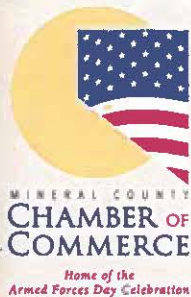
# ARMED FORCES DAY

*Presented to*

**Andre Ponder**

*in recognition of your valuable contribution  
to the success of the 2022 Armed Forces Day Celebration.*

*Your dedication to continuing the tradition  
of honoring those who have served, are serving or  
gave their lives in service to the United States of America that  
began 71 years ago in Hawthorne, Nevada is appreciated by all.  
Thank you for being a valued member of the 2022 team.*



*Meloria Lopez*  
Mineral County Chamber of Commerce President  
Armed Forces Day Committee Chairman

June 21, 2022

Date



**2022**



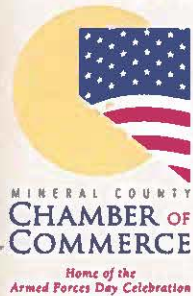
# ARMED FORCES DAY

*Presented to*

**Mineral County High School**

*in recognition of your valuable contribution  
to the success of the 2022 Armed Forces Day Celebration.*

*Your dedication to continuing the tradition  
of honoring those who have served, are serving or  
gave their lives in service to the United States of America that  
began 71 years ago in Hawthorne, Nevada is appreciated by all.  
Thank you for being a valued member of the 2022 team.*



*Gloria Lopez*  
Mineral County Chamber of Commerce President  
Armed Forces Day Committee Chairman

June 21, 2022

Date



**2022**



# ARMED FORCES DAY

*Presented to*

**Hawthorne Elementary School**

*in recognition of your valuable contribution  
to the success of the 2022 Armed Forces Day Celebration.*

*Your dedication to continuing the tradition  
of honoring those who have served, are serving or  
gave their lives in service to the United States of America that  
began 71 years ago in Hawthorne, Nevada is appreciated by all.  
Thank you for being a valued member of the 2022 team.*



*Alma Lopez*

Mineral County Chamber of Commerce President  
Armed Forces Day Committee Chairman

June 21, 2022

Date



**2022**



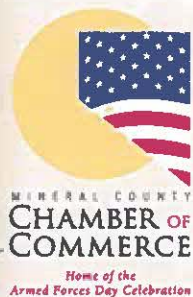
# ARMED FORCES DAY

*Presented to*

**Mineral County School District**

*in recognition of your valuable contribution  
to the success of the 2022 Armed Forces Day Celebration.*

*Your dedication to continuing the tradition  
of honoring those who have served, are serving or  
gave their lives in service to the United States of America that  
began 71 years ago in Hawthorne, Nevada is appreciated by all.  
Thank you for being a valued member of the 2022 team.*



*Alma Lopez*  
Mineral County Chamber of Commerce President  
Armed Forces Day Committee Chairman

June 21, 2022

Date



**2022**



# MINUTES

MINERAL COUNTY SCHOOL DISTRICT  
751 A. STREET  
Hawthorne, Nevada 89415  
BOARD OF TRUSTEES MEETING MINUTES  
*Tuesday, July 12, 2022*

The Mineral County School District held a public meeting on Tuesday, July 12, 2022 beginning at 5:33 PM at the Mineral County District.

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

**MEMBERS ABSENT:** Tyler Viani

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

**OTHERS PRESENT:** Crystal Sasser, Jaren Stanton, Alan Kart, Woody Isom, Chandler Isom, Hope Blinco, MaryJo Gemelke, Theresa Vinson, Kathy Trujillo, Kristen Smith, Ann Kee, Phillip Jaramillo, Erika Sanchez, Jim Sciarani, Spring Blazewick, Breanna Hatfield, Tim Santiago, Will Gemelke, Janell Carlos

*Keith Neville 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: 5:37 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: May 17 and June 8, 2022
2. Payroll Vouchers: 1179,1180,1186,1191,1192,1198,1199
3. Payroll Checks: 87373-87547
4. Warrants: 24881-25176
5. Personnel Report – Information Only

*Kathy Castagnola made a motion to approve the minutes from May 17 and June 8, 2022; Payroll Vouchers: 1179,1180,1186,1191,1192,1198,1199; Payroll Checks: 87373-87547; Warrants: 24881-25176 and the personnel report. Candice Birchum seconded the motion.*

*Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y. Motion passed 4-0-0*

**ACTION ITEMS: (FOR POSSIBLE ACTION)**

1. **Recommendation:** Discussion and Possible Approval of the Pool Renewal Proposal Presentation  
*Kathy Castagnola made a motion to approve the pool pact renewal. Keith Neville seconded the motion.  
Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y. Motion passed 4-0-0*
2. **Recommendation:** Discussion and Possible Approval of the Designation of Auditing Firm  
Tabled item. Already approved at the last meeting.
3. **Recommendation:** Discussion and Possible Approval of the roof bid to repair the roof at the District Office building.  
*Kathy Castagnola made a motion to approve the roof bid. Keith Neville seconded the motion.  
Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y. Motion passed 4-0-0*

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Hawthorne, Nevada 89415  
BOARD OF TRUSTEES MEETING MINUTES  
*Tuesday, July 12, 2022*

4. **Recommendation:** Discussion and Possible Approval for the Administrators to receive a 2.5% salary increase. *Stephanie Keuhey made a comment that it should be the same as the teacher's union with it being retro to last year. Candice Birchum asked if the Administrators had been given evaluations. Ann asked if we could approve this as is. We need to check past practices. Table this item until we can get further information.*
5. **Recommendation:** Discussion and Possible Approval of the Memorandum of Understanding between Mineral County School District and Mineral County Classified School Employee Association MCCSEA  
*Table this item.*
6. **Recommendation:** Discussion and Possible Approval of the 2022-2023 Bargaining Agreement for the Mineral County Classified School Employee Association (MCCSEA)  
*Keith Neville made a motion to approve the 2022-2023 Bargaining Agreement for the Mineral County Classified School Employee Association. Kathy Castagnola seconded the motion.  
Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y. Motion passed 4-0-0*
7. **Recommendation:** Discussion and Possible Approval to re-implement the CTE (Career and Technical Education) Coordinator position starting for the 2022/2023 school year at Mineral County High School.  
*Kathy Trujillo spoke to this item. This will need to be negotiated into the agreement.  
Keith Neville made a motion to approve the CTE Coordinator position. Kathy Castagnola seconded the motion.  
Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y. Motion passed 4-0-0*
8. **Recommendation:** Discussion and Possible Approval of Policies:
  - a. ACB – Non-Discrimination on the basis of sex under Title IX (renumbering)
  - b. KBB – Public Records Request Fees
  - c. GBC7 – Sick Leave Bank Policy*MaryJo Gemelke – GBC7 needs to be taken back to the policy board for further review.  
Kristen Reeves did not get an invitation to the policy meeting and she would like one for the next meeting.  
Keith Neville made a motion to approve ACB and KBB. Candice Birchum seconded the motion.  
Keith Neville-Y; Kathy Castagnola-Y; Candice Birchum-Y; Juanita Diede-Y. Motion passed 4-0-0*
9. **Closed Session:** NRS 288.220 to Discussion of labor unit contracts and negotiations
10. **Open Session:** Discussion of labor unit contracts and negotiations.
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.

**COMMUNICATIONS AND REPORTS: (FOR DISCUSSION ONLY)**

1. Correspondence & Announcements - NONE
2. Board Member Reports - NONE
3. Superintendent Report – Board members were given the Superintendent's report.
4. Principals Report - NONE



MINERAL COUNTY SCHOOL DISTRICT  
751 A. STREET  
Hawthorne, Nevada 89415  
BOARD OF TRUSTEES MEETING MINUTES  
*Tuesday, July 12, 2022*

**GENERAL PUBLIC COMMENT:**

*Kristen Smith made a general public comment regarding the Principal's evaluations.*

*Stephanie Keuhey made general public comment regarding Administrator's salary schedule.*

*Jim Sciarani made general public comment.*

**ADJOURNMENT: 6:33 PM**

Respectfully submitted:

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Juanita Diede, Clerk

# **PAYROLL VOUCHERS**

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1002

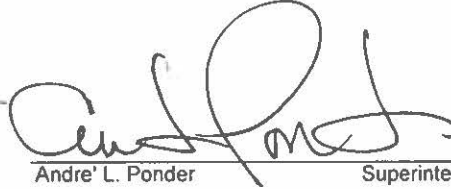
Voucher Date: 07/25/2022

Prepared By:

*Spring Blazewick*  
Printed: 07/20/2022 12:45:26 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$6,223.82 on account of obligations incurred for value received in services and for materials as shown below for period June 15, 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	\$6,223.82
	<b>\$6,223.82</b>

*FY23  
EFTPS  
Federal Taxes*



# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1003

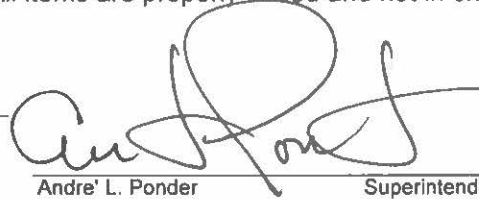
Voucher Date: 07/25/2022

Prepared By:

*Spring Blazewick*  
Printed: 07/20/2022 12:42:34 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$29,786.53 on account of obligations incurred for value received in services and for materials as shown below for period June 15, 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	\$29,786.53
	<b>\$29,786.53</b>

*FY23  
Employee  
Direct Deposit*

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1205

Voucher Date: 07/22/2022

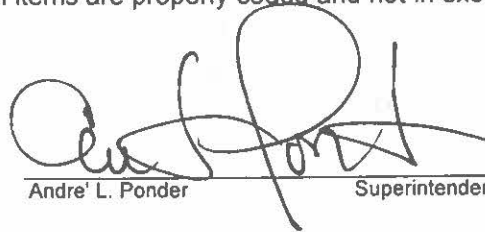
Prepared By:

*Spring Blazewick*

Printed: 07/20/2022 11:26:17 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$18,757.01 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	\$13,115.18
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	\$2,202.49
280	Federal Funds	\$1,772.54
290	Food Service Funds	\$210.48
		<b>\$18,757.01</b>

*FY22  
EFTPS  
Federal Taxes*

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1206

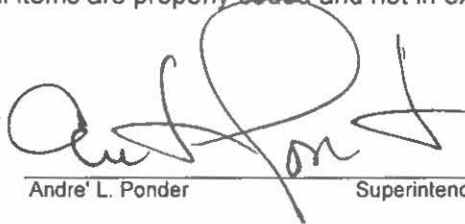
Voucher Date: 07/22/2022

Prepared By:

*Spring Blazwick*  
Printed: 07/20/2022 11:29:50 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$104,240.63 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	\$69,507.44
210	Class Size Reduction	\$4,067.09
230	Adult Education	\$833.79
240	State Grants	\$3,402.36
250	Special Education	\$11,891.46
280	Federal Funds	\$12,419.89
290	Food Service Funds	\$2,118.60
		<b>\$104,240.63</b>

*FY22  
Employee  
Direct Deposit*

# **PAYROLL CHECKS**

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 27

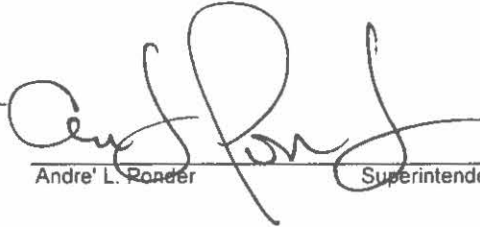
Voucher Date: 07/22/2022

Prepared By:

*Spring Blazewick*  
Printed: 07/20/2022 11:53:53 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$13,911.07 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	\$9,932.83
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	\$1,246.71
290	Food Service Funds	\$640.63
		<b>\$13,911.07</b>

*FY 22  
Employee's checks  
87548-87560*

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1207

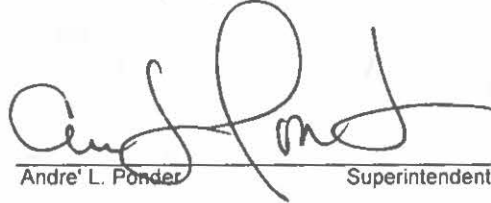
Voucher Date: 07/22/2022

Prepared By:

*Spring Blazewick*  
Printed: 07/20/2022 11:32:39 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$356.67 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	\$356.67
	<b>\$356.67</b>

*FY 22  
Vendor Checks  
87561 - 87563*



# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1208


Voucher Date: 07/22/2022

Prepared By:

*Spring Blazewick*  
Printed: 07/20/2022 11:34:56 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$79,876.98 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	\$55,457.82
206	PCFP English Learner (Restricted Funding)	\$171.22
210	Class Size Reduction	\$2,579.76
230	Adult Education	\$63.50
240	State Grants	\$1,443.62
250	Special Education	\$9,946.96
280	Federal Funds	\$7,798.25
290	Food Service Funds	\$2,415.85
		<b>\$79,876.98</b>

*FY 22  
Vendor Checks  
87564-87577*

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1

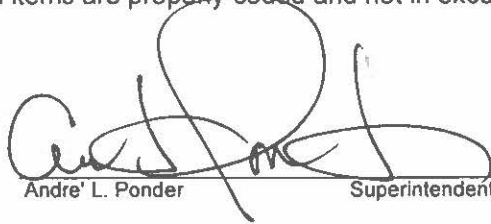
Voucher Date: 07/25/2022

Prepared By:

*Spring Blazewick*  
Printed: 07/20/2022 01:00:42 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$11,511.80 on account of obligations incurred for value received in services and for materials as shown below for period June 15, 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	\$11,511.80
280	Federal Funds	\$0.00
		<b>\$11,511.80</b>

*FY23  
Employee Checks  
ck # 87578-87586*

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1004

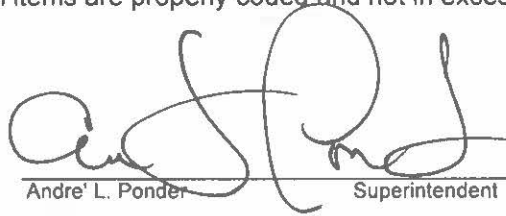
Voucher Date: 07/25/2022

Prepared By:

*Spring Blazewick*  
Printed: 07/20/2022 12:35:36 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$11,499.57 on account of obligations incurred for value received in services and for materials as shown below for period June 15, 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

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Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund	Amount
100 General Fund	\$11,499.57
	<b>\$11,499.57</b>

*FY23  
Vendor Check  
87587-87596*

# WARRANTS

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1000

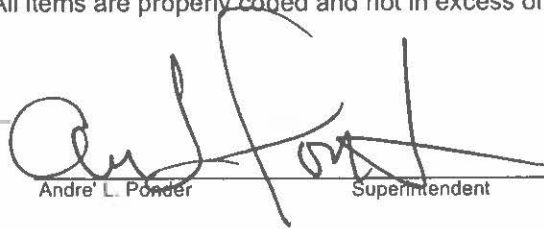
Voucher Date: 07/08/2022

Prepared By:

  
Printed: 07/08/2022 09:47:06 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$28,541.22 on account of obligations incurred for value received in services and for materials as shown below for period June 15, 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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Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund	Amount
100 General Fund	\$28,541.22
	<b>\$28,541.22</b>

25177-  
25182

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1202

Voucher Date: 07/08/2022

Prepared By:

Printed: 07/08/2022 09:58:33 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$10,569.36 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

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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	\$5,514.44
206	PCFP English Learner (Restricted Funding)	\$707.76
230	Adult Education	\$806.50
280	Federal Funds	\$3,281.08
290	Food Service Funds	\$259.58
		<b>\$10,569.36</b>

25/83-  
25201



# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1001

Voucher Date: 07/15/2022

Prepared By:



Printed: 07/15/2022 11:33:15 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$17,517.05 on account of obligations incurred for value received in services and for materials as shown below for period June 15, 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 Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund	Amount
100 General Fund	\$17,517.05
	<b>\$17,517.05</b>

25202-  
25207

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1203

Voucher Date: 07/15/2022

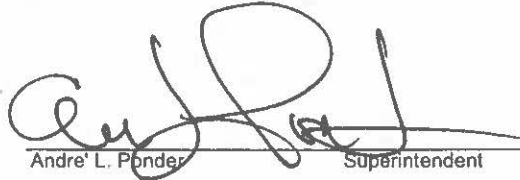
Prepared By:



Printed: 07/15/2022 11:42:07 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$57,505.94 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

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School Board President

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School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$17,936.05
208	PCFP At-Risk (Restricted Funding)	\$0.00
250	Special Education	\$18,368.09
280	Federal Funds	\$21,201.80
		<b>\$57,505.94</b>

25208-  
25225

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1209

Voucher Date: 07/21/2022

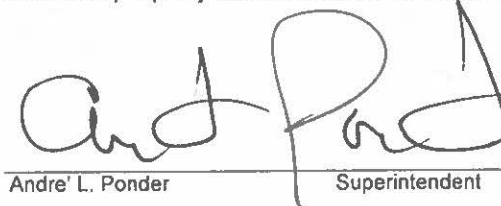
Prepared By:



Printed: 07/21/2022 05:03:31 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$8,578.33 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

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School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
250	Special Education	\$7,856.25
280	Federal Funds	\$722.08
		<b>\$8,578.33</b>

25226-  
25228




# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1210

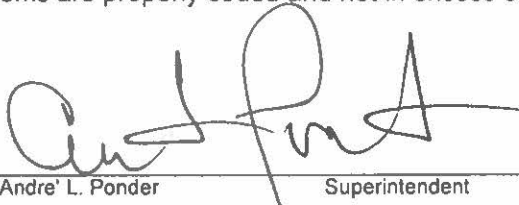
Voucher Date: 07/22/2022

Prepared By:

  
Printed: 07/22/2022 10:07:28 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$23,837.56 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

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Kathryn Castagnola

School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$10,786.29
206	PCFP English Learner (Restricted Funding)	\$8,880.50
208	PCFP At-Risk (Restricted Funding)	\$293.05
250	Special Education	\$1,919.85
280	Federal Funds	\$1,957.87
		<b>\$23,837.56</b>

25229-  
25233

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1005

Voucher Date: 07/22/2022

Prepared By:

Printed: 07/22/2022 10:15:32 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$23,034.82 on account of obligations incurred for value received in services and for materials as shown below for period June 15, 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

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School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$22,983.31
230	Adult Education	\$51.51
		<b>\$23,034.82</b>

25234-  
25257

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1006

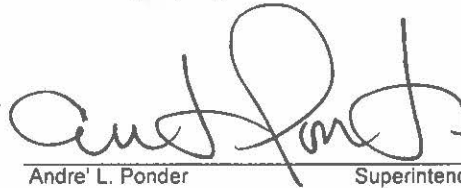
Voucher Date: 07/25/2022

Prepared By:

Printed: 07/25/2022 06:27:07 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$5,443.49 on account of obligations incurred for value received in services and for materials as shown below for period June 15, 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

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Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund	Amount
100 General Fund	\$5,443.49
	<b>\$5,443.49</b>

25258

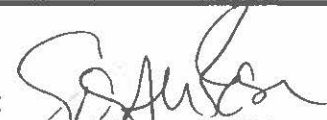


# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1007

Voucher Date: 07/28/2022

Prepared By:



Printed: 07/28/2022 01:37:48 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$10,417.10 on account of obligations incurred for value received in services and for materials as shown below for period June 15, 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

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School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$10,267.10
290	Food Service Funds	\$150.00
		<b>\$10,417.10</b>

25259-  
25272

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1211

Voucher Date: 07/28/2022

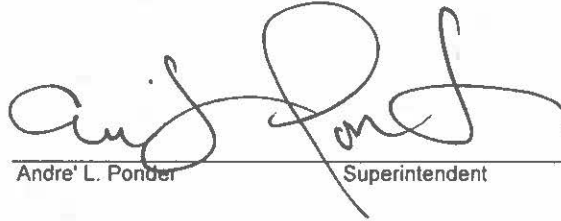
Prepared By:



Printed: 07/28/2022 01:51:05 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$1,168.95 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	\$1,076.47
208	PCFP At-Risk (Restricted Funding)	\$0.00
280	Federal Funds	\$92.48
		<b>\$1,168.95</b>

25273 -  
25275

# **PERSONNEL REPORT**

MINERAL COUNTY SCHOOL DISTRICT  
PERSONNEL REPORT 8.9.22

**CERTIFIED HIRINGS:**

SCHOOL/SITE	POSITION	NEW	ESTABLISHED	REPLACING	FUNDING SOURCE	EFFECTIVE DATE	NAME OF RECOMMENDED NEW HIRE
SES	Substitute Teacher	X				8.17.22	Miye Thom
MCHS	Counselor	X				8.17.22	Rollita Candido
MCHS	Math Teacher	X				8.17.22	Che Partosa
MCHS	PE Teacher	X				8.17.22	Paul Dusan
MCHS	English Teacher	X				8.17.22	Mary Grace M Batomalaque
HES	Teacher	X				8.17.22	Cleneth Ogoa-Ogoa Kilaton
HES	Teacher	X				8.17.22	Christopher Bodiongan
HES	Teacher	X				8.17.22	Jessa May U Kadusale
HES	Call in ParaPro		X			8.17.22	Jane Foster
HES	Call in ParaPro		X			8.17.22	Cynthia Linares

**CLASSIFIED HIRINGS:**

SCHOOL/SITE	POSITION	NEW	ESTABLISHED	REPLACING	FUNDING SOURCE	EFFECTIVE DATE	NAME OF RECOMMENDED NEW HIRE

**RESIGNATIONS/ TERMINATION:**

SCHOOL/SITE	POSITION	NEW	ESTABLISHED	DOES POSITION NEED REPLACING	FUNDING SOURCE	EFFECTIVE DATE	NAME OF RESIGNED/TERMINATED EMPLOYEED RECOMMENDED EMPLOYEE
HES	ParaPro			X			Robin Martinez

**OTHER CONSIDERATIONS:**

SCHOOL/SITE	POSITION	NEW	TRANSFER/ ESTABLISHED	REASON	FUNDING SOURCE	EFFECTIVE DATE	NAME OF RECOMMENDED NEW HIRE
MCHS	Student Council		X			8.16.21	Breanna Hatfield



**ACTION**

**ITEM #1**

MINERAL COUNTY SCHOOL DISTRICT  
TRAVEL REQUEST  
IN-STATE AND OUT OF STATE

NAME(S) Of  
ATTENDEE:

Hope Blinco, Andre Ponder

DATE:

8-2-22

Full Name on Passport/I.D if needing a flight reservation.

NAME OF CONFERENCE:

AAEE 2022 Conference and Career Fair

(Attach conference program information and provide website address)

CITY/STATE OF CONFERENCE:

Baltimore, Maryland

DATE OF DEPARTURE:

October 23, 2022

DATE OF RETURN:

October 27, 2022

**ESTIMATED EXPENSES**

Registration Budget #

Membership

220.00

Registration Fees:

425 x 2

\$

860.00

Travel Budget #

Career Fair 150.00

150.00

Travel By:

Airfare 364 x 2

\$

708.00

(Air, district vehicle, private vehicle at rate of .56¢/mile district convenience or .16¢/mile for personal convenience, etc.)

Lodging:

Room rate

\$

179

X

4

nights x 2

\$

1,432.00

(Use GSA ratings for lodging and meals [www.gsa.gov](http://www.gsa.gov)) All miscellaneous and lodging receipts must be obtained and sent to District Office attached to Per Diem & Mileage Reimbursement Form upon return. Meal receipts DO NOT need to be turned in.

Meals:

Breakfast

\$

16

X

4

days x 2

\$

128.00

Lunch

\$

17

X

3

days x 2

\$

102.00

Dinner

\$

31

X

5

days x 2

\$

310.00

Incidentals

\$

5

X

5

days x 2

\$

50.00

Substitutes:

# of Days

X

\$ 90-105 /day

\$

Other transportation fees: (i.e. car rental, taxi, Uber, shuttle, parking, etc.)

\$

Other Miscellaneous expenses: (attach explanation)

\$

TOTAL EXPENSES \$

3,950.00

NOTE: After site administrator/supervisor approval, All OUT-OF-STATE travel **MUST** have the approval of the Board of Trustees prior to making travel arrangements. Submit request a minimum of **TWO WEEKS PRIOR** to Board Meeting.

TRAVEL APPROVED: ( ) Yes ( ) No

DATE:

Site Administrator Signature

TRAVEL APPROVED: ( ) Yes ( ) No

DATE:

Grant Manager Signature

BOARD

DATE:

Finance Manager Signature

Superintendent Signature

To assist everyone in making your trip plans, please fill out completely to ensure you get the trip you need.

Conference Dates & Times:

October 24-26, 2022

Name of where conference is being held Hotel,  
School/College or Convention Center:

Do you need airline reservations? ☒ Yes ( ) No

Note: Registration must be made by the attendee(s) before flights are made to ensure that you have a spot in the training or conference. District Office cannot get refunds on flights and changes cost extra...in some cases employee may be held responsible for the excess cost or the non-refundable ticket.

Date & Time you wish to DEPART:

Date & Time you wish to RETURN:

(Attach your preferred flight schedule)

Do you need lodging reservations? ☒ Yes ( ) No

(Circle Preferences)

Single

Double

Triple

2

GSA (Per Diem Rate) : \_\_\_\_\_

Smoking

Non-Smoking

Go To: [www.gsa.gov](http://www.gsa.gov) to get rates.

Register under what name(s)?

Name, Address, Phone number of  
motel/hotel you are wishing to stay at:

Hilton Baltimore Inner Harbor

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

Deadline Date:

Code  
Information:

**NOTE:** Please furnish a copy of any information you have on the conference, workshop, etc. which might help with travel scheduling. Conference/Workshop registration will be the responsibility of the attendee and may only be made after a purchase order has been approved. If travel must be cancelled, the person traveling is responsible for cancelling all travel/lodging, and must notify the District Office of any refunds due. Room fees and flights cancelled at the last minute for anything other than an emergency or unforeseen circumstance may be charged to the employee.

Please send ORIGINAL travel form and SIGNATURES to district office for approval. Keep copies at your site, this paperwork will not be returned to you.

[More travel](#) ▾[English](#)[List your property](#)[Support](#)[Trips](#)[Sign in](#)

Sun Country Airlines · RNO → BWI > Sun Country Airlines · BWI → RNO > **Review your trip**  
[Change flight](#) [Change flight](#)

**Stay flexible with no change fees**

We recommend booking a flight with no change fees in case your plans change.

[Change flights](#)

## Reno to Baltimore

10:30am - 8:10pm (6h 40m, 1 stop)

Sun Country Airlines • Sun, Oct 23

[Show details](#)

### Your fare: Economy

[See fare details](#)

### Seat

After booking, contact the airline directly to choose your seat.

## Baltimore to Reno

12:10pm - 6:35pm (9h 25m, 1 stop)

Sun Country Airlines • Thu, Oct 27

[Show details](#)

### Your fare: Economy

[See fare details](#)

Trip total

**\$354**

[View price summary](#)[Check out](#)

## Bags

- ✓ Personal item included
- 💰 Carry-on bag for a fee
- 💰 1st checked bag for a fee

Bags for this flight must be purchased through the airline after booking.

## Book a car with your flight and save up to \$46

Total trip price will be reflected in checkout. Trip savings include any individual item discounts, as well as savings from reduced taxes and service fees.



Midsize car from Thrifty

Toyota Corolla or similar

~~\$603~~ **\$557**  
with flight

Add to trip



Economy car from Dollar

Chevrolet Spark or similar

~~\$605~~ **\$559**  
with flight

Add to trip



Economy car from Thrifty

Chevrolet Spark or similar

**\$562**  
with flight

Add to trip

[View more cars](#)

Tell us how we can improve our site

[Share feedback](#)



Trip total

**\$354**

[View price summary](#)

[Check out](#)

[EVENT DETAILS](#)[AGENDA](#)[SPEAKERS](#)[CAREER FAIR](#)[SPONSOR](#)[LOG IN](#)

# HOTEL/VENUE INFO

This event will be held at the Hilton Baltimore Inner Harbor (401 W Pratt St, Baltimore, MD 21201). To reserve a room at a special rate of \$179/night, please click here [↗](#).

## Ground Transportation Between Airport and Hotel

The Maryland Department of Transportation's Maryland Transit Administration (MTA) offers light rail transport from the Baltimore International Airport (BWI) to the Camden Station (0.1 mi. from the hotel) every 20 minutes, with the first train departing at 4:59 AM and the last train departing at 12:40 AM. The trip typically takes about 27 minutes and the one-way fare is currently \$2.00. Click here [↗](#) to review schedules and other information on the MTA's website.

Prefer to take a taxi or an Uber? The cost should be approximately \$30 and take about 15 minutes.

## REGISTRATION



[Home \(/\)](#) > [conference](#)

## Conference

Check out the schedule, registration, hotel bookings, and more here  
(<https://aaee.glueup.com/event/aaee-2022-conference-education-career-fair-51944/>)!

Our annual conference covers professional development and networking opportunities for professionals from: career services, Colleges of Education, academic advising, K-12 recruitment, school system administration, non-profit and for-profit education-related organizations, and state departments of education.

Please note that registration for the conference does not include the career fair. This requires a separate registration.

Our event is scheduled to be held in Baltimore, MD October 24-26.

Want to learn more about participating in the third cohort of the National Working Group on Teacher Retention? [Click here](#)



### Book Your Hotel Room!

To make your reservations, please click here (<https://aaee.glueup.com/event/aaee-2022-conference-education-career-fair-51944/hotelvenue-info.html>).

If you need additional assistance, please contact us at 614-485-1111.

**Thank You to Our Major Sponsor!**

**- Proximity Learning (<https://www.proxlearn.com/>) -**



## AAEE 2022 Conference

We welcome education professionals from all walks of life to join us as we work together to ensure candidates can cross the finish line in the future teacher pipeline. Join us for amazing professional development, opportunities to make meaningful connections, and have fun while doing it.

**Don't forget to register for the Education Career Fair!** (<https://aaee.glueup.com/event/aaee-2022-conference-education-career-fair-51944/career-fair.html>)

### Full Conference Registration Includes

- All conference sessions, workshops, and activities
- Keynote speakers
- University/School District Networking session
- Grand Opening Welcome Buffet/Reception (Monday evening)
- Three other meals (Tuesday breakfast, Tuesday lunch, Wednesday breakfast).
- Optional "Night on the Town" activity (Tuesday evening)

Sunday III  
M III  
T III  
W III  
TH III

### Register as an Individual or Save as a Team

Share the experience with your colleagues! Select our 2-pack or 3-pack options to save on your registration fees. Want to register more than 3 people? Please contact Tim Neubert, Executive Director, at [execdir@aaee.org](mailto:execdir@aaee.org).

Register at the Early-Bird rate before September 3rd to save even more!

**Begin My Conference Registration!** (<https://aaee.glueup.com/event/aaee-2022-conference-education-career-fair-51944/>)

#### Member Pricing:

Early Bird Individual: \$425

Early Bird 2-pack: \$800

Early Bird 3-pack: \$1,125

Early Bird Emeritus/Retired: \$225

#### Non-Member Pricing

Early Bird Individual: \$525

Early Bird 2-pack: \$1,000

Early Bird 3-pack: \$1,425

**Refund Policy:** All refunds must be requested in writing. A \$50 cancellation administration fee will be deducted from all refunds. By June 1, 2022: 100% refund. By August 3, 2022: 75% refund. By October 5, 2022: 50% refund. After October 5, 2022: No refunds. Refunds will be processed by November 5, 2022.



# CAREER FAIR

There's no denying it...educator recruitment is now a year-round responsibility. Whether you have current vacancies to fill, anticipate second semester needs, need to be ready for mid-year turnover, or just want to improve your pipeline, it's critical to continue your efforts. The educator shortage is real and competition for candidates is fierce, so you want to stay at the head of the pack!

Educator job fairs provide an excellent opportunity to share your brand (what makes you special), ensure visibility, and generate interest in your school system, and the American Association for Employment in Education (AAEE) is proud to support you in that effort.

Register to attend our in-person Education Career Fair (October 26) to connect with educator candidates exploring employment options. You will:

- Make meaningful connections with teacher candidates and establish relationships
- Collect resumes from candidates interested in specific positions or your district in general
- Educate candidates about what makes you an employer worth considering
- Ensure candidates know the next steps in your hiring process

[EVENT DETAILS](#)[AGENDA](#)[SPEAKERS](#)[CAREER FAIR](#)[SPONSOR](#)[LOG IN](#)

# AGENDA

## CORE SCHEDULE (ALL ATTENDEES)

### CONCURRENT BREAKOUT SESSION A

### CONCURRENT BREAKOUT SESSION B

### CONCURRENT BREAKOUT SESSION C

### CONCURRENT BREAKOUT SESSION D

### CONCURRENT BREAKOUT SESSION E

**MONDAY, OCTOBER 24, 2022****🕒 1 PM TO 9:45 PM****1 PM - 1:30 PM****GENERAL SESSION: CONFERENCE KICK-OFF****1:30 PM - 2:30 PM**

[EVENT DETAILS](#)[AGENDA](#)[SPEAKERS](#)[CAREER FAIR](#)[SPONSOR](#)[LOG IN](#)2:45<sup>PM</sup> - 3:45<sup>PM</sup>**CONCURRENT BREAKOUT SESSIONS**3:45<sup>PM</sup> - 4:15<sup>PM</sup>**BREAK WITH SPONSOR & EXHIBITORS**4:15<sup>PM</sup> - 5:15<sup>PM</sup>**CONCURRENT BREAKOUT SESSIONS**5:30<sup>PM</sup> - 6:15<sup>PM</sup>**GENERAL SESSION: "GIVE ME FIVE" NETWORKING**6:45<sup>PM</sup> - 9:45<sup>PM</sup>**GRAND WELCOME RECEPTION & BUFFET****TUESDAY, OCTOBER 25, 2022****⌚ 8<sup>AM</sup> TO 9:45<sup>PM</sup>**8<sup>AM</sup> - 8:45<sup>AM</sup>**BREAKFAST WITH SPONSOR & EXHIBITORS**8:45<sup>AM</sup> - 9<sup>AM</sup>**GENERAL SESSION: WELCOME & ANNOUNCEMENTS**9:15<sup>AM</sup> - 10:45<sup>AM</sup>**XL CONCURRENT BREAKOUT SESSIONS**11<sup>AM</sup> - 12<sup>PM</sup>**GENERAL SESSION/KEYNOTE: THIS IS WHY WE TEACH**  
**DR. RICHARD WARREN JR.**12<sup>PM</sup> - 1:30<sup>PM</sup>**GENERAL SESSION: BUSINESS LUNCHEON & AWARDS PRESENTATION**1:45<sup>PM</sup> - 2:45<sup>PM</sup>

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## CONCURRENT BREAKOUT SESSIONS

4<sup>PM</sup> - 4:30<sup>PM</sup>**BREAK WITH SPONSOR & EXHIBITORS**4:30<sup>PM</sup> - 5:30<sup>PM</sup>**GENERAL SESSION: AAEE FUN & GAMES COMPETITION/SILENT AUCTION & RAFFLE WINNERS ANNOUNCED**6:45<sup>PM</sup> - 9:45<sup>PM</sup>**"NIGHT ON THE TOWN"****WEDNESDAY, OCTOBER 26, 2022****⌚ 8<sup>AM</sup> TO 5<sup>PM</sup>**8<sup>AM</sup> - 8:45<sup>AM</sup>**BREAKFAST WITH SPONSOR & EXHIBITORS**8:45<sup>AM</sup> - 9<sup>AM</sup>**GENERAL SESSION: WELCOME & ANNOUNCEMENTS**9<sup>AM</sup> - 10<sup>AM</sup>**GENERAL SESSION/KEYNOTE**  
CONSTANCE LINDSAY, PH.D.10<sup>AM</sup> - 11<sup>AM</sup>**GENERAL SESSION: FUTURE EDUCATOR PANEL**11<sup>AM</sup> - 11:30<sup>AM</sup>**GENERAL SESSION: CONFERENCE CLOSING**12<sup>PM</sup> - 1<sup>PM</sup>**RECRUITER SETUP & CANDIDATE REGISTRATION (EDUCATION CAREER FAIR)**1<sup>PM</sup> - 5<sup>PM</sup>



**ACTION**

**ITEM #2**

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.

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
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**\$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**

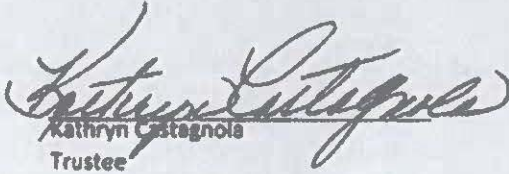
The Superintendent must provide the District with at least thirty (30) days working transitional notice of intention to terminate from the District. Failure to provide such notice may result in a 3% annual salary penalty.

## **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.

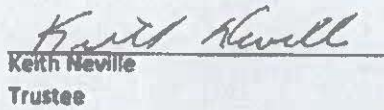
MINERAL COUNTY SCHOOL BOARD

  
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 #3**



**MEMORANDUM OF UNDERSTANDING (MOU)**  
**Between**  
**Mineral County School District**  
**(Board of Trustees)**  
**And**  
**(Mineral County Classified School Employees Association)**

This is an agreement between the Classified Union "MCCSEA" and the Mineral County School District, Board of Trustees.

- I. **Purpose.** The purpose of this Memorandum of Understanding (MOU) is to adjust section 2-2 from the MCCSEA to remove "Human Resources" from the list of positions covered by the collective bargaining agreement between Mineral County Classified School Employees Association and the Mineral County School District.

- II. In particular, this MOU is intended to amend Section 2-2 of the CBA to read as follows:

**2-2** Specifically excluded from membership only are confidential employees, temporary employees, substitute employees and supervisors. The following district office staff: Payroll Clerk, Administrative Secretary, Data Management/Infinite Campus, ~~Human Resource~~, and Grants Manager, are recognized as members of the MCCSEA, but cannot hold an office or be a member of the negotiation team for the MCCSEA. They may be asked to provide guidance on wording and for information allowed to be requested under NRS.

II. **EFFECTIVE DATE AND SIGNATURES**

This MOU shall be binding upon the signature of Superintendent Andre Ponder and a valid officer of MCCSEA Classified Union.

Signature and Date  
Superintendent of MCSD

\_\_\_\_\_  
Date: \_\_\_\_\_

Signature and Date  
MCCSEA Officer

  
\_\_\_\_\_  
MCCSEA Vice President

Date: July 13, 2022



**ACTION**

**ITEM #4**

# 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  
775-945-1000

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

Schurz Elementary School  
PO Box 70  
Schurz, NV 89427  
775-773-2323

*Revised 2022-2023 School Year*

## 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](http://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**

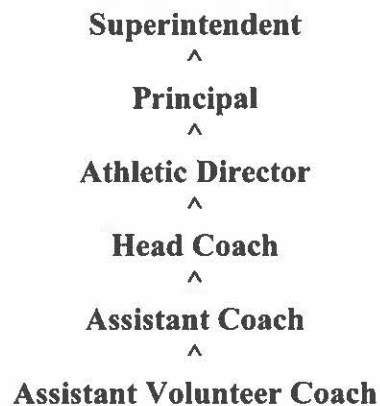
Evaluations are important tools for the growth and development of all coaches. Mineral County School District requires one evaluation per year for each coach. All athletic staff will be evaluated at the end of each sport season using the district approved evaluation form. Evaluations will be based on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

<b>Board of Education</b>
<b>Superintendent</b>
<b>Principal</b>
<b>Athletic Director</b>
<b>Head Coach</b>
<b>Assistant Coach</b>
<b>Assistant Volunteer Coach</b>

**(Line of Authority)**



**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. **Pay phones are to be used for other calls.** *(Remove this wording)* 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 an 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 (yellow) *(remove the word yellow)* 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 – *if funding available* (add new wording)**

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. *(can they do more than one?)*

**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.

*What about rotation for JHS uniforms*

### **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.*

*What if the team does a fundraiser for new uniforms before this rotation? For the past several years fundraising is how the teams have received new uniforms.*

### **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 *(add) 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. *If possible*
- 5) All coaches should invite parents to picture day. *(Why?) Change to – Coaches will handout picture order forms to all players.*

## **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 *(add) 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 *(this doesn't work anymore – grades are online)*
- 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 (add).*

Please see NIAA Alcohol, Tobacco and other Drug Possession, use, abuse, and Penalties Policy. Located on [www.niaa.com](http://www.niaa.com) website.

## Principal, Athletic Director and Coach Forms Checklist

The following forms and documents can be found at the NIAA Website. It is imperative that you read and note the deadline to file the documents with required signatures. The rules and policies are mandatory and backed by NRS. It may be useful to read, print, and place in a binder to refer to for the beginning of each sport season. The Athletic Director is required to insure all deadlines and requirements are followed by everyone dealing with athletics. Place a checkmark in the box corresponding to each form after you have read each. All coaches, athletic directors and principals must read and follow all school rules and policies, NIAA rules and policies, and mandates associated with athletics.

o NIAA Membership Application	June
o NIAA Directory Information	August
o NIAA Activity Card Application	August
o NIAA Rule Book Order	June
o NIAA Coaching Certification	August-January
o NIAA Athletic Eligibility Roster B	Before each Sport Season
o NIAA Athletic Registration Roster C	Before each sport season
o NIAA Concussion Policy	Before coaches are hired
o NIAA Physical Form B&D	June to August
o NIAA Calendar	July
o NIAA Information Deadline	Before each State Tournament
o NIAA Official Balls	Before ordering
o NIAA Preseason Rules Meetings	Before each sport season, mandatory for coaches

The following forms are contained in the coach's handbook, student handbook and are on the Mineral County High School website.

o Evaluation Form	End of each season
o Emergency Medical Procedure	Before each sport season
o Injury Form	After each sport injury
o Follow up treatment form	After doctor visit
o Roster Form	Before each sport season begins
o Release from ineligible check list	Day before team leaves school
o Transportation Request	Week before team leaves for away games
o Athletic excuse from school	Before leaving school
o Fundraiser request form	Before fund raising event
o Fundraiser report form	Immediately
o Payroll Verification Form	After each season
o End of season report form	After each sport season
o Acknowledgement of Risk and Informed Consent Form	Before a student can play
o Activity Code Agreement Form	Before a student can play
o Activity Code of Conduct Form	Before a student can play
o Parent Complaint Form	Before a complaint is vetted
o Emergency Medical Release Form	Before a student can play
o Transportation Release Form	Before a student can ride home with parent
o Coaches Code of Ethics Form	Before each season
o Coaches Handbook	Before a coach can be hired
o Student Handbook	Before each sport season

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACTION**

**ITEM #5**



# **Mineral County School District**

## **Student and Parent**

### **Code of Conduct Handbook**

#### **Preschool to **Adult Education****

#### **2022-2023**



#### **Mineral County School District Board of Trustees**

~

Keith Neville, President  
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**Mineral County  
High School  
Hawthorne Jr. High School**

**Hawthorne  
Elementary School**

**Schurz  
Elementary School**

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## Mineral County School District

**Mineral County School District's mission is to promote a culture of student achievement generating life-long learners through professionalism and its accountability for an effective teaching and learning community.**

*The vision of the Mineral County School District is to become the best system where graduates can be competitive for any degree or job they pursue. The Mineral County Board of Trustees believes in being united in working for the best education possible for our children. The District believes it is important to instill in our children a pride in our District and the education they receive here; and to prepare our students to compete in today's society.*

With the Mineral County School District Mission, Vision and Beliefs in mind, the **Student and Parent Code of Conduct Handbook 2022-2023** was developed to help students, parents and school personnel understand the guidelines for maintaining a safe and orderly learning environment. In addition, all students and employees of Mineral County Schools are charged with modeling the characteristics of citizenship, character education and literacy. Mineral County School District will develop its own rules and expectations for student conduct based on the district wide **Restorative Discipline Plan**.

This Handbook applies to all MCSD students in pre-kindergarten through grade 12, **including alternative education and adult education students under the age of 18.**

Each MCSD student must obey district rules.

- While on or off school grounds
- While being transported by school district transportation
- During school-sponsored events, such as field trips, athletic functions and similar activities

While students may be disciplined for infractions according to the responses outlined in this **Handbook**, be aware that there could be additional consequences through law enforcement for acts which violate the law.

This **Handbook** is based upon the School Board's policy governing student conduct and discipline (JFCF) and includes the following:

- Specific grounds for disciplinary action
- Procedures to be followed in disciplinary actions
- An explanation of the rights and responsibility of students with regard to attendance, respect of person and property, knowledge and observation of rules of conduct, the right to learn, free speech and student publications, assembly, privacy, and participation in school programs and activities

### **Students have a RIGHT to:**

- Pursue his or her educational development

### **Students have a RESPONSIBILITY to:**

- Treat others fairly and with respect
- Maintain a positive learning attitude in the classroom
- Cooperate with fellow students, teachers and staff members
- Use good judgment in making decisions concerning personal behavior
- Maintain a safe and clean environment in which to learn
- Engage in behavior that enhances everyone's self-esteem and school spirit
- Respect the rights and property of others

## Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School principal or other official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff); student teachers and related service interns; a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the federal Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 202025920.

**Directory Information:** Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Directory information may be released to agencies, institutions, the military, or businesses for the purpose of providing students with yearbooks, class rings, graduation announcements, athletic apparel, school pictures, scholarship opportunities, or other purposes that benefit the student and/or school. Directory information will not be released when the purpose is primarily for commercial or sectarian use. The Mineral County School District has designated the following information as directory information: student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study, grade level; dates of attendance (but not attendance on a particular day); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

*Unless written objection to release such directory information is received by Mineral County School District from the parent or eligible student within 30 days of enrollment in any school year, any of the above information may be released in accordance with the purposes stated. All objections should be filed in writing with:*

**MINERAL COUNTY SCHOOL DISTRICT**

**Box 1540**

**Hawthorne, NV 89415**

## **FREE APPROPRIATE PUBLIC EDUCATION**

IDEA requires that a student who meets eligibility criteria is entitled to receive a free appropriate public education, often referred to as “FAPE.” Because the meaning of FAPE is important to all the topics covered in this manual, this section discusses its meaning in detail.

### **1.1.1. Definition**

The regulations implementing IDEA define **free appropriate public education** to mean special education and related services that:

- a. are provided at public expense, under public supervision and direction, and without charge;
- b. meet the standards of the Nevada Department of Education, including the requirements of the IDEA;
- c. include preschool, elementary school, or secondary school education for students 3-21 in the State of Nevada; and
- d. are provided in conformity with an Individualized Education Program (IEP) that meets the requirements described in Individualized Education Programs of this manual.

The meaning of special education and related services is discussed in Individualized Education Programs. Other components of FAPE are discussed in detail below.

For purposes of FAPE, the term **free** means that required services are provided without cost to the student’s parents. There may be other governmental agencies, insurers, or other third parties (e.g., Medicaid) that have an obligation to provide or pay for services required under IDEA, Section 504 of the Rehabilitation Act of 1973 (Section 504); or the American with Disabilities Act (ADA). That said, the IDEA regulations specify that the District may access a parent’s private insurance proceeds **only** if the parent provides informed consent as described in the Procedural Safeguards. Informed parental consent must be obtained **each** time the parent’s private insurance is accessed, and the parent must be informed that his or her refusal to consent does not relieve the District of its responsibility to ensure that all required IDEA services are provided at no cost to the parents. The IDEA regulations also provide that the District may not:

- require parents of a student with a disability to sign up for or enroll in public insurance programs in order for their child to receive FAPE under IDEA;
- require parents to incur an out-of-pocket expense such as payment of a deductible or co-pay amount incurred in filing a claim for services provided under IDEA;
- use a student’s benefits under a public insurance program if that use would
- decrease available lifetime coverage or any other insured benefit;
- result in the family paying for service that would otherwise be covered by the public insurance program and that are required for the student outside of the time the student is in school;
- increase premiums or lead to the discontinuation of insurance; or
- risk loss of eligibility for home and community based waivers, based on aggregate health-related expenditures.

For assistance in locating potential sources of services or funding for services to meet the FAPE requirements, District personnel should contact their Area Director or the Office of Compliance and Monitoring.

**Mineral County School District**  
**Student Attendance Rules and Regulations**  
**(Reference MCSD Policy JE – Attendance)**

**INTRODUCTION\*\*\***

The Nevada Department of Education (NDE) met with a broad-based stakeholder group to define absenteeism with a focus on uniform tracking and coding of absenteeism across the state. In order to issue fully informed guidance on these topics, the NDE also consulted numerous research sources, other state departments of education practices, federal guidelines, the Council for Chief State School Officers, and the U.S. Department of Education.

**WHY CHRONIC ABSENTEEISM?**

**CHRONIC ABSENTEEISM IN THE NEVADA SCHOOL PERFORMANCE**

**FRAMEWORK NFPE**

Chronic absenteeism is a school quality measure that captures the total percentage of students who are absent for 10% or more of their enrolled days. Chronic absenteeism is a relatively small contributor to a school's star rating; currently it is between 5% and 10% depending on a school's level (Elementary, Middle or High). Schools with absenteeism rates between 0% and 3% earn full points for this measure and schools with rates up to 10%, earn half the points.

**THE DEFINITION OF CHRONIC ABSENTEEISM**

In order to establish a uniform statewide data point on absenteeism, common attendance definitions and coding are required. These common understandings facilitate uniform reporting for the variety of educational settings that currently exist: Virtual schools, community schools; and work-study placements.

**THE FEDERAL DEFINITION OF CHRONIC ABSENTEEISM THAT STATE EDUCATION AGENCIES MUST USE IN REPORTING ABSENTEEISM IS AS FOLLOWS:**

A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether the absences are excused or unexcused. Students who are absent 10% or more of their enrolled school days are considered chronically absent.

**\*Research supports the belief that children suffer academically if they aren't in class to learn. Making up work for a previous absence does not replace time missed in the classroom.**

The Nevada State Department of Education defines participating in instruction or instruction-related activities as:

*Activities that have been approved by the school, districts, and/or the Nevada Department of Education (e.g., field trips, work-study, and extracurricular activities) and activities that are part of a student's documented educational program. These may include specially designed instruction (SDI) and homebound instruction.*

Examples of "activities" include hospital or homebound instruction by a district designated instructor, as well as off-campus distance education in a nontraditional school setting with access to a district designated instructor.

In-school suspension typically falls within this category, but it also includes out-of-school suspension if instructional services are provided.

An example from Nevada would be students who are in the juvenile justice system. In some counties those students are enrolled in an educational program with access to a certified instructor, in other counties the student is not provided access



to an education program that includes a certified instructor. In this example, the student with access to a certified instructor would not be absent while the student without access to a certified instructor would be marked absent.

Definitions and attendance rules were established through research, consultation with other State Education Agencies, and through a Nevada stakeholder group, the Absent and Absenteeism Committee, which represents a diverse group of state constituents including district technical experts, civil rights activists, and Nevada School Superintendents. **The committee supported a recommendation to align Nevada's definition of "absent" with the federal definition.** The NDE is committed to supporting districts with best practices to effectively address attendance related issues.

#### **BUSINESS RULES FOR CALCULATING CHRONIC ABSENTEEISM**

Local Education Agencies will count a student absent if they miss 50% or more of the school day. A student will be considered absent when he/she meets this threshold and is not receiving instruction or instruction-related activities.

In the spring of 2018, NDE began the process to align NAC 387.185 with the above business rule. Additionally, NDE will work through the Infinite Campus Governing Board to establish the technical requirements and a reasonable timeline to implement this change.

Local Education Agencies will track the amount of missed instruction for each student.

Virtual schools with charter contracts or operating agreements that allow for alternative attendance tracking methods **must comply** with their approved attendance tracking protocols.

Local Education Agencies will ensure that attendance tracking in their local student information system conforms to the attendance codes provide in Appendix A of this memorandum.

The NDE will work through the Infinite Campus Governing Board to establish the technical requirements and a reasonable timeline to implement this change.

A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether the absences are excused or unexcused. Students who are absent 10% or more of their enrolled school days are considered chronically absent.

The NDE will adopt and apply the above definition of chronic absenteeism when determining this rate for state and federal reporting purposes.

Appendix A of this memorandum provides the list of attendance codes and an indication of their contribution to the calculation of chronic absenteeism. The information in Appendix A represents the codes that are used in tracking attendance in Nevada, the definition of the specific instance of absenteeism, and whether this instance of absenteeism is counted toward a school's absenteeism rate.

#### **APPENDIX A**

<b>Mineral County School District</b>	<b>Attendance</b>	<b>Codes</b>			<b>2022-2023</b>
<b>Description</b>	<b>Status</b>	<b>Excuse</b>	<b>State/District Code</b>		<b>Chronic Absenteeism</b>
<b>EXCUSED ABSENT</b>	Absent	Excused	CIR		<b>YES</b>
<b>Absent No Virtual Participation</b>	Absent	Unknown	U		<b>YES</b>
<b>Check Out Early</b>	Less than 50% of period JH/High School		COE		<b>NO</b>
<b>Emergency Closure</b>	Wind/Road/ Smoke		Done at District Level		
<b>Participated Online</b>	<b>Present</b>	Exempt			<b>NO</b>
<b>Health Department Excluded Student NOT Online</b>	Absent	Excused	HDE		<b>YES</b>
<b>Health Department Excluded Student Online</b>	<b>Present</b>	Exempt	HDED		<b>NO</b>
<b>IN SCHOOL SUSPENSION</b>	<b>Present</b>	Exempt	ISS		<b>NO</b>
<b>Medical reason and doctor note provided.</b>	Absent	Excused	MDP		<b>YES</b>
<b>Out of School Suspension</b>	Absent	Excused	SUS		<b>YES</b>
<b>SCHOOL ACTIVITY</b>	<b>Present</b>	Exempt	SA		<b>YES</b>
<b>TARDY EXCUSED</b>	Tardy	Excused	TE		<b>NO</b>
<b>TARDY</b>	Tardy	Unexcused	T		<b>NO</b>
<b>ABSENT</b>	Absent	Unexcused	U		<b>YES</b>
<b>TRUANCY</b>	Absent	Unexcused	UNV		<b>YES</b>
<b>Run Away</b>	Absent	Unexcused	U		<b>YES</b>
<b>JUV Juvenile Detention: Short term placement in juvenile facility</b>	Absent	Excused	JUV		<b>Yes</b>

\*\*\*Information obtained from the Nevada Department of Education, Revised Guidance Memorandum #18-06

## Absence Defined

### Elementary: 5-Day/Week PreK-6th

PreK-6th Up to 75 minutes late = Tardy

76-170 minutes late = ½ Day Absent

Over 170 minutes late = Full Day Absent

### 4-Day/Week PreK-6<sup>th</sup>

Up to 75 minutes late = Tardy

76-182.5 minutes late = ½ Day Absent

Over 182.5 min. late = Full Day Absent

1. Secondary Absence (Grades 7-12): If a student misses 40% of a class period, he/she will be marked absent.
2. Alternative Education Absence (Grades 1-12): As an Alternative Program (NRS 388.537) the curriculum is provided as an online program. Students must be in attendance at least once weekly and show progress in the Learning Management System. If the student makes progress in the course during that week, they will be marked in attendance for the entire week. Students who do not make progress must be contacted by the instructor. If no contact is made, the student shall be marked absent for the week.

3. Distance Learning (Grades K-12): **If offered as an option by the school. Distance Learning is not an option at Hawthorne Elementary School.**

Parent and student understand that student is required to log in daily or a parent/guardian is required to call in my absence to the school. **Students must be in attendance at least once weekly and show progress in the Learning Management System. If the student makes progress in the course during that week, they will be marked in attendance for the entire week. Students who do not make progress must be contacted by the instructor. If no contact is made, the student shall be marked absent for the week.**

- a. (Jr. High and High School-lack of signing in to EACH class I am enrolled in will be considered an absence for that class.)
- b. Student understands that online assignments will be graded according the MCSD Grade Scale and will count toward grading period percentage and letter grade. There is no Pass/Fail for online learning.
- c. Student understands that if they fail to participate and make adequate progress in any one of my classes it could negatively impact my attendance and lead to truancy, and may result in a failing grade for the course.
- d. Student understands that they must successfully complete their courses, with passing grades, in order to be able to move to the next grade level/graduate and remain in Distance Learning.
- e. Student understands that classes will not be extended into the next semester. All grades are final at each semester's end.
- f. Student understands they must meet the above requirements to maintain my enrollment in Distance Learning. If students fail to meet the above requirements, my Distance Learning may be revoked.

This policy shall be shared with parents upon initial enrollment in the Mineral County School District and in accordance with state and federal guidelines set forth by the Department of Education.

It is the position of the Board of School Trustees that regular attendance is critical to the education development of students and if a student is absent or misses instruction, the learning process is adversely affected since interaction in the classroom setting can seldom be duplicated by make-up work.

Therefore, it shall be the policy of Mineral County School District that:

1. Students who are enrolled for the full school year in MCSD must be in attendance for a minimum of ninety percent (90%) of the school days scheduled for instruction in order to be promoted to the next higher grade, or to earn secondary credits. Students who are enrolled for less than a full school year must be in attendance ninety percent (90%) of the period of their enrollment in order to be promoted to the next higher grade or earn secondary credits.
2. A student with a disability shall be excused from the requirement of this policy **if** the student is provided services in accordance with an Individualized Education Program (IEP) requiring an attendance schedule different from the requirements stated in this policy.

3. A student with a disability shall be excused from the requirements of this policy if the student is provided services in accordance with a Section 504 Accommodation Plan requiring an attendance schedule different from the requirements stated in this policy.

### **TRUANCY DEFINED**

Students are required by law to attend all their scheduled classes, and it is illegal for them to be truant. It is also considered a misdemeanor for parents/legal guardians to promote or allow students to be truant (NRS 392.210). As required by NRS 392.144, schools must report trancies to their local law enforcement agency for investigation and possible issuance of a citation.

Students risk being marked truant when a call or written note from a parent/legal guardian is not presented to the school within three (3) days of the absence. The definition of an absence includes; one entire class period, a partial day or a full day. These types of absences can all be marked truant if contact from the parent/legal guardian is not made within the three (3) day time limit.

Students will also be marked truant if it is found they were out of scheduled class (i.e., “cutting” or “ditching” class) without permission, and they missed more than 40% of the period.

Habitual truant, as defined by NRS 392.140, is any student who has been declared truant three (3) or more times within one school year. Any student who has once been declared a habitual truant, who in an immediately succeeding school year is absent from school without written approval, may again be declared a habitual truant. The Principal is required by law to follow school district procedures in reporting any student who is a habitual truant.

### **MINIMUM ATTENDANCE REQUIRED**

5-Day Week = 180 Days per School Year

4-Day Week = 146 Days per School Year

Maximum Absences Allowed:

Elementary – 18 days per school year

Elementary - 14 days per school year

Secondary – 9 days per semester per class

Secondary – 7 days per semester per class

Maximum – 18 days we school year

Maximum – 14 days per school year

Alternative – 5 hours per week

\*All absences require parent contact within three (3) days of the absence to avoid being marked as truant. Absence may still affect Chronic Absenteeism resulting in loss of secondary credit and possible retention in a grade.

### **PREARRANGED ABSENCES**

A parent/legal guardian may request a prearranged absence that may, or may not, be considered excused per guidelines set out by the Nevada Department of Education. Refer to Appendix A for what may or may not be considered.

Furthermore:

1. The request may not exceed ten (10) days per school years for elementary school, or five (5) days per semester for secondary schools.
2. The request is made no fewer than three (3) days before the beginning of the absence. The request must be made in writing to the principal of the school and contain:
  - a. A description of the circumstances and rationale for requesting the absence
  - b. A plan to obtain and to complete coursework that will be missed
  - c. Proof of adequate academic progress as measured by standardized test scores, current grades, and teacher approval
  - d. Appropriate school behavior and good study habits
3. The principal and student’s teachers approve the request in writing based on the information presented.
4. Excused absences are still counted towards the affected student’s chronic absenteeism.

## **CHRONIC ABSENTEEISM DEFINED**

1. Chronic Absenteeism – 5-Day Week: is defined as any student who is absent for more than 18 days (9 days per semester) or periods in the same class during the school year. After eight (8) absences in a semester, the parent and student will be referred to the appropriate Attendance Committee and required to attend a Chronic Absenteeism Hearing.
2. Chronic Absenteeism – 4-Day Week: is defined as any student who is absent for more than 14 days (7 per semester) or periods in the same class during the school year.
3. After six (6) absences in a semester, the parent and student will be referred to the appropriate Attendance Committee and required to attend a Chronic Absenteeism Hearing.

\*Required minimum attendance for students is 90% of their enrollment in order to be promoted to the next higher grade or to earn credit. The appropriate procedures will be used when applying the 90% rule pursuant to NRS 392.122, which is explained in the Minimum Attendance Required section of this document.

## **TARDY DEFINED**

- Elementary Tardy: If a student arrives to school after the last tardy bell, the student must report to the school office and will be marked tardy by the office staff. If more than 75 minutes late it will be counted as  $\frac{1}{2}$  day absence.
- Excessive Tardy Defined/Elementary: Ten (10) arrivals tardy to school per semester. Excessive tardies will be reviewed by the school and appropriate intervention will be determined.
- Secondary Tardy: If a student arrives to class after the last tardy bell rings and before 40% of the class has passed, the student will be marked tardy by the teacher.
- Excessive Tardy/Secondary: Either seven (7) arrivals tardy to any combination of classes in a semester, or any two (2) tardy arrivals in any one class in a quarter. Excessive tardies will be reviewed by the school, and appropriate intervention will be determined in accordance with the school's attendance policy.

## **SCHOOL RESPONSIBILITIES**

1. Each year, on a student's first day of enrollment, the student and his/her parent/legal guardian(s) shall be provided a copy of the school and district "handbook". This will serve to inform them of all policies, both state and local, for which compliance is mandatory. These include NRS 392.040, NRS 392.160, the MCSDD District Attendance Policy, individual school attendance policies, and any other rules policies concerning attendance and truancy.
2. The school attendance secretary or designee will promptly inform parent/legal guardian on the day of the student's absence **via mail, text, or email or through IC Messenger**.
3. The school attendance secretary or designee will promptly inform parent/legal guardian of any known or suspected truancy involving his/her son or daughter via mail, text, or email.
4. Whenever a student's lack of attendance jeopardizes his/her continued educational progress, the school administration shall contact the parent/legal guardian and request a conference to determine causes and develop solutions.
5. Schools will indicate on academic warning notices, progress reports and/or report cards information regarding absences and missed instruction that may affect a student's progress.
6. If any student has reached the maximum number of absences detailed in this document, the school attendance secretary or designee shall inform, in writing, the parents/legal guardians of possible retention or withholding of credit. At that time, a mandatory hearing before the District Attendance Committee shall be scheduled as soon as possible.

## **PARENT/LEGAL GUARDIAN RESPONSIBILITIES**

1. The parent/legal guardian will provide an oral or written statement explaining the cause of the absence within three (3) days after the student returns to school. NRS 392.130, Section 3 – "If a pupil is physically or mentally unable to attend school, the parent or legal guardian or other person having control or charge of the pupil shall notify the teacher or principal of the school orally or in writing, in accordance with the policy established by the board of trustees of the school district, within 3 days after the pupil returns to school".

2. The parent/legal guardian shall notify the school of any student health problems which may result in lengthy/chronic absences from school. The purpose of the notification is to discuss possible educational alternatives (MCSD policy).
3. It is the parent/legal guardian's responsibility to attend conferences relating to attendance if requested by the school.
4. (NRS 392.210): Failure of parent or guardian to comply with provisions is a misdemeanor: "Any parent, guardian, or other person who has control of any child and to whom notices have been given of the child's truancy as provided in (NRS 392.130 and 392.140), and who fails to prevent the child's subsequent truancy within that school year, is guilty of a misdemeanor".

#### **APPEAL OF DECISION TO FAIL/RETAIN DUE TO ATTENDANCE**

If it is determined a student is failing a class or classes or not being promoted because he/she has absences in excess of 10%, the student's parent or legal guardian upon notice from the school, may appeal this decision, in writing, to the school principal. At this time a meeting of the school counselor or Safe School Professional, parent or legal guardian, and the student will be scheduled.

At the discretion of the Principal, school counselor or Safe School Professional, and the student's teacher(s), the student may be given the opportunity to earn credit in the class or be promoted if all the following conditions are met:

1. The student is able to pass the course or can be promoted to the next grade based on his/her current grade status.
2. The administrator, counselor or Safe School Professional, and the teacher(s) in question must agree that the student can pass the class academically or be promoted, given what the student must accomplish academically and given the amount of time remaining in the semester or school year.
3. The student and parent/legal guardian agree, in writing that:
  - a. Any further avoidable absences or truant absence will result in an "F" for the course and the student risks not being promoted or earn credit for that course.
  - b. The student will successfully complete all make-up work according to a schedule developed cooperatively with the teacher(s).
  - c. The student will successfully complete all subsequent class and course/class requirements on time.
4. A final appeal may be made before the District Attendance Advisory Committee to discuss the legal issues involved in both state and district policies.

#### **BUS RULES /MINERAL COUNTY SCHOOL DISTRICT**

1. *Students must fall within the designated mile perimeter to be eligible to ride the school bus to and from school each day.*
2. Students will remain seated at all times on the bus until their designated stop and the bus has come to a complete stop.
3. Students are under the direct supervision and authority of the bus driver.
4. Students shall be on time for the bus, both morning and afternoon.
5. Students shall remain seated while the bus is in motion.
6. Students are required to form a line before boarding the bus, and stay at least 15 feet away from the bus.
7. Students shall not push or scuffle when the bus is loading and or unloading.
8. Students may be required to sit in seats assigned by the bus driver.
9. Students who must cross the road after being discharged from the bus are to do so in FRONT of the bus on the signal from the bus driver. They are to stay at least 15 feet away from the bus after departing.
10. Students shall not open or close windows without permission from the driver. Pupils must keep hands, arms, and heads inside the bus.
11. Students will not throw objects inside or out of the bus.
12. Students will keep books, packages, equipment or other objects out of the aisles at all times. Articles should be placed under the seats or held in the lap.



13. Students are required to have written permission to leave the bus other than at home or school.
14. Students may converse in normal tones. Loud or vulgar language is not allowed and will be reported to the building principal for action.
15. Students must help keep the bus clean, and refrain from damaging the bus in any manner. Damage to the bus will be paid for by the offender.
16. Students are not permitted to bring live animals on the bus.
17. Students must keep their hands and feet to themselves at all times.
18. STUDENTS WHO REFUSE TO OBEY THE DIRECTIONS OF THE DRIVER PROMPTLY OR REFUSE TO OBEY THE RULES FORFEIT THEIR PRIVILEGE TO RIDE THE BUS.
19. THERE IS NO EATING OR DRINKING ALLOWED ON THE BUS.
20. Students not obeying the rules will be given a Disciplinary report that has to be signed by parent or guardian and returned within three (3) days to keep bus privileges

**On the way to the bus stop:**

Parents are responsible for their student's route to the bus stop. Bus passengers should arrive at the bus stop five (5) minutes prior to the scheduled stop time. The bus will not wait. At the school, the bus will depart seven (7) minutes after the bell rings for school dismissal. Students are to be on the bus and seated within that seven (7) minutes. Again, the bus will not wait past the seven (7) minutes. The rules and regulations listed below also apply to student conduct at all bus stops.

**Reasons why the bus would not arrive to pick-up your student?**

Infinite Campus information is incorrect, i.e. phone numbers incorrect, incomplete address, etc. Student is a no-call/no-show for the morning pick-up for three (3) consecutive school days. To resume service a call from the parent is needed. Call the Transportation Department at 775-945-2911, requesting bus service to resume for your student for the next business day. ~~Address change has been submitted for your student that is located out of the school zone.???????~~

**ADD LINK TO BUS RULES ON WEB PAGE**

## **MEAL CHARGE POLICY**

### **2022-2023 School Breakfast and National School Lunch Program**

Mineral County School District is pleased to announce our participation in the National School Lunch Program (NSLP), and School Breakfast Program (SBP).

MCSD is excited to extend our participation in the Community Eligibility Provision (CEP) to All Schools this year to include; Schurz Elementary school, Hawthorne Elementary School, Hawthorne Jr. High and Mineral County High School. What does that mean for you and your family? All students will receive free breakfast and lunch at no cost to the household. Families with students attending CEP schools are not required to fill out an application . Please contact Susan Fisher at 751 A. Street Hawthorne NV, 89415 (775) 945-2403 ext. 1028, if you have any questions or would like additional information.

In accordance with Federal civil rights law and U.S. Department of agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participation in or administering USDA programs are prohibited from discrimination based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington D.C., 20250-9410
2. Fax: (202) 690-7442
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider

## **CELL PHONES AND ELECTRONIC DEVICES**

- The use of electronic communication devices such as pagers, cell phones, digital and camera phones, camera devices, earbuds or two-way radios are prohibited during school hours.
- If a student has an electronic communication device on campus, this device must be turned off and not visible.
- Violation of this policy will result in consequences appropriate to the offense and of a progressive nature outlined in the **Restorative Discipline Plan**.
- If the electronic communication device is determined to be disruptive by ringing, vibrating or used in a malicious or inappropriate manner, it may be confiscated.
- Any student who willfully sends any e-mail, text message, instant message or posts to any social networking Web site with the intent to threaten, intimidate or bully another student or school district/board employee will be charged with cyber-bullying and will face consequences outlined in the Discipline Matrix below.

## **STUDENT COMPLAINT PROCEDURES**

The student has the right and is encouraged to report the problem immediately to the principal, or the first adult you feel comfortable with at their school. Students should not feel embarrassed, intimidate, or reluctant to file a valid harassment report.

Any teacher, counselor, administrator receiving a report of harassment **or other complaint** from a student must report the incident to the school principal or designated administrator or/supervisor. The principal or designated administrator/supervisor has the responsibility to conduct a preliminary investigation when he/she receives an oral or written complaint, observes, or has reason to suspect sexual harassment.

Students or staff may request a District-level investigation by submitting the written complaint to the Superintendent, or Human Resource Director.

The complainant and the accused have the right to be represented by a person of their choice. at their own expense, during sexual harassment investigations and hearings. Complainants also have the register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights or the Anti-Discrimination Division/EEOC. Nothing in this policy shall be construed to limit the right of the complainant to file a lawsuit.

## **RETALIATION PROHIBITION**

Any act of reprisal against any person ~~who opposes sexually harassing behavior, or~~ who has filed a complaint, is prohibited and therefore subject to disciplinary action. Likewise, reprisal against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited and therefore subject to disciplinary action.

## **FALSE COMPLAINTS**

False, malicious, or frivolous complaints ~~of harassment~~ will result in corrective or disciplinary action taken against the accuser.

## **CONFIDENTIALITY OF RECORDS**

Under state and federal regulations, the School District of Mineral County is required to inform all parents of policies for protecting the confidentiality of child identification data. As part of this policy, the Mineral County School District must maintain confidentiality consistent with procedures developed by the school district. **The District and its staff will not permit non-custodial persons of students to gain access to student records.** From time to time, student photos, work and/or directory information contained on enrollment form may be published in newspapers, newsletters, etc. Military recruiters and other agencies often request directory information and it will be shared unless you opt out.

These procedures include the parent(s), legal guardian, or eligible student:

- The right to review
- The right to a copy of the record (at a cost of \$.25 cents per page)
- The right to privacy
- The right to contest information contained in the record at a hearing
- The right of waiver of access

## **DRESS CODE- POLICY JFCA**

Personal appearance and dress are the responsibility of parent(s)/guardian(s) and the student. Students will be required to adhere to the specified guidelines established by the administration of each school. The district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

- Disruption or interference with the classroom learning environment;
- Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standard and may be denied the opportunity to participate if those standards are not met. The Administration

reserves the right to determine whether a student's attire and appearance are, appropriate and do not disrupt the educational environment for other students.

### **FIELD TRIPS**

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the year with approval from the school principal. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will be given prior notice for student activity trips and be required to sign the Field Trip Release form.

### **INSURANCE**

Insurance forms are provided in the student packets.

### **MEDICATION**

If a child needs to take a prescribed medication during the school day, a parent or guardian must bring the original bottle of medication to the office and complete a parental authorization form. A doctor's note is also required for dispensing over-the-counter drugs such as Tylenol or cough syrup.

### **MONEY AND VALUABLES**

The school, the district, and or employees shall not be responsible for valuables, which students bring to school. Students should not bring items of value to school at any time. The school, the school district, employees and or service providers are not responsible for lost or stolen personal items. Guidance from parents is requested so that students will abide by this rule. Students found with items of value will be directed to the principal's office for appropriate procedures.

### **PARENTS AND OR OTHER VISITORS**

Parents are invited and welcomed into our schools. Occasional visits simply require pre-approval from school administration by signing in at the school office. Should a parent or visitors wish to attend school activities or volunteer regularly, he or she will be asked to complete a volunteer application and undergo a background check so that the District may assure the safety of our students at all times. Campus visits could be changed due to health restrictions.

### **ANIMALS**

While pets are great at home, pets or any animals are not allowed at school without permission from the school administration. Potentially dangerous pets are not permitted on school grounds at any time.

### **PICTURES**

Student individual pictures will be taken according to site calendar.

### **SAFE AND RESPECTFUL LEARNING ENVIRONMENT- Policy JFCF**

The District believes in and has taken steps to implement a policy that provides for a safe and respectful learning environment for all students and employees. Any form of harassment, intimidation, bullying, menacing or hazing is strictly prohibited. Students, parents, and staff members should report any situations that are unsafe or not respectful toward any member of our educational environment to the school administration immediately for investigation and appropriate disciplinary action.

### **TITLE IX OFFICER**

Each school district has one individual within the district designated as the school district Title IX Officer to receive reports of harassment or intimidation. If the report involves the school district Title IX Officer, the reporter shall refer the complaint directly to the superintendent. The Principal at each school site, or the Superintendent or **designee**, will serve as the Mineral County School District Title IX Officer **Hope Blinco at 775-945-2403 X 1016.**

### **SKATEBOARDS, BICYCLES, SCOOTERS, ETC.**

- Bicycles, scooters, and skateboards are not allowed to be used on school grounds at any time.
- Skateboards must be put away in each school's designated area(s). They may not be used on school grounds at anytime.
- Walk bicycles, etc. across intersections and at all times when on school property.
- Lock your bicycle when it is left in the bike rack. The school is not responsible for lost or stolen bikes.
- Rollerblades must be removed and carried, scooters must be folded and carried, and skateboards must be carried when you reach school property
- Shoes with wheels ("Heeleys") are not allowed on school property.

### **SOLICITATION**

Students are not allowed to solicit for money unless the project has been approved by the Superintendent.

### **STUDENT DISCIPLINE** Please see the **MCS D Restorative Discipline Policy for detailed information.**

#### **ADD LINK TO Restorative Discipline Policy**

#### **Overview**

Every student is subject to state and federal law, State Board of Education rules and the rules and policies of the school district during the time:

- He/she is transported to or from school, or is presumed by law to be attending school
- He/she is attending school or a school sponsored activity
- He/she is on the school premises
- MCHS Open and closed campuses

Student disciplinary infractions and the responses to them will be progressive in nature and are outlined in the **Restorative Discipline Policy**.

#### **PROGRESSIVE DISCIPLINE:**

When deciding what disciplinary action should be taken, the principal or designee will refer to the Restorative Discipline Policy and guidelines therein.

#### **DRUGS:**

"Drugs" shall include any controlled substance or prescription or non-prescription drug used for non-medical purposes. Further, common or other commercially available products that are otherwise legal, shall, to the extent possible, be considered a "drug" when used for the unintended purposes of modifying mood or behavior.

#### **NON-PRESCRIPTION MEDICINE**

Administration of medications during school hours is not permitted except through the nurse's office. The term "medication" includes both prescription and non-prescription ("over-the-counter") medication. All prescription and non prescription medication administered by the school at the elementary, middle and high school levels must be directed by a physician who has determined that a student's health and well being requires medication during school hours. All non-prescription medication in the possession of students at the middle and high school levels which are not administered by the school requires written permission from the parent to the school. Written permissions must be on file with administration prior to medication being brought on campus. Students in possession of non-prescription medication without permission from the school administrator will be subject to consequences outlined in the Discipline Matrix.



## **POSSESSION OF ILLEGAL SUBSTANCES**

The use, possession, distribution, or sale of alcohol, tobacco or other drugs, whether on school property or at a school function, will not be tolerated.

**Tobacco:** It is unlawful for anyone under the age of 18 to smoke tobacco or vape or chew in, on or within 1,000 feet of a public or private elementary, middle or secondary school between the hours of 6:00 a.m. and midnight. If a student is found to have violated this provision, parents will be notified and the student may be suspended up to 9 days. (See **Restorative Discipline Policy** for further guidance.)

**THE USE OF ANY FORM TOBACCO and smoking ARE PROHIBITED ON ALL SCHOOL GROUNDS, on property or at any school sponsored activity by persons of any age.**

## **STUDENT SEARCH AND SEIZURE**

School personnel may conduct a search of a student, a student's possessions, a student's locker, and any other storage area on school property or student vehicle when school personnel have reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be concealed in such location. However, school personnel are encouraged to attempt to obtain consent from a student before the search but may proceed with a search without a student's consent. Such search may include assistance from law enforcement personnel and/or K-9 dogs.

"Other areas" subject to search by school authorities include automobiles, trucks, vans, or other transportation means located or operated on School property. Students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

## **WEAPONS PROHIBITED**

Any student who is determined to have brought a firearm, to school, any school function, or on any school ~~district vehicle -sponsored transportation~~ will be subject to consequences of a civil or criminal offense including a referral to law enforcement immediately.

It is a felony for a person to exhibit, in a rude and threatening manner, any firearm or destructive device, or other weapon within 1000 feet of school during school hours or during the time of a sanctioned school activity. **All toy pistols, water guns, or facsimile guns are prohibited from school.**

## **STUDENT HALL PASSES**

Any student who is out of class during class time is required to have a valid pass and show it to any school personnel who requests to see it. Disciplinary action may be taken for failure to have a pass for abusing a hall pass.

## **TEXTBOOKS**

Mineral County Schools will supply textbooks each year for the students, as appropriate. Students are responsible for the care of all school books and **technology** materials and will return them in good condition. If a book is lost, misused beyond reasonable wear, the student shall be fined accordingly.

## **UNAUTHORIZED PHOTOGRAPHY AND/ OR AUDIO RECORDING**

Both students and teachers have the right to not be photographed. Cameras, video and/ or audio recording equipment of any kind or size is not permitted to be used in a school setting.

## **WITHDRAWAL FROM SCHOOL**

There are necessary forms to be filled out if you are withdrawing from school. Please contact the school if you know you are leaving. This will help you in enrolling your student at the new school and can ease the confusion of transferring of records and moving



## **TECHNOLOGY**

### **ACCEPTABLE USE PROCEDURES AGREEMENT FORM**

Upon signing this agreement, I, a user of the digital network, acknowledge that I clearly understand the agreement and have no further questions as to the content and delivery of this Acceptable Use Procedure and agree to abide by agreement.

As a condition of my right to use the Mineral County School district network and access the Internet or any other public network for the 2022-2023 academic year, I understand and agree to the following:

- I will follow all guidelines and regulations set forth by the instructor or District Policy and will refrain from use for any illegal, inappropriate, use, including bullying or intimidating.
- I understand that the use of the Internet or any other public network within the District is a privilege which may be revoked at any time by my instructor or the administration of the District for abusive conduct or violation of any of the conditions set forth herein, in District Policy, by the instructor or administration, or in future written, electronic, or web-site based directions, policies, regulations and guidelines that may be developed during this academic year.
- The District reserves the right to limit and regulate my access for personal use.
- The Mineral County School District has the right to review and monitor any material created, stored, transmitted, or received via the Mineral County School district network or access thereof to the Internet or other public network.
- The District has the right to remove any material which the District, in its sole discretion, believes may be harmful to minors, obscene, pornographic, abusive, unlawful, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have in and to such material.
- The Mineral County School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained, created, transmitted, created, and/or obtained via use of the District's network or access thereof to the Internet or other public networks. Information and services contained on the Internet and other public networks in no way are intended to reflect the beliefs or philosophy of Mineral County School district, nor are they intended to refer to, or be applicable to any specific person, case or situation.
- The District does not warrant the functions of its network or any of the networks accessible through Mineral County School District access, will meet any specific requirement you may have, will be error free or uninterrupted, nor shall the District be liable for any direct or indirect, incident, or consequential damages (including lost data, information, profits) sustained or incurred in connection with the use, operation or inability to use the Mineral County School District's network or access.
- That in consideration for the privilege of using the District's access and network, I hereby release the Mineral County School District, its staff, administrator, operators, and any institutions with which they are affiliated from any and all claims and damages arising from my use, or inability to use the District's network or access, including, without limitation, the types of damages identified in items 6 and 7 above.
- (For Staff Only) I agree to supervise and monitor use of the network and Internet by students in my care by visually monitoring and verbally stressing the importance of proper use of the network and Internet. I agree that students in my care will not be left unattended while using the network and/or Internet, and to report student misuse or abuse of equipment or the network and violation of policy and regulations.

# **ACTION ITEM #6**



# Mineral County School District

## 2022-2023 District Test Security Plan

Note: A copy of this manual will be submitted to the Nevada Department of Education by September 1, 2022.

The Mineral School District Test Security Plan complies with the mandates provided in Nevada Revised Statutes. The 'Plan' is reviewed annually with copies made available on the District website.

1. The Mineral County School District (MCSD) Board of Trustees delegates the responsibility for implementation of the Plan and the reporting of test irregularities to the MCSD Test Director. In the event that test administration irregularities or alleged breaches are reported to the Nevada Department of Education, summaries of the reports are provided to the Superintendent of Schools.
2. The Nevada Department of Education (NDE) provides annual training in test security and test administration for each assessment in the Nevada Proficiency Examination Program. Each school principal and site administrators must verify in writing that they have participated in each mandated and appropriate NDE training prior to handling secure test materials or administering any state assessment. Verification of participation in NDE mandated and appropriate test security and test specific training will be submitted to the District Test Coordinator and kept on file for four years.
3. Each MCSD principal will receive annually updated copies of the Nevada Department of Education Test Security Plan and related forms that address test security information and general information about each test administered in the assessment program by NDE.
4. By October 1<sup>st</sup> of each year, each principal will submit the District Test Coordinator a school test security plan that is consistent with the procedures outlined in the state and district test security plans. The District Test Coordinator will provide guidance for completing the school test security plans.
5. The District Test Coordinator annually revises the MCSD Test Administration & Security: District Test Security Manual. Revisions reflect current legislative and NDE mandates regarding test administration and security. The District Test Security Manual is consistent with the procedures and criteria identified in the State Test Security Manual. The District Test Security Manual topics include, but are not limited to:
  - a. Purpose of the Assessment Program
  - b. Statement of Responsibility
  - c. Parent/Guardian Notification
  - d. Staff Training
  - e. Test Materials

- f. Scheduling, Test Timing, Breaks
  - g. Testing Environment
  - h. Staff Responsibilities During Testing
  - i. Reporting Suspected Testing Irregularities
  - j. Investigations of Suspected Testing Irregularities
  - k. Consequences for Failure to Implement Test Security Plan
  - l. Protection of School District Personnel
  - m. Terms and Definitions
  - n. MCSD Emergency Plan During Testing
6. Copies of the District Test Security Manual are provided to licensed personnel and other classified personnel of the school district who have assessment responsibilities during the school year. An electronic copy of the District Test Security Manual is posted on the MCSD website.
7. A PowerPoint presentation is provided to each school administrator for use during his/her mandatory annual review of test administration and security procedures. Administrators must document staff training with an agenda and signature sheet and complete the training by September 30<sup>th</sup> of each year. Training must be designed so that all licensed and classified personnel involved in any way with state or district assessments, are familiar with the policies and professional expectations contained within the District Test Security Manual and to cover the requirements as outlined in the Nevada Department of Education State Test Security Plan - Training Requirements, including:
- Instructions in proper handling of test materials, including electronically administered assessments;
  - Instructions in proper test administration and security procedures;
  - Information regarding protection of school district personnel regarding the disclosure of testing irregularities;
  - Conditions related to testing, under which licensed staff may be suspended, dismissed, have their license revoked, or not reemployed.
8. MCSD licensed personnel and classified personnel who participate in the annual review of test administration and security procedures at each site will read the District Test Security Manual and sign the Personnel Acknowledgement form. Each school administrator will retain the signed Personnel Acknowledgement forms and the annual review agenda and sign-in sheet with their annual assessment files in a locked cabinet for four years. The forms are available in the event of questions or circumstances that require reference to them.
9. After each school administrator completes the mandatory annual review of test administration and security procedures with their staff, they are to complete the 'Verification of Annual Mandatory Staff Test Security and Administration Training form and submit to the District Test Coordinator by October 5<sup>th</sup> of each year. The school administrator will review the District Test Security Manual with new staff throughout the year and include as applicable in test specific refresher training.

10. By September 30<sup>th</sup> of each year, the MCSD Test Coordinator will provide written notice regarding procedures related to the District Test Security Plan and actions that may be taken against personnel and pupils for violations of the test security plan or other testing irregularities. The notice will be posted on the Mineral County School District webpage. Each school will be required to communicate this information to their respective parent communities.
11. By September 30<sup>th</sup> of each year, each MCSD middle and high school parent/legal guardian will receive an informational pamphlet with information about assessments required for graduation, including the Nevada End of Course assessments and the College and Career Readiness assessment provided by the Nevada Department of Education. The pamphlets will be mailed prior to September 30<sup>th</sup> unless the Nevada Department of Education requires additional time to produce the pamphlet.

### Reporting Suspected Testing Irregularities

A school official, student, or parent who has reason to believe that a violation of the state or district test security plan has occurred must report any suspected testing irregularities in administration or security to the site principal/test coordinator. If the site principal/test coordinator is potentially involved in the suspected testing irregularity the report should go directly to the district test coordinator.

#### Nevada Revised Statutes:

1. Provides for specific rights and responsibilities of school district personnel with regard to the disclosure of irregularities in testing administration and testing security relative to all state and district-mandated examinations. **(Whistleblower Protection)**.
2. A school official shall not directly or indirectly use or attempt to use his or her official authority or influence to intimidate, threaten, coerce, command, influence or attempt to intimidate, threaten, coerce, command or influence another school official in an effort to interfere with or prevent the disclosure of information concerning irregularities in testing administration or testing security.
3. As used in this section, "official authority or influence" includes taking, directing others to take, recommending, processing or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation or other disciplinary action.
4. If any reprisal or retaliatory action is taken against a school official who discloses information concerning irregularities in testing administration or testing security within 2 years after the information is disclosed, the school official may file a written appeal with the State Board for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action.
5. A person who willfully discloses untruthful information concerning irregularities in testing administration or testing security: is guilty of a misdemeanor; and is subject to appropriate disciplinary action.

6. A teacher or administrator maybe demoted, suspended, dismissed, or not re-employed or his/her license may be suspended for failure to observe and carry out state or school district plans for ensuring the secure administration of required examinations.

The following sequence must be followed in the event of any alleged, suspected, or reported breach of test security or unauthorized disclosure of test (state and district) content:

- The situation must be reported to the school principal/test coordinator within 24 hours.
- The school principal/test coordinator must report the incident to the District Test Coordinator within 24 hours of the time the suspected incident has been brought to his/her attention.
- For state assessments, the District Test Coordinator will immediately upon receipt of the report of a suspected incident report that incident to the Nevada Department of Education test security official.
- For all assessments, the District Test Coordinator will report the incident to appropriate district level administrators.
- Within 5 days, the school principal must provide a completed Report of Test Irregularity to the Director of Progress Monitoring.
- For state assessments, the District Test Coordinator will provide the completed Report of Test Irregularity to the Nevada Department of Education within 14 days of receipt.
- The District Test Coordinator will provide updates to appropriate district level administrators.

### Investigations of Suspected Testing Irregularities

- All evidence and documentation related to test security investigations is confidential.
- All reports of suspected or alleged testing irregularities shall be investigated by the school district and/or the Nevada Department of Education. If investigated by the school district, the District Test Coordinator will work collaboratively with the school principal/testing coordinator to investigate the allegation after submitting of the completed Report of Test Irregularity.
- All findings will be reported to the Nevada Department of Education test security office.
- If investigated by the Nevada Department of Education, the Department has an obligation to investigate the incident as it deems appropriate. Districts and schools are required to comply with the Department's for documentation and information relevant to the investigation,
- All investigations will be conducted as prescribed by Nevada Department of Education and NRS.
- A school principal will be required to file a corrective action plan with the Department under conditions which include, but are not limited to, the following: When an investigation reveals that the testing irregularity resulted from inappropriate school-level test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials
- When an investigation reveals that the school principal did not provide for adequate or sufficient training of school personnel in test administration and/or security procedures



a District Test Coordinator will be required to file a corrective action plan with the Department under conditions which include, but are not limited to, the following: When an investigation reveals that the testing irregularity resulted from inappropriate district test administration and/or an inadequate security protocol, including lack of appropriate storage and distribution of testing materials

- When an investigation reveals that the District Test Coordinator did not provide for adequate or sufficient training of school district personnel in test administration and/or security procedures
- The Department test security coordinator will forward information regarding a testing irregularity to the Deputy Attorney General for review if an investigation reveals that a licensed employee of the school district or charter school (a) was responsible for a breach in the security or confidentiality of the test's questions or answers, or (b) intentionally failed to observe and carry out the requirements of the district and state test security plans.
- If the information is forwarded to the Deputy Attorney General, the Deputy Attorney General and the Superintendent of Public Instruction shall determine if there is sufficient evidence to issue a charging document against an individual or individuals.
- If it is determined that the evidence is insufficient to issue a charging document against an individual(s) for (a) a breach in the security or confidentiality of a test's questions or answers, or (b) intentional failure to observe and carry out the state or district test security plan, the Department test security coordinator will report this finding in writing to the district testing director. No disciplinary action will be taken by the Department, but this does not preclude a school district from taking disciplinary action.
- If the evidence is sufficient to support a charging document against an individual(s) for (a) a breach in the security or confidentiality of a test's questions or answers, or (b) intentional failure to observe and carry out the state or district test security plan and the Superintendent of Public Instruction decides to take action for the suspension or revocation of the individual's license, a notice of complaint will be issued to the licensee.
- When there is sufficient evidence to take action against an individual's license, both the significance of the testing irregularity and the intent of the individual's actions are factors considered in evaluating the appropriateness of suspension or revocation of license.

Any questions about appropriate test administration, contents of the District Test Security Manual, or alleged breaches of test security should be directed to the school principal or site test coordinator and/or to the MCSD Test Coordinator.

**ACTION**

**ITEM #7**

# Grievance

**FILED BY MINERAL COUNTY CLASSROOM TEACHERS' ASSOCIATION  
TO MINERAL COUNTY SCHOOL DISTRICT**

**COMPLAINT BY THE AGGRIEVED**

Aggrieved: Any/all affected members

School: Mineral County School District  
Administrator: Superintendent Ponder/HR Hope Blinco  
Date Grievance Occurred: Ongoing

Statement of Grievance: Upon numerous attempts and requests for Insurance, the district has failed to provide group insurance coverage Article XXI per the Certified Negotiated Agreement.

According to the IRS Affordable Care Act Employer Shared Responsibility Provisions, The employer shared responsibility provisions were added under section 4980H of the Internal Revenue Code by the Affordable Care Act. Under these provisions, certain employers (called applicable large employers or ALEs) must offer health coverage.

MCSD did not follow section 4980H by creating a process to provide an effective opportunity to enroll.

What counts as an "offer of coverage" under the employer shared responsibility provisions?

In general, an ALE makes an offer of coverage to an employee if it provides the employee an effective opportunity to enroll in the coverage (or to decline that coverage) at least once for each plan year. Whether an employee has an effective opportunity to enroll is based on all the relevant facts and circumstances.

An effective opportunity to enroll would be characterized minimally by an overview of the policy choices, an explanation of the benefits, the costs of the program, and a specific published timeline for enrollment or declining enrollment.

Enclosed are several correspondence and email exchanges between Superintendent Ponder, Hope Blinco, Principal Wales and myself regarding my request to be enrolled into the Mineral County School District employee group insurance.

On May 5<sup>th</sup> 2022 I began my request to be provided insurance. The following dates and exchanges are a timeline where I have made inquiries regarding not receiving group insurance or receiving an official denial letter. Please see the attached timeline with dates and referenced exchanges.

These actions constitute violation of Professional Negotiation Agreement Article 21-1. All rights are reserved to include without limitation any and all other applicable articles, policies, rules,

regulations, and statutes that are deemed relevant to this grievance; the Association has the right to amend this grievance.

Actions requested:

1. That the MCSD cease violating the Professional Negotiation Agreement Article 21-1.
2. Any and all other remedy necessary to make the grievance whole.
3. Compliance with all NRS /NAC
4. Compliance with Federal Law (ACA) American Cares Act

  
\_\_\_\_\_  
Drew Schaar, MCCTA President

Date: \_\_\_\_\_

7/7/22



## Mineral County School District

751 A. Street, P. O. Box 1540, Hawthorne, Nevada 89415

Phone (775) 945-2403 Fax (775) 945-3709

Andre' L. Ponder, Superintendent

Board of Trustees: Keith Neville-President

Tyler Viani-Vice President

Juanita Diede-Clerk

Member: Kathryn Castagnola

Member: Candice Birchum

To: Ms. Kristy Bekiares  
Date: July 11, 2022  
Subject: Grievance Response

Dear Ms. Bekiares:

I am writing to let you know that the district has completed its investigation of your Grievance Complaint dated: July 7, 2022, regarding your request for insurance coverage. The district has reviewed your narrative and based upon the information you provided, it has been determined that the district's procedures are consistent with past practices of Human Resources and the hiring process.

As a continued employee with MCSD, you were hired in your most recent job on December 1, 2021, and was given a new hire package for completion. Included in this package are documents that you signed dated 12/1/21:

- Offer of Employment letter; Job Description; Safe and Respectful Environment; Child Abuse Reporting Form; Technology Use Agreement; Badge Form; W4; Windfall Pension; PERS Beneficiary Form.

On December 12, 2021, when you inquired about health insurance information, you were again given a health insurance booklet and was informed that eligibility is the first of the month following 30 days of full-time employment and would have taken effect on January 1, 2022. Following this conversation, one of documents that was returned was the TSA (Annuity Contract), you did not return the medical enrollment form.

As a courtesy, the district reached out to the insurance broker and your late insurance coverage application was submitted to Anthem on your behalf. Here is the response the district received from Anthem: "In reviewing the application, the signature date is beyond the 30-day qualifying event time frame. Unfortunately, because the DOH shows 12/1/22 and the signature shows 5/26/22, we will have to deny the enrollment due to being outside the election period. The member will have to wait until Open Enrollment or if they experience a secondary qualifying event."

Open enrollment begins in December, and if you have a secondary qualifying event please inform the district and we will re-submit your insurance application. To eliminate any future misunderstandings, the district has created a form for upcoming use for employees to sign that they received the benefit package and understand the enrollment period.

Thank you for your patience and I hope the situation has been addressed to your satisfaction. Should you have any additional questions, please do not hesitate to contact me.

Sincerely,

Andre' L. Ponder, Superintendent  
Mineral County School District

Cc: HR File

*The vision of the Mineral County School District is to become the best system where graduates can be competitive for any degree or job they pursue. The Mineral County Board of Trustees believes in being united in working for the best education possible for our children. The District believes it is important to instill in our children a pride in our District and the education they receive here; and to prepare our student's compete in today's society.*

**ACTION**

**ITEM #8**





*Draft*

## Mineral County School District

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Andre' L. Ponder, Superintendent

### Board of Trustees:

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Tyler Viani - Vice-President;

Kathryn Castagnola-Clerk;

Candice Birchum -Member

Juanita Diede-Member

### **TASHINA WILLIAMS** **INDEPENDENT CONTRACTOR** **Safe Schools Professional Program**

THIS AGREEMENT made and entered into this August 5, 2022, by and between the Mineral County School District, the party of the first part, hereafter referred to as "SCHOOL DISTRICT," and Tashina Williams, Master of Social Work, the party of the second part, hereafter referred to as "CONTRACTOR."

### **WITNESSETH**

THAT, WHEREAS, the School District operates educational programs for public school aged and handicapped students; and

WHEREAS, the Board of Trustees of the School District has determined that it is in the best interest of the students to obtain qualified, professional community health work services for all its students including those with special needs, and

WHEREAS, under Chapter 332 of the Nevada Revised Statutes, and specifically 332.115, the School District is authorized to contract for professional services; and

WHEREAS, under P.L. 101-476, Part B of the Individuals with Disabilities Act, the school district has provision for the purchase of professional services; and

NOW THEREFORE, for and in consideration of mutual promises of the parties, as hereinafter made and kept, and other good and valuable consideration, the receipt whereof is hereby acknowledged, the parties hereto mutually agree as follows:

### **1. INDEPENDENT CONTRACTOR STATUS**

It is hereby mutually agreed that the School District agrees to enter into this agreement with the herein above named Contractor, as an independent contractor, to provide community health work services to the School District for students who have the need for support with social-emotional and behavioral challenges due to COVID-19. It is mutually understood and agreed between the parties hereto that the relationship of the parties is and will be at all times during the term of this agreement, that of independent contractor to public entity and not an employer-employee relationship. The contractor is responsible to stay current with qualifications and licensing.

### **2. TERM OF AGREEMENT**

It is mutually agreed that this agreement shall be for a term of one (1) school year beginning August 5, 2022, on one school year to end no later than close of day June 30, 2023, subject to the right of termination as hereinafter set forth. Contractor will provide up to 1357 total hours of



draft

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Andre' L. Ponder, Superintendent

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Keith Neville - President

Tyler Viani - Vice-President;

Kathryn Castagnola-Clerk;

Candice Birchum -Member

Juanita Diede-Member

community health work services, days to be mutually agreed upon with the District Superintendent. This contract is designated for community health work services in the Mineral County School District and support to the community of Mineral County.

In cases of school closure due to COVID-19 related illness, the Contractor will continue to receive payment based on the following, daily contact with students from the school sites the Contractor supports regarding the mental health and well-being of the students/families. The Contractor has the flexibility to continue this contact from their work site or home, depending on the reasons relevant to the situation.

### **3. COMPENSATION**

It is mutually agreed that for and on behalf of the Contractor performing all of the duties as hereinafter set forth in a satisfactory manner to the School District, the School District agrees to pay said Contractor the amount of \$38.55 per hour for services provided during the 2022-2023 school year. Total grant funded expenditure for up to 1357 total hours of service to be up to \$52,312.35. Contractor will invoice the District Bi-monthly during the length of the Contract. Total compensation will be based upon actual days worked. Bi-Monthly payments will be made to Contractor in arrears following services.

### **4. HOLD HARMLESS AND INDEMNIFICATION BY CONTRACTOR**

The School District will assume responsibility and legal representation on behalf of the contractor for work performed as part of this agreement with the School District to the extent that it provides these services for any individual employed by the School District. The School District will not be responsible for any liability or legal representation incurred due to willful neglect, negligence, or unlawful act by the Contractor. The district will not be responsible for any liability with regards to work performed for any other school district, entity, or individual. The School District does not provide workmen's compensation or liability insurance coverage for the Contractor.

### **5. DUTIES OF CONTRACTOR**

It is mutually agreed that in consideration of the compensation payments as there above set forth, the contractor shall perform professional community health work services including consulting and training on identifying students with mental health needs and a referral process when services are sought, design and implement school-based programs to promote a positive school climate among all students. This contract is designated for community health work services in the Mineral County School District and support to the community of Mineral County. They work with the entire school district to identify students in need of more intensive interventions and connect these students to additional services in the community where needed. Services will be provided under the general direction of the Superintendent.



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**Keith Neville - President**

**Tyler Viani - Vice-President;**

**Kathryn Castagnola-Clerk;**

**Candice Birchum -Member**

**Juanita Diede-Member**

draft

### 6. TERMINATION

This agreement may be terminated at the option of either party hereto, by giving the other party written notice of the intent to terminate at least thirty (30) days prior to the effective date of such termination. Such notice shall be given by certified mail to the following addresses:

MINERAL COUNTY SCHOOL DISTRICT  
PO BOX 1540, 751 A. STREET  
HAWTHORNE, NV 89415

TASHINA WILLIAMS  
PO BOX 236  
SCHURZ, NV 89427

In the event of such notice of termination, the Contractor shall continue to perform and render such services in a good and professional manner as required under the terms of this agreement, up to the date of termination, and the School District agrees to compensate the Contractor for all hours of service performed up to the date of termination.

TIME IS OF THE ESSENCE of this Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year first above written.

SUPERINTENDENT: \_\_\_\_\_ DATE: \_\_\_\_\_  
Andre' L. Ponder

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
Tashina Williams

ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_  
President, Mineral County School Board

INDEPENDENT CONTRACT

# **ACTION ITEM #9**



## Mineral County School District

751 A. Street, P. O. Box 1540, Hawthorne, Nevada 89415

Phone (775) 945-2403 Fax (775) 945-3709

Andre' L. Ponder, Superintendent

### Board of Trustees:

Keith Neville - President

Tyler Viani - Vice-President;

Kathryn Castagnola-Clerk;

Candice Birchum -Member

Juanita Diede-Member

### JULIA VIANI INDEPENDENT CONTRACTOR Safe Schools Professional Program

THIS AGREEMENT made and entered into this August 5, 2022, by and between the Mineral County School District, the party of the first part, hereafter referred to as "SCHOOL DISTRICT," and Julia Viani, Master of Social Work, the party of the second part, hereafter referred to as "CONTRACTOR."

### WITNESSETH

THAT, WHEREAS, the School District operates educational programs for public school aged and handicapped students; and

WHEREAS, the Board of Trustees of the School District has determined that it is in the best interest of the students to obtain qualified, professional Community health work services for all its students including those with special needs, and

WHEREAS, under Chapter 332 of the Nevada Revised Statutes, and specifically 332.115, the School District is authorized to contract for professional services; and

WHEREAS, under P.L. 101-476, Part B of the Individuals with Disabilities Act, the school district has provision for the purchase of professional services; and

NOW THEREFORE, for and in consideration of mutual promises of the parties, as hereinafter made and kept, and other good and valuable consideration, the receipt whereof is hereby acknowledged, the parties hereto mutually agree as follows:

#### 1. INDEPENDENT CONTRACTOR STATUS

It is hereby mutually agreed that the School District agrees to enter into this agreement with the herein above named Contractor, as an independent contractor, to provide Community health work services to the School District for students who have the need for support with social-emotional and behavioral challenges due to COVID-19. It is mutually understood and agreed between the parties hereto that the relationship of the parties is and will be at all times during the term of this agreement, that of independent contractor to public entity and not an employer-employee relationship. The contractor is responsible to stay current with qualifications and licensing.

#### 2. TERM OF AGREEMENT

It is mutually agreed that this agreement shall be for a term of one (1) school year beginning August 5, 2022, on one school year to end no later than close of day June 30, 2023, subject to the right of termination as hereinafter set forth. Contractor will provide up to 1357 total hours of



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Andre' L. Ponder, Superintendent

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**Keith Neville - President**

**Tyler Viani - Vice-President;**

**Kathryn Castagnola-Clerk;**

**Candice Birchum -Member**

**Juanita Diede-Member**

Community health work services, days to be mutually agreed upon with the District Superintendent. This contract is designated for Community health work services in the Mineral County School District and support to the community of Mineral County.

In cases of school closure due to COVID-19 related illness, the Contractor will continue to receive payment based on the following, daily contact with students from the school sites the Contractor supports regarding the mental health and well-being of the students/families. The Contractor has the flexibility to continue this contact from their work site or home, depending on the reasons relevant to the situation.

### **3. COMPENSATION**

It is mutually agreed that for and on behalf of the Contractor performing all of the duties as hereinafter set forth in a satisfactory manner to the School District, the School District agrees to pay said Contractor the amount of \$38.55 per hour for services provided during the 2022-2023 school year. Total grant funded expenditure for up to 369 total hours of service to be up to \$14,224.95. Contractor will invoice the District Bi-monthly during the length of the Contract. Total compensation will be based upon actual days worked. Bi-Monthly payments will be made to Contractor in arrears following services.

### **4. HOLD HARMLESS AND INDEMNIFICATION BY CONTRACTOR**

The School District will assume responsibility and legal representation on behalf of the contractor for work performed as part of this agreement with the School District to the extent that it provides these services for any individual employed by the School District. The School District will not be responsible for any liability or legal representation incurred due to willful neglect, negligence, or unlawful act by the Contractor. The district will not be responsible for any liability with regards to work performed for any other school district, entity, or individual. The School District does not provide workmen's compensation or liability insurance coverage for the Contractor.

### **5. DUTIES OF CONTRACTOR**

It is mutually agreed that in consideration of the compensation payments as there above set forth, the contractor shall perform professional community health work services including consulting and training on identifying students with mental health needs and a referral process when services are sought, design and implement school-based programs to promote a positive school climate among all students. This contract is designated for Community health work services in the Mineral County School District and support to the community of Mineral County. They work with the entire school district to identify students in need of more intensive interventions and connect these students to additional services in the community where needed. Services will be provided under the general direction of the Superintendent.



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Candice Birchum -Member

Juanita Diede-Member

### 6. TERMINATION

This agreement may be terminated at the option of either party hereto, by giving the other party written notice of the intent to terminate at least thirty (30) days prior to the effective date of such termination. Such notice shall be given by certified mail to the following addresses:

MINERAL COUNTY SCHOOL DISTRICT  
PO BOX 1540, 751 A. STREET  
HAWTHORNE, NV 89415

JULIA VIANI  
P.O. Box 1225  
Hawthorne, NV 89415

In the event of such notice of termination, the Contractor shall continue to perform and render such services in a good and professional manner as required under the terms of this agreement, up to the date of termination, and the School District agrees to compensate the Contractor for all hours of service performed up to the date of termination.

TIME IS OF THE ESSENCE of this Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year first above written.

SUPERINTENDENT:

Andre' L. Ponder

DATE:

8/5/22

CONTRACTOR:

Julia Viani

DATE:

8-5-22

ATTEST:

DATE:

President, Mineral County School Board

INDEPENDENT CONTRACT



# **ACTION**

## **ITEM #10**



## Mineral County School District

751 A. Street, P. O. Box 1540, Hawthorne, Nevada 89415

Phone (775) 945-2403 Fax (775) 945-3709

Andre' L. Ponder, Superintendent

### Board of Trustees:

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Tyler Viani - Vice-President;

Kathryn Castagnola-Clerk;

Candice Birchum -Member

Juanita Diede-Member

### **SHANNON TOWNSEND** **INDEPENDENT CONTRACTOR** **Safe Schools Professional Program**

THIS AGREEMENT made and entered into this August 5, 2022, by and between the Mineral County School District, the party of the first part, hereafter referred to as "SCHOOL DISTRICT," and Dr. Shannon Townsend, Psychology and Organizational Behavioral Science, the party of the second part, hereafter referred to as "CONTRACTOR."

### **WITNESSETH**

THAT, WHEREAS, the School District operates educational programs for public school aged and handicapped students; and

WHEREAS, the Board of Trustees of the School District has determined that it is in the best interest of the students to obtain qualified, professional Community Health Work Services for all its students including those with special needs, and

WHEREAS, under Chapter 332 of the Nevada Revised Statutes, and specifically 332.115, the School District is authorized to contract for professional services; and

WHEREAS, under P.L. 101-476, Part B of the Individuals with Disabilities Act, the school district has provision for the purchase of professional services; and

NOW THEREFORE, for and in consideration of mutual promises of the parties, as hereinafter made and kept, and other good and valuable consideration, the receipt whereof is hereby acknowledged, the parties hereto mutually agree as follows:

#### **1. INDEPENDENT CONTRACTOR STATUS**

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#### **2. TERM OF AGREEMENT**

It is mutually agreed that this agreement shall be for a term of one (1) school year beginning August 5, 2022, on one school year to end no later than close of day June 30, 2023, subject to the right of termination as hereinafter set forth. Contractor will provide up to 1357 total hours of school



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**Candice Birchum -Member**

**Juanita Diede-Member**

social worker services, days to be mutually agreed upon with the District Superintendent. This contract is designated for school social worker services in the Mineral County School District and support to the community of Mineral County.

In cases of school closure due to COVID-19 related illness, the Contractor will continue to receive payment based on the following, daily contact with students from the school sites the Contractor supports regarding the mental health and well-being of the students/families. The Contractor has the flexibility to continue this contact from their work site or home, depending on the reasons relevant to the situation.

### **3. COMPENSATION**

It is mutually agreed that for and on behalf of the Contractor performing all of the duties as hereinafter set forth in a satisfactory manner to the School District, the School District agrees to pay said Contractor the amount of \$38.55 per hour for services provided during the 2022-2023 school year. Total grant funded expenditure for up to 1357 total hours of service to be up to \$52,312.35. Contractor will invoice the District Bi-monthly during the length of the Contract. Total compensation will be based upon actual days worked. Bi-Monthly payments will be made to Contractor in arrears following services.

### **4. HOLD HARMLESS AND INDEMNIFICATION BY CONTRACTOR**

The School District will assume responsibility and legal representation on behalf of the contractor for work performed as part of this agreement with the School District to the extent that it provides these services for any individual employed by the School District. The School District will not be responsible for any liability or legal representation incurred due to willful neglect, negligence, or unlawful act by the Contractor. The district will not be responsible for any liability with regards to work performed for any other school district, entity, or individual. The School District does not provide workmen's compensation or liability insurance coverage for the Contractor.

### **5. DUTIES OF CONTRACTOR**

It is mutually agreed that in consideration of the compensation payments as there above set forth, the contractor shall perform professional school social work services including consulting and training on identifying students with mental health needs and a referral process when services are sought, design and implement school-based programs to promote a positive school climate among all students. This contract is designated for school social worker services in the Mineral County School District and support to the community of Mineral County. They work with the entire school district to identify students in need of more intensive interventions and connect these students to additional services in the community where needed. Services will be provided under the general direction of the Superintendent.



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Kathryn Castagnola-Clerk;

Candice Birchum -Member

Juanita Diede-Member

### 6. TERMINATION

This agreement may be terminated at the option of either party hereto, by giving the other party written notice of the intent to terminate at least thirty (30) days prior to the effective date of such termination. Such notice shall be given by certified mail to the following addresses:

MINERAL COUNTY SCHOOL DISTRICT  
PO BOX 1540, 751 A. STREET  
HAWTHORNE, NV 89415

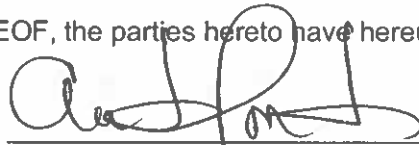
SHANNON TOWNSEND  
147 LAKESHORE DRIVE  
Hawthorne, NV 89415

In the event of such notice of termination, the Contractor shall continue to perform and render such services in a good and professional manner as required under the terms of this agreement, up to the date of termination, and the School District agrees to compensate the Contractor for all hours of service performed up to the date of termination.

TIME IS OF THE ESSENCE of this Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands the day and year first above written.

SUPERINTENDENT:

  
Andre' L. Ponder

DATE:

8/5/22

CONTRACTOR:

  
Shannon Townsend

DATE:

8-5-2022

ATTEST:

DATE:

President, Mineral County School Board

INDEPENDENT CONTRACT