

MINERAL COUNTY SCHOOL DISTRICT  
751 A. STREET  
Hawthorne, Nevada 89415  
**BOARD OF TRUSTEES MEETING**  
*Tuesday, September 21, 2021*

RECD MINCNTY CLERK  
SEP 16 '21 4:08:21

LOCATION OF MEETING: **Arlo K. Funk Building**  
**751 A Street**  
**Hawthorne, NV 89415**

*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: September 7, 2021
2. Payroll Vouchers: 1027,1028,1029
3. Payroll Checks: 86622-86661
4. Warrants: 23921-23968
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:** Information Only - NEPF Survey Review  
**Supporting Information:** NEPF Survey Review  
**Budget Consideration:** NONE
2. **Recommendation:** Discussion and Possible Approval of a Schurz Elementary School Stipend for PE on Fridays only.  
**Supporting Information:** Approval of a Schurz Elementary School Stipend for PE on Fridays only.  
**Budget Consideration:** Title I Funding: \$100 per day stipend (no PERS or other benefits outside of Workers Comp & Medicare/Social Security)
3. **Recommendation:** Discussion of updates to the Reopening Plan  
**Supporting Information:** Updates made to the Reopening Plan  
**Budget Consideration:** NONE

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**BOARD OF TRUSTEES MEETING**  
*Tuesday, September 21, 2021*

4. **Recommendation:** Discussion of updates to the Mitigation Plan  
**Supporting Information:** Updates made to the Mitigation Plan  
**Budget Consideration:** NONE
  
5. **Recommendation:** Discussion and Possible Approval relative to the possible sale, remediation/renovation, or future utilization of the old administration building.  
**Supporting Information:** Approval relative to the possible sale, remediation/renovation, or future utilization of the old administration building.  
**Budget Consideration:** NONE

**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 will answer questions or discuss to the best of their ability 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.

# MINUTES

MINERAL COUNTY SCHOOL DISTRICT  
751 A. STREET  
Hawthorne, Nevada 89415  
BOARD OF TRUSTEES MEETING MINUTES  
*Tuesday, September 7, 2021*

The Mineral County School District held a public meeting on Tuesday, September 7, 2021 beginning at 5:33 pm at the Mineral County School District.

**MEMBERS PRESENT:** Kathryn Castagnola, Tyler Viani, Candice Birchum

**MEMBERS ABSENT:** Keith Neville, Juanita Diede

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

**OTHERS PRESENT:** Shelley Hartmann, Donna Glazier, Jeff Wales, Claire Hayhurst, Jezzan Penas, Kathleen Ann Marie V. Daulo, Princess Joy H. Magbanua, Kathy Trujillo, Tricia Schumann, Drew Schaar, Hope Blinco, Travis Rhyness, Erika Sanchez, Hope Blinco, Will Gemelke, JayDee Porras-Grant, Tara Musselmann

**CALL TO ORDER:**

1. Certification of Public Notice, Roll Call, and Pledge of Allegiance
2. Approval of a flexible agenda. (For Possible Action) – *Tyler made a motion to move item #8 to item #1. Kathy Castagnola second the motion. Kathy Castagnola-Yes, Tyler Viani-Yes, Candice Birchum-Yes; 3-0-0*
3. Person or Group Recognition – *Introduction of the 3 new teachers from the Philippines - Jezzan Penas, Kathleen Ann Marie V. Daulo, Princess Joy H. Magbanua*
4. Presentations - *NONE*

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

1. Minutes: July 13, August 10, August 19, 2021
2. Payroll Vouchers: 1013,1014,1019,1020,1183,1184,1190,1191
3. Payroll Checks: 8655-86621
4. Warrants: 23874-23920
5. Personnel Report – Information Only  
*Tyler Viani made a motion to approve with the change Payroll Checks 86555-86621.  
Kathy Castagnola seconded the motion.  
Kathy Castagnola-Yes, Tyler Viani-Yes, Candice Birchum-Yes; 3-0-0*

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

1. **Recommendation:** Discussion and Possible Approval relative to the possible sale, remediation/renovation, or future utilization of the old administration building.  
*Discussion Only until all Board members are in attendance. Donna Glazier and Shelley Hartmann were at the meeting. The Board needs to decide what they want to do with the building. Sell as is or do some of the environmental studies?  
A new appraisal needs to be completed on the building. It is listed as public not commercial. The district was going to change to commercial but it has not been completed yet.*
2. **Recommendation:** Discussion and Possible Approval for Andre Ponder to attend the AASA National Conference in Nashville, TN on February 17-19, 2022.  
*Tyler Viani made a motion to approve. Kathy Castagnola seconded the motion.  
Kathy Castagnola-Yes, Tyler Viani-Yes, Candice Birchum-Yes; 3-0-0*
3. **Recommendation:** Discussion and Possible Approval of updates to the Reopening Plan  
*Bring back with exception clause if people are unable to wear masks.  
Candice Birchum made a motion to approve. Kathy Castagnola seconded the motion.  
Kathy Castagnola-Yes, Tyler Viani-Yes, Candice Birchum-Yes; 3-0-0*

MINERAL COUNTY SCHOOL DISTRICT  
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BOARD OF TRUSTEES MEETING MINUTES  
*Tuesday, September 7, 2021*

4. **Recommendation:** Discussion and Possible Approval to change a Full Time SPED Para Pro to Full Time at Hawthorne Elementary School  
*Tyler Viani made a motion to approve a Half Time SPED Para Pro to Full Time at Hawthorne Elementary School. Kathy Castagnola seconded the motion.*  
*Kathy Castagnola-Yes, Tyler Viani-Yes, Candice Birchum-Yes; 3-0-0*
5. **Recommendation:** Discussion and Possible Approval of the Updated Classified Gear Up position job description  
*Candice Birchum made a motion to approve. Tyler Viani seconded the motion.*  
*Kathy Castagnola-Yes, Tyler Viani-Yes, Candice Birchum-Yes; 3-0-0*
6. **Recommendation:** Discussion and Possible Approval of the IXL Program sponsor job description  
*Tyler Viani made a motion to approve. Kathy Castagnola seconded the motion.*  
*Kathy Castagnola-Yes, Tyler Viani-Yes, Candice Birchum-Yes; 3-0-0*
7. **Recommendation:** Discussion and Possible Approval to reallocate the approved distance learning Teaching position to a Full time parapro with Technology skills as related to computer and science standards.  
*Tyler Viani made a motion to approve. Kathy Castagnola seconded the motion.*  
*Kathy Castagnola-Yes, Tyler Viani-Yes, Candice Birchum-Yes; 3-0-0*
8. **Recommendation:** Discussion and Possible Approval of the Schurz Elementary School Part Time Para Pro  
*Tyler Viani made a motion to approve. Kathy Castagnola seconded the motion.*  
*Kathy Castagnola-Yes, Tyler Viani-Yes, Candice Birchum-Yes; 3-0-0*
9. **Recommendation:** Discussion and Possible Approval to of the resignation and release John Fitzgerald from his contract.  
*Tyler Viani made a motion to approve. Candice Birchum seconded the motion.*  
*Kathy Castagnola-Yes, Tyler Viani-Yes, Candice Birchum-Yes; 3-0-0*
10. **Recommendation:** Discussion and Possible Approval of a Critical Need Position Designation for HJH/MCHS Woodshop  
*Tyler Viani made a motion to approve. Kathy Castagnola seconded the motion.*  
*Kathy Castagnola-Yes, Tyler Viani-Yes, Candice Birchum-Yes; 3-0-0*

**DISCUSSION ONLY:**

1. Discussion of the Plan for the ARP ESSER FY 2022 (America's Rescue Plan for the Elementary and Secondary Emergency Relief Fund)  
*Kathy presented the ESSER Plan and where they would be spending the grant money.*

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

1. Correspondence & Announcements - NO
2. Board Member Reports – *Tyler attended the Open House at HES, everyone did a good job. Nice to see everyone back at school. Welcome to the new teachers.*
3. Superintendent Report – NO
4. Principals Report - *Lance West, SES- The open house was on September 1<sup>st</sup>. BBQ'ed hamburger and hotdogs. Parents are happy to have the kids back in school. The smoke has caused COVID similar symptoms but is going away with the smoke. Lance has been doing WIDA testing in Hawthorne and Schurz. Thank you Ann for helping with the coordination. Glad she is in this positons. Teachers working with curriculum and*

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***Tuesday, September 7, 2021***

*teaching the kids again. Re-teaching and practicing, a lot in front of us. Shout out to Mr. Ponder and administration. Having a great time working with each and every student.*

**GENERAL PUBLIC COMMENT:** *Drew Schaar suggests working with the local stores on donations to the students. Look into getting donations at a business aspect. Look at what our true needs are for students.*

*Kathy Trujillo 7<sup>th</sup> and 8<sup>th</sup> grader supplies were bought out of SRA grant to start school.*

**ADJOURNMENT:** 7:07 pm

Respectfully submitted:

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Kathryn Castagnola, Clerk

# **PAYROLL VOUCHERS**

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1027

Voucher Date: 09/10/2021

Prepared By:

*Hope Blinco*  
Printed: 09/08/2021 10:37:37 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$30,256.03 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*

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	\$22,810.40
206	PCFP English Learner (Restricted Funding)	\$91.53
210	Class Size Reduction	\$465.85
230	Adult Education	\$314.95
240	State Grants	\$1,110.22
250	Special Education	\$2,354.83
280	Federal Funds	\$2,585.40
290	Food Service Funds	\$522.85
		<b>\$30,256.03</b>

EFIPS



# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1028

Voucher Date: 09/10/2021

Prepared By:

*Hope Blinco*  
Printed: 09/08/2021 10:42:42 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$131,993.19 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 Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$102,701.93
210	Class Size Reduction	\$3,680.71
230	Adult Education	\$831.84
240	State Grants	\$4,367.27
250	Special Education	\$9,395.54
280	Federal Funds	\$6,760.85
290	Food Service Funds	\$4,255.05
		<b>\$131,993.19</b>

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1029

Voucher Date: 09/10/2021

Prepared By:

*Hope Blinco*  
Printed: 09/08/2021 10:44:00 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$620.56 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*

Andre L. Ponder

Superintendent

Keith Neville

School Board President

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Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$551.38
280	Federal Funds	\$69.18
		<b>\$620.56</b>

*Vendor  
Checks #*

# **PAYROLL CHECKS**

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 4

Voucher Date: 09/10/2021

Prepared By:

*H. Blinco*  
Printed: 09/08/2021 10:46:37 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$49,899.76 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.

*[Signature]*  
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	\$31,424.44
206	PCFP English Learner (Restricted Funding)	\$759.26
210	Class Size Reduction	\$0.00
230	Adult Education	\$0.00
240	State Grants	\$2,551.72
250	Special Education	\$4,363.49
280	Federal Funds	\$9,715.60
290	Food Service Funds	\$1,085.25
		<b>\$49,899.76</b>

*cc checks # 86677-86655*

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1030

Voucher Date: 09/10/2021

Prepared By:

Printed: 09/08/2021 11:07:10 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$30,812.33 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

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund	Amount
100 General Fund	\$30,812.33
	<b>\$30,812.33</b>

Vendor check  
8/6/20

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1194

Voucher Date: 08/25/2021

Prepared By:

*Hope Blinco*  
Printed: 09/08/2021 11:05:44 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$63,297.49 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (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. Pender*

Andre' L. Pender

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

*Vendor check  
8/11/21*

Fund		Amount
100	General Fund	\$43,660.63
210	Class Size Reduction	\$2,690.09
240	State Grants	\$2,464.57
250	Special Education	\$8,989.61
280	Federal Funds	\$3,737.87
290	Food Service Funds	\$1,754.72
		<b>\$63,297.49</b>

**WARRANTS**

# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1026

Voucher Date: 09/06/2021

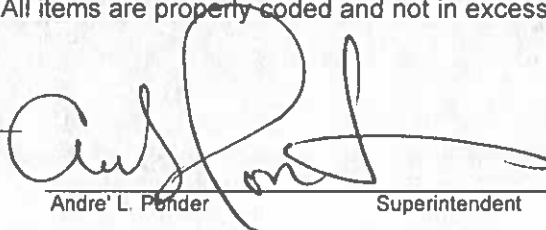
Prepared By:

*Spring Blazewick*

Printed: 09/10/2021 03:53:01 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$237,170.33 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. Pender 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	\$224,287.73
240	State Grants	\$843.40
250	Special Education	\$3,600.00
280	Federal Funds	\$2,633.22
290	Food Service Funds	\$5,805.98
		<b>\$237,170.33</b>

CK#'S  
23951 - 23968



# MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1005

Voucher Date: 07/16/2021

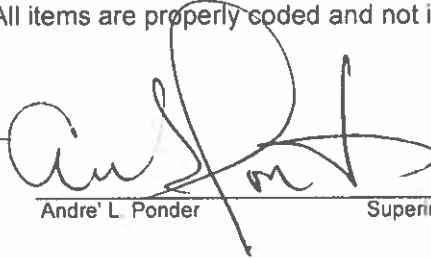
Prepared By:

Spring Blazewick

Printed: 07/16/2021 09:14:07 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$17,061.12 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 Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

Fund	Amount
400 Debt Service Funds	\$17,061.12
	<b>\$17,061.12</b>

OK #  
23823

# **PERSONNEL REPORT**

**CERTIFIED HIRINGS:**

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

**CLASSIFIED HIRINGS:**

SCHOOL/SITE	POSITION	NEW	ESTABLISHED	REPLACING	FUNDING SOURCE	EFFECTIVE DATE	NAME OF RECOMMENDED NEW HIRE
HJH/MCHS	Call-in Custodian		X		General Funds	9/13/2021	April Anderson

**RESIGNATIONS/ TERMINATION:**

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

**OTHER CONSIDERATIONS:**

SCHOOL/SITE	POSITION	NEW	TRANSFER/ ESTABLISHED	REASON	FUNDING SOURCE	EFFECTIVE DATE	NAME OF RECOMMENDED NEW HIRE
HJH/MCHS	Volunteer		X	Woodshop	General Funds	9/1/2021	Mike Domagala
HJH/MCHS	HJH Student Council	X			General Funds	9/1/2021	Breanna Hatfield
HJH/MCHS	FCCLA	X			General Funds	9/1/2021	Breanna Hatfield

**ACTION**

**ITEM #1**

Randomly Assigned Educator Code	State District Code	District Name	State School Code	Complete School Name	School Level	Total # of Teachers at School	Teacher's FTE	Ineffective	Developing	Effective	Highly Effective	IP Standard 1 Score	IP Standard 2 Score	IP Standard 3 Score
1	11	Mineral	11601	Mineral Co	MS/HS	13	1	0	0	1	0	3.50	3.25	3.50
2	11	Mineral	11601	Mineral Co	MS/HS	13	1	0	0	0	0	3.75	4.00	3.75
3	11	Mineral	11601	Mineral Co	MS/HS	13	1	0	0	1	0	3.00	2.50	3.00
4	11	Mineral	11601	Mineral Co	MS/HS	13	1	0	0	1	0	3.25	3.25	3.75
5	11	Mineral	11601	Mineral Co	MS/HS	13	1	0	0	0	1	4.00	3.50	4.00
6	11	Mineral	11601	Mineral Co	MS/HS	13	1	0	0	1	0	3.00	3.00	3.00
7	11	Mineral	11601	Mineral Co	MS/HS	13	1	0	0	1	0	2.50	3.25	3.00
8	11	Mineral	11601	Mineral Co	MS/HS	13	1	0	0	1	0	2.50	3.25	2.25
9	11	Mineral	11601	Mineral Co	MS/HS	13	1	0	0	1	0	3.25	3.00	3.00
10	11	Mineral	11601	Mineral Co	MS/HS	13	1	0	0	1	0	3.00	2.50	3.00
11	11	Mineral	11601	Mineral Co	MS/HS	13	1	0	0	1	0	3.00	3.25	2.50
12	11	Mineral	11601	Mineral Co	MS/HS	13	1	0	0	1	0	3.25	3.00	3.50
13	11	Mineral	11201	Hawthorne	ES	21	1	0	0	1	0	3.00	3.25	3.25
14	11	Mineral	11201	Hawthorne	ES	21	1	0	0	1	0	3.25	3.25	3.25
15	11	Mineral	11201	Hawthorne	ES	21	1	0	0	1	0	3.00	3.25	3.00
16	11	Mineral	11201	Hawthorne	ES	21	1	0	0	0	1	3.50	3.50	4.00
17	11	Mineral	11201	Hawthorne	ES	21	1	0	0	0	1	3.50	3.50	3.50
18	11	Mineral	11201	Hawthorne	ES	21	1	0	0	0	1	3.75	3.75	4.00
19	11	Mineral	11201	Hawthorne	ES	21	1	0	0	1	0	3.00	3.00	3.00
20	11	Mineral	11201	Hawthorne	ES	21	1	0	0	1	0	3.75	3.75	3.75
21	11	Mineral	11201	Hawthorne	ES	21	1	0	0	1	0	3.00	3.25	3.00
22	11	Mineral	11201	Hawthorne	ES	21	1	0	0	1	0	3.00	2.50	2.25
23	11	Mineral	11201	Hawthorne	ES	21	1	0	0	1	0	3.00	3.00	2.25
24	11	Mineral	11201	Hawthorne	ES	21	1	0	0	1	0	3.00	3.00	3.00
25	11	Mineral	11201	Hawthorne	ES	21	1	0	0	1	0	3.00	3.00	3.00
26	11	Mineral	11201	Hawthorne	ES	21	1	0	0	1	0	3.25	3.25	2.75
27	11	Mineral	11201	Hawthorne	ES	21	1	0	0	1	0	3.00	3.00	2.75
28	11	Mineral	11201	Hawthorne	ES	21	1	0	0	0	1	4.00	4.00	3.75

IP Standard 4 Score	IP Standard 5 Score	Instructional Practice Score	Weighted Instructional Practice Score (65%)	PR Standard 1 Score	PR Standard 2 Score	PR Standard 3 Score	PR Standard 4 Score	PR Standard 5 Score	Professional Responsibilities Score	Weighted Professional Responsibilities Score (20%)	Total Educational Category Score (Weighted)	Student Learning Goal Score	Weighted Student Learning Goal Score (15%)	Summative Score
4.00	3.50	3.55	2.31	3.67	3.00	4.00	4.00	3.00	3.53	0.71	3.01	3.00	0.45	3.46
3.33	3.75	3.72	2.42	3.33	3.00	4.00	4.00	4.00	3.67	0.73	3.15	3.00	0.45	3.60
2.33	3.00	2.77	1.80	3.00	2.33	2.67	3.00	4.00	3.00	0.60	2.40	3.00	0.45	2.85
3.33	3.00	3.32	2.16	4.00	3.33	4.00	4.00	3.00	3.67	0.73	2.89	3.00	0.45	3.34
3.33	4.00	3.77	2.45	4.00	3.67	4.00	3.67	4.00	3.87	0.77	3.22	3.00	0.45	3.67
2.33	3.00	2.87	1.86	3.00	3.00	3.00	3.00	3.00	3.00	0.60	2.46	3.00	0.45	2.91
2.67	3.00	2.88	1.87	3.67	3.00	3.33	3.33	3.00	3.27	0.65	2.53	3.00	0.45	2.98
3.00	3.00	2.80	1.82	4.00	3.33	3.00	3.33	3.00	3.33	0.67	2.49	3.00	0.45	2.94
3.33	2.50	3.02	1.96	3.67	3.00	4.00	4.00	3.00	3.53	0.71	2.67	3.00	0.45	3.12
2.33	3.00	2.77	1.80	3.00	2.33	3.00	3.00	4.00	3.07	0.61	2.41	3.00	0.45	2.86
2.33	3.00	2.82	1.83	3.00	3.00	2.67	2.00	3.00	2.73	0.55	2.38	3.00	0.45	2.83
3.00	3.25	3.20	2.08	3.33	3.00	4.00	3.67	3.00	3.40	0.68	2.76	3.00	0.45	3.21
3.00	3.00	3.10	2.02	3.67	3.33	4.00	3.00	4.00	3.60	0.72	2.74	3.00	0.45	3.19
3.00	3.00	3.15	2.05	3.00	3.00	3.67	3.33	4.00	3.40	0.68	2.73	3.00	0.45	3.18
3.00	3.25	3.10	2.02	3.33	3.00	3.33	3.33	4.00	3.40	0.68	2.69	3.00	0.45	3.14
3.00	4.00	3.60	2.34	3.67	3.67	3.67	4.00	4.00	3.80	0.76	3.10	4.00	0.6	3.70
3.67	3.75	3.58	2.33	3.33	3.67	3.33	3.33	3.67	3.47	0.69	3.02	4.00	0.6	3.62
3.00	3.50	3.60	2.34	3.67	3.67	4.00	3.67	4.00	3.80	0.76	3.10	4.00	0.6	3.70
3.00	3.00	3.00	1.95	3.00	3.00	3.00	3.00	3.00	3.00	0.60	2.55	3.00	0.45	3.00
3.00	4.00	3.65	2.37	4.00	3.67	3.67	3.67	4.00	3.73	0.75	3.12	3.00	0.45	3.57
3.00	3.00	3.05	1.98	3.00	3.00	3.00	3.00	4.00	3.20	0.64	2.62	3.00	0.45	3.07
3.00	2.75	2.70	1.76	3.00	3.00	3.00	3.00	3.00	3.00	0.60	2.36	3.00	0.45	2.81
3.00	2.25	2.70	1.76	3.00	3.00	3.00	3.00	3.00	3.00	0.60	2.36	3.00	0.45	2.81
3.00	3.00	3.00	1.95	3.00	3.00	3.00	3.00	3.00	3.00	0.60	2.55	3.00	0.45	3.00
3.00	3.00	3.00	1.95	3.00	3.00	3.00	3.00	3.00	3.00	0.60	2.55	3.00	0.45	3.00
3.00	3.00	3.05	1.98	3.33	3.33	3.67	3.67	3.33	3.47	0.69	2.68	4.00	0.6	3.28
3.00	3.00	2.95	1.92	3.67	3.67	3.67	4.00	4.00	3.80	0.76	2.68	4.00	0.6	3.28
4.00	4.00	3.95	2.57	4.00	4.00	3.67	4.00	4.00	3.93	0.79	3.35	4.00	0.6	3.95

**ACTION**

**ITEM #3**

9/7/2021

# Mineral County School District

Safe Return to In-Person  
Instruction & Continuity of  
Services 2021 - 2022



Andre' L. Ponder  
SUPERINTENDENT



# Mineral County School District

## Belief Statement

*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.*

## Vision Statement

*The vision of Mineral County School District is to become the best system where graduates can be competitive for any degree or job they pursue.*

## School wide Theme

*“Teamwork makes the Dream Work”*



## Our Guiding Principles

The Mineral County School District Safe **Return to In-Person Instruction and Continuity of Services** plan is built around these principles:

- Ensuring the health and safety for students, staff, and families which include current local, state and federal guidelines and directives.
- Promoting equity in academic achievement and learning for all students.
- Focusing on the needs of our students, staff, families, and community to ensure continuity of services we provide.
- The plan will be reviewed and revised periodically as required and as necessary.
- The plan will be made available in a language that is understandable to each family, as requested.
- The district will be good stewards of local, state, and federal funds meeting the goals of the board's budget policy.



## Communication Strategies

Our district will continue to utilize a variety of strategies to engage in two-way communication with stakeholders in various languages as requested, using of the following tools:

- Our district website at <https://www.nvmcsd.org>
- Infinite Campus Messenger (voice, text, and email)
- Infinite Campus Parent and Student portals
- District and Site Facebook Pages
- Mineral County Independent News
- Other educational apps such as Remind, Class Dojo, etc.
- Weekly district newsletter and updates via Infinite Campus Messenger
- Full Virtual students will be contacted by a licensed teacher or substitute teacher per NDE Guidance Memo 21-02.

**\* Please note, it is highly recommended that staff and parents update Infinite Campus contact information any time it changes to ensure proper and needed contact with students and families.**



## Family Engagement and Commitments

***"We are in this together!"*** We know that it is critical to engage families and community partners in order to successfully return to our Full In-Person Learning model. We look forward to hearing from families when a need of their child(ren) is not being met and or with ideas of things that can be done

to improve what we are doing. We ask that you commit as a family to supporting all expectations of school as without that support, we cannot ensure safety and our ability to maintain a Full In-Person learning plan. We look forward to being your partner throughout the year ahead!



### **Short Term Closure or any adjustment to the Full In-Person Learning Model**

In the event that a significant outbreak is confirmed within the Mineral County School District, the following procedures will be effective immediately:

- The superintendent or his/her designee will contact the Mineral County Deputy Health Officer and County Manager and will follow the guidelines established.
- If it is determined that a short term closure is necessary due to a potential or confirmed COVID-19 exposure, the district will cancel all co-curricular and after school activities as well as any large events scheduled.
- Students will return to remote learning if needed (guidelines from 2020-2021)
- School facilities will be properly disinfected and sanitized per the CDC and local public health officials' guidance.

## **Full In-Person Learning begins August 23, 2021**



### **Safety and Logistics Expectations**

#### **Health, Wellness, CDC Guidance & Nevada Emergency Directives**

- No single health and safety measure in isolation will effectively mitigate the spread of COVID-19. Therefore, a multi-layered approach will be used. The district will follow any current directives or mandates regarding health and wellness for any staff member or student who is working or attending in person during this time, including, but not limited to:
  - Handwashing and Respiratory and other hygiene will be taught and practiced.
  - Appropriate physical distancing will be implemented as practicable.
  - Face coverings are required as listed in the Governor's Directive 045 as follows: The CDC recommends vaccinated and unvaccinated people wear face coverings in schools. All children and staff using school transportation with more than one occupant are required to wear face coverings while using that transportation. All children and adults are welcome to wear face coverings at any time.
  - **FACE COVERING REQUIREMENTS FOR ALL COUNTY SCHOOL DISTRICT, CHARTER SCHOOL AND PRIVATE SCHOOL SETTINGS WITHIN NEVADA: • All school staff MUST wear face coverings while inside school buildings, regardless of vaccination status.**
    - **All kindergarten through 12th grade students, and all school staff, MUST wear face coverings while on school buses and campuses, as required by the Centers for Disease Control and Prevention (CDC) Order. CDC's Order applies**

to all public transportation conveyances including school buses. Regardless of the mask policy at school, passengers and drivers must wear a mask on school buses, including on buses operated by public and private school systems, subject to the exclusions and exemptions in CDC's Order.

- Parents, vendors, volunteers, visitors, and guests MUST wear face coverings inside school buildings and on school buses. o Parents, vendors, volunteers, visitors, and guests who are unable or unwilling to wear face coverings under any circumstances or exemptions should not be allowed on school buses, in school buildings, or on school campuses. School building administrators may approve exemptions for:
- Students who are medically fragile as documented per an existing Individualized Education Program or health related 504 Plan; or, Students or staff who can produce documentation from a qualified Nevada-licensed medical professional that they are exempt in accordance with subsection 3 of section 7 of Directive 024: "Individuals who cannot wear a face covering due to a medical condition or disability, or who are unable to remove a mask without assistance. Persons exempted under this provision should wear a non-restrictive alternative, such as a face shield."

- o [Health Self-Screener](#) before coming to school--remain home if any symptoms are present per the following protocols:
- o [Exposure and Isolation Protocols](#)
- o Surveillance Testing may be used in this model depending on current status in county and state. The district has opportunities to engage in opportunities for testing in schools in order to manage outbreaks and expedite isolations.
- o Contact Tracing may occur as needed.
- o All Mineral County School District employees are encouraged to take full advantage of various health and safety benefits offered by the district.
- o Vaccination availability information will be shared with families and staff throughout the year. There is no current requirement that students or staff receive the COVID-19 vaccinations, but unvaccinated individuals are subject to stricter isolation requirements than those who are vaccinated and may be subject to stricter CDC and state guidelines.



## School Environment

- School sites will be open to students, staff members, and all other individuals, including family members, volunteers, recruiters, contractors, etc. All non-school individuals are held to the same guidelines and should only plan to be present if in good health.
- The district will institute increased and systematic cleaning protocols to be used by school staff throughout the campuses (including restrooms) as well as classrooms. These protocols will include:
  - o Regular cleaning of high-touch surfaces including desks, chairs, doorknobs, restroom facilities, and other surfaces
  - o Classroom sanitization with appropriate and approved solutions will be used in classrooms. Alcohol wipes will be used to wipe down all electronics after use.
  - o Air exchange in buildings will meet industry expectations.



### **Nutrition Services**

- All students, including those in Distance Learning, will have daily breakfast and lunch made available.
- Our district will support food options during extended closures such as scheduled school breaks.
- All students in Mineral County School District will continue to receive free meals through our current USDA eligibility.



### **Transportation Services**

- Current CDC guidelines recommends all occupants on the bus to wear face coverings (exceptions apply)
- Driver will disinfect handrails, seat tops and entrance doors between routes
- Daily disinfecting of buses will be performed by the Mineral County School District Transportation staff



### **Learning and Curriculum Expectations**

#### **Learning Model**

- All basic and social-emotional needs of students and staff will be met in order to optimize student learning, including access to school counselors at school sites and support from Safe School Professionals and others.
- Enroll in **Full In-Person Learning**:
  - Students will be held accountable to all policies and regulations related to in-person learning as set forth in board policy/regulation and district and school handbooks.
  - Daily schedules for Full In-Person Learning will be posted on the district and school websites and communicated to families through Infinite Campus Messenger.
  - Students will attend school every day with all co-curricular opportunities in place beginning in August.
  - Students who become excluded due to exposure or isolation related to COVID-19 will be given temporary distance learning opportunities through their classroom teacher.
- Enroll in our **Distance Learning (MCDL)** working through building principals and counselors:
  - Mineral County School District has a process that requires all students and families interested in distance education to contact their school principal to begin the process.
  - There is an application process and the student enrollment may be limited.



- If approved, recognize you must have internet access and you can choose to use your own device or checkout a Chromebook from your zone school.
- Once enrolled, students in grades K-12 will be required to stay in this placement for one semester. If after two weeks of enrollment a student who demonstrates the inability to complete assignments they will be transitioned back to their zoned brick and mortar school.
- Our district will require a signed agreement that outlines the expected expectations for students in order to work in the online environment and will work with families, JPO, DCFS and Tribal Court Services as needed should a student become unsuccessful after interventions in this model.
- Online resources and learning management systems (LMS) used may include IXL, Edgenuity, Google Classroom as well as other technology-based tools and materials.
- Communication is key with this model and will be of the highest priority to ensure that all learners' needs are met.
- All grading and reporting will be competency-based.



### **Learning Schedules**

- All learners with Individualized Education Plans (IEPs), students with 504s, and our English Language Learners will be met with specific solutions to support their learning based on their plans and team decisions.
- Schedules at individual buildings will incorporate critical lessons learned from the 2020-2021 school year, including, but not limited to, passing periods, length of learning periods, lunch, recess, etc.

### **2021-2022 Schedule**

- The start day of the 2021-2022 school year will be Monday, August 23, 2021, with an end date of June 2, 2022.

#### **2021-2022 School Times**

<b>School Site</b>	<b>Start Time</b>	<b>End Time</b>
Mineral County High School	8:05am	3:40pm
Hawthorne Jr. High School	8:00am	3:25pm
Hawthorne Elementary School (Pre-School)	8:10am	2:25pm
Hawthorne Elementary School (K-6)	8:10am	3:15pm
Schurz Elementary School Early Release (1:45pm Every Wednesday)	8:00am	2:45pm



### **Teaching and Learning / Curriculum**

- Basic and Social Emotional needs of students and staff will be met in order to optimize student learning.
- All students will continue to have equitable access to high-quality curricular materials and effective instruction.

- Standards-based grade level instruction will occur with in-person instruction and distance learning models.
- Professional learning opportunities will continue to be available to our staff for continuous improvement.



## Grading

- Conventional grading scale and report cards assigned.
- Attendance operates under normal Mineral County School District procedures



## Attendance

- Consideration will be given to various situations as they may occur after consultation with the teacher and principal.
- Any student who is required to be in at-home isolation based on possible COVID-19 exposure will engage with his/her teacher(s) through distance options to continue learning while away from school.
- Teachers are required (NAC 387.165 and NAC 387.171) to take attendance daily. Daily attendance must be taken in Infinite Campus, the state designated student information system for class record books.



## Technology

- Internet access for families
  - For Distance Learning students, Mineral County School District will assist families that do not have internet access through the use of hotspots.
- Chromebook Distribution/Accountability/Repair
  - All students K-12 will be assigned a district-issued Chromebook for use.
  - Chromebooks will be distributed along with the Technology Tools manual and Acceptable Use Policy at a predetermined time for each family and location (may be before school begins).
  - Any damage to or loss of Chromebooks, other devices, and ancillary supplies (such as cords) will all be charged out the same across the district, and fees will be added to students' Infinite Campus accounts.
  - Options for technology support will be provided using the following email address: [helpdesk@nvmcsd.org](mailto:helpdesk@nvmcsd.org).



#### **Co-Curricular Events and Activities and External Use of Facilities**

- NIAA activities are set to fully reopen for fall 2021 activities.
- External Facility Use has returned to the existing procedures per Board Policy/Regulation 1330.1

#### **CDC Guidance and Nevada Emergency Directives**

- Mineral County School District will advise staff, students and families of the current CDC guidance and will in accordance with Nevada Emergency Directives.





**ACTION**

**ITEM #4**

# **Mineral County School District COVID-19 MITIGATION AND MANAGEMENT PLAN**

**July 27, 2021**

**As the world continues to respond to the COVID-10 Pandemic this plan establishes Mineral County School District's continued response, mitigation, and management efforts for COVID-19 under the with the help and support of the Mineral County School District Board of Trustees, the Superintendent, Site Principals, staff, volunteers and community members.**

**Andre' Ponder, Superintendent  
Stephanie Keuhey, Principal  
Lance West, Principal  
Juanita Diede, Board Representative  
Holly Pellett, School Nurse  
Christina Boyles, Public Health Representative  
Kathy Trujillo  
Will Gemelke  
Mary Jo Gemelke  
Lindsey Ives  
Alyssa Burke  
Cody Burke  
Vicky Jackson  
Larry Jackson  
Melanie Burt  
Tom Gallegos**



**MINERAL COUNTY SCHOOL DISTRICT**  
**COVID-19 Guidelines During Outbreaks or Suspected**  
**Outbreaks in School Settings**

This guidance document is intended to protect the health and wellbeing of Mineral County School District (MCSD) students, staff, school communities, and families. The guidance is based on the best available evidence at the time of its creation. As new information regarding COVID-19 emerges, this guidance may be updated as needed and the date of the update will be noted on the document. This is considered a “live” document and has been created using the most up-to-date information and consultation with subject matter experts as of July 27, 2021.

**HEALTH CHECK**

School staff should be reminded to look for symptoms of illness and send symptomatic students to the school nurse for evaluation. The school nurse should report illnesses to the principal and superintendent in a timely manner. During a school outbreak, the chief nurse should report all illnesses and exclusions to Department of Health and Human Services (DHHS) and Division of Public and Behavioral Health (DPBH) staff. This report will be made through the line list method (complete with all data elements) for each ill/excluded student or staff by the close of each day school is in session and the outbreak is ongoing.

In a school outbreak situation, staff must actively ask parents/guardians when students are dropped off (or ask students when they arrive at school) to ensure students have NO signs or symptoms.

Individuals with COVID-19 have reported a wide variety of symptoms, which range from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus and may include:

- Fever and Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Eye pain/burning

## **Determination of Cause of Illness**

Determination of cause of illness is made through matching symptoms to case definition criteria, sample results and identifying known or suspected etiology. During outbreaks, the DHHS/DPBH works as quickly as possible to identify the causative agent. Sometimes there are comorbidities during an outbreak and there may be more than one type of illness to address. Case Investigators will interview cases. Samples are collected and analyzed, if possible, to identify cause of illness. It is important that contact information be provided from MCSD to DHHS/DPBH so that interviews can be conducted, and samples collected as necessary. It is also important to understand that isolation of the causative agent, or its markers, is the most definitive form of diagnosis and identifying cause. Therefore, individuals who seek medical attention are encouraged to have specimens collected by a clinician during the visit to confirm diagnosis.

## **Reporting to DHHS-DPBH**

Any instances of students or staff having tested positive for COVID-19 must be reported to DHHS-DPBH immediately. In addition, any increase or clusters of students or staff reporting symptoms consistent with COVID-19 in the absence of being tested should also be reported to DHHS-DPBH immediately. Daily illness reports to DHHS-DPBH may be requested throughout the duration of the disease/outbreak investigation.

•Nevada Division of Public and Behavioral Health (DPBH): 775-684-5911 (M-F 8:00am to 5:00pm) or, after hours 775-400-0333

## **EXCLUSION CRITERIA**

If a student or staff member develops signs of COVID-19 as evaluated by the school nurse, separate the symptomatic person away from others, with supervision until the ill person can leave.

- While waiting to leave school, the individual with symptoms should wear a cloth face covering or mask if tolerated
- Circulate the air and clean and disinfect the areas where the person was after they leave
- Contact your local/state health department as soon as possible
- Create a list of all (students and staff) who could have been exposed (contacts)

In addition to those evaluated by the school nurse, the following exclusions of staff and students are established guidelines.

- COVID-19 Household Contacts are those who live with a confirmed COVID-19 case. Household Contacts are to remain in the household, safely separated from the case during the case's in-home isolation. Household Contacts are excluded and must isolate at home for 14 days following the recovery and release of the

positive COVID-19 case. Household Contacts who develop symptoms or test positive for COVID-19 must follow the exclusion and isolation of a Symptomatic and Positive COVID-19 case from symptom onset.

- COVID-19 Close Contacts are those who spent fifteen (15) minutes or more within six (6) feet of a confirmed case when the case was considered infectious. Close Contacts are excluded for fourteen (14) days and must self-isolate for fourteen (14) days after their last exposure to the COVID-19 case. Close Contacts who are subsequently confirmed as a COVID-19 case must follow the exclusion and isolation of a COVID-19 case from first day of onset. [Close contacts are defined by the CDC Guidelines.](#)
- Influenza like Illness (ILI) if case has ILI symptoms, a negative COVID-19 test, and no known contact with a COVID-19 case, case will be excluded until case is symptom free for twenty-four (24) hours without the use of fever-reducing medication. Otherwise, during the COVID-19 outbreak, ILI exclusion is the same as the COVID-19 exclusion.
- Gastrointestinal (GI) Illness If case has GI symptoms, a negative COVID-19 test, and no known contact with a COVID-19 case, case will be excluded until case is symptom free for forty-eight (48) hours without the use of fever-reducing or antidiarrheal medication. Otherwise, due to overlap of GI symptoms with COVID-19 and Multisystem Inflammatory Syndrome in Children (MIS-C) in children during the COVID-19 outbreak, GI exclusion is the same as the COVID-19 exclusion.
- Pertussis Exclusion will last a minimum of five (5) days after the first dose of prescribed antibiotic treatment and case is symptom free following treatment. Unvaccinated persons are excluded for twenty-one (21) days after an exposure. If the unvaccinated person chooses to be vaccinated, the exclusion will be shortened to fourteen (14) days following vaccination.
- Other Illness Exclusions following most recent protocols published by the CDC.

If, at any time, your child is too sick to participate, please let us know. When your child feels better, please contact the teacher for make-up work.

## RE-ADMITTANCE CRITERIA

A student or staff member who had signs of suspected or laboratory confirmed COVID-19 can return to school when:

- At least 24 hours have passed since recovery – meaning that it has been 24 hours of the individual having no fever (measured temperature of 100-.4 F or greater) without the use of medications and an improvement in respiratory symptoms like cough and shortness of breath; **AND**

- At least 14 days have passed since the individual first displayed symptoms of COVID-19 OR it has been at least 24 hours since recovery AND a health care provider has certified that the student does not have suspected or confirmed COVID-19. [The re-admittance criteria will come from the Deputy Health](#)

Officer or the Tribal Health Clinic. Student and staff are to remain on quarantine until they are released by there Health Care Provider.

## **ISOLATIONS OF ILL STUDENTS AND STAFF**

Students and staff with any of the symptoms of COVID-19 should be isolated. The school's current illness management policy should be followed to minimize transmission to others and optimize learning opportunities. The exclusion and readmission criteria outlined above should be followed.

Students and staff who meet the exclusion criteria must be immediately isolated in a separate area, and their parent(s)/guardian(s) immediately called to pick up the student, with supervision until the ill student can leave.

## **CLEANING AND DISINFECTING (DAILY)**

Close off areas by the individuals with COVID-19 and wait as long as practical and ideally 24 hours before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area.

Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, classrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces (e.g., doorknobs, drinking faucets, keyboards, touchscreens, and hallway handrails).

Staff/personnel should ensure that desk surfaces are cleared of items at the end of the day to facilitate janitorial staff's ability to rapidly disinfect surfaces without having to remove student and teachers' possessions.

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- For disinfection, most EPA-registered household disinfectants should be effective. A list of products that are EPA approved for use against the virus that causes COVID-19 is available at:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time, etc.).

- Additionally, diluted household bleach solutions can be used if appropriate to disinfect surfaces. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleaner. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing ½ cup of bleach per one gallon of water.

- Avoid splash-less color-fast, or bleach with fragrance as those include additives that make them unsafe for food contact surfaces as some district and schools may be using classrooms for nutrition services.

## HANDWASHING AND SHARED ITEMS

- Monitor and ensure frequent and thorough hand washing, especially after handling nose and throat discharges.
- Schools should minimize shared items between students and staff.

## CLOSURE OF ROOMS AND SCHOOL BUILDINGS

During outbreaks, closure of rooms and school buildings may be necessary to reduce the risk of spread of illness. Rooms are closed based on the need to sanitize and eliminate close contact exposures. If several rooms are affected in a building, the entire building may be closed. If there is substantial risk of spread of contagion or severe illness, the school building may be closed. The requirement to close and the extent and length of closure of a room or school depends on the specific illness and measures that must be taken to control the spread of illness. These measures are to ensure the safety of students, staff, their families, and the community. The following applies:

- Closure of Rooms – For any vomiting or fecal incidents in a classroom or other areas, the classroom or area shall be closed and sanitized prior to being reoccupied. During outbreaks, rooms may be closed by DHHS or the school district superintendent if cases are linked to room occupancy or if the layout of the room does not allow for adherence to CDC guidelines to control and prevent the spread of infection. In all cases, rooms must be sanitized following protocol for the specific illness.
- Closure of School Buildings – For any infectious disease, a school building may be closed as necessary to control the spread of illness throughout the school site. School buildings shall be closed under the following criteria:
  - Directions from the Governor of the State of Nevada, Nevada DHHS, or determinations by the school district superintendent.
  - Indeterminate or high risk of school-wide exposures to highly infectious diseases or diseases with high risk of serious illness such as COVID-19, Pertussis, or Norovirus. Schools may also be closed for uncontrolled outbreaks exceeding 30 days.

For outbreaks such as COVID-19, levels of school building closure may depend on the ability to occupy the school site at a limited occupancy and ensure the required social distancing is adhered to if applicable.

Sanitizing protocols will be implemented in sections of the school that are open during an outbreak. As a supplemental measure to sanitizing affected rooms and areas, increase of airflow is recommended and can be accomplished by opening doors and windows and changing filters in the Heating, Ventilation, and Air Conditioning (HVAC) system. If a room is closed, change all air filters in that room's HVAC system and if a building is closed, all air filters in the buildings HVAC should also be changed.

The length of closure will be determined by potential exposures as indicated by case reports and contact tracing as well as updated information from the CDC on guidelines to reduce spread. There are currently

four levels of closure may apply depending upon the current vaccination status of those affected and exposure level:

- Level 1 Closure for twenty-four (24) hours is for individual cases in isolated areas, not to exceed the expected number of illnesses with COVID-19 symptoms and up to one (1) positive case per classroom or work area. Level 1 Closure will likely be extended if close contacts cannot be identified and interviewed.

- Level 2 Closure for seventy-two (72) hours is for two (2) or more positive cases in the same room or work area and individual cases in isolated areas exceeding the number of expected illnesses with COVID-19 symptoms.

- Level 3 Closure is the longest intermittent range for closure and is implemented if contact tracing and case reports do not indicate that potential spread has been controlled within seventy-two (72) hours, a very likely extension of Level 2 in the midst of the COVID-19 Pandemic.

- Level 4 Closure for an extended period will occur if an outbreak remains out of control in the school or general population. Level 4 Closure will end once an outbreak is declared over and restrictions are lifted by the State and MCCERT. Outbreaks are generally declared over by MCCERT when reports of illness are below baseline and potential for close contact spread has been resolved. Levels of closure for outbreaks other than COVID-19 may vary.

During school closure, it may be necessary for some facilities and administrative staff to occupy buildings. Such occupancy is allowable following guidelines to reduce exposure and spread of illness. Guidelines have been established by MCSD for staff returning to the school site during COVID-19. For other types of illness, guidelines would follow the risk of environmental spread. The risk of environmental exposures, to include airborne and surfaces varies among types of bacteria, viruses and other causative agents. The closure of schools will likely be followed by the suspension of athletic events and school gatherings both on and off campus to control for person-to-person spread.

DHHS-DPBH will monitor school outbreaks daily and compile the line list data daily to determine if the spread of COVID-19 is slowing or has discontinued within the school. Outbreaks will be declared over when baseline of COVID-19 illness has been achieved for two incubation periods (28 days).

#### **Closure of Outbreaks and Summary:**

When a school is closed due to outbreak, DHHS/DPBH will notify MCSD. The DHHS/DPBH will keep data of the outbreak, which includes an Epidemiology Curve (or Epi Curve). For larger outbreaks, an outbreak summary may be provided. It is important to review response to large or significant outbreaks to ensure the outbreak was handled as effectively and efficiently as possible and to plan for future responses to outbreaks. After an outbreak has concluded, reports from DHHS/DPBH and/or MCSD may be necessary, in some circumstances, to provide information to evaluate and prepare for future events.

In summary, the Outbreak Response Plan has essential components for reporting illnesses, controlling the spread of illness, and communication in MCSD schools during outbreaks. It is inclusive of tools used by DHHS/DPBH and MCSD and has been written through a collaborative effort with both entities and local clinicians. It is imperative to keep information herein updated as guidelines change. Therefore, various



sections will be revised, and practices augmented to reflect the best information available at any point in time as illnesses might occur.

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**MINERAL COUNTY SCHOOL DISTRICT  
TRAINING AND TRIAGE**

**Reports of Illness**

**A. Training School Staff on Incoming Illness Reports** Training of staff is an essential process with the understanding that district-wide outbreak response protocols may be in place during pandemics like COVID-19 or during other nationwide, statewide or local outbreaks that may or may not be linked to an individual school. For the individual school site, absences are typically reported by a Parent, Guardian, Staff Member or Student either by phone or electronically. Student or Staff Member may be absent for a variety of reasons. In order to control spread of illness it is important that a report of absence include whether the absence is due to illness and the specific symptoms. While the individual taking the report is not expected to diagnose any specific condition, it is expected that the symptoms are logged and it is most efficient if basic exclusion criteria can be conveyed to the person reporting at the initial point of contact. Additionally, there is no general expectation the person receiving the initial report of illness is a clinician and therefore training is a vital component for detecting a potential outbreak. Training essentially requires a plan for communication, scripts and triage of illness reports. It is within the guidelines of the Health Information Portability and Accountability Act (HIPAA) for symptom information to be requested by school staff and the only way that early detection of an outbreak can happen. For guidance, reference School Script during an Outbreak and COVID-19 Triage Note Pads and Cheat Sheets

**B. Triage of Illness Reports** One of the most important aspects of training that is worth highlighting is the triage of illness reports. The objective is to be able to categorize reports into types of illness consistent with reported symptoms. The first step to triage an illness report is a basic understanding of the predominate symptoms. It is usually the first clue that there may be an outbreak. Symptoms of many illnesses tend to overlap, and some illnesses are not entirely defined only by predominant symptoms. Viruses in particular may result in various maladies as noted with illnesses, such as COVID-19.

**C. Isolating and Sending Home Ill Students and Staff:** It is important to isolate any individual who is reported to have symptoms of illness if that individual is to remain on site for any period of time. This can be accomplished by moving the sick individual to a location that will be unoccupied during isolation, preferably in an office or room near where the individual will be exiting the school grounds. Ensure that the symptoms are logged on the illness reports for the day and that all pertinent information is filled in. Follow appropriate precautions to reduce the spread of illness to staff and students who may be in the proximity and interacting with the sick individual. Sanitize the high touch areas and any table or chair within the space occupied by the sick individual following their departure and prior to entry of the space of other students or staff. It is recommended to stagger occupancy of isolation areas by sick individuals when possible

**D. Reporting Illnesses to the DHHS/DPBH** When an Outbreak is suspected: it is imperative that a report is made to the DHHS/DPBH Epidemiology Program. Absentee reporting and illness database programs supplement, but do not substitute, reporting via phone and following up with emails. The WCHD will gather data and other information from MCSD during the initial contacts. Illness tracking will commence with information from MCSD and Contact Tracing to determine the progression of the outbreak and necessary sampling procedures. To expedite investigations and mitigation measures, DHHS/DPBH needs the case

reports daily during an outbreak. The information will be used by DHHS/DPBH Epidemiology and Mineral County COVID Emergency Response Team (MCCERT) Staff to conduct interviews and arrange for sample collections and deliveries to the NSPHL.

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## Community Members

Topic: Positive Case of COVID-19 in MINERAL COUNTY SCHOOL District

Date \_\_\_\_\_

Dear MCSD Parents, Guardians, and Staff and members:

Today, we received notification that a MCSD [student or employee] has tested positive for COVID-19. While we must protect the privacy of the person involved, we believe it is best to communicate transparently with you so you can make well-informed decisions for your family.

There is nothing more important to MCSD than the safety and health of our students, our staff and their families. We are working directly with county health officials to address this situation. They have recommended we share the following with you:

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MCSD will continue to follow all COVID-related safety procedures including:

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COVID-19 is transmitted through person-to-person contact and through the exchange of respiratory droplets. As more cases are being confirmed across the state, including in our community, we must be vigilant. Symptoms of COVID-19 include fever, cough and shortness of breath. If you or any member of your family exhibit these symptoms, please contact your medical provider for advice immediately. Symptoms usually appear 2-14 days after exposure.

The CDC recommends the following best practices to help prevent the spread of COVID-19:

- Wash your hands often with soap and water for at least 20 seconds.
- Use alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid close contact with those who are sick.
- Cover your coughs and sneezes with a tissue or your sleeve.
- Avoid touching your eyes, mouth and nose.
- Disinfect frequently touched surfaces and objects.
- Stay at home when you are sick.
- Practice social distancing, leaving at least six feet between you and other people.
- Wear a cloth mask in public when you cannot social distance.

Our greatest priority is the safety of our students, staff and community members. It is important to remember that children are greatly influenced by the reactions of adults when facing difficult circumstances. I encourage everyone to remain calm and to be empathic and respectful to those affected. We are grateful for the opportunity to serve you and your family, especially as we face this challenging situation together. Thank you for your support of MCSD.

Sincerely,

ANDRE PONDER,  
MCSD Superintendent

**MINERAL COUNTY SCHOOL DISTRICT**  
**Letter for Parents, Staff & Community Members**  
**Topic: Possible Exposure to COVID-19**

Date \_\_\_\_\_

Dear Parents, Guardians, and Staff members:

As our country fights the spread of COVID-19, we believe one of our greatest responsibilities is to communicate transparently and often with you, our school community. It is our hope that accurate and up-to-date correspondence will help you make well-informed decisions for your family. Nothing is more important to MCSD than the safety and health of our students, our employees and their families. When we work together, we can provide the best care for all involved.

Recently \_\_\_\_\_ (date/time), we learned the following information: \_\_\_\_\_

[Insert details of the possible exposure. State facts and avoid words that cause unnecessary alarm. Be reassuring but honest. Also, do not violate student or employee privacy laws. If possible, as a courtesy, allow the family involved to read the letter before it is distributed.]

*Here is an example for school administrators of what might be included above: A [School] family recently received notification that five cases of COVID-19 may be associated with a cruise they took last month. This information was received several days after the [School] family had returned from their vacation to their regular routines, including school and work. The family has exhibited no symptoms of the illness; however, they are self-quarantining at this time as an added precaution and safeguard.*

MCSD will continue to clean and disinfect surfaces inside all district schools. Additionally, we will \_\_\_\_\_

[include additional actions taken by the district here, such as suspending summer activities.]

As more cases are being confirmed across the state, it is important to remain vigilant. The CDC recommends the following best practices to help prevent the spread of COVID-19.

- Wash your hands often with soap and water for at least 20 seconds.
- Use alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid close contact with those who are sick.
- Cover your coughs and sneezes with a tissue or your sleeve.
- Disinfect frequently touched surfaces and objects.
- Practice social distancing, leaving at least six feet between you and other people.
- When you are unable to practice social distancing in a public setting, wear a cloth mask.

Symptoms of COVID-19 include fever, cough and shortness of breath. If you or any member of your family exhibit these symptoms, you are encouraged to contact your medical provider for advice immediately. Symptoms usually appear 2-14 days after exposure.

Our greatest priority is the safety of our students, staff and community members. We are grateful for the opportunity to serve you and your family, especially as we face this challenging situation together. Thank you for your support of MCSD.

Sincerely,  
Andre' Ponder, Superintendent

# COVID-19 Self-Screening Daily Tool

**Have you or anyone in your household had any of these symptoms in the last 24 hours?**

- New/worsening respiratory symptoms\* (cough and/or shortness of breath)
  - Vomiting and/or diarrhea ∞
- Fever (temperature of >100.4°F at rest)
  - Loss of smell or taste\*
- Two or more of the following symptoms:

Sore Throat	Chills
Abdominal Pain	Headache
Nasal Congestion	Fatigue
Muscle Pain	Body Aches

\* New symptoms are different than symptoms of ongoing health issues such as asthma, allergies, reflux, or COPD.

If you answer YES to any of the above:

- DO NOT go to school or work
- Contact your school and/or supervisor
- Call your healthcare provider

If you answer NO to all of these:

- Go to work or school
- Continue to monitor your health (and those in the household)

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**If you or anyone in your household:**

- Is **WAITING** for COVID-19 test results
- Is **DIAGNOSED** w/ COVID-19 by testing positive
- Is **DIAGNOSED** w/ COVID-19 by a healthcare provider but is **NOT TESTED**
- Has **SYMPTOMS** (above) has **NOT SEEN** a healthcare provider, has **NOT BEEN TESTED**, and is monitoring symptoms at home

You or someone in your household has or may have COVID-19:

- DO NOT go to school or work
- Communicate with your school and or supervisor
- COVID-19 patient must **ISOLATE** at home until recovered as defined:
  - At least 10 days has passed since the first symptom AND
  - 24 hours have passed since fever, vomiting, AND diarrhea stopped (without medication) AND other symptoms have improved
- EVERYONE IN THE HOUSEHOLD, who has not had COVID-19, must **ISOLATE** at home until:
  - The patient has recovered (see above) AND 14 days have passed since the last recovery

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**Have you been in close contact** (within 6 feet for more than 15 minutes) **with a person who has been diagnosed with COVID-19 while the person was contagious** (48 hours before symptoms began through recovery)?

You have been exposed to COVID-19:

- Do **NOT** go to school or work

- **Communicate** with your school and or supervisor
  - You must **QUARANTINE** at home for 14 days
  - If, at any point you develop symptoms, **ISOLATE AND CALL YOUR HEALTHCARE PROVIDER**
- ~~~~~

## School Staff Obtaining Incoming Reports of Absence

When a report of absence is received it is important for staff documenting the absence to inquire if the absence is related to illness. If the absence is related to illness, it is essential for staff to inquire about specific symptoms. This is a vital step in early identification of COVID-19 to ensure that sick students are isolated appropriately. It is recommended to follow a script so that symptom information is collected in a systematic fashion throughout the schools. While the individual taking the report is not expected to diagnose any specific condition, it is expected that the symptoms are logged, and basic exclusion criteria conveyed to the person reporting at the initial point of contact.

The key to successful ascertainment is staff training. Once symptoms information is gathered, the reports also need to be reviewed and tabulated by symptoms. If it is determined there is an increase in any predominant symptoms, a report needs to be made to Nevada Department of Health and Human Services (DHHS) Division of Public and Behavioral Health (DPBH). The following is an example of a script:

### School Script for Symptoms Ascertainment

Date \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade/Teacher \_\_\_\_\_

Date and Time Symptoms Started: \_\_\_\_\_

#### Specific Symptoms:

•Do Symptoms include fever?	Yes	No
•Do symptoms include shortness of breath?	Yes	No
•Do symptoms include cough?	Yes	No
•Do symptoms include fatigue?	Yes	No
•Do symptoms include chills?	Yes	No
•Do symptoms include vomiting?	Yes	No
•Do symptoms include diarrhea?	Yes	No
•Do symptoms include headache?	Yes	No
•Do symptoms include loss of taste and/or smell?	Yes	No
•Do symptoms include sore throat?	Yes	No



## COVID-19 SCHOOL SCRIPT DURING AN OUTBREAK

Questions to ask when a parent/guardian calls to report medical absence

Student

Name: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

Date Reported: \_\_\_\_\_ Date/Time Symptoms

Started: \_\_\_\_\_

Report Taken By: \_\_\_\_\_ Given To: \_\_\_\_\_

Date/Time: \_\_\_\_\_

### *Do symptoms include the following?*

*Feeling Feverish or has Fever (<100.4°/38°C):* \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Unk

*Chills and/or muscle aches:* \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Unk

*Any Difficulty Breathing, like shortness of breath or wheezing:* \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Unk

*Headache:* \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Unk

*Cough (New onset or worsening of chronic cough):* \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Unk

*Chest Pain:* \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Unk

*Vomiting:* \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Unk

*Sore Throat:* \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Unk

*Diarrhea (≥3 loose stools within 24 hr):* \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Unk

*Abdominal Pain:* \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Unk

*New olfactory (Smell) and Taste Disorder(s):* \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Unk

*Other Symptoms:*

*Student has been in close contact w/ a person who has tested positive for COVID-19:* \_\_\_\_\_ Yes \_\_\_\_\_ No

If student has symptoms, read: Due to the symptoms reported, your child will be placed in the distance learning program and excluded from attending school in person until:

- At least 10 calendar days have passed since symptoms first appeared
- 24 hours have passed since fever, diarrhea, or vomiting stopped with no medicine
- Other symptoms have improved.

If your child tests negative for COVID-19, call the school nurse to discuss your child's return to school. If student is out due to close contact, read: Since your student has been in close contact with a person who has tested positive for COVID-19 or been diagnosed with COVID-19, your student is to remain home on Distance Learning for 14 calendar days. Someone will contact you to gather more information soon. If at any time your student becomes ill, please call the school office.

End all calls with: We will change your student over to distance learning today and the distance learning teacher will reach out to you or your child to explain how to access learning. The teacher will also have a method for your child to check in daily. During this time, if your child checks in daily, your child will not be marked absent.