

MINERAL COUNTY SCHOOL DISTRICT
751 A. STREET
Hawthorne, Nevada 89415
BOARD OF TRUSTEES MEETING- REVISED
Tuesday, September 3, 2024

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

RECU'D MINCNTY CLERK
AUG 27 '24 PM2:17

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

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)

1. Minutes: June 24, 2024 and August 13, 2024
2. ~~Payroll Checks: 89289-89653-~~
3. Warrants: 28389-28435
4. 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. INFORMATION ONLY: The Passive Network Assessment has been completed by the CyberSecurity Consultant (Pool Pact)

2. Recommendation: Discussion and possible action for the approval to create a partnership with The Elks Lodge Hawthorne Chapter for the purpose of recognizing student(s) in our district. This will be under the direction of the superintendent or designee.

Supporting Information: The Elks lodge would like to recognize one student a month from each of the elementary schools and one from the HS and one from the Jr High. We are going to put their pictures in the newspaper each month along with being displayed at the lodge. We request the school to select these student(s) each month, one from each school. Then one from each school for the student of the year. The Elks will host a sit down homemade dinner for the students of the year, along with their parents, siblings and grandparents. The Elks then, will present a plaque to each student for their achievements. Together with your support we can recognize 36 students for their hard work. Request that submission(s) be made no later than the first Thursday of each month. This will be in recognition for the previous month.

Budget Consideration: NONE AT THIS TIME

MINERAL COUNTY SCHOOL DISTRICT
751 A. STREET
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BOARD OF TRUSTEES MEETING- REVISED
Tuesday, September 3, 2024

3. Recommendation: Discussion and possible action for the approval of the District Testing Manual

Supporting Information: Discussion and possible action for the approval of the 2024-2025 District Testing Manual for Mineral County School District

Budget Consideration: NONE

4. Recommendation: Discussion and possible action for the approval for Meshanna Merrow to attend the Gear Up West Conference in Albuquerque, NM from October 26 to October 30, 2024.

Supporting Information: Discussion and possible action for the approval for Meshanna Merrow to attend the Gear Up West Conference in Albuquerque, NM from October 26 to October 30, 2024.

Budget Consideration: \$1,802.00 out of Gear Up Funds

5. Recommendation: Discussion and Possible Action with regard to Superintendent Keuhey's annual goal setting for the 2024-2025 school year. This will include but not limited to: Updates, Feedback, Additions, and Deletion of Goals and priorities.

Supporting Information: Discussion and Possible Action with regard to Superintendent Keuhey's annual goal setting for the 2024-2025 school year. This will include but not limited to: Updates, Feedback, Additions, and Deletion of Goals and priorities.

Budget Consideration: NONE AT THIS TIME

6. Closed Session: Pursuant to Nevada Revised Statute (NRS) 241.015(2)(b)(2) and Nevada Revised Statute (NRS) 288.220 to receive information from legal counsel relative to general pending litigation and to discuss negotiations.

7. Open Session: Discussion and possible action relative to pending litigation and/or negotiations.

COMMUNICATIONS AND REPORTS: (FOR DISCUSSION ONLY)

1. Correspondence & Announcements
2. Board Members Report
3. Superintendent Report
4. Administrators Report
5. Maintenance Report - Updates on the Capital Project done during the summer. HJH Gym, HS Gym, HS Parking Lot.

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.

MINUTES

MINERAL COUNTY SCHOOL DISTRICT
751 A. STREET
Hawthorne, Nevada 89415
BOARD OF TRUSTEES MEETING MINUTES
Monday, June 24, 2024

The Mineral County School District held a public meeting on Monday, June 24, 2024 beginning at 5:32 PM at Arlo K. Funk Building.

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

MEMBERS PRESENT: Kristin Reeves, Tyler Viani, Juanita Diede

MEMBERS ABSENT: Candice Birchum

ADMINISTRATORS: Stephanie Keuhey, Superintendent; Lance West, Principal, SES

OTHERS PRESENT: MaryJo Gemelke, Amanda Hughes, Kari Banfield, Teresa Gregory, Tricia Schumann, Jeanna Pignatiello, Jaren Stanton,

CALL TO ORDER: 5:32 PM

1. Certification of Public Notice, Roll Call, and Pledge of Allegiance
2. Approval of a flexible agenda. (For Possible Action) **NONE**
3. Person or Group Recognition **NONE**
4. Presentations - MaryJo Gemelke, VFW Teacher Citizenship - Teacher of the Year and HES School of the Year.

ACTION ITEMS: (FOR POSSIBLE ACTION)

1. Recommendation: Discussion and Possible Action to Approve the Catapult Learning Contract.

Tyler Viani made a motion to approve the contract. Juanita Diede seconded the motion.

Kristin Reeves-Y; Tyler Viani-Y; Juanita Diede-Y. Motion passed 3-0-0

2. Recommendation: Discussion and Possible Action for the Approval of the Job Description for the Transportation Supervisor.

Tyler Viani made a motion to approve the Job Description. Kristin Reeves seconded the motion.

Kristin Reeves-Y; Tyler Viani-Y; Juanita Diede-Y. Motion passed 3-0-0

3. Recommendation: Discussion and Possible Approval for Josh Diede to travel to the 2024 Mechanic & Maintenance Supervisor Workshop from July 17 to July 19, 2024.

Tyler Viani made a motion to approve. Kristin Reeves seconded the motion.

Kristin Reeves-N; Tyler Viani-Y; Juanita Diede-Abstain. Motion Passed 2-0-1

4. Recommendation: Discussion and Possible Action of the Approval for Hope Blinco to travel to the American Association of School Personnel Administrators Conference October 15-18, 2024.

Tyler Viani made a motion to approve the travel for Hope Blinco as presented. Juanita Diede seconded the motion. Kristin Reeves-Y; Tyler Viani-Y; Juanita Diede-Y. Motion passed 3-0-0

5. Recommendation: Discussion and Possible Action regarding the Approval of all non-employee Special Education contracts as itemized below.

Kristin Reeves made a motion to approve all the contracts. Juanita Diede seconded the motion.

Kristin Reeves-Y; Tyler Viani-Y; Juanita Diede-Y. Motion passed 3-0-0

MINERAL COUNTY SCHOOL DISTRICT
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BOARD OF TRUSTEES MEETING MINUTES
Monday, June 24, 2024

6. Recommendation: Discussion and Possible Approval - Superintendent Annual Evaluation.

Kristin Reeves made a motion to approve and accept the Superintendent evaluation. Juanita Diede seconded the motion.

Kristin Reeves-Y; Tyler Viani-Y; Juanita Diede-Y. Motion passed 3-0-0

7. Recommendation: Discussion and Possible Action: Section of two (2) Board members to negotiate a potential cost of living increase for Superintendent Sephanie Keuhey.

Juanita Diede and Kristin Reeves volunteered.

Tyler Viani made a motion to nominate Juanita Diede and Kristin Reeves. Juanita Diede seconded the motion.

Kristin Reeves-Y; Tyler Viani-Y; Juanita Diede-Y. Motion passed 3-0-0

8. Recommendation: Pursuant to Nevada Revised Statute (NRS) 241.015(2)(b)(2) and Nevada Revised Statute (NRS) 288.220 to receive information from legal counsel relative to general pending litigation and to discuss negotiations.

Tyler Viani made a motion to go into closed session pursuant to Nevada Revised Statute (NRS) 241.015(2)(b)(2) and Nevada Revised Statute (NRS) 288.220 to receive information from legal counsel relative to general pending litigation and to discuss negotiations. Juanita Diede seconded the motion.

Kristin Reeves-Y; Tyler Viani-Y; Juanita Diede-Y. Motion passed 3-0-0

9. Recommendation: Discussion and Possible Action relative to pending litigation and/or negotiations.

GENERAL PUBLIC COMMENT:

Amanda Hughes - She will be leaving by July 8th. Going to a state position. Stephanie commend Amanda. She takes it and runs with it. Leaving the district in better shape.

ADJOURNMENT: 6:54PM

Respectfully submitted:

Kristin Reeves, Clerk

MINERAL COUNTY SCHOOL DISTRICT
751 A. STREET
Hawthorne, Nevada 89415
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, August 13, 2024

The Mineral County School District held a public meeting on Tuesday, June 11, 2024 beginning at 5:45 PM at the Arlo K. Funk Building.

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

MEMBERS PRESENT: Kristin Reeves, Tyler Viani, Juanita Diede

MEMBERS ABSENT: Candice Birchum

ADMINISTRATORS: Stephanie Keuhey, Superintendent; Lance West, Principal, SES; Monica Keady, Principal HJH/MCHS; Claire Hayhurst, Principal HES;

OTHERS PRESENT: Drew Schaar, Kellie Harry, Meshanna Merrow, Phillip Jaramillo, Mercedes Krause, Pam Everitt

CALL TO ORDER: 5:45 PM

1. Certification of Public Notice, Roll Call, and Pledge of Allegiance
2. Approval of a flexible agenda. (For Possible Action) Tabled items 5, 6 and 7.
3. Person or Group Recognition - *NONE*
4. Presentations - *NONE*

CONSENT ITEMS: (FOR POSSIBLE ACTION)

1. Minutes: April 16, 30, May 21, June 11, and 24, 2024
2. Payroll Vouchers: 23,24,1004,1005,1108,1109,1115,1120,1121,1122,1125,1127,1128, 1133,1138,1139,1142,1144,1150,1151,1155,1156,1160,1161
3. Payroll Checks: 89289-89653
4. Warrants: 27935-28388
5. Administrative Regulation **IGDF-AR** - Fund Raising Activity Request
6. Administrative Regulation **JECA-AR** - Participation of Charter/Private/Home Schooled Students in Mineral County School District Classes and Activities.
7. Mineral County School District Organization Chart
8. Personnel Report – Information Only

Tyler Viani made a motion to approve the consent items, minutes from April 16,30, May 21, and June 11, 2024; Payroll Vouchers: 23,24,1004,1005,1108,1109,1115,1120,1121,1122,1125,1127,1128,1133,1138,1139, 1142,1144,1150,1151,1155,1156,1160,1161; Payroll Checks: 89289-89653; Warrants: 89289-89653; Warrants:27935-28388; the rest is information only. Juanita Diede seconded the motion. Kristin Reeves-Y; Tyler Viani-Y; Juanita Diede-Y. Motion passed 3-0-0

ACTION ITEMS: (FOR POSSIBLE ACTION)

1. Recommendation: Discussion and Possible Action to approve the 2024-2025 Negotiated Agreement between Mineral County School District and the Mineral County School Administrators

Tyler Viani made a motion to approve the 2024-2025 Negotiated Agreement between Mineral County School District and the Mineral County School Administrators. Juanita Diede seconded the motion.

Kristin Reeves-Y; Tyler Viani-Y; Juanita Diede-Y. Motion passed 3-0-0

MINERAL COUNTY SCHOOL DISTRICT
751 A. STREET
Hawthorne, Nevada 89415
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, August 13, 2024

2. Recommendation: Discussion and Possible Action to approve the Mineral County School District Emergency Operations Plan

Tyler Viani made a motion to approve. Juanita Diede seconded the motion.

Kristin Reeves-Y; Tyler Viani-Y; Juanita Diede-Y. Motion passed 3-0-0

3. Recommendation: Discussion and Possible Action to approve the Mineral County High School 2024-2025 Course Catalog.

GPC: Kristin Reeves, Monica Keady, Drew Schaar. Kristin Reeves would like to see a table of contents.

Tyler Viani made a motion to approve. Juanita Diede seconded the motion.

Kristin Reeves-Y; Tyler Viani-Y; Juanita Diede-Y. Motion passed 3-0-0

4. Recommendation: Discussion and Possible Action to approve revised Policy JECA - Participation of Charter/Private/Home Schooled Students in Mineral County School District Classes and Activities.

GPC: Kristin Reeves, Tyler Viani, Monica Keady, Juanita Diede, Drew Schaar,

Tyler Viani made a motion to approve policy JECA. No second on the motion. Policy not passed. The language needs to be revised to coincide with the AR. This will be brought back at another meeting.

5. Recommendation: Discussion and Possible Approval of Independent Contract for Tashina Williams
This item is tabled.

6. Recommendation: Discussion and Possible Approval of Independent Contract for Julia Viani
This item is tabled.

7. Recommendation: Discussion and Possible Approval of Independent Contract for Virgil Rambeau.
This item is tabled.

8. Recommendation: Discussion and possible action for the approval for Superintendent Stephanie Keuhey to attend the AASA National Conference on Education in New Orleans, LA from March 6 to March 8, 2025.
Tyler Viani made a motion to approve the out of state travel for Stephanie Keuehy. Juanita Diede seconded the motion.

Kristin Reeves-Y; Tyler Viani-Y; Juanita Diede-Y. Motion passed 3-0-0

9. Recommendation: Discussion and Possible Action with regard to Superintendent Keuhey's annual goal setting for the 2024-2025 school year. This will include but not limited to: Updates, Feedback, Additions, and Deletion of Goals and priorities.
Need to have 3-5 goals. This item is tabled.

COMMUNICATIONS AND REPORTS: (FOR DISCUSSION ONLY)

1. Correspondence & Announcements

2. Board Members Report - Board training on September 7 - Juanita Diede will attend the Board of Directors meeting in place of Tyler.

3. Superintendent Report - Stephanie Keuhey - 12 month employees and administrators have been working hard this summer. In the EOP meeting, Pool Pact recognized Stephanie as the first Superintendent to get this committee started. Capital projects are almost complete. Working on the HS kitchen. Parking lot at the HS has been redone. Working on the demil of the bleacher, starts tomorrow. Bleachers will be done in October. Working on the 4 pillars in the district. Communications, Academics, Culture and Accountability. Taking action - redoing social media, Facebook pages will all be new.

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

Tuesday, August 13, 2024

4. Administrators Report - Mercedes Krause - Excited for the new role. Working on the curriculum for the year. Sharing and collaborating with the teachers. Using google classroom for training and google classrooms. Working on a live interactive library. parent materials based on modules, getting the information out to the parents. Claire Hayhurst - The support in her new role has been great from the district and community. Open House on August 28th at 5:30. Excited for her new role. Thank you for the Boys and Girls Club for food during the summer. Monica Keady, HJH/MCHS - Working on course. 4 new teachers this year. Staff handbook has been updated. It will be rolled out with the staff tomorrow. Positive protocols with the staff. Lance West, SES - Grant for Running Strong - \$5,000 grant funding for stories about the culture. Thank you Ms. Keuhey for applying for the grant. The tribe is paying for artificial turf and equipment for the playground. Thank you to the tribe for their support.

GENERAL PUBLIC COMMENT:

*Tyler Viani made a motion to go into closed session Pursuant to Nevada Revised Statute (NRS) 241.015(2)(b)(2) and Nevada Revised Statute (NRS) 288.220 to receive information from legal counsel relative to general pending litigation and to discuss negotiations. Kristin Reeves seconded the motion.
Kristin Reeves-Y; Tyler Viani-Y; Juanita Diede-Y. Motion passed 3-0-0*

10. Closed Session: Pursuant to Nevada Revised Statute (NRS) 241.015(2)(b)(2) and Nevada Revised Statute (NRS) 288.220 to receive information from legal counsel relative to general pending litigation and to discuss negotiations.

11. Closed Session: Discussion and possible action relative to pending litigation and/or negotiations.

*Tyler Viani motion to go back into general session. Juanita Diede seconded the motion.
Kristin Reeves-Y; Tyler Viani-Y; Juanita Diede-Y. Motion passed 3-0-0*

ADJOURNMENT: 7:21

Respectfully submitted:

Kristin Reeves, Clerk

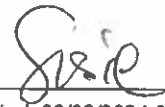
WARRANTS

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1015

Voucher Date: 08/08/2024

Prepared By:


Printed: 08/08/2024 02:51:19 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$45.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (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.

Kristin Reeves

School Board Clerk

Tyler Viani

School Board President

Kathryn Castagnola

School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Vice President

Stephanie Keuhner

Superintendent

MINERAL COUNTY SCHOOL DISTRICT

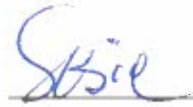
Fund	Amount
100 General Fund	\$45.00
	\$45.00

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1016

Voucher Date: 08/14/2024

Prepared By:



Printed: 08/14/2024 02:49:36 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$18,010.34 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (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.

Kristin Reeves

School Board Clerk

Tyler Viani

School Board President

Kathryn Castagnola

School Board Member

Candice Birchum

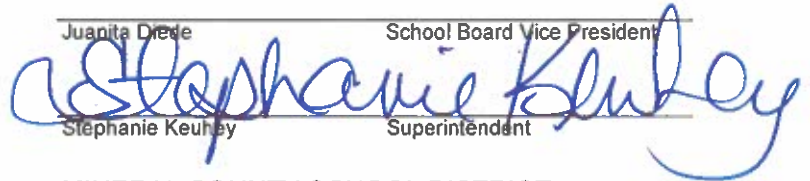
School Board Member

Juanita Driede

School Board Vice President

Stephanie Keuhley

Superintendent



MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$16,979.59
240	State Grants	\$648.11
280	Federal Funds	\$182.64
290	Food Service Funds	\$200.00
		\$18,010.34

28390-
28395

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1018

Voucher Date: 08/21/2024

Prepared By:



Printed: 08/21/2024 04:54:53 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$43,118.59 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (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.

Kristin Reeves

School Board Clerk

Tyler Viani

School Board President

Kathryn Castagnola

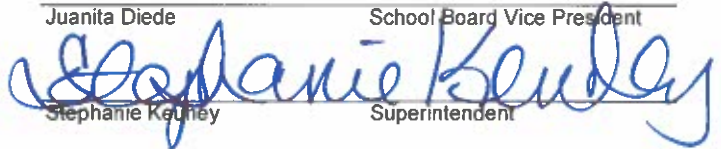
School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Vice President



Stephanie Keunley

Superintendent

MINERAL COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$33,642.20
230	Adult Education	\$51.81
280	Federal Funds	\$8,171.54
290	Food Service Funds	\$1,253.04
		\$43,118.59

28296-
28435

PERSONNEL REPORT

<i>Open Positions</i>	<i>New Hire</i>	<i>Start Date</i>
MCHS SPED Teacher LT sub* - Critical Shortage		
SES Teacher - Critical Shortage PreK		
HES PreK	Joshira Eslit	Pending Visa/travel
OT - District Wide		
SLP - District Wide		
Social Worker - District Wide		
MCHS/HJH Para Pro-SPED	Jane Foster	8/26/2024
MCHS/HJH Para Pro-Title I	Kiara Jimenez	8/26/2024
MCHS/HJH Para Pro- At Risk	Olga Wells	8/26/2024
MCHS/HJH Library Aide		
Call in Custodian	James Banken	8/26/2024
HES PT Kitchen Aide		
<i>Transfer/Extra Duty</i>	<i>Employee Name</i>	
HES Para Pro to MCHS/HJH Para Pro	Schelbi Stark	SOS
<i>Resignations/Terminations</i>		
Yulisa Lopez	MCHS/HJH Library Aide	SOS
Last updated 8/23/2024		Start of School (SOS)

ACTION ITEM #3

MINERAL COUNTY SCHOOL DISTRICT
TEST SECURITY PROCEDURES, POLICIES AND
PROFESSIONAL EXPECTATIONS
2024-2025



Hawthorne Elementary School Test Security Plan
Schurz Elementary School Test Security Plan
Hawthorne Junior High Test Security Plan
Mineral County High School Test Security Plan

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Introduction

THE CONTENTS OF THIS MANUAL ARE SUBJECT TO CHANGE, PENDING NEVADA OF EDUCATION (NDE) POLICY REVISIONS.

This manual, in accordance with Nevada Revised Statutes (NRS) 390.250 through 390.430, inclusive, is designed for district test directors, building principals, school test coordinators, test administrators and test proctors. Test security procedures must be understood and adhered to by all district and school personnel involved in test administration or handling of materials related to state assessments. Unless otherwise stated, test security procedures apply to all state-mandated test administrations, including actual (live) as well as field and pilot tests. **Strict adherence to procedures protects the integrity of the State assessment program, and ensures consistency in test administration, security of test materials, and the validity of scores. Failure to adhere to the procedures outlined herein may result in state-administered corrective action, including, but not limited to, invalid scores and/or licensure sanctions.** The statutes provide whistleblower protection to school employees who report incidents of testing irregularity and provide penalties for school personnel who fail to adhere to state or district test security plans.

All questions and reports of testing irregularities must be directed to the MCSD Testing Director. Reports of Testing Irregularity should be submitted first using the Caveon Core Mineral County Link. Those reports will be sent to the MCSD Testing Director, who will forward the reports to the Department's test security coordinator.

Name: Ann Kee
Address: 601 A St.
Hawthorne, NV 89415
Phone: 775-945-2403
E-mail: kee.ann@nvmcsd.org

Nevada's system for assessing students consists of different tests administered to students enrolled in public schools, including charter schools, in specific grades and programs. All students enrolled in public schools, including charter schools, at a grade level where a mandated test is administered statewide, are **expected to** participate in testing.

Federal and state requirements have been aligned so that **all** students must participate fully and meaningfully in the state assessments. Students with disabilities and students classified as English Learners (EL) must also participate and might use accommodations and/or designated supports, as appropriate. Additional information is available on the NDE website. For information regarding testing special-needs students, MCSD employees must refer to the Usability, Accessibility, and Accommodations Guide (UAAG).

Individuals responsible for carrying out the procedures of the District Test Security Plan

Name: Title/Role:

Ann Kee, MCSD Test Director

Claire Havhurst, Hawthorne Elementary School, Principal

Lance West, Schurz Elementary School Principal

Monica Kelly Hawthorne Junior High School/Mineral County High School, Principal

District Test Security Plan

Mineral County School District (MCSD) has set the following procedures to ensure the security of all state- and district-mandated tests. This plan encompasses all MCSD schools.

The MCSD Board of Trustees shall adopt and enforce a plan setting forth procedures to ensure the security of all state- and district-mandated tests (NRS 390.275). This plan must apply to all public schools in the district, including district-sponsored charter schools. By September 1 of each year, districts must submit plans to the State Board of Education and the Legislative Committee on Education.

The district plan must be consistent with the procedures outlined in this document and must include the following criteria:

- Procedures by which students and other individuals may, and are encouraged to, report irregularities in test administration and test security
- The manner in which the school officials will contact the school district board of trustees regarding reports of testing irregularities and how the board will, in turn, notify the NDE (includes the board identifying the district test director or other district official to act as its designee for reporting purposes)
- Procedures necessary to ensure security of test materials and consistency of test administration
- Procedures that each school will use to verify the identity and eligibility of students testing
- Procedures for online test administration
- Procedures that set forth actions that must be taken in response to a reported irregularity in test administration or test security, including actions that must be taken during an investigation of the irregularity and identifying the individuals responsible for the actions in each category

On or before September 30 of each year, the board of trustees of each school district and the governing body of each charter school shall provide a written notice regarding the examinations to the following individuals (NRS 390.275):

- All teachers and educational personnel employed by the school district or governing body
- All employed personnel who are involved in test administration
- Students who are required to take the examinations
- The parents or legal guardians of these students

The written notice must be prepared in a format that is easily understood and must include a description of the following procedures:

- The district test security plan
- Action that may be taken against personnel and pupils for violations of the plan or for other testing irregularities

School Test Security Plans

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

- Site-specific provision for locked storage and access
 - The manner in which test materials will be distributed, collected, and returned
 - The names and titles of the individuals responsible for carrying out the procedures
 - Procedures to ensure compliance with testing accommodation plans
 - Procedures for online test administration
 - Certification that computers are prepared for online testing
 - Plan for dealing with emergencies during testing
 - Procedures for handling students who require additional time for testing, students who become ill during testing, responding to technology malfunctions, and evacuation protocol.
- **District and/or NDE assessment personnel may conduct unannounced onsite observations or audits to verify implementation of school test security plans.**

Testing Locations and Prescribed Dates

Nevada Administrative Code (NAC) 389.051 prescribes when required examinations are to be administered. The Nevada Department of Education prescribes the specific date or range of dates on or during which an examination or examinations must be given. Each test must be given in a public facility within the Mineral County School District. Schools using on-line coursework as the primary mode of instruction must provide a centralized location for students to appear in person to take the scheduled state-mandated examinations. Examinations given at times other than those prescribed must be approved with the Department of Education consultant who manages the specific examination program before proceeding to administer an examination on another date. To ensure proper test administration, the following procedures must be adhered to:

- The MCSD Test Director will be responsible for creating an annual testing calendar that aligns with the Nevada Department of Education's testing window for all mandated state testing. School districts have the discretion to shorten the testing window ensuring compliance to the outlined state testing window timelines.
- Examinations must be administered by licensed employees of a district or charter school who are trained in 2024-2025 test security and administration procedures and administered in a public facility approved by the board of trustees or the governing body. Unlicensed personnel, student teachers, teacher's aides, and emergency substitute teachers may act as proctors and not as test administrators. All individuals that are in the room including any unauthorized individuals who enter the room during testing must be documented on the sign in/out list.
- **EXCEPTION:** Qualified paraprofessionals who have certified on the WIDA website (www.wida.us) for the appropriate assessments may administer the Speaking (all grades) and Kindergarten portions of the ELPA. Administration must occur under the direct supervision of assigned, licensed personnel who are trained in 2024-2025 test security and administration procedures.
- Please refer to the Nevada Department of Education Assessment Calendar for 2024-2025 and the Mineral County School District Testing Calendar for 2024-2025 key dates and grades of testing.

Assurances from Principals

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

- The district test director will obtain the principals' written assurances on the annual Authorization to Administer Tests form and submit them collectively to the NDE as follows:
- Collect and submit electronic copies to the NDE Assessment Administrative Assistant on or before September 15 (NAC 389.054). If a new principal joins the school after the original submission, the school must submit a replacement form with an updated signature.

Training Requirements

In accordance with NRS 390.300, the Nevada Department of Education has established a program of education and training regarding the administration and security of state-mandated examinations. **District test directors must certify that all school test coordinators and appropriate district personnel have participated in the NDE's program of training. The NDE may request proof of training as part of the investigative process.** Upon approval by the Department, the board of trustees of a school district or the governing body of a charter school may establish an expanded program of education and training if the expanded program complies with the program established by the Department.

Mineral County School District in conjunction with the Nevada Department of Education Guidelines ensures that the state-established program of education and training be provided annually to the following individuals:

- All teachers and other educational personnel who provide instruction to pupils enrolled in a grade level that is required to participate in state examinations
- Other personnel who are involved with the administration of state examinations, including individuals who will be expected to administer or proctor an examination in the event the assigned test administrator and/or proctor should become unavailable during the day(s) of testing
- All other school personnel as the district or school deems necessary
- Student teachers, teacher's aides, emergency substitute teachers, and parent and community volunteers who may assist with proctoring an examination, or who must be present in the testing environment for other reasons (e.g., medical professionals)

In accordance with NRS 390.300, the training and education is otherwise available for all personnel who are not required to receive the training and education as outlined above. A list of definitions and responsibilities for school personnel involved in test administration is included in the Appendix.

The principal of each school is responsible for providing complete training annually in test security and test administration for all school personnel who will be involved with the testing process. Schools must have a signature sheet indicating that school personnel and any others who assist in any way with the administration of state-mandated tests have been trained on proper administration procedures and security issues. Signature sheets must be kept for a minimum of three (3) years. The principal is responsible for submitting the Verification of AB 214 form to the MCSD District Test Coordinator.

The principal of each school is also responsible for providing a refresher training and documenting the meeting by submitting the Verification of Refresher Training prior to each state-mandated test administration focusing on specific requirements of the test being administered as well as an overview of test security procedures, taking into account the following requirements:

- Primary responsibility for test administration **must only be given to licensed Nevada educators.**

EXCEPTION: Qualified paraprofessionals who have certified on the WIDA website for the appropriate assessments may administer the Speaking (all grades) and Kindergarten portions of the WIDA. Administration must occur under the direct supervision of assigned, licensed personnel who are trained in the 2024-2025 test security and administration procedures.

- Only individuals who have received in the annual test security and test administration training and the refresher training are permitted to administer or proctor an examination unless a special training has been provided for them prior to administration of the test.
- Training must address the following practices:
 - Instructions in proper handling of test materials, including test tickets
 - Instructions in proper test administration
 - Security procedures as outlined in this document
 - Additional security procedures as outlined in the district test security plan
 - Information regarding protection of school district personnel regarding the disclosure of testing irregularities (See “Protection of School District Personnel” in the appendix at the end of this section.)
 - Conditions related to testing, as stated in NRS 391.312, under which a teacher may be suspended, dismissed, or not reemployed
 - Conditions related to testing, as stated in NRS 391.312, under which an administrator may be demoted, suspended, dismissed, or not reemployed
 - Conditions related to testing, as stated in NRS 391.330, under which the state board may suspend or revoke the license of any teacher, administrator, or other licensed employee

Each individual who is involved with or required to be present during (e.g., medical professionals) the administration of state examinations will acknowledge in writing or electronically that he/she has participated in the annual and/or refresher training and that he/she has been informed of and understands the following:

- All information provided by the school district related to proper test security and test administration
- The potential consequences for failure to observe and carry out the requirements of the state and district test security plans
- The potential consequences for failure to comply with the state and district test security plans

Training records/acknowledgements containing dates and signatures of all participants must be retained for three consecutive school years. District test directors must certify that all school test coordinators and appropriate district personnel have participated in the Nevada Department of Education’s program of training. NDE may request proof of training as part of the investigative process.

TESTING GUIDELINES

SECURING TESTING MATERIALS

All MCSD schools will designate a locking cabinet accessible only to the principal or school test coordinator for storage of test materials and any materials containing student-identifying information, responses, or test content must be stored securely and must not be accessible to anyone other than the principal or school test coordinator (or other designated individuals who require access). Under no circumstances may student-identifying information printed on the tickets be distributed via email or any other non-secure method.

- The secure storage may not be used for other materials to which unauthorized individuals have access. A sign-in/sign-out sheet including dates and times must be kept to track the movement and custody of materials.
- Secure testing materials, including test tickets, must remain in secure storage until the prescribed date for test administration, and must be handled securely during and after testing (i.e., under the supervision of or in the custody of a licensed Nevada educator).
- For paper/pencil test materials: School test coordinators must follow the directions in the Test Coordinator's Manual regarding the receipt and return of materials and the reporting of discrepancies.

TESTING ENVIRONMENT BEFORE TESTING

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

DURING and AFTER TESTING

- The testing environment must be quiet and free of distractions.
- The test administrator's computer must be secured and monitored throughout the testing session.
- All individuals present in the testing room—including students, licensed and unlicensed personnel, and any unauthorized individuals who may have entered the room—must be documented.
- Students who are not participating in a specific test must not be allowed in the testing room while tests are being administered.
- Parents or guardians of students who are testing must not be allowed in the testing room (EXCEPTION: see Testing Homebound Students regarding medical caregivers).
- Student desk/table tops must be cleared of any material not specified in the Test Administrator's Manual. Students may not access additional materials unless documented as testing accommodations or designated supports. Unauthorized possession of non-permissible materials may result in invalid scores.
- Material that is affixed to desk tops must be covered with blank, opaque material.
- Cell phones and smart watches are collected and stored prior to distributing test materials (EXCEPTION: students with a continuous glucose monitor app). Test administrators and proctors should

avoid cell phone and smartwatch use unless it is the only means of contacting administration regarding testing issues.

- Photographing, recording, or transmitting any part of a test or testing session is **PROHIBITED** unless the activity is required for test administration as indicated in the Test Administrator's Manual, or when the school test coordinator, principal, or district test director is collecting evidence related to a **test security** investigation.
- Food and beverages are **only** permitted during a **supervised break**. Procedures for breaks are included in the Test Administrator's Manual and must be followed explicitly.

TESTING MATERIALS

- All testing materials, including test tickets, are secure documents and must be stored, distributed, and collected according to test security procedures. Under no circumstances may student-identifying information printed on the tickets be distributed via email or any other non-secure method. For the ELA Performance Task only, test tickets are collected when students complete a part, and redistributed for administration of the second part.
- Test tickets must be distributed to the appropriate students—the identity and eligibility of all students who are testing must be verified accordingly. See the Test Administrator's Manual for instructions regarding the distribution and collection of test tickets. If a student begins a test with another student's ticket, the district test director or designee **must** obtain permission from the NDE to regenerate the test ticket(s).
- Scratch paper may only be plain unlined or lined paper, grid-only graph paper, or patty paper. No other pre-printed material is permitted on the front or back except for student-identifying information. Scratch paper is considered a secure document and should be destroyed at the end of the testing window. See the Test Administrator's Manual for specific instructions regarding scratch paper.
- Test administrators must read and follow the script provided in the Test Administrator's Manual.

MONITORING STUDENTS

- Students must be supervised by **licensed personnel** while having access to test materials.
- Test administrators and proctors must monitor students to ensure they are working independently and adhering to procedures. It is **not** appropriate to engage in other activities (e.g., grading assignments, checking emails) during test administration. Particular attention must be paid to the following security threats to online test administration:
 - Cheating threats:
 - Colluding with others
 - Using cheating aids
 - Accessing unauthorized personal devices
 - Using a proxy test taker
 - Copying responses from other students
 - Stealing threats
 - Capturing content by digital photography
 - Transcribing questions verbally (on paper or recording device)
- Students may not communicate with, interact with, or provide assistance of any kind to other students.
- Test administrators, proctors (individuals assisting test administrators), or other adults may not provide assistance of any kind (including gestures, signals, rewards, or any other form of communication) beyond what is described in the Test Administrator's Manual.
- Electronic devices are strictly **PROHIBITED** unless a student has an accommodation plan or designated support that allows a specific **permissible** device, or the device is required for test administration as indicated in the Test Administrator's Manual. Unauthorized possession of electronic devices may result in invalid scores.
- School site administrators are responsible for informing the MCSD Test Director when students who

were cheating, communicating with other students, receiving inappropriate assistance, or accessing unauthorized materials or devices. The MCSD Test Director is responsible for **invalidating** tests for students who were cheating, communicating with other students, receiving inappropriate assistance, or accessing unauthorized materials or devices. All incidents involving student cheating or misconduct must be responded to in accordance with district and/or school disciplinary procedures.

AFTER TESTING

Students who finish before the end of the scheduled testing period may be excused according to school test security procedures. If students are not to be excused, they may read quietly (paper versions only—no electronic devices). Materials must not be on student desk or table tops while they are testing, but may be stored under desks or in a designated area in the room. Drawing and writing are **not** permitted.

All testing materials, including test tickets, scratch paper, and test booklets must be returned to the test administrator and accounted for before a student is allowed to leave the testing area for any reason. (See the Test Coordinator's Manual for instructions regarding the return of materials to the testing vendor.)

Printed test items/passages, including embossed Braille printouts, and scratch paper must be collected and inventoried, then immediately destroyed upon a student's completion of the test.

Test items, stimuli, reading passages, or writing prompts must not be used for instruction.

ENGLISH LEARNERS

- Assessments are administered in English. See the 2024-2025 Usability, Accessibility, and Accommodations Guide (UAAG Manual) for information regarding designated supports for English Learners.
- The test administrator or proctor of the WIDA Speaking Test (all grades) and Kindergarten Test must have native English fluency.

UNLOCKING TESTING

Online Science Assessments and Summative Performance Tasks (PTs) lock each night, or after 20 minutes of inactivity, or when a student submits a test for scoring. Unlocking a test allows a student to access a test that has locked or has already been submitted. Tests lock for security reasons, and should not be unlocked except in rare cases of unforeseen and unavoidable errors during testing.

If a test in progress (i.e., not submitted) is unlocked, the test will reopen at the location at which the student stopped testing. The student will be able to review items within the current segment of the test, but cannot return to previous segments.

All unlocked tests must be reported as testing irregularities unless otherwise noted below.

- If a *submitted* test is unlocked, the test will reopen at the last page of the test.
- For **interruptions** in testing occurring for more than 20 minutes, the NDE grants permission to district test directors or their designees to unlock tests for the following:

A student has completed 5 or fewer responses, and is unable to complete a test due to a technological difficulty that results in the locking of the test.

A student has completed 5 or fewer responses, and is unable to complete a test before it locks due to a sudden illness or unanticipated school closure/evacuation.

- For instances of **human error, when discovered on the day of testing**, the NDE grants permission to district test directors or their designees to unlock tests if:

A student begins a part of the test unintentionally. The student should stop the test as soon as the error is noticed and should be directed to log in to the appropriate test part. The district test director or their designee may unlock the test part that was begun erroneously prior to administration of that part if the student had completed 5 or fewer responses.

A student has completed 5 or fewer responses, and unintentionally submits a test—if the incident is reported **immediately** and the test is **unlocked and completed the same day** (this is **not** an irregularity).

- In certain circumstances, unlocking a test will not correct a situation, or is not an available option (Computer Adaptive Tests, or CATs, do not lock). Because students are only permitted to complete a test once during the testing window, district test directors or their designees must obtain permission from the NDE to have the testing vendor **regenerate** the test ticket for the following:

A student begins a part of a PT or CAT using another student's test ticket or log in information, and has completed 5 or fewer responses.

A student begins a part of a PT or CAT without having an accommodation or designated support activated, and has completed 5 or fewer responses.

- Tests that are left in "in progress" status will be automatically submitted at the end of the testing window and **do not** need to be unlocked to submit.

HOME-SCHOOLED STUDENTS

Home school students are eligible to participate in state testing upon request. The home school student must contact the district test director at least 30 days prior to the test date. The district test director will coordinate with the individual school sites and families to ensure home-school students have an opportunity to test. To access test specific information and dates of administration review the MCSD Testing Calendar 2024-2025 found at www.nvmcsd.org

TESTING HOMEBOUND STUDENTS

- Schools must obtain written permission from their **district test director** for homebound test administration, and must adhere to the following procedures:
 - Tests must be administered in accordance with NDE test security procedures. ○ A licensed Nevada educator who has received training in test security and administration for the current school year must administer the tests.
 - Materials must be transported securely to and from the student's home.
 - The test administrator is responsible for all assessment-related activities in the testing environment.
 - If the student's IEP or 504 testing accommodations require the test administrator or ASL interpreter to read or sign test content, or transcribe responses, that individual must sign a Confidentiality Agreement prior to testing.
 - All individuals present in the testing environment must be documented.
 - Individuals who are not participating in test administration or providing medical care are **NOT** permitted in the testing environment.
 - Medical caregivers required to be present must sign a Confidentiality Agreement prior to testing, and are **NOT** permitted to assist with test administration.

DISCLOSURE OF TEST CONTENT

Knowledge or review of actual test content is not necessary for valid test administration and is strictly prohibited by state law (NRS 389.015).

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

To the extent necessary for administering and evaluating the examinations

When it is *necessary for the performance of the duties of a*

- State officer who is a member of the executive or legislative branch
- Superintendent of a school district
- Director of curriculum of a school district
- Director of testing of a school district

Specific content may be disclosed if the Superintendent of Public Instruction determines that the content is not being used in a current examination and making the content available to the public poses no threat to the security of the current examination process.

NDE staff and/or the Office of the Nevada Attorney General are charged with determining whether gaining access to state-mandated examinations is necessary and permitted by law.

- Test administrators, proctors, school administrators, teachers, substitute teachers, and any other school personnel, or other individuals required to be present during test administration (e.g. medical caregivers) are not permitted to review test content.

- **EXCEPTION:** When a test administrator, proctor, or ASL interpreter is authorized to view test content in order to provide specific accommodations or designated supports (i.e. read aloud, signing, scribing); or as needed for administration of Nevada Alternate Assessment or WIDA. A Confidentiality Agreement must be signed prior to test administration and retained with the school's test security documentation for three consecutive school years. Other individuals required to be present in the testing environment (e.g., medical professionals) must also complete a "Confidentiality Agreement" (found in Appendix).

- Test material, whether online or paper/pencil, must not be copied or reproduced by any means without the prior written authorization of the test publisher and the NDE, nor is any individual permitted to review, analyze, discuss, or notate test content.

- Under **no** circumstances shall copies of test material displayed on computer screens, student responses, or test booklets be circulated among faculty, administrators, or other persons.

- All materials containing student identifying information and/or responses are the confidential property of the Nevada Department of Education (NDE), and not public record. Disclosure is strictly prohibited without written permission from the NDE.

Reporting and Investigating Testing Irregularities

- If the NDE has reason to believe a violation in test security or administration has occurred, the NDE has an obligation to investigate the incident as it deems appropriate. Districts and schools are required to comply with the NDE's requests for documentation and information relevant to the investigation.

- If the district test director has reason to believe a violation of the state or district test security plan has occurred, they must do the following:

- Immediately notify the NDE test security coordinator either orally or in writing.

- Ensure that a Report of Testing Irregularity is submitted to the district within 14 calendar days after the incident occurred.

- Ensure that a Report of Testing Irregularity is submitted to the state within 14 calendar days after it is submitted to the district.

- Begin an investigation of the incident.

- If a potential breach in test security has occurred, and the school has video surveillance equipment capable of downloading and saving a digital clip of the alleged occurrence, that clip must be retained as evidence for three consecutive school years.

- All other evidence related to test security investigations must be retained for three consecutive school years.

- **The district test director or designee must submit all investigative findings to the NDE test security coordinator during the course of the investigation.**

- A school official who has reason to believe that a violation of the state or district test security plan has occurred must immediately notify the school test coordinator, principal, district test director, or their designee.

- All evidence and documentation related to test security investigations is confidential.

- The NDE may choose to conduct an investigation separately or in conjunction with the school district.

- The majority of the communication regarding the incident will occur between the district test director and the NDE test security coordinator.

- Upon receipt of a Report of Testing Irregularity, the NDE test security coordinator will review the report and determine how to proceed, including whether further evidence or investigation is required.
- Depending on the severity of the incident and the potential impact to the state assessment program, the NDE's determination may include, but is not limited to:
 - No further action
 - Invalidation of student scores
 - A requirement, including the NDE's recommendations, for the district or school to complete a corrective action plan (NRS 390.295) if investigative findings indicate the irregularity resulted from inadequate test security or administration procedures
 - A requirement for the district or school to conduct an additional administration of the examination (NRS 390.290)
 - Licensure sanctions administered by the State Board of Education (NRS 391.330)

Rights and Responsibilities

- School officials are encouraged to disclose testing irregularities, and it is the intent of the legislature to protect the rights of a school official who makes such a disclosure.
- A school official shall not directly or indirectly use or attempt to use his official authority or influence to intimidate, threaten, coerce, command, or influence another school official in an effort to interfere with or prevent the disclosure of information concerning testing irregularities. "Official authority or influence" includes taking, directing others to take, recommending, processing, or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation, or other disciplinary action.
- If reprisal or retaliatory action is taken against a school official who discloses information concerning testing irregularities within 2 years after the information is disclosed, the school official may file a written appeal with the state board for a hearing on the matter and determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that specifies:
 - The facts and circumstances leading to the disclosure of information concerning testing irregularities; and
 - The reprisal or retaliatory action that is alleged to have been taken against the school official.
- The state board may issue a subpoena to compel the attendance or testimony of any witness or the production of any materials needed as part of the appeal investigation.
- If the state board determines that the action taken was a reprisal or retaliatory action, it may issue an order directing the proper person to desist and refrain from engaging in such action.
 - The state board may not rule against the school official based on the identity of the person or persons to whom the information concerning testing irregularities was disclosed.
- No school official may use the provisions outlined in this summary to harass another school official.
- A person who willfully discloses untruthful information concerning testing irregularities:
 - Is guilty of a misdemeanor; and
 - Is subject to appropriate disciplinary action.
- These provisions do not apply to offenses committed before July 1, 2001.
- Upon receipt of this summary, the board of trustees or governing body shall provide a copy of the written summary to all school officials within the school district or charter school.

Protection of School District Personnel
Regarding the Disclosure of Testing Irregularities
2024-2025 School Year

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

Data Privacy and Security Measures Confidentiality

All district and school personnel involved in administering tests are required to maintain the confidentiality of student data. This obligation ensures that personal information is not disclosed to unauthorized individuals or entities, in compliance with NRS 392.104.

Data Access:

Access to student data is restricted to authorized personnel only. Testing materials and student data are safeguarded against unauthorized access and are only used for the intended purpose of the assessment, in accordance with NRS 392.302.

Secure Handling:

Testing materials and student data are handled with the highest level of security. Both physical and digital security measures are implemented to protect data from loss, theft, or unauthorized access, as mandated by NRS 392.308.

Data Storage:

All student data is stored in secure environments, whether in physical files or electronic systems. Measures are taken to ensure that data storage complies with state regulations, including NRS 392.303.

Incident Response:

In the event of a data breach or security incident, Mineral County School District will act for prompt response and resolution. This includes notifying affected parties and taking corrective actions to mitigate any potential harm, in compliance with NRS 392.310.

Compliance:

Mineral County School District adheres to all relevant federal and state regulations regarding student data privacy, including the Family Educational Rights and Privacy Act (FERPA) and Nevada Revised Statutes related to student information, specifically NRS 392.316 and NRS 392.318.

Terms and Definitions

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

- “Examination” means achievement and proficiency examinations that are administered to pupils pursuant to 390.105, 390.600, and 390.610, and includes the following:
 - English Language Arts (ELA) and mathematics in grades 3 – 8
 - Science assessments in grades 5, 8, and High School
 - End-of-Course Examinations
 - College and Career Readiness Assessment
 - NWEA Reading Assessment in grades K – 3
 - Any other examinations that measure achievement and proficiency of pupils and which are administered to pupils on a district-wide basis
- “Irregularity in testing administration” means the failure to administer an examination in the manner intended by the person or entity that created the examination.
- “Irregularity in testing security” means an act or omission that tends to corrupt or impair the

security of an examination, including, without limitation:

- The failure to comply with the department or district security procedures.
- The disclosure of questions or answers to questions on an examination in a manner not otherwise approved by law.
- Other breaches in the security or confidentiality of the questions or answers to questions on an examination.
- “Reprisal or retaliatory action” is action that is taken because the school official disclosed information concerning testing irregularities and includes, without limitation:
 - Frequent or undesirable changes in the location of an office;
 - Frequent or undesirable transfers or reassignments;
 - The issuance of letters of reprimand, letters of admonition or evaluations of poor performance;
 - A demotion;
 - A reduction in pay;
 - The denial of a promotion;
 - A suspension;
 - A dismissal;
 - A transfer; or
 - Frequent changes in working hours or workdays.

“School official” means:

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

ACTION ITEM #4

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

NAME(S) Of ATTENDEE: Meshanna Merrow DATE: 8/13/2024
Full Name on Passport/I.D if needing a flight reservation.

NAME OF CONFERENCE: GEAR UP West
(Attach conference program information and provide website address)

CITY/STATE OF CONFERENCE: Albuquerque, AZ NM

DATE OF DEPARTURE: 10/26/24 DATE OF RETURN: 10/30/24

ESTIMATED EXPENSES

Registration Budget # 280.262.000.330.2213
 Registration Fees: GEAR UP West Registration \$ 390.00
 Travel Budget # 280.262.000.580.2213
 Travel By: District Vehicle, Flight \$ 450.00

(Air, district vehicle, private vehicle at rate of .625¢/mile district convenience or .22¢/mile for personal convenience, etc.)

Lodging: Room rate \$ 141 X 4 nights \$ 564.00

(Use GSA ratings for lodging and meals 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	\$	<u>16.00</u>	X	<u>4</u>	days	\$	<u>64.00</u>
	Lunch	\$	<u>17.00</u>	X	<u>5</u>	days	\$	<u>85.00</u>
	Dinner	\$	<u>31.00</u>	X	<u>4</u>	days	\$	<u>124.00</u>
	Incidentals	\$	<u>5.00</u>	X	<u>5</u>	days	\$	<u>25.00</u>
Substitutes:	# of Days		<u>0</u>	X	<u>\$ 90-105 /day</u>		\$	<u>0.00</u>

Other transportation fees: (i.e. car rental, taxi, Uber, shuttle, parking, etc.) \$ 100.00

Other Miscellaneous expenses: (attach explanation) \$ 0.00

TOTAL EXPENSES \$ 1802.00

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: 8/13/24

TRAVEL APPROVED: () Yes () No
 DATE: _____
 BOARD DATE: _____

Site Administrator Signature

Grant Manager Signature

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 27-29	
Name of where conference is being held Hotel, School/College or Convention Center:	Convention Center Albuquerque, NM

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:	10/26/24, noon-ish
Date & Time you wish to RETURN:	10/30/24, noon-ish

(Attach your preferred flight schedule)

Do you need lodging reservations? (x) Yes () No			
(Circle Preferences)	Single	Double	Triple
GSA (Per Diem Rate) : <u>141</u> Go To: www.gsa.gov to get rates.	Smoking		Non-Smoking
Register under what name(s)?	Meshanna Merrow		
Name, Address, Phone number of motel/hotel you are wishing to stay at:	Hotel Albuquerque at Old Town 800 Rio Grande Blvd. NW Albuquerque, New Mexico 87104	The Clyde Hotel 330 Tijeras Ave NW Albuquerque, NM 87102	
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? (X) Yes () No			
Deadline Date:	9/27/2024	Code Information:	GEAR UP West

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.



Register for the 2024 GEAR UP West Conference!

NEW REGISTRATION

Regular Registration Fee

May 26 - October 9, 2024

- \$390 - Full Conference
- \$150 - Student
- \$290 - Presenters (Limited to two presenters per session)

Late Registration Fee

After October 9, 2024

- \$450 - Full Conference
- \$150 - Student
- \$350 - Presenters (Limited to two presenters per session)

Pre-Conference Session

All attendees are encouraged to attend the pre-conference event: ***Geographies of Staying: Working with Students Who Want to Stay in their Homelands (for College, for Work, for Life, for Good)*** facilitated by ***Dr. Patricia Trujillo, Deputy Cabinet Secretary of the New Mexico Higher Education Department***. The pre-conference session will be held at the Albuquerque Convention Center on Sunday, October 27, 2024, from 1-4 p.m. In order to help us plan accordingly, please indicate your

attendance when registering for the conference.

Sunday Opening Dinner

All attendees are encouraged to attend the conference opening dinner and keynote held at the Albuquerque Convention Center on Sunday, October 27, 2024, at 5:00 PM. In order to help us plan accordingly, please indicate your attendance at the dinner when registering for the conference.

Payment Information

Full payment is required before the conference. If payment is not received prior to the conference, the attendee's registration may be canceled. The conference confirmation email is your invoice.

Payment Instructions

Options:

1. Pay with Visa, MasterCard, or Discover when you register online.
2. Pay by check made payable to Washington State University and mail to:
Washington State University
Conference Management
PO Box 645222
Pullman, WA 99164-5222

Note - Please include a copy of the conference registration confirmation/invoice or a list of names with the registration number for which payment is being issued.

Refund/Cancellation Policy

If you must cancel your registration, send an email to Washington State University - Conference Management at ProfEd@wsu.edu by no later than Friday, October 11, 2024 at 5:00 PM in order to receive a full refund, minus a \$50 processing fee.

Cancellations made after October 11, 2024, or attendees who do not show up for the conference are responsible for the full registration fee.

Substitutions are welcome at any time. Please email advance substitutions to ProfEd@wsu.edu, or notify the registration booth staff upon arrival at the conference.

Confirmations, Invoices & Receipts

All confirmations, invoices and receipts will be sent via email. Please check your junk mail as this information may inadvertently be sent there.

This conference is managed by GEAR UP New Mexico and Washington State University Professional Education. Please send us an email if you have any questions regarding the conference agenda or registration.

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WASHINGTON STATE UNIVERSITY
Professional Education



GEAR UP West Pre-Conference Event



Gear Up West Pre-Conference Session

Sunday, October 27 from 1:00 – 4:30 p.m.

Geographies of Staying: Working with Students Who Want to Stay in their Homelands (for College, for Work, for Life, for Good)

Patricia Trujillo, Ph.D. is the Deputy Cabinet Secretary of the New Mexico Higher Education Department

The academy often presents students with maps -- either tacit or explicit -- about how to navigate educational systems, careers, and success. These maps almost always lead us away from home. For many scholars, academics, and higher education leaders, advancing up the career ladder necessitates cutting ties to one

place for many others. Leaving home behind and/or escaping home have become an integral part of how we think and talk about college. Starting in high school (or earlier), many young people are “learning to leave” (Corbett, 2007) their home places and prepared for uprooted and/or itinerant lives. In this discourse, beloved communities and places become deficits to be overcome, rather than grounding spaces for transformative work.

But what about students who want to stay (or return) home? Many students who come from communities of color, working class communities, rural communities or from the intersections of these and other vulnerable places are motivated by their experiences of home. For those of us who seek to come home and stay at home, we often face professional challenges on multiple fronts. We are told to go away so we can come back. When we come home, we may find our relationships to home frayed, complicated, and ambiguous. We may feel pushed to move because “you cannot work at the institutions where you earned your degree.” We may be advised that “You’re ruining your career,” warned that “You’re making yourself insignificant,” and counseled that “You will never be a prophet in your own land.” Even worse, we may be asked why we “just stayed” or “only work” here. We might doubt our decisions and fear we are ruining our careers.

Yet many of us are yearning for and striving to stay home. This yearning can come from a place of power and knowledge, from a desire to help address the challenges our communities face, from a connection to people and places outside the walls of academia, and from a vision of scholarship, service, and expertise that is always questioning itself in its praxis-orientation. This pre-conference session is based on a forthcoming anthology *Geographies of Staying: Home and Its Place in the Academy* (forthcoming UNM Press, 2025) and will feature the editors and contributors to the book and ask the audience to enter a dialogue about how we can welcome students who want to stay home and pursue higher education.

Patricia Trujillo, Ph.D. is the Deputy Cabinet Secretary of the New Mexico Higher Education Department, appointed by Governor Michelle Lujan Grisham in 2020. During her time at the agency, New Mexico passed the Opportunity Scholarship Act, creating the nation's tuition-free college program, established the country's largest higher education trust fund, prioritized funding for student basic needs and championed college equity and access statewide. Prior to the appointment, she was a faculty member in the Department of Languages and Letters for over a decade at Northern New Mexico College and the founding director of the Office of Equity and Diversity. Her work in the

classroom, higher education administration, and policy making is rooted in community wealth strategies and racial equity. She has a Ph.D. in U.S. Latina/Latino Literature from the University of Texas in San Antonio, was the Creative Writing editor for the Journal of Chicana/Latina Studies (2016-2021) and has numerous publications in anthologies and journals. She is or has been a member of many boards, including Tewa Women United, LANL Foundation, Rural Opportunities for College Access, and NewMexicoWomen.org (<https://newmexicowomen.org/>).

This conference is managed by GEAR UP New Mexico and Washington State University Professional Education. Please send us an email if you have any questions regarding the conference agenda or registration.

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WASHINGTON STATE UNIVERSITY
Professional Education

10/27/2024

12:00 pm - 5:00 pm	Exhibits Open ⓘ
12:00 pm - 6:00 pm	Registration Opens ⓘ
1:00 pm - 4:30 pm	Pre-Conference Session ⓘ
5:00 pm - 6:30 pm	Dinner and Keynote ⓘ

10/28/2024

7:00 am - 3:00 pm	Registration opens ⓘ
7:30 am - 8:45 am	Keynote Breakfast ⓘ
8:00 am - 5:30 pm	Exhibits Open ⓘ
9:00 am - 10:15 am	Workshops I ⓘ
10:15 am - 10:30 am	Break ⓘ
10:30 am - 11:45 am	Workshops II ⓘ
12:00 pm - 1:30 pm	Keynote Lunch ⓘ
1:45 pm - 3:00 pm	Workshops III ⓘ
3:00 pm - 3:15 pm	Break ⓘ
3:15 pm - 4:30 pm	Workshops IV ⓘ
4:30 pm - 6:00 pm	Reception ⓘ

10/29/2024

7:00 am - 3:00 pm	Registration Opens ⓘ
7:30 am - 8:45 am	Keynote Breakfast ⓘ
8:00 am - 5:30 pm	Exhibits Open ⓘ
9:00 am - 10:15 am	Workshops V ⓘ
10:15 am - 10:30 am	Break ⓘ
10:30 am - 11:45 am	Workshops VI ⓘ
12:00 pm - 1:30 pm	Luncheon: GEAR UP Professional of the Year ⓘ
1:30 pm	Conference Concludes ⓘ



DoubleTree by Hilton (https://www.hilton.com/en/hotels/albsmdt-doubletree-albuquerque/?SEO_id=GMB-AMER-DT-ALBSMDT&y_source=1_MTM3MjY2MS03MTUtbG9jYXRpb24ud2Vic2l0ZQ%3D%3D)



(https://www.hilton.com/en/hotels/albsmdt-doubletree-albuquerque/?SEO_id=GMB-AMER-DT-ALBSMDT&y_source=1_MTM3MjY2MS03MTUtbG9jYXRpb24ud2Vic2l0ZQ%3D%3D)

- To reserve via phone, call 505-247-3344.
- To reserve online, visit the **group booking website** (<https://www.hilton.com/en/attend-my-event/albsmdt-gup-83734262-e9ea-4a47-bb70-a12876cae2de/>).
- Group rate is \$149 per night (does not include local and state taxes).
- Reservation cut-off date is **Friday, September 27, 2024.**

The Clyde Hotel (<https://www.clydehotel.com/>)



(<https://www.clydehotel.com/>)

- To reserve via phone, call 505-302-6930 and use the group code **2024GEARUPNM**.
- To reserve online, visit the **group booking website** (<https://be.synxis.com/?adult=1&arrive=2024-10-27&chain=17123&child=0¤cy=USD&depart=2024-10-29&group=2024GEARUPNM&hotel=37966&level=hotel&locale=en-US&rooms=1>) and select your arrival and departure dates from the dropdown.
- Group rate is \$141 per night (does not include local and state taxes).
- Cut-off date for reservations is **Friday, September 27, 2024**.

Hotel Albuquerque (<https://www.hotelabq.com/>)



(<https://www.hotelabq.com/>)

- To reserve via phone, call 505-843-6300 and use the group code **202411NMPEDGEAR**.
- To reserve online, visit the **group booking website** (<https://be.synxis.com/?adult=1&arrive=2024-10-27&chain=17123&child=0¤cy=USD&depart=2024-10-29&group=202411NMPEDGEAR&hotel=63151&level=hotel&locale=en-US&rooms=1>) and select your arrival and departure dates from the dropdown.
- Group rate is \$141 per night (does not include local and state taxes).
- Hotel is one mile from Albuquerque Convention Center, and a shuttle will be available to and from the conference site.
- Cut-off date for reservations is **Friday, September 27, 2024**.

This conference is managed by GEAR UP New Mexico and Washington State University Professional Education. Please send us an email if you have any questions regarding the conference agenda or registration.

CONTACT US



WASHINGTON STATE UNIVERSITY
Professional Education





Trip & Price Details

Price

Payment

Confirmation

Flight [Modify](#)

	Sat 10/26	# 2339 / 153 RNO 10:30 AM	→	ABQ 5:15 PM	5 hr 45 min	1 stop 	Wanna Get Away
	Tue 10/29	# 3419 / 2174 ABQ 4:40 PM	→	RNO 9:45 PM	6 hr 5 min	1 stop 	Wanna Get Away

Price per Passenger **\$250.01**

Taxes and fees per Passenger **\$67.95**

Total per Passenger **\$317.96**

Passenger(s) **x1**

Flight total **\$317.96**

or from \$32/mo*
with [uplift](#) [Learn more](#)

Helpful Information:

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points) If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List Preferred status, or Companion Pass qualifying points.

Flight Extras

Upgrade to Wanna Get Away *plus*

Prices shown per passenger, per one-way.

- ✓ Free same-day confirmed change (taxes and fees may apply)⁶
- ✓ Transferable Flight Credit™⁵
- ✓ 8 Rapid Rewards points per dollar per qualifying flight¹¹

*Please read the [fare rules](#) associated with this purchase.
☐ Upgrade departing trip for \$20

☐ Upgrade returning trip for \$20

☐ Upgrade both for \$40

Flexibility comes with every fare.



Two bags fly free¹.



No change² or cancel³ fees. Change your flight later without a fee. Fare difference may apply.

¹1st and 2nd checked bags. Weight and size limits apply. ²Fare difference may apply. ³Failure to cancel a reservation at least 10 minutes prior to scheduled departure may result in forfeited flight credits.

BAG FEE *

\$0.00

SUBTOTAL

\$250.01

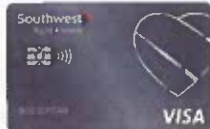
TAXES & FEES

\$67.95

TRIP TOTAL

\$317.96

Show price breakdown



Get a \$200.00 statement credit¹
and 10,000 Rapid Rewards® points.²

1. After first purchase. 2. After you spend \$500 in first three months.

Apply now >

YOU PAY TODAY

\$317.96

CREDIT ON YOUR STATEMENT

-\$200.00

TOTAL AFTER
STATEMENT CREDIT

\$117.96

Not ready to buy yet? [Save this flight for later.](#)

*1st and 2nd checked bags fly free[®]. [Weight and size limits apply.](#)

Log in for faster checkout

Continue

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.



Add a Car

Products not confirmed until purchase

No worries, your flight will remain in your cart while you search for a car.



Add a car



Book now. Pay later!

From \$92.14*/day in
Albuquerque

*Taxes and fees excl. Terms apply



Book now

PICK-UP LOCATION

Albuquerque,

Albuquerque, NM - ABQ

PICK-UP DATE

10/26

Sat, Oct 26, 2024



PICK-UP TIME

6:00 PM



RETURN LOCATION

Albuquerque,

Albuquerque, NM - ABQ

RETURN DATE

10/29

Tue, Oct 29, 2024



RETURN TIME

3:00 PM



RENTAL COMPANY (Optional)

No preference



VEHICLE SIZE (Optional)

No preference



Search

Not ready to buy yet? [Save this flight for later.](#)

*1st and 2nd checked bags fly free[®]. [Weight and size limits apply.](#)

Log in for faster checkout

Continue

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.

Fare Benefits



Two bags fly free^{®1}

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

No change² or cancel fees³

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

Flight credit⁴

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

Transferable Flight Credit^{™5}

Transferable Flight Credit[™] will be issued as long as the flight is canceled at least 10 minutes prior to the scheduled departure. Transferable Flight Credit can be transferred between Rapid Rewards[®] Members. Only one transfer is permitted. For bookings made through a Southwest[®] Business channel, there is a limitation to transfer only between employees within the organization. Transferable Flight Credits don't expire. For travel booked with Rapid Rewards points: starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away[®] or Wanna Get Away Plus[™] reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation.

Free same-day change/standby⁶

Same-day change: On the day of travel, you can switch free of airline charges to another flight with space available departing on the same calendar day between the same origin airport and destination airport as your original flight. With the exception of A-List Preferred and A-List Members, Customers who purchase Wanna Get Away fares are not eligible for free same-day change.

Same-day standby: You can list for same-day standby on an earlier flight via a Southwest Customer Service Agent at the airport or the Southwest app or mobile web. You will receive a message based on the contact preference selected during booking if you are cleared on the flight.

For both same-day change and same-day standby, you must change your flight or request to be added to the same-day standby list at least 10 minutes prior to the scheduled departure of your original flight or the no-show policy will apply. If using the app or mobile web for standby, you must list your name 30 minutes ahead of scheduled departure. You will be required to pay any government taxes and fees associated with these itinerary changes but refunds will be provided. Your original boarding position is not guaranteed. Southwest Business Customers booked through travel agencies may need to see a Southwest agent at the airport for both a same-day change or standby listing. See southwest.com/standby for more details.

Refundable⁷

As long as you cancel your reservation at least ten (10) minutes prior to the scheduled departure of your flight. If you cancel, you're eligible to receive 100% of your ticket value as a refund to your original form of payment. A Southwest flight credit from a previous reservation that is applied toward a Business Select or Anytime fare will be refunded as a Transferable Flight Credit. For travel booked with Rapid Rewards points, if canceled, points will be returned to the Rapid Rewards account holder who booked the ticket.

*Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away[®] or Wanna Get Away Plus[®] reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation.

For Anytime or Business Select reward travel reservation: the points used for booking will continue to be redeposited to the purchaser's Rapid Rewards account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit[™] for future use.

Priority and Express Lanes⁸

Priority and Express Lanes, (where available), can be accessed by Business Select and Anytime Customers and A-List and A-List Preferred Members. Priority Lanes are at Southwest check-in counters, and Express Lanes are at security checkpoints.

EarlyBird Check-In^{®9}

You will automatically be checked in to your flight 36 hours prior to scheduled departure. For Anytime fares purchased between 36 and 24 hours, the boarding position assignment process has begun so this may impact the boarding position assigned to you. If you purchase an Anytime fare within 24 hours of your flight's scheduled departure, you will not receive the EarlyBird Check-In benefit. In an irregular operation situation, the boarding position is not guaranteed.

[Share](#)


Reno ↔ Albuquerque


Round trip · Economy · 1 passenger


\$287


Lowest total price

Selected flights



Departing flight · Sat, Oct 26
✕


9:59 AM → 2:58 PM
 RNO ABQ
 1 stop · 3 hr 59 min · American · Operated by Envoy Air as American Eagle, Envoy Air as American Eagle
 240 kg CO₂e
 +10% emissions


Returning flight · Wed, Oct 30
✕


12:20 PM → 3:59 PM
 ABQ RNO
 1 stop · 4 hr 39 min · American
 188 kg CO₂e
 -15% emissions

Booking options


Book with American Airline
 ⤴ Hide options

Basic Economy	Main Cabin	Main Plus
\$287	\$357	\$
<ul style="list-style-type: none"> ✎ Seat selection for a fee ✓ Standard seat ✎ Priority boarding for a fee ✗ No ticket changes 	<ul style="list-style-type: none"> ✓ Free seat selection ✎ Extra legroom available for a fee ✎ Priority boarding for a fee ✓ Free change, possible fare difference 	<ul style="list-style-type: none"> ✓ Free seat selection ✓ Extra legroom ✎ Priority boarding for a fee ✓ Free change, possible fare difference
<ul style="list-style-type: none"> ✓ 1 free carry-on ✎ 1st checked bag: \$80 	<ul style="list-style-type: none"> ✓ 1 free carry-on ✎ 1st checked bag: \$80 	<ul style="list-style-type: none"> ✓ 1 free carry-on ✓ 1st checked bag free
Continue	Continue	Continue

Fare and baggage fees apply to your entire trip. [American bag policy](#)

Prices include required taxes + fees for 1 adult. Optional charges and [bag fees](#) may apply.

\$287 is low for Economy — \$109 cheaper than usual

The least expensive flights for similar trips to Albuquerque usually cost between \$355–600



[Language](#) · English (United States)

[Location](#) · United States

[Currency](#) · USD

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Displayed currencies may differ from the currencies used to purchase flights. [Learn more](#)

Trip & Price Details

+
Price

Payment

Confirmation

✈ Flight Modify

✈ Sat 10/26	# 3231 LAS 10:35 AM	→ ABQ 1:15 PM	1 hr 40 min	Nonstop	<u>Wanna Get Away</u>	Price per Passenger	\$156.06
						Taxes and fees per Passenger	\$41.90
						Total per Passenger	\$197.96
						Passenger(s)	x1
✈ Tue 10/29	# 3419 ABQ 4:40 PM	→ LAS 5:20 PM	1 hr 40 min	Nonstop	<u>Wanna Get Away</u>	Flight total	\$197.96
						or from \$20/me* with uplift Learn more	

Helpful Information:

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- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations, the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List Preferred status, or Companion Pass qualifying points.

✈ Flight Extras

Upgrade to Anytime

Prices shown per passenger, per one-way.

- ✓ Refundable fare*
- ✓ Priority and Express Lanes®
- ✓ 10 Rapid Rewards points per dollar per qualifying flight*

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

☐ Upgrade departing trip for \$50

☐ Upgrade returning trip for \$50

☐ Upgrade both for \$100

Apply upgrade

Flexibility comes with every fare.



Two bags fly free*.¹



No change² or cancel³ fees. Change your flight later without a fee. Fare difference may apply.

*1st and 2nd checked bags (Weight and size limits apply) ¹Fare difference may apply ²Failure to cancel a reservation at least 10 minutes prior to scheduled departure may result in forfeited flight credits

BAG FEE *

\$0.00

SUBTOTAL

\$156.06

TAXES & FEES

\$41.90

TRIP TOTAL

\$197.96

Show price breakdown



Get a \$200.00 statement credit¹ and 10,000 Rapid Rewards® points.²

1. After first purchase. 2. After you spend \$500 in first three months.

Apply now >

YOU PAY TODAY

\$197.96

CREDIT ON YOUR STATEMENT

-\$200.00

TOTAL AFTER

STATEMENT CREDIT

-\$2.04

Not ready to buy yet? [Save this flight for later.](#)

*1st and 2nd checked bags fly free®. [Weight and size limits apply.](#)

Log in for faster checkout

Continue

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.



Add a Car

Products not confirmed until purchase.

No worries, your flight will remain in your cart while you search for a car.



Add a car



Book now. Pay later!

From \$115.17*/day in Albuquerque

*Taxes and fees extra. To not apply.



Book now

PICK-UP LOCATION

Albuquerque,

Albuquerque, NM - ABQ

PICK-UP DATE

10/26

Sat, Oct 26, 2024

PICK-UP TIME

2:00 PM



RETURN LOCATION

Albuquerque,

Albuquerque, NM - ABQ

RETURN DATE

10/29

Tue, Oct 29, 2024

RETURN TIME

3:00 PM



RENTAL COMPANY (Optional)

No preference



VEHICLE SIZE (Optional)

No preference



Search

Not ready to buy yet? [Save this flight for later.](#)

*1st and 2nd checked bags fly free®. [Weight and size limits apply.](#)

Log in for faster checkout

Continue

By clicking 'Continue', you agree to accept the [fare rules](#) and want to continue with this purchase.

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As long as you cancel your reservation at least ten (10) minutes prior to the scheduled departure of your flight. If you cancel, you're eligible to receive 100% of your ticket value as a refund to your original form of payment. A Southwest flight credit from a previous reservation that is applied toward a Business Select or Anytime fare will be refunded as a Transferable Flight Credit. For travel booked with Rapid Rewards points, if canceled, points will be returned to the Rapid Rewards account holder who booked the ticket.

*Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away[®] or Wanna Get Away Plus[®] reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation.

For Anytime or Business Select reward travel reservation, the points used for booking will continue to be redeposited to the purchaser's Rapid Rewards account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit[™] for future use.

Priority and Express Lanes⁸

Priority and Express Lanes, (where available), can be accessed by Business Select and Anytime Customers and A-List and A-List Preferred Members. Priority Lanes are at Southwest check-in counters, and Express Lanes are at security checkpoints.

EarlyBird Check-In^{®9}

You will automatically be checked in to your flight 36 hours prior to scheduled departure. For Anytime fares purchased between 36 and 24 hours, the boarding position assignment process has begun so this may impact the boarding position assigned to you. If you purchase an Anytime fare within 24 hours of your flight's scheduled departure, you will not receive the EarlyBird Check-In benefit. In an irregular operation situation, the boarding position is not guaranteed.

ACTION ITEM #5

MINERAL COUNTY SCHOOL DISTRICT

PERIOD: 2023-2024

Superintendent
DATE :

Ms. Keuhey

SCHOOL BOARD TRUSTEES

Implement and improve upon supports to increase proficiency rates	2.4
Enhance Communication	2.4
Fiscal Responsibility	2.3
Overall Average	2.3

1	2	3	4	5 Vacant
1.8	2.0	3.4	2.2	
2.0	2.0	3.3	2.5	
3.0	2.0	1.0	3.0	
2.3	2.0	2.6	2.6	

Improvements and Implementing

Efforts to increase annually in Math and ELA proficiency and CTE completion.	2.25
Admin job-embedded professional development	2.25
Staff recruiting including ARL	2.75
Create and Implement Policy Review Annually	2.50
District Strategic Plan	3.00
Average	2.55

2	2	3	2	
2	3	2	2	
2	3	4	2	
1	3	4	2	
2	3	4	3	
1.8	2.8	3.4	2.2	

Enhance Communication

Monthly meetings with leadership	2.75
Review and update Section D of the board policy manual	2.75
Engage community and stakeholders - fiscal	2.00
Visibility in district - site visits and classroom walk throughs	2.25
Average	2.44

2	2	4	3	
3	2	3	3	
2	2	2	2	
1	2	4	2	
2.00	2.00	3.25	2.50	

Fiscal Responsibility

Communication of district budgeting quarterly	2.25
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3	2	1	3	
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Comment: I have not attended a budget meeting this year.

MINERAL COUNTY SCHOOL DISTRICT

PERIOD: 2024-2025

Superintendent
DATE :

Ms. Keuhey

SCHOOL BOARD TRUSTEES

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

1	2	3	4	5 Vacant

Improvements and Implementing

Efforts to increase annually in Math and ELA proficiency and CTE completion.	
Admin job-embedded professional development	
Staff recruiting including ARL	
Create and Implement Policy Review Annually	
District Strategic Plan	
Average	

Enhance Communication

Monthly meetings with leadership	
Review and update Section D of the board policy manual	
Review and update Section G (student policies, discipline	
Engage community and stakeholders - fiscal	
Visibility in district - site visits and classroom walk throughs	
Average	

Fiscal Responsibility

Communication of district budgeting quarterly	
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MAINTENANCE REPORT

Maintenance Department

Major Summer Accomplishments

2024

- Repaired ceiling in JH gym.
- Prepped and painted walls, trusses and ceiling of JH gym.
- Re-plumbed HVAC water lines in room 142 of HES
- Repaired DO water main.
- Repaired water main going to HS field house.
- Installed new doors in the upper hall of DO.
- Cleaned out rooms 52, 53 and 54 of DO for storage
- Hauled approximately 200 cubic yards of weeds and debris to landfill.
- Crack seal & fill and slurry sealed HS parking lot. *
- HS kitchen remodel is 98% complete. Just waiting on the stainless steel caps for the new pony walls. They are expected to be ready by the first week of September. *
- New electrical for shot clocks in JH and HS gym. *

*Jobs that were contracted out.