

Lyon County School District Board Memo

Date: August 26, 2025
To: Board of School Trustees
From: BillieJo Hogan, Executive Director of Human Resources
Re: Updates Policy GL- Staff Complaints

Recommendation: That the Board of School Trustees review and approve the proposed revisions to Policy GL, Staff Complaints, as a second and final reading.

Background Information:

The Lyon County School District (LCSD) is updating its staff complaint policy (Policy #GL) pertaining to allegations of prohibited conduct, including bullying, cyber-bullying, harassment, sexual harassment, intimidation, retaliation, and discrimination. The policy was last updated August 27, 2024 with updated timelines and definitions aligned to NRS 388.122.

Policy Overview:

Although Policy GL currently states, “The Executive Director of Human Resources will then be responsible for forwarding the complaint to the appropriate administrator/manager/supervisor as soon as possible, but not later than 1 working day after receipt,” after reflecting on the discussion from the previous board meeting, additional language has been added (highlighted in blue) to ensure that the individual who is the subject of the complaint does not conduct the investigation.

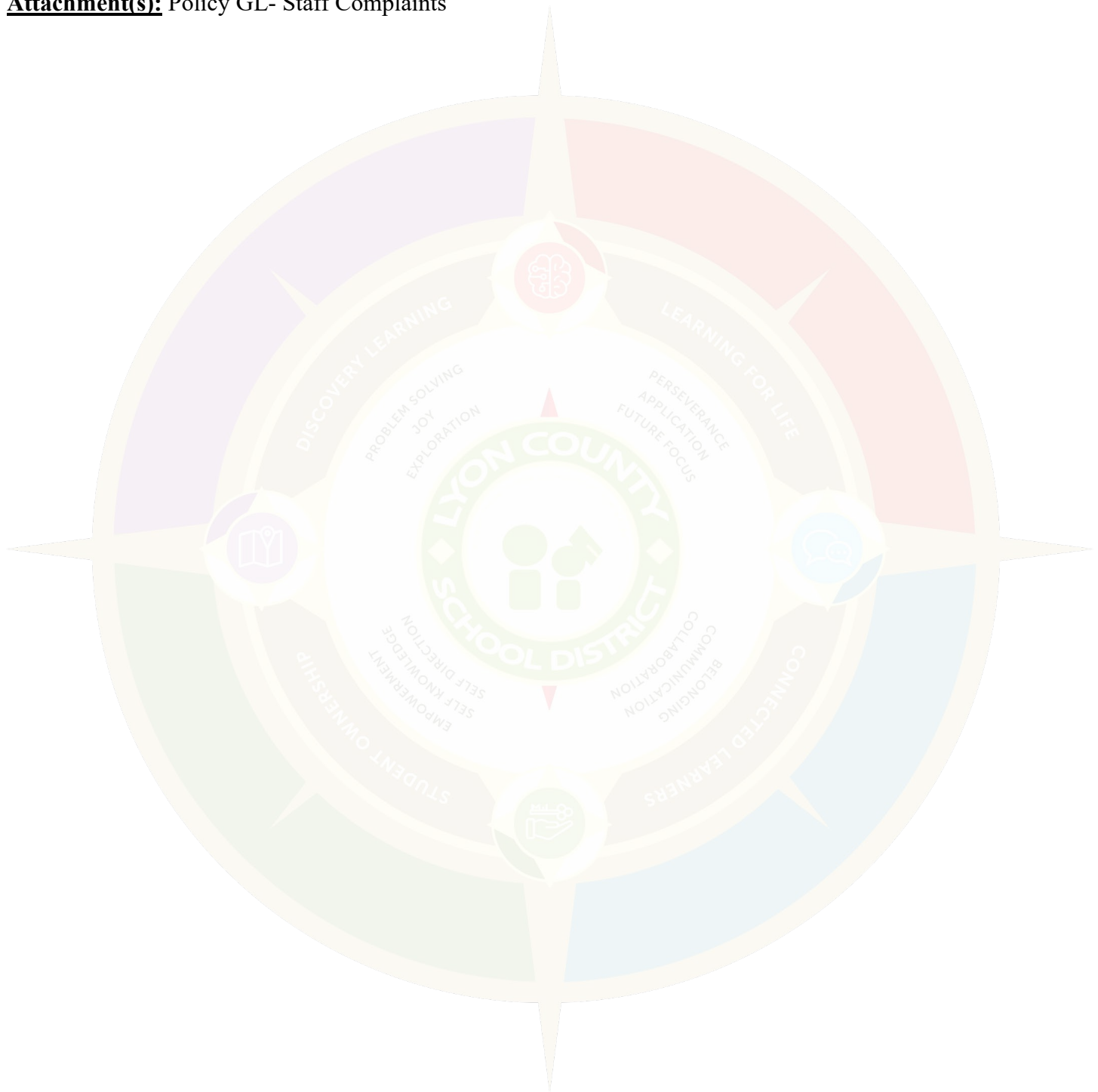
As discussed during the previous board meeting, the updated Policy GL outlines employee and administrator responsibilities, along with the complaint and investigation processes. Revisions to the language include replacing references to “bullying, harassment, and sexual harassment” with the broader term “prohibited conduct and/or behavior,” and the addition of “cyber-bullying.” The policy also reflects updated investigatory timelines to support thorough yet timely investigations. Additionally, a process was introduced for dismissing complaints deemed “vexatious” or “repeated”—defined as those made maliciously, frivolously, without reasonable grounds, or duplicative of previously resolved complaints. If dismissed for these reasons, the complaint will not be recorded in the employee’s personnel file or used in future disciplinary proceedings. Complainants will receive written notification explaining the reason for dismissal. Appeals of investigation conclusions may be submitted in writing within 10 working days of receiving the report and must be based on procedural error or new evidence.

Budget Considerations: There is no direct budget implication associated with these policy revisions.

***Mission Statement** Lyon County School District fosters learning for life, empowers connected learners, promotes student ownership, and encourages discovery learning for success in a rapidly evolving world.*

Discussed at Previous Meeting: July 22, 2025

Attachment(s): Policy GL- Staff Complaints



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