

Lyon County School District

Board Memo

Date: May 27, 2025

To: Board of School Trustees

From: BillieJo Hogan, Executive Director of Human Resources

Re: LCSD Board Policy GDE: Separation of Licensed Personnel

Recommendation

That the Board of Trustees approves revisions to LCSD Board Policy GDE: Separation of Licensed Personnel as a second and final reading.

Background Information

After each Nevada legislative session, the staff at POOL/PACT (our public agency insurance pool and risk management/human resources support entity) provide school districts with recommended policy changes based on the recent laws that were passed. Updating the LCSD policies to reflect the recommended changes keeps us in good standing with the insurance pool and mitigates our risk and liability. Please note that POOL/PACT expects school districts to adapt their recommended changes to meet the specific needs of the district, so long as the adaptations are consistent with the new NRS and federal employment laws. Therefore, the recommended changes from district administration may not match word for word with POOL/PACT's recommended language.

Policy Overview: This newly developed policy formalizes the District's procedures for the separation of licensed personnel in accordance with **NRS 391.820** and related statutes. The policy outlines three primary categories of separation: resignation (including retirement and position abandonment), dismissal, and non-renewal of contract.

Key Components:

- 1. Resignation:**
 - Licensed staff are expected to submit written notice at least 90 days in advance.
 - The Board of Trustees must approve all resignations.
 - Early resignation may result in repayment of signing bonuses or penalties for breach of contract.
- 2. Probationary Employees – Dismissal or Non-Renewal:**
 - Probationary licensed staff are employed on annual contracts for up to three years with no expectation of continued employment beyond each year.
 - Procedures align with NRS 391.820–826 and are further supported by Board Policy GDBA.
- 3. Post-Probationary Employees – Dismissal or Non-Renewal:**
 - Grounds for dismissal are specified under **NRS 391.750**, including causes such as inefficiency, immorality, insubordination, inadequate performance, misconduct, or statutory violations.
 - Employees are entitled to due process, including written notice, an opportunity to request a hearing, and timelines for hearing proceedings as outlined in NRS 391.775.

This policy brings the District into full alignment with Nevada Revised Statutes concerning licensed personnel separation, ensures legal compliance, and formalizes consistent and transparent procedures for all parties.

Budget Considerations

None

Discussed at Previous Meeting
April 22, 2025

Attachment(s)

Lyon County School District Board Policy GDE: Separation of Licensed Personnel

