

Lyon County School District Board Memo

Date: December 16, 2025
To: Board of School Trustees
From: BillieJo Hogan, Executive Director of Human Resources
Re: Update on the Employee Relations Administrator Position

Recommendation: No action required as this item is for discussion only.

Background Information:

At the closing of the November Board meeting, Trustee Whisler asked for an update on the Employee Relations Administrator position.

At the board meeting on May 28, 2024, a recommendation was made for the Board of Trustees to approve the restructuring of the Special Services and Human Resources departments. The proposed changes were designed to provide better support to staff and students. Specifically, the position is designed to assist and coach administrators, supervisors, and managers in human resource related matters, including but not limited to, conflict and dispute resolution, disciplinary actions, grievances, complaints, policy revisions, CBA interpretation, etc. The Employee Relations Administrator (ERA) position was created to work hand in hand with district leaders in these areas, providing the support they need to navigate these complex and ever-changing challenges. A motion was made by Trustee Peterson and seconded by Trustee Parsons to approve the creation of an employee support position, with a unanimous vote of 7-0 approving the creation of the position.

Since July 2024, the ERA has served as a consistent, reliable resource for school and district leaders in fulfilling the job description. The position continually works with school and district leaders through a collaborative approach—meeting in person at school sites, providing phone/video consultation, and offering ongoing coaching and support. Below are just a few examples of the ERA role and impact:

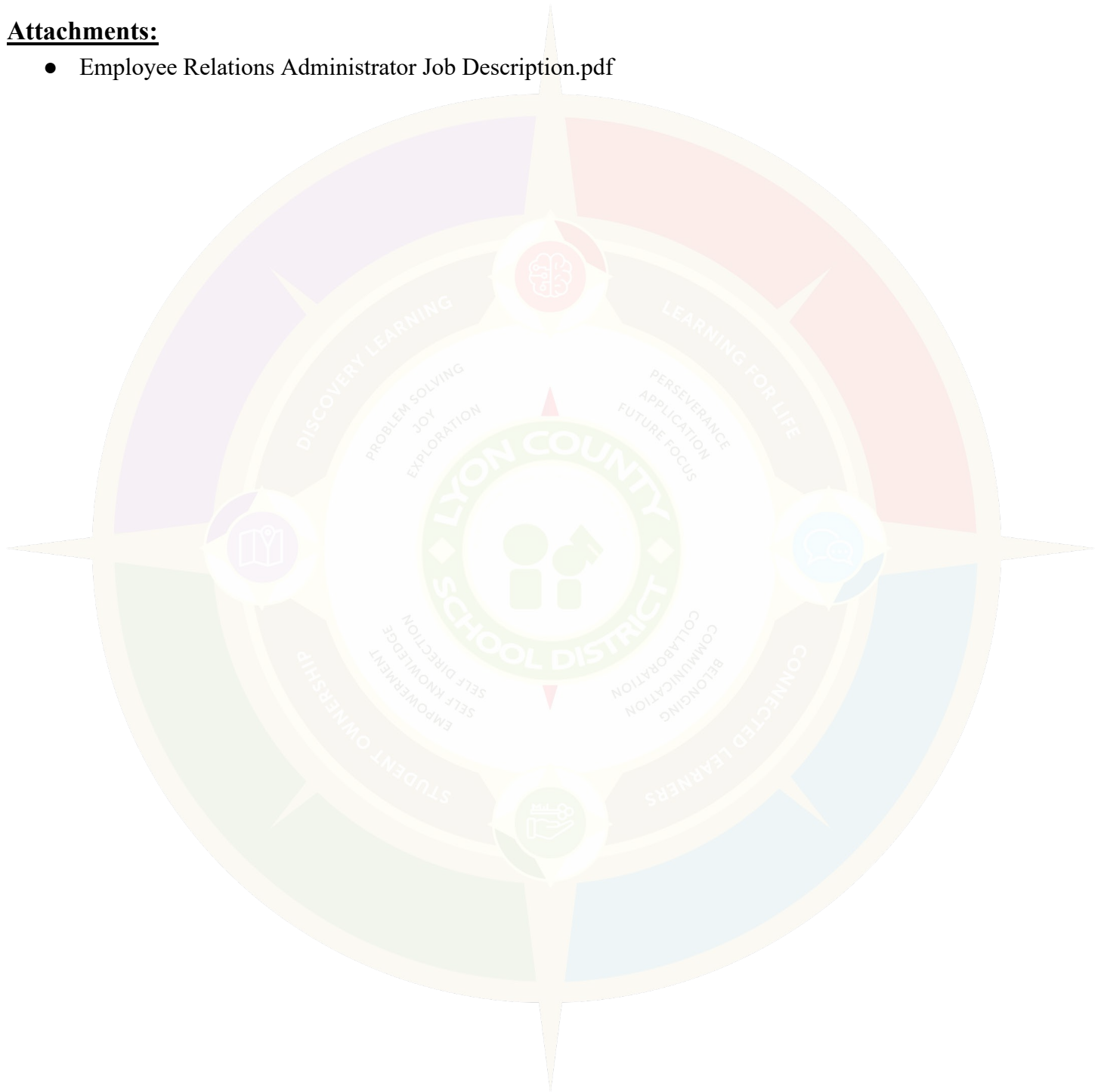
- Assisted with nearly 100 disputes/resolutions; supporting fair, timely, and compliant outcomes
- Updated approximately 85 policies to align with legislation and Pool Pact recommendations, ensuring district practices remain current and defensible
- Along with the Executive Director of Human Resources, provided approximately 8 professional development mini-sessions for leadership teams throughout the year, focusing on legislation/policy updates, progressive discipline, employee leave guidance, and other topics based on the needs of our school leaders.

***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.*

School administrators and district leaders have stated that the ERA position has strengthened their confidence, enhanced their understanding of employee-related processes, and increased efficiency in addressing complex personnel matters. The position has become an integral part of developing leadership capacity across the district.

Attachments:

- Employee Relations Administrator Job Description.pdf



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