

Agenda

Lyon County School District Board of Trustees

A Regular Meeting of the Board of Trustees of Lyon County School District will be held Tuesday, January 28, 2025, beginning at 6:30 PM at the Cottonwood Elementary School, 925 Farm District Rd., Fernley, NV 89408.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order shown on this meeting notice.

Public Comment to the Lyon County School District Board of Trustees

In the event that you are unable to attend the LCSD Board of Trustees meeting, you may submit public comment by 3:00 pm the day before the board meeting by [clicking here](#). Public comment will be forwarded to all LCSD Trustees prior to the board meeting. Please note that this link is monitored for public comment only.

1. 6:30 PM CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. WELCOME OF GUESTS
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES 6
6. NEW BOARD MEMBER - OATH OF OFFICE AND CODE OF CONDUCT 18
Per Lyon County School District Policy BBBB and BBF, new board members qualify by taking an oath of office before assuming the duties of office, and will acknowledge the district's code of conduct with a signature.
7. (FOR POSSIBLE ACTION) BOARD REORGANIZATION 21
According to NRS 386.310 and LCSD Policy BCB the Board of Trustees shall meet and organize, electing one of its members as Board President. Nominations are open for Board President.
8. (FOR POSSIBLE ACTION) BOARD REORGANIZATION 23
According to NRS 386.310 and LCSD Policy BCB the Board of Trustees shall meet and organize, electing one of its members as Board Clerk. Nominations are open for Board Clerk.
9. BOARD MEMBER REPORTS
10. ATTITUDE OF GRATITUDE 25
11. SUPERINTENDENT REPORT

12. PUBLIC PARTICIPATION: Items LISTED on the Agenda: At this time, the public is invited to address the Board on items listed on the agenda over which the Board has jurisdiction.

If you wish to speak, please step up to the front table, be seated, and state your name. Your comments must be limited to no more than three minutes per agenda item with a maximum of ten minutes total. In consideration of others, avoid repetition or designate a spokesperson to speak on behalf of our group. Although this Board does not restrict comments based upon viewpoint, comments will be prohibited if the contents are willfully disruptive, slanderous, amount to personal attacks or interfere with the rights of other speakers. Comments made during this time will be monitored by the Board President.

13. **CONSENT AGENDA (FOR POSSIBLE ACTION):** Per LCSD Board Policy BDD: Board Meeting Procedures, all matters listed under the consent agenda are considered routine and may be acted upon by the Board of School Trustees with one action and without discussion. During this meeting, any member of the Board may request that an item be removed from the consent agenda, discussed, and acted upon separately.

A. Trustee Questions & Answers: This information will be posted after 12:00 pm the day of the board meeting if questions are asked.	34
B. Request for Early Graduation/HSE (confidential)	
C. Personnel Reports	37
D. Travel	42
E. Quarterly Enrollment Report	92
F. IT Department Report	96
G. District Financial Report - Vouchers 1216, 1228, 1230. Checks 2941-3071. Total \$745,679.88	98

14. **END OF CONSENT AGENDA: MOTION TO APPROVE**

15. ACCEPTANCE OF DONATIONS 156

16. (FOR POSSIBLE ACTION) COMMITTEE APPOINTMENTS 159

Discussion and possible action to appoint Board representatives to the following committees:

Debt Management Committee

NASB Committee

CTE Committee

School Safety Committee

NIAA Committee

NNDA Committee

Lyon County Human Services Committee

Student Absenteeism Advisory Board (SAAB)

17. **(For Possible Action)** Discussion and possible action regarding a Goodheart Wilcox Health Curriculum adoption and purchase for grades 7-12. This item is being presented by Executive Director of Education Services James Gianotti. 164

18. (For Possible Action) Discussion and possible action regarding a perimeter fencing bid for YHS, FHS, DHS schools. This item is being presented by Executive Director of Operations Harman Bains and Operations and Maintenance Supervisor Kirk McCallum.	166
19. (For Possible Action) Discussion and possible action regarding the Energy Services Company (ESCO) Request for Qualifications for HVAC/Boiler/Energy projects. This item is being presented by Executive Director of Operations Harman Bains and Operations and Maintenance Supervisor Kirk McCallum.	194
20. (For Possible Action) Discussion and possible action regarding LCSD Policy BDD: Board Meeting Procedures. This item is being presented by Board Member Tom Hendrix.	247
21. (For Possible Action) Discussion and possible action regarding LCSD Policy GC: Appointment of Classified Personnel as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.	255
22. (For Possible Action) Discussion and possible action regarding LCSD Policy GCA: Casual/Temporary Seasonal Employment as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.	260
23. (For Possible Action) Discussion and possible action regarding LCSD Policy GCAA: Transfer/Reassignment/Promotions as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.	262
24. (For Possible Action) Discussion and possible action regarding LCSD Policy GCAB: Resignation as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.	265
25. (For Possible Action) Discussion and possible action regarding LCSD Policy GCB: Introductory Period for Non-Licensed Employees as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.	268
26. (For Possible Action) Discussion and possible action regarding LCSD Policy GCBA: Performance Evaluations for Non-Licensed Personnel as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.	270
27. (For Possible Action) Discussion and possible action regarding LCSD Policy GCC: Work Time as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.	275
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29. (For Possible Action) Discussion and possible action regarding LCSD Policy GCCB: Overtime as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.	282

30. (For Possible Action) Discussion and possible action regarding new LCSD Policy GCCC: Pay Periods and Paydays as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.	287
31. (For Possible Action) Discussion and possible action regarding deletion of LCSD Policy GDE: Retirement Incentive Plan. This item is being presented by Executive Director of Human Resources BillieJo Hogan.	289
32. (For Possible Action) Discussion and possible action regarding revisions to the following LCSD Policies as a second and final reading. No changes were made to these policies after the first reading except for BBB: Elections. Any member of the board may request that a policy be removed and discussed and acted upon separately. This item is being presented by Executive Director of Human Resources BillieJo Hogan.	
A. Policy BBB: Board Elections	294
B. Policy JGC: Use of Aversive Interventions and Physical and Mechanical Restraints on Students with Disabilities	297
C. Policy GBBY: Work Stoppage Prohibited	301
D. Policy GBBZ: Personal Appearance	303
E. Policy GBCA: Leaves	306
F. Policy GBCB: Family and Medical Leave Act	315
G. Policy GBCC: Worker's Compensation	332
H. Policy GBCE: Transitional Duty	335
I. Policy GBCE: Benefits	337
J. Policy GBCF-DG: Work-Related Travel	340
K. Policy GBCG: Leave for Parents of Children Enrolled in School	347
L. Policy GBCH: Leave for Nursing Mothers	349
33. (For Possible Action) Discussion and possible action on agenda items for future board meetings and/or information item requests, including a summary by the superintendent. This item is being presented by the Board President and Superintendent Tim Logan.	
34. PUBLIC PARTICIPATION: Items not listed on the agenda: At this time, the public is invited to address the Board on items <u>not listed on the agenda</u> over which the Board has jurisdiction. No action may be taken on any subject raised during public comment until the matter has been properly placed on an agenda for a properly noticed meeting pursuant to NRS 241 (Nevada's Open Meeting Law). If you wish to speak, please step up to the front table, be seated, and state your name. Your comments are limited to no more than three minutes per person and must fall under subjects within the Board's jurisdiction and control. In consideration of others, avoid repetition, or designate a spokesperson to speak on behalf of your group. Although this Board does not restrict comments based upon viewpoint, comments will be prohibited if the contents are willfully disruptive, slanderous, amount to personal attacks, or interfere with the rights of other speakers. Comments made during this time are monitored by the Board Chairperson.	

35. ADJOURN:

If you have questions or public records requests, please contact the LCSD Communications and Public Relations Officer at (Communications@lyoncsd.org).

The notice for this meeting was posted at the Lyon County School District Administrative Office and posted to the Lyon County School District website (<http://lyoncsd.org>) and the Nevada Public Notice Website (<http://notice.nv.gov>) in accordance with NRS 241.020 (3) (b).

LYON COUNTY SCHOOL DISTRICT STATEMENT OF NONDISCRIMINATION AND ACCESSIBILITY

The Lyon County School District does not discriminate on the basis of race, color, national origin, gender, disability or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Educational Amendments of 1972, section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and Age Discrimination Act of 1975, and any other pertinent statute or requirement. This Non-Discrimination policy covers admission, access, treatment, and employment in the District's programs and activities, including Occupational Education. For information regarding opportunities, policies, or the filing of grievances, contact your school principal.

The Lyon County School District is pleased to provide accommodations for the handicapped or disabled. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify the Administrative Assistant to the Superintendent and Board of Trustees in writing at 25 E. Goldfield Ave., Yerington, NV 89447, email mheim@lyoncsd.org, or call (775) 463-6800 Ext. 10034 at least one week prior to the meeting.

MINUTES

Lyon County School District Board of Trustees

A meeting of the Board of Trustees of Lyon County School District was held December 17, 2024, beginning at 6:30 PM at Sutro Elementary School Cafeteria, 190 Dayton Village Pkwy., Dayton, NV 89403.

1. 6:30 PM CALL TO ORDER

President Cowee called the meeting to order at 6:30 pm.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Clerk Peterson.

3. WELCOME OF GUESTS

Board members in attendance:

President Phil Cowee

Clerk Bridget Peterson

Trustee Darin Farr

Trustee Neal McIntyre II

Trustee Tom Hendrix

Trustee Sherry Parsons

Trustee Holly Villines

Dayton High School (DHS) Student Representative Blake Palmer

Executive Cabinet in attendance:

Superintendent Tim Logan

Deputy Superintendent Dawn Huckaby

Executive Director of Human Resources BillieJo Hogan

Executive Director of Special Services Rachel Stewart

Executive Director of Educational Services Heather Moyle

Executive Director of Educational Services Jim Gianotti

Executive Director of Operations Harman Bains

Don Lattin, Margaret Heim, Cheryl Veil, Blake Smith, James Whisler, Dawn Carson, Neal E. McIntyre, JF Marc, Zoe A. Chambers, Ralph Ewing, Deborah Ewing, David Palmer, Julie Bumgardner, Jeremy Satalick, Kevin Kranjcec, Rachel Hansen, Kaytlain Castaneda, Deputy Mike McCullough, Mike Walker, Dusti Houk, Chase Woodford, Brandi Clifford, Corinne Burns, Kevin Monaghan, Logan Neeley, Kyle Rodriguez

4. APPROVAL OF AGENDA

Clerk Peterson made a motion to approve the agenda as presented.

It was seconded by Trustee Farr.

With no further discussion, the motion carried 7-0.

5. APPROVAL OF MINUTES

Trustee Farr made a motion to approve the minutes as presented.

It was seconded by Trustee Villines.

Trustee Parsons noted an inaccurate comment.

With no further discussion, the motion to approve as presented carried 6-1. Trustee Parsons voted nay.

6. BOARD MEMBER REPORTS

Trustee Hendrix attended recent events at Silver Stage schools. He also visited Dayton schools, spoke with administrators, and had lunch with some of the young students.

Trustee Parsons attended Fernley High School (FHS) basketball events and reviewed the proposed health curriculum at Silverland Middle School (SMS).

Trustee Farr toured the Fernley schools and saw the curriculum in action. He attended the Nevada Association of School Boards (NASB) conference. He attended the Night of the Arts event at SMS.

Trustee McIntyre II spoke about his child's band concert. He thanked the staff in the school district, Chartwells for the meals, and shared best wishes to the board.

Clerk Peterson attended the NASB conference. She will be participating in the LCSD Podcast on literacy.

Trustee Villines wished everyone a merry Christmas, thanked the staff and expressed her gratitude for the opportunity to serve on the board.

Trustee Cowee commented that his kids attended Sutro Elementary School (SES) and recalled other memories of the school, making it a full-circle moment. He expressed his gratitude for the last 4 years serving on the board.

7. ATTITUDE OF GRATITUDE

The board members read notes of gratitude written by students across the district.

8. SUPERINTENDENT REPORT

Superintendent Logan thanked Sutro Elementary staff and Chartwells for hosting the meeting. He introduced DHS Student Representative Blake Palmer. Blake was selected to the State Superintendent's Advisory Committee. He is an EDU student and is in the Jumpstart program. Blake Palmer spoke on the school's social worker program and Hope Squad, a suicide prevention group that utilizes peer support to help notice warning signs and concerns among the students.

Superintendent Logan recognized recent NASB award winners. He also spoke about the job

of the School Board of Trustees and thanked Holly Villines, Neal McIntyre II and Phil Cowee for their service. They were presented with gifts. Michael Walker, as President of NASB and President of the Lyon County Association of Administrators, took the opportunity to recognize and thank the board members for their time and effort. Superintendent Logan presented Phil Cowee with the traditional gavel for his service as Board President and ended with wishes for a happy holiday for everyone.

9. PUBLIC PARTICIPATION: Items LISTED on the Agenda:

There was no public comment.

10. **CONSENT AGENDA (FOR POSSIBLE ACTION):** Per LCSD Board Policy BDD: Board Meeting Procedures, all matters listed under the consent agenda are considered routine and may be acted upon by the Board of School Trustees with one action and without discussion. During this meeting, any member of the Board may request that an item be removed from the consent agenda, discussed, and acted upon separately.

- A. Trustee Questions & Answers: This information will be posted after 12:00 pm the day of the board meeting if questions are asked.
- B. Request for Early Graduation/HSE (confidential)
- C. Personnel Reports
- D. Travel
- E. IT Department Report
- F. MOU - Jobs for America's Graduates - JAG-NV
- G. District Financial Report - Vouchers 1171, 1173, 1177, 1179, 1188, 1205, 1217.
Total \$585,464.77

11. **END OF CONSENT AGENDA: MOTION TO APPROVE**

Clerk Peterson made a motion to approve the consent agenda as presented. Trustee Villines seconded. With no further discussion, the motion carried 7-0.

Trustee Parson inquired about the JAG NV services at the intermediate school in Dayton but not the intermediate school in Fernley. Superintendent Logan explained that it began with both Silverland Middle School (SMS) and Fernley High School (FHS), but they found the greater need was at FHS full-time. This could change with more funding.

12. ACCEPTANCE OF DONATIONS

Trustee Villines made a motion to accept the donations made to the schools. Trustee McIntyre II seconded. With no further discussion, the motion carried 7-0.

13. **(For Possible Action)** Discussion and possible action regarding LP Insurance Broker. This item is being presented by Executive Director of Human Resources BillieJo Hogan, Benefit and Safety Risk Manager Blake Smith, and LP Insurance Lead Consultant Kevin Monaghan.

Blake Smith, LCSD Safety and Benefits Risk Manager, presented the committee's recommendation to approve LP Insurance (LPI) to become the broker consultant for the district's health and benefit related items. He explained that a committee was formed with many members of the district. The previous broker was with the district for 14 years. Based on due diligence and to benefit the employees, they chose to review alternatives with a Request of Qualifications (RFQ) for professional services. The committee looked at the top 3 interested companies, interviewed them, and selected LPI. The committee was involved before and during the process. No options, selections, or renewals have been made. This is a recommendation to the board for the broker, not the employee health insurance company. Trustee Parsons recalled problems that had happened in the past.

Mr. Smith explained the process that will happen when renewal is due. The committee will review the options and bring the information to their own groups before bringing a recommendation to the board.

The increase in fees for the new broker was discussed. As the committee looked at other companies, they also looked for additional resources to benefit employees. The idea is to save in other areas, like premiums and plan savings, through the experience and expertise of LPI. Their representative Kevin Monahan spoke about the company as Nevada-based and focused on service to the public sector. They represent many school districts and public entities in Nevada. They will have a dedicated team to focus on our staff's issues, and instruct the staff on the details of their insurance.

Clerk Peterson made a motion to appoint LP Insurance Services as Lyon County School District's broker of record for all employee benefit related insurance products, effective January 1, 2025.

Trustee Villines seconded.

There was discussion regarding the participation of this selection by the different LCSD associations. The committee is made up of members of the associations. All were made aware and were part of the selection of the broker.

With no further discussion, the motion carried 7-0.

14. **(For Possible Action)** Discussion and possible action regarding the FY25 augmented budget. This item is being presented by Executive Director of Operations Harman Bains and Fiscal Services Officer Kyle Rodriguez.

Annually, the augmented budget is brought forward with updated information from the first quarter average daily enrollment numbers. The board commented on the fund transfers that were recommended to adjust the end balances and discussed some of the reasons for the increases reflected in certain funds. There are carry-overs from last fiscal year, typical delays in projects, and increased investment revenue.

Mr. Rodriguez was commended for his investment of funds. The FY24 investment revenue was over 3.6 million.

Clerk Peterson made a motion that the board approve the FY25 augmented budget.

Trustee Farr seconded.

With no further discussion, the motion carried 7-0.

15. **(For Possible Action)** Discussion and possible action regarding an update to the 5-Year Capital Improvement Plan to match the FY25 augmented budget. This item is being presented by Executive Director of Operations Harman Bains and Fiscal Services Officer Kyle Rodriguez.

The 5 year Capital Improvement Plan (CIP) is updated to match the budget. Though other districts may have concerns regarding bonding capacity problems, LCSD is healthy in general and capital funding. The projects listed were already approved by the board. The projects that will come from the master facility plan will come through bond funding not capital.

Trustee Farr made a motion to approve the 5 Year Capital Improvement Plan as a result of the FY25 augmentation.

Trustee McIntyre II seconded.

With no further discussion, the motion carried 7-0.

16. **(For Possible Action)** Discussion and possible action regarding updates from the Dayton area principals Chase Woodford, Michael Walker, Rachel Hansen, Kevin Kranjcec, Julie Bumgardner.

Dayton area principals spoke about the highlights of last year and goals for the current year.

A ten minute break was taken and the meeting resumed at 8:11 pm.

17. **(For Possible Action)** Discussion and possible action regarding the Lyon County School District Performance Plan. This item is being presented by Executive Directors of Education Services Jim Gianotti and Heather Moyle, and Executive Director of Special Services Rachel Stewart.

Mr. Gianotti began the update on the progress of the annual district performance plan with goal #1, to graduate students of LCSD to be college, career, and life successful. The objective #1 is to increase graduation rates by one percent by the end of the 2024-25 school year and they spoke on the strategies they will utilize to make this happen. "Able Space" is a monitoring system for students with IEPs, which will identify increased student performance and thus allow increased graduation rates for this group and the district. There are already signs in data showing improvements through Able Space. Another strategy is the use of Data Decision Rules (DDRs) to implement more consistent interventions for students who are in need. Strategy 3 is utilizing the Portrait of a Learner (POL) student learning tool to identify the professional needs of teachers toward student-centered learning.

Goal #2 is to ensure that every student and employee of LCSD exemplifies the POL by demonstrating a commitment to lifelong learning, connected learning, owning their learning, and learning through discovery. The district is focused on increasing opportunities for work based learning to all grades, and increase the number of students participating. Strategies are to train staff to identify and utilize these opportunities, capture the data, and to use "School

Links", the system that measures data and growth.

The district has exceeded the anticipated growth in increasing credits for students in Career and Technical Ed (CTE) pathways. There are more than 114 students enrolled this year in dual credit courses partnering with WNC and UNR.

There was discussion about increasing industry tours for students in all grades to explore different career options.

Clerk Peterson made a motion to approve the LCSD District Performance Plan update.

Trustee McIntyre II seconded.

With no further discussion, the motion carried 7-0.

18. (For Possible Action) Discussion and possible action regarding the mid-year review of the Superintendent. This item is being presented by Board President Phil Cowee.

The trustees each presented their individual comments regarding the mid-year review of the superintendent. The categories and scores were:

- Student Learning and Instruction - 3.11
- Communication and Ethics - 3.11
- Human Resources and Finance - 3.38
- Policy and Board Relations - 3.29
- Facilities and Safety - 3.69

The final overall score was 3.29, a satisfactory evaluation. Superintendent Logan appreciated the feedback.

Clerk Peterson made a motion to approve the mid-year review of the superintendent.

Trustee Farr seconded.

With no further discussion, the motion carried 7-0.

19. (For Possible Action) Discussion and possible action regarding the annual LCSD Board Self-Evaluation. This item is being presented by Board President Phil Cowee.

Each trustee shared their personal evaluation of the board as a whole.

The categories and scores:

- Vision, Leadership & Accountability, Score = Excellent
- Board Governance & Policy, Score = Excellent
- Communication & Community Relations, Score = Excellent
- Fiscal Resources, Staff Recruitment & Environment, Score = Excellent
- Ethical Leadership, Score = Excellent

Goals and scores:

- Improve communication during board reports, Score = Excellent
- Fulfill mandated training requirement per NRS, Score = Excellent
- Analyze and address overcrowding in schools, Score = Excellent
- Graduate all LCSD student to be college, career, and life successful, Score = Developing
- To provide all LCSD students with a positive learning experience that meets the Student Bill of Rights and highest factors influencing student achievement, Score = Excellent
- Trustees will spend time in school classrooms to build supportive and positive connections with student, staff, and community. Score = Developing

The board will wait for the new trustees to take office to consider revisions to the goals.

Clerk Peterson made a motion to approve the annual board self-evaluation.

Trustee Farr seconded.

With no further discussion, the motion carried 7-0.

20. **(For Possible Action)** Discussion and possible action regarding the deletion of LCSD Policy IGADA – Promoting School to Career Transition. This item is being presented by Executive Director of Education Services Jim Gianotti.

Trustee Farr made a motion to approve the deletion of IGADA - School to Career Transition.

It was seconded by Trustee McIntyre II.

With no further discussion, the motion carried 7-0.

21. **(For Possible Action)** Discussion and possible action regarding revisions to LCSD Policy BBB: Board Elections as a first reading. This item is being presented by Superintendent Tim Logan

Superintendent Logan presented the revisions to policy BBB: Board Elections. The policy required revisions due to the changes made after the 2020 census. The Lyon County Clerk Treasurer's office corrected the precincts listed. The Clerk Treasurer, according to Nevada Revised Statute (NRS), has the authority to make the changes.

Appointment to a vacancy would fall under policy BBE: Board Vacancies.

Trustee McIntyre II made a motion to approve revisions to LCSD Policy BBB: Board Elections as a first reading.

It was seconded by Trustee Villines.

There was discussion suggesting a reference to appointments to be included in this policy.

With no further discussion, the motion carried 5-2. Trustee Hendrix and Parsons voted nay.

22. **(For Possible Action)** Discussion and possible action regarding revisions to LCSD Policy JGC: Use of Aversive Interventions and Physical and Mechanical Restraints on Students with Disabilities as a first reading. This item is being presented by Executive Director of Special Services Rachel Stewart.

Director Stewart explained that the update to Policy JGC: Use of Aversive Interventions and Physical and Mechanical Restraints on Students with Disabilities, was made to match state statute.

Trustee McIntyre II made a motion to approve the revision to LCSD Policy JGC: Use of Aversive Interventions and Physical and Mechanical Restraints on Students with Disabilities as a first reading.

Trustee Farr seconded.

With no further discussion, the motion carried 7-0.

23. **(For Possible Action)** Discussion and possible action regarding new LCSD Policy GBBY: Work Stoppage Prohibited as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.

New Policy GBBY: Work Stoppage Prohibited was presented with recommendations from POOLPACT due to recent laws, to keep LCSD in good standing.
Trustee Parsons made a motion to approve the new LCSD Policy GBBY: Work Stoppage Prohibited as a first reading.
Trustee Farr seconded.
With no further discussion, the motion carried 7-0.

24. **(For Possible Action)** Discussion and possible action regarding new LCSD Policy GBBZ: Personal Appearance as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.

New Policy GBBZ: Personal Appearance was presented.
Trustee Farr made a motion to approve the new policy GBBZ: Personal Appearance as a first reading
Clerk Peterson seconded.
There was discussion regarding vague wording in the policy.
Because the policy covers certified and classified staff, the policy is intentionally vague to allow for appropriate differences in job duties. Principals go over the dress code expectations with employees, and it is also referenced in more detail in the negotiated agreements.
With no further discussion, the motion carried 7-0.

25. **(For Possible Action)** Discussion and possible action regarding revisions to the LCSD Policy GBCA: Leaves as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.

Policy GBCA: Leaves, was updated to provide more clarity.
Trustee Villines made a motion that the Board of Trustees approve revisions to LCSD Board Policy GBCA: Leaves as a first reading.
Trustee McIntyre II seconded.
With no further discussion, the motion carried 7-0.

26. **(For Possible Action)** Discussion and possible action regarding revisions to the LCSD Policy GBCB: Family and Medical Leave Act as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.

Trustee Farr made a motion that the Board of Trustees approve revisions to LCSD Board Policy GBCB: Family and Medical Leave Act as a first reading.
Trustee McIntyre II seconded.
With no further discussion, the motion carried 7-0.

27. **(For Possible Action)** Discussion and possible action regarding revisions to the LCSD Policy GBCC: Workers' Compensation as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.

Trustee McIntyre II made a motion that the Board of Trustees approve revisions to LCSD Board Policy GBCC: Workers' Compensation as a first reading.

Trustee Farr seconded.

With no further discussion, the motion carried 7-0.

28. **(For Possible Action)** Discussion and possible action regarding revisions to the LCSD Policy GBCE: Transitional Duty as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.

Trustee McIntyre II made a motion that the Board of Trustees approve revisions to LCSD Board Policy GBCE: Transitional Duty as a first reading.

Trustee Hendrix seconded.

With no further discussion, the motion carried 7-0.

29. **(For Possible Action)** Discussion and possible action regarding revisions to the LCSD Policy GBCE: Benefits as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.

Trustee Farr made a motion that the Board of Trustees approve revisions to LCSD Board Policy GBCE: Benefits as a first reading.

Trustee Villines seconded.

With no further discussion, the motion carried 7-0.

30. **(For Possible Action)** Discussion and possible action regarding new LCSD Policy GBCE: Work-Related Travel as a first reading, and deletion of Policy DG: Travel. This item is being presented by Executive Director of Human Resources BillieJo Hogan.

There was discussion regarding the 4 hours unpaid leave for parent-teacher conferences. (This was in reference to the next agenda item, Policy GBCE: Leave for Parents of Children Enrolled in School.) Administrators communicate and work with their employees to handle different situations.

Trustee Farr made a motion that the Board of Trustees approve new LCSD Board Policy GBCE: Work-Related Travel as a first reading, deleting DG: Travel.

Clerk Peterson seconded.

With no further discussion, the motion carried 7-0.

31. **(For Possible Action)** Discussion and possible action regarding revisions to the LCSD Policy GBCE: Leave for Parents of Children Enrolled in School as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan.

Trustee McIntyre II made a motion that the Board of Trustees approve revisions to LCSD Board Policy GBCE: Leave for Parents of Children Enrolled in School as a first reading.

Trustee Hendrix seconded.

With no further discussion, the motion carried 7-0.

32. **(For Possible Action)** Discussion and possible action regarding new LCSD Policy GBCH: Leave for Nursing Mothers as a first reading. This item is being presented by Executive Director of Human Resources BillieJo Hogan

Trustee Hendrix made a motion that the Board of Trustees approve new LCSD Board Policy GBCH: Leave for Nursing Mothers as a first reading.

Trustee Farr seconded.

With no further discussion, the motion carried 7-0.

33. **(For Possible Action)** Discussion and possible action regarding revisions to the following LCSD Policies as a second and final reading. No changes were made to these policies after the first reading except for GBBQ: Outside Employment. Any member of the Board may request that a policy be removed and discussed and acted upon separately.

Trustee Hendrix made a motion to approve the following policies listed for their second reading, with the exception of agenda item #33B, policy GBBP: Information Technology. Trustee Villines seconded.

With no further discussion, the motion carried 7-0.

- A. Policy GBBO: Staff Orientation
- B. Policy GBBP: Information Technology *This policy was removed and discussed separately. See below.*
- C. Policy GBBPA: Social Networking, Social Media
- D. Policy GBBQ: Outside Employment
- E. Policy GBBR: Employees with Communicable Disease including HIV
- F. Policy GBBT: Workplace Safety
- G. Policy GBBU: Use of Tobacco, Smoking, and Similar Products
- H. Policy GBBV: Children, Animals, and Visitors in the Workplace
- I. Policy GBBW: Reporting Arrests, Charges, Convictions, Investigations, and Change of License
- J. Policy GBBX: Remote Work
- K. Policy JFCC: Safe and Respectful Learning Environment

Trustee Hendrix spoke on item 33B. Policy GBBP: Information Technology. In the second paragraph of the policy, the words, "Personal cell phones or other electronic devices can only be accessed with the express written consent of the employee." are struck out as presented, and he feels it is better left in the policy. There was discussion to consider various scenarios where there may be a concern or investigation and cell phones could be taken to be inspected.

Clerk Peterson made a motion to approve policy GBBP: Information Technology as a second reading.

Trustee McIntyre II seconded.

With no further discussion, the motion carried 5-2. Trustees Hendrix and Parsons voted nay.

34. **(For Possible Action)** Discussion and possible action on agenda items for future board meetings and/or information item requests, including a summary by the superintendent. This item is being presented by Board President Cowee and Superintendent Tim Logan.

Next meeting - January 28, 2025 at Cottonwood Elementary School in Fernley.
New Trustee Oath of Office, Elections, committee representation
RFQ for HVAC/Boiler/Energy Projects
Perimeter Fencing Bids
Health curriculum adoption
IKFD - Adult Ed
Policy Revisions first and second readings

Trustee Hendrix requested to have an item to change policy BDD: Board Meetings, Procedures, and restore public comment during agenda items section 704 of OML. Also, BDD would like it stated that "board members and the public have the right to remove any item from the consent agenda for any reason. The removed item will then be discussed and voted on separately following the approval of the consent agenda."

Trustee Parsons would like all committees to be formed at the board level.

Trustee Farr expressed his appreciation to Trustees Cowee, McIntyre II and Villines.

35. **PUBLIC PARTICIPATION:** Items not listed on the agenda: At this time, the public is invited to address the Board on items not listed on the agenda over which the Board has jurisdiction. No action may be taken on any subject raised during public comment until the matter has been properly placed on an agenda for a properly noticed meeting pursuant to NRS 241 (Nevada's Open Meeting Law).
If you wish to speak, please step up to the front table, be seated, and state your name. Your comments are limited to no more than three minutes per person and must fall under subjects within the Board's jurisdiction and control. In consideration of others, avoid repetition, or designate a spokesperson to speak on behalf of your group. Although this Board does not restrict comments based upon viewpoint, comments will be prohibited if the contents are willfully disruptive, slanderous, amount to personal attacks, or interfere with the rights of other speakers. Comments made during this time are monitored by the Board Chairperson.

Mayor of Fernley Neal McIntyre thanked the outgoing board members for dedication, and thanked those who continue to go on the next 4 years.

36. **ADJOURN:**
9:30 pm

The notice for this meeting was posted on December 11, 2024 at Lyon County School District Administrative Office, Lyon County School District websites (<http://lyoncsd.org>) and the Nevada Public Notice Website (<http://notice.nv.gov>) in accordance with NRS 241.020 (3) (b).

Lyon County School District Statement of Nondiscrimination and Accessibility

The Lyon County School District does not discriminate on the basis of race, color, national origin, gender, disability or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Educational Amendments of 1972, section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and Age Discrimination Act of 1975, and any other pertinent statute or requirement. This non-discrimination policy covers admission, access, treatment, and employment in the district's programs and activities, including occupational education. For information regarding opportunity policies, or the filing of grievances, contact your school principal.

The Lyon County School District is pleased to provide accommodations for the handicapped or disabled. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify the administrative assistant to the superintendent and board of trustees, in writing at 25 E. Goldfield Avenue, Yerington, Nevada 89447; e-mail at mheim@lyoncsd.org; or by calling (775) 463-6800 ext. 10034, at least one week prior to the meeting.

DRAFT

BOARD MEMBER OATH OF OFFICE

New board members must qualify by taking an oath of office before assuming the duties of office. The oath of office will be in the following form:

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the state of Nevada and the laws thereof, and the policies of the Lyon County School District. During my term, I will faithfully and impartially discharge the responsibilities of the Office of School Board Member to the best of my ability.

BOARD MEMBER CODE OF CONDUCT

As a member of my local school board, I will strive to improve public education and to that end I will:

1. Attend all regularly scheduled Board meetings insofar as possible and devote time, thought and study to become informed concerning the issues to be considered at those meetings so that I may render effective and creditable service;
2. Recognize that I should work with other Board members to establish effective policies only after full discussion at publicly held Board meetings and uphold board policies, administrative regulations, and state and federal laws;
3. Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals, special interest groups, agencies, or outside pressures;
4. Encourage the free expression of opinion by all Board members and will participate in board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective. I will be diligent in following Roberts Rules of Order to ensure that my behavior in an open and public meeting will contribute positively to running a successful meeting.
5. Delegate authority for administration of the schools to the superintendent. I recognize that it is not my responsibility to run the schools but to see that they are well run; to understand that the basic function of a trustee is policymaking and not administration;
6. Communicate to other Board members and the superintendent expressions of public reaction to Board policies and school programs;
7. Model continuous learning and work to ensure good governance by taking advantage of board member development opportunities, such as those sponsored by my state and national school board associations, and encourage my fellow board members to do the same;
8. Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain;
10. Take no private action that will compromise the Board or administration and respect the confidentiality of information relating to district employees or students that is privileged under applicable law and maintain the confidentiality of all matters discussed in executive/closed session;
11. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools;

12. Respectfully listen to those who communicate with the board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community. I will also direct complaints to the superintendent and other appropriate staff members;

13. Strive for a positive working relationship with the superintendent, respecting the superintendent's authority to advise the board, implement board policy, and administer the district. I will strive to contact the superintendent before board meetings for more information on agenda items or to address concerns;

14. Present personal criticism of district operations to the superintendent, not to district staff or to the board in open meeting;

15. Remember that as an individual I have no legal authority outside the meeting of the board and I will conduct myself on the basis of this fact. I will develop professional relationships with the school staff, the community, and communication media as an individual.

Board Member Printed Name

Date

Board Member Signature

Policy #BBF
Revised: 03/23/21

BOARD OFFICERS

At its first scheduled meeting after January 1, the Board will elect one of its members to serve as President and one to serve as Clerk. No member of the Board may serve as President more than four years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following January.

The Board President will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign official documents that require the signature of the President;
5. Represent the District and the Board at official functions, unless this duty is delegated by the Board President to another Board member;
6. Appoint all committees [and will be an ex-officio member of all such committees] unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

In the absence, incapacitation or death of the President, the Clerk will perform the duties of President and, when so acting, will have the President's powers. The Clerk will perform other functions as designated by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes, and perform related work as assigned by the superintendent or requested by the Board President. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies.

Board or District Spokesperson

The Board may appoint one of its members, usually the President, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the District's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of the Board.

Policy #BCB
Adopted 09/25/07

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Policy #BCB
Adopted 09/25/07

Attitude of Gratitude



My name is Leanna Burces and I am successful at

COTTONWOOD ELEMENTARY SCHOOL because of Mrs. Diffeinderfer
teacher/staff member's name

I want to thank him/her for helping me in second grade

on any subject if I needed help. I am

so grateful to have the opportunity

to learn from you!

Attitude of Gratitude

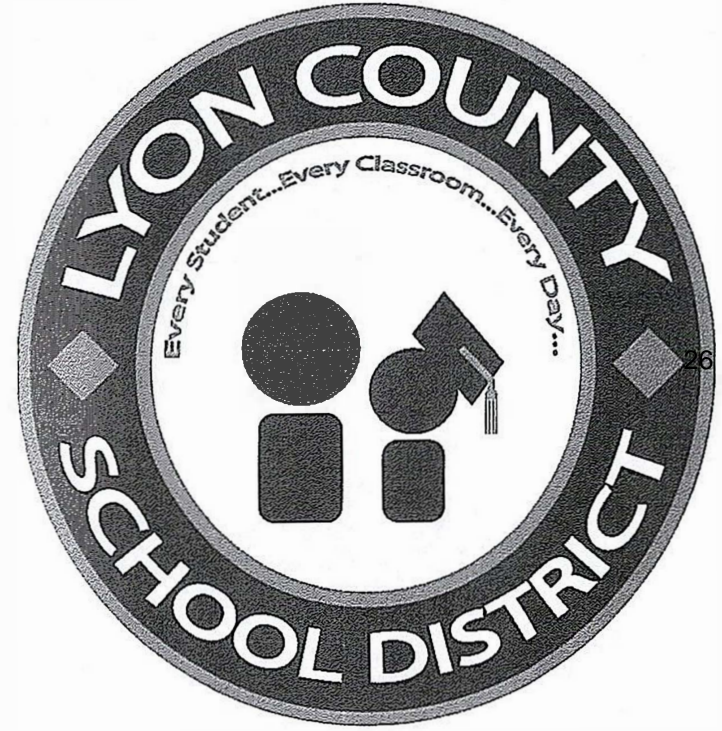
My name is Asia and I am successful at
student name

FHS because of Mrs. Rash.
school name teacher/staff member's name

I want to thank him/her for always having a uplifting
attitude and I love your Ms Frizzle vibes.

Signed: A.C

student signature





Attitude of Gratitude

My name is Saphira and I am successful at
East Valley Elementary School because of Mrs. Gianotti.

27

I want to thank him/her for
always being there when i need it. And helping me learn.♥

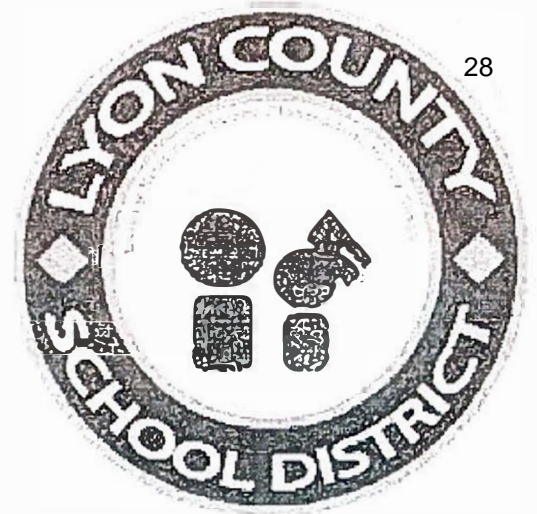


Attitude of Gratitude

My name is William Frade and I am successful at
(Student's Name)
Smith Valley because of Mr. Wake
(School Name) (Teacher/Staff Member's Name)

I want to thank him/her for being such a good math
teacher. He is always helping and
making sure we understand in
a fun way. He also has really good
jokes that he is not afraid to
tell us.

Signed: William Frade
(Student's Signature)



Attitude of Gratitude

My name is Kaylia Tumanuao and I am successful at _____
Student Name

Dayton Intermediate School because of Paul Manning or Coach Manning
School Name Teacher/Staff Member's Name

I want to thank him/her for being a great inspiration to work hard in school, sports, and to salvage friendships. Mr. Manning has helped me laugh when I was not comfortable to laugh or have fun. Mr. Manning has also helped me athletically and I feel that I'm having a great time at school and basketball. He has also helped me to be kind to people who have not been kind to me. Mr. Manning also has inspired me to work hard in school so that I will have an successful future. Mr. Manning truly is the best teacher and my brother likes him too.

Signed Kaylia Tumanuao

Attitude of Gratitude

My name is Hannah C. and I am successful at

SSMS student name

SSMS ~~SSMS~~ history because of Mr. Palmer

school name

teacher/staff member's name

I want to thank him/her for teaching me in a way
that helped me understand the subject
but made it fun as well, and now
he's doing that with my two older
brothers. Good luck and we appreciate
you so much!



Signed: Hannah Chambers

student signature

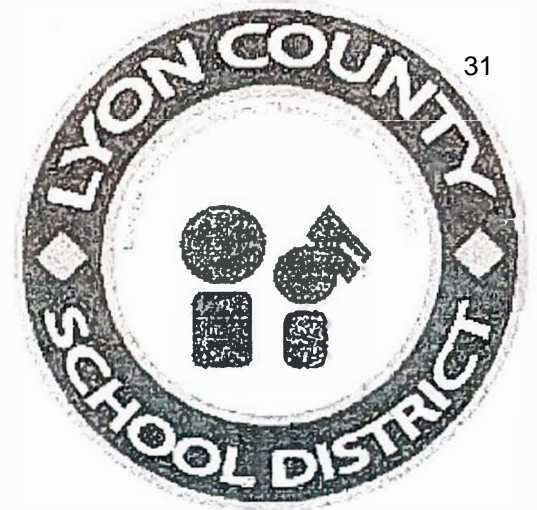
Attitude of Gratitude

My name is Levi McGregor and I am successful at
(Student's Name)

Smith valley schools because of Mrs. Kuzia
(School Name) (Teacher/Staff Member's Name)

I want to thank him/her for Always being kind and funny
and I always look forward to coming to your class
and I think its really fun your the Alpha
Mrs. Kuzia.

Signed: Levi McGregor
(Student's Signature)





Attitude of Gratitude

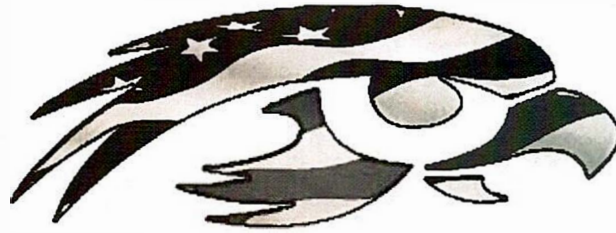
My name is Rocio Rangel and I am successful at my school, Yerington Elementary because of MR.S Bake.

32

I want to thank him/her for

helping me. teching me, leting me have fun.
Doing scince. being nice.





Attitude of Gratitude

My name is Nico Pierce, and I am successful at Silver Stage High School because of Mrs. Connolly.

They help me succeed by: never giving up on me. :)
Helping me with math

I want to thank and acknowledge them for:

And making me feel wanted in her classroom.

Lyon CSD Board of Trustees Questions and Answers for the January 28, 2025 School Board Meeting Agenda

This document serves as a means to allow LCSD Trustees an opportunity to ask questions about the upcoming board meeting agenda items. Questions posed by board members will be answered as soon as possible by District staff, so please post your question as soon as possible. Trustees, please note that you have until 12:00 pm the day before the board meeting to submit questions. This will allow time for District staff to answer. District staff will answer questions in this document by 12:00 pm the day of the board meeting. **These questions and answers will be posted in the consent agenda meeting materials so the public can see the questions posed and the answers provided about each agenda item.**

Agenda Item #: 17

Trustee Question: (Whisler) Were the two different curriculums put into the Junior and High schools for the parents to review and if so for how long?

Did the committee talk to parents in the district to see which one the majority of the parents preferred?

District Staff Answer:

The one curriculum, chosen by the committee, was set up electronically for review in each of the Middle and High Schools for all stakeholders. The materials were made available for all parents and stakeholders from December 9th through the 18th. If parents used the login information they could even review materials from home.

Our practice has been that the committee narrows down the choices to one that we then take forward for public review and comment. Since the state vets and approves materials for us to review, in some instances, there may be only one. With the public review, we did not receive any feedback from parents or stakeholders, which we view to be positive. We know that member Parsons viewed the materials and verbally gave positive feedback prior to the last board meeting.

We asked parents to be a part of the committee and they both backed out prior to the committee review that morning.

Agenda Item #: 18

Trustee Question: (Whisler) Since there was only 3 weeks between the Pre-Bid Conference and the one bid the district received, can we extend the biddings for another month or two to see if we get a bid that is closer to the range of the estimated budget given?

District Staff Answer:

District staff, in collaboration with Paul Cavin Architect LLC, carefully considered all options regarding this Request for Proposal (RFP). Ultimately, it was determined that accepting the single bid received was the best course of action. This decision was based on several key factors.

Paul Cavin Architect LLC, along with their industry counterparts who have managed public bids over the past 4-6 months, have reported a significant decline in bid submissions. Many projects have received only 1-2 bids, with some receiving none at all. This is predominantly due to the current Northern Nevada private industry construction demand.

The original project budget was established based on estimated costs from May 2024 and with limited on-site evaluations. Over the past 10 months, several additions were made to the project that were not included in the original estimate. These adjustments include three major changes:

- 1. Door Replacements:** Necessary door replacements were identified at both Dayton High School and Fernley High School due to wear and tear. Student traffic, nearby bushes and trees had caused damage, making it difficult to open and close the doors. To address these safety concerns and prevent future issues, concrete work (2. Concrete Improvements) was added at both campuses, including the removal of trees and bushes. This will enhance the usability of sidewalks and prevent further damage to doors and surrounding concrete.
- 2. Concrete Improvements:** Removal of old damaged concrete and pouring of new concrete at the front of both Dayton High School and Fernley High School. This includes removal of bushes and trees which will optimize sidewalk space and eliminate ongoing damage to concrete and doors at both campuses. This work was deemed critical for safety and long-term maintenance.
- 3. Asphalt Repair:** Additional road asphalt work at the Fernley High School campus was added after electrical issues required the district to dig up an area containing a 50+ year-old Christy box buried underground. During the repair, outdated aluminum wiring was discovered and replaced with safer and more durable copper wiring. District doesn't have the expertise or the equipment necessary to do significant asphalt repairs.

Extending the project deadline due to a lack of bids would violate NRS 338, as such actions could be perceived as favoritism and may result in legal action being taken against the district by

contractors. While the district has the option to reject the bid due to pricing concerns, doing so would require substantial changes to the project scope before it could be rebid. Additionally, past experience has shown that bidding exterior projects closer to the summer months has not been financially advantageous for the district. During this period, contractors tend to become busier and are only willing to take on additional work at premium costs.

Agenda Item #: 19

Trustee Question: (Whisler) I brought this up 2 years ago about Trane and them not being a BBB accredited. There were many complaints found online. What guarantees does the district have if the equipment breaks down? How long is Trane going to give us a warranty for the equipment? And if equipment breaks how long will it take for them to get out here and fix it?

District Staff Answer:

Better Business Bureau (BBB) accreditation is optional and requires businesses to pay an annual fee. A lack of accreditation does not imply poor business practices; it simply means the business has chosen not to participate in the BBB's program. Better Business Bureau without accreditation gives Trane a "B" grade as "Residential Air Conditioning Contractors". Please note, regardless of grade, LCSD is not working with Trane's "Residential" side of their business but instead working with their custom engineering Turnkey program through Omnia Partners. Omnia Partners offers public sector entities access to pre-vetted suppliers and competitively bid contracts that comply with procurement regulations, saving time and ensuring transparency. Compared to using an outside contractor, Omnia Partners provides greater cost efficiency, reduced administrative burden, and the assurance of compliance with public procurement laws.

Trane in the past has provided the district with the industry standard 1-year labor warranty and 2-year parts warranty. Trane also provides the option of extended warranties however the district has not seen that to be necessary as the district personnel have decades of experience with Trane equipment and are able to fix as necessary post warranty. Currently, the district has over 50 pieces of Trane equipment district wide, some of which are over 25 years old. District also has not had any early in life issues with Trane equipment.

The district has also negotiated an emergency support rate of \$125/hr with Trane if the district was ever to be short staffed or unable to diagnose a down age. While this specified service has never been exercised, customer service outside of this has been exceptional with the District as Trane has a dedicated Northern Nevada support team based out of Reno/Sparks. The district ultimately believes that a company's reputation is defined by the quality of its products, services, and customer interactions. Over the past several years, Trane has demonstrated this by consistently providing value and effectively addressing any issues for LCSD.

LYON COUNTY SCHOOL DISTRICT LICENSED

PERSONNEL REPORT LIC 0101 – January 28, 2025

That the Board of Trustees approves the following recommendations:

HIRINGS:

SCHOOL/SITE	POSITION	NEW	EST	FUNDED BY and BOARD APPROVAL DATE {if new position}	EFF. DATE	NAME OF RECOMMENDED EMPLOYEE
East Valley Elementary	Teacher		X	Intern	1/17/25	Abby Fritz
Silverland Middle	Teacher		X	(V. Purrell)	1/21/25	Lisa Wodke

SEPARATIONS:

SCHOOL/SITE	POSITION	EFF. DATE	EMPLOYEE
Cottonwood Elementary	Teacher	1/10/25	Melissa Barnard
Dayton High	Teacher	1/31/25	Allison Smith

LYON COUNTY SCHOOL DISTRICT

CLASSIFIED

PERSONNEL REPORT CL 0101– January 28, 2025

That the Board of Trustees approves the following recommendations:

HIRINGS:

SCHOOL/SITE	POSITION	NEW	EST.	FUNDED BY and BOARD APPROVAL DATE	EFF. DATE	Name of Recommended Employee
Adult Ed- Dayton	Classified Specialist		X	(R. Gahan)	1/7/25	Kirsten Workman
Adult Ed- Fernley	Classified Specialist		X	(M. Miller)	1/7/25	Ashlee Mulhern
Dayton High	Custodian		X	(A.Tavita)	1/6/25	Brian Joyner
Dayton Intermediate	Custodian		X	(I.Friedmann)	1/21/25	John Rhine
District Wide	Bus Driver		X	(P. Remaley)	1/21/25	Angileen Heckathorn
East Valley Elementary	Paraprofessional		X	(L. Conley)	1/6/25	Sybil Holck
Fernley High	Custodian		X	(R. Diltz)	1/6/25	Shawn O’Leary
Fernley High	Paraprofessional	X		IEP Required	12/16/24	ShannaMarie Notebo-Tabura
Riverview Elementary	Paraprofessional	X		IEP Required	1/6/25	Skyler Hester
Silver Stage Elementary	Classified Specialist		X	(K. Merriam)	12/17/24	Heather Matthews
Silver Stage Middle	Custodian		X	(J. White)	1/21/25	Wesley Smith
Sutro Elementary	Paraprofessional	X		IEP Required	1/6/25	Sarah Dillon

SEPARATIONS:

SCHOOL/SITE	POSITION	EFF. DATE	EMPLOYEE
Cottonwood Elementary	Custodian Lead	12/16/24	Sean Pratt
Fernley Transportation	Bus Driver	1/9/25	Karen Nattress
Riverview Elementary	School Nurse	1/17/25	Teresa DePaul
Silver Stage High	College and Career Readiness Interventionist	1/31/25	Jessica Lewis
Silver Stage Middle	Custodian	12/19/24	John White
Silver Stage Middle	Custodian	1/17/25	Matthew Hickey
Silver Stage Middle	Paraprofessional	1/10/25	Tiffany Bryden
Sutro Elementary	Paraprofessional	1/7/25	Marilyn Friedmann
Sutro Elementary	Paraprofessional	1/16/25	Brenda Daly
Yerington Intermediate	Paraprofessional	12/12/24	Alan Lee

LYON COUNTY SCHOOL DISTRICT

Administrative

That the Board of Trustees approves the following recommendations:

HIRINGS:

SCHOOL/SITE	POSITION	NE W	EST ·	FUNDED BY and BOARD APPROVAL DATE	EFF. DATE	Name of Recommended Employee
District Office	Communication and Public Relations Officer		X	(E. Cowger)	1/21/25	Skyler Tremaine
District Office	Deputy Superintendent		X	(D.Huckaby)	7/1/25	Stacey Griffin-Cooper

SEPARATIONS:

SCHOOL/SITE	POSITION	EFF. DATE	EMPLOYEE
District Wide	Deputy Superintendent	6/30/25	Dawn Huckaby

	DAC	Description	Name
1	YERINGTON HIGH SCHOOL	Xduty - Wrestling HS Head	DWYER, EDWARD J
2	FERNLEY HIGH SCHOOL	Xduty - Dance/Drill HS Winter	ACOSTA, CYNTHIA
3	DAYTON INTERMEDIATE SCHOOL	Xduty - Play Director MS Class Fall	ETTER, LINDSAY
4	DAYTON INTERMEDIATE SCHOOL	Xduty - Play Director MS Class Spring	ETTER, LINDSAY
5	DAYTON INTERMEDIATE SCHOOL	Xduty - Athletic Director MS	JERGESEN, ARVELLA
6	SMITH VALLEY SCHOOLS	Xduty - Volleyball 8	EMHOFF, AMBER
7	SMITH VALLEY SCHOOLS	Xduty - Volleyball 7	KNOWLES, LINDSEY M
8	SMITH VALLEY SCHOOLS	Xduty - Basketball Girls HS Head	HARTMAN, MARSHAL E
9	SMITH VALLEY SCHOOLS	Xduty - Academic Olympics Advisor MS	ROGACZEWSKI, HEATHER
10	RIVERVIEW ELEMENTARY SCHOOL	Xduty - Music Programs ES .5 FTE	HOLMAN, REBEKAH A
11	RIVERVIEW ELEMENTARY SCHOOL	Xduty - Academic Fair Advisor ES .5 FTE	RANFT, DEBRA
12	SILVERLAND MIDDLE SCHOOL	Xduty - Academic Olympics Advisor MS	FISHER, DONALD F
13	SILVERLAND MIDDLE SCHOOL	Xduty - Academic Fair, School MS	GILLESPIE, JEANETTE
14	SILVERLAND MIDDLE SCHOOL	Xduty - Play Director MS No Class Spring	ROGERS, JEREMY D
15	LyOnline Learning Academy	Xduty - Site Webmaster/School Tech Assist	PALMER, MEGAN
16	YERINGTON HIGH SCHOOL	Xduty - FFA Assistant	KRUSE, KEVIN D
17	FERNLEY HIGH SCHOOL	Xduty - Softball Assistant	KLOTZ, HAYLEY
18	FERNLEY HIGH SCHOOL	Xduty - Track HS Assistant	SERRANO, HUMBERTO
19	FERNLEY HIGH SCHOOL	Xduty - Basketball Girls HS Assistant	VELAZQUEZ, JOSE
20	YERINGTON INTERMEDIATE SCHOOL	Xduty - Volleyball 8	SANTOS, KORINA
21	YERINGTON INTERMEDIATE SCHOOL	Xduty - Volleyball 7	SCIARANI, ANGELA N
22	RIVERVIEW ELEMENTARY SCHOOL	Xduty - Music Programs ES .5 FTE	HOLMAN, REBEKAH A
23	YERINGTON INTERMEDIATE SCHOOL	Xduty - Track MS Head	SMITH-OW-WING, VICKY
24	YERINGTON INTERMEDIATE SCHOOL	Xduty - Track MS Assistant	SANTOS, KORINA
25	SILVER STAGE HIGH SCHOOL	Xduty - Baseball Head	FULLER, MASON
26	SILVERLAND MIDDLE SCHOOL	Xduty - Track MS Assistant	FISHER, DONALD F
27	SILVERLAND MIDDLE SCHOOL	Xduty - Track MS Head	JENKINS, DANIELLE M
28	SILVERLAND MIDDLE SCHOOL	Xduty - Volleyball 8	FILLMORE, JILLIAN M
29	SILVERLAND MIDDLE SCHOOL	Xduty - Volleyball 7	GAVIN, ANNA
30	SILVERLAND MIDDLE SCHOOL	Xduty - Wrestling MS Assistant	SLOAN, ANFERNEE
31	SILVERLAND MIDDLE SCHOOL	Xduty - Wrestling MS Head	MCCULLAR, JACOB
32	FERNLEY HIGH SCHOOL	Xduty - Basketball Boys HS Assistant	PAULSEN, BERTON W
33	FERNLEY HIGH SCHOOL	Xduty - Basketball Boys HS Assistant	SERRANO, HUMBERTO
34	FERNLEY HIGH SCHOOL	Xduty - Basketball Boys HS Assistant	RINAS, JEFFREY J
35	FERNLEY HIGH SCHOOL	Xduty - Wrestling HS Assistant	CHAPIN, THOMAS J
36	FERNLEY HIGH SCHOOL	Xduty - Wrestling Site Paid	LEIJA, AMADOR S
37	FERNLEY HIGH SCHOOL	Xduty - Band Director HS .5 FTE	MYLER, STEPHEN
38	FERNLEY HIGH SCHOOL	Xduty - Band Director Marching Pep HS .5FTE	MYLER, STEPHEN
39	FERNLEY HIGH SCHOOL	Xduty - Choir Director HS .5 FTE	MYLER, STEPHEN
40	SMITH VALLEY SCHOOLS	Xduty - Music Programs ES .5 FTE	BROCK, VANESSA
41	SILVER STAGE HIGH SCHOOL	Xduty - Baseball Assistant	ORNELAS, LOGEN B

LYON COUNTY SCHOOL DISTRICT

**Staff Travel Report
to
School Board of Trustees**

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent via Margaret Heim.

Please Download & TYPE the following information.

Staff Member:	Jennifer Amber Taylor	School:	SSHS
Conference:	ACTE-Career & Tech VISION Conference	Staff Assignment	Principal
Location of Conference:	San Antonio, TX	Dates Attended:	12/3-12/7

General Overview: Do not use acronyms

The VISION conference provides a comprehensive overview of the many possibilities of implementing a high-quality CTE program at the secondary and postsecondary environments. It also introduces educators to the ever-growing and emerging trends in the field to help career and technical educators thrive in their classrooms. VISION provides attendees with a rich array of networking opportunities, an Expo, hundreds of concurrent program sessions, and numerous networking opportunities.

How will this impact student learning in a positive way?

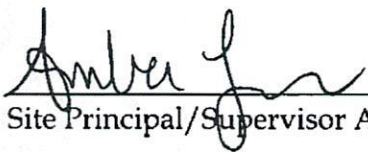
It was exciting to attend sessions that enhanced the importance of employable or soft skills. Students being able to transfer what they learn in high school into the real world is our number one goal. It was a breath of fresh air to see how the world of CTE is prioritizing the importance of teaching our students how to be employable citizens. ACTE was able to expose conference attendees to resources that support educators when teaching these kinds of soft skills.

How will I implement what I learned and how will I share this information with my colleagues?

I was able to gather resources that I can purchase for my teachers so they too can teach their students how to be successful employees one day by enhancing their employable skills. I was also able to gather information about our fast changing world and what employers are needing from their future employees. I am able to provide this information to my students when I am conferring with them about their future plans.

Other Comments:

Thank you for allowing me the opportunity to attend this conference. CTE is foreign to me and I have so much to learn as a first year high school principal. I love learning new things that will provide more opportunities for my students at Silver Stage High School. I am greatly honored to have experienced this and am forever grateful. Thank you.


Site Principal/Supervisor Approval

12.16.24
Date


Deputy Superintendent Approval

12/24/24
Date

LYON COUNTY SCHOOL DISTRICT

*Staff Travel Report
to
School Board of Trustees*

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent via Margaret Heim.

Please Download & TYPE the following information.

Staff Member:	<u>Julie Bumgardner</u>	School:	<u>Dayton High School</u>
Conference:	<u>Association of Career and Technical Education Career Tech Vision Conference</u>	Staff Assignment	<u>Principal</u>
Location of Conference:	<u>San Antonio, TX</u>	Dates Attended:	<u>12/4/24 - 12/7/24</u>

General Overview: Do not use acronyms

I had the wonderful opportunity to attend the Association of Career and Technical Education Career Tech Vision Conference in San Antonio, Texas. By attending this conference, I was able to engage in sessions with other career and technical education teachers and administrators from around the world. I was able to hear what some current trends are in these fields and was also provided with opportunities to network with other colleagues as well as current and future vendors as I look to support and possibly even expand the Career and Technical Education offerings at my school.

How will this impact student learning in a positive way?

There are multiple ways that my attendance will impact student learning in a positive way. First and foremost, Dayton High School is piloting the ACT WorkKeys this year. These assessments measure a range of hard and soft skills that are relevant to any occupation across all industries. If students are successful in these exams, they can receive credentials that are recognized in various industries. While attending this conference, I was able to meet directly with ACT professionals and have discussions on how to best implement the exams and how to best prepare students through their curriculum for these exams. We are hopeful that by implementing these exams, we can turn the actual ACT exam into something that is relevant and meaningful to all students, not just those who are college bound.

I also attended a session on self-care and burnout for educators. This session gave me some tips to address my own self-care needs as well as how to support and hopefully mitigate burnout in my staff. I am hopeful that this will allow me to better support the needs of my staff which will impact student learning as well.

How will I implement what I learned and how will I share this information with my colleagues?

At the conference, I attended multiple sessions with Mark C. Perna. Through these sessions, he shared with us how to connect with what he calls "Why generation". The sessions were focused on how to motivate students and inspire them to create passionate learners which will increase student motivation and achievement. I know that we have had many discussions at Dayton High School on motivating reluctant learners and I am looking forward to working with my staff in this area.

There was also a strong focus at this conference about Artificial Intelligence and the impacts we are seeing in education. I had the opportunity to hear from other school and district administrators about the policies they are creating and implementing around the use of Artificial Intelligence in the classroom. It was interesting to hear all the different approaches of various districts in the United States.

I was also able to attend the keynote session with Heather McGowan about the mindset shifts that need to occur in education in order to be relevant to our current and future learners. McGowan calls this the Adaptation Advantage which focuses on continuous learning rather than simply learning things once. By making this mindset shift, we can help students become more engaged in their learning and find relevance.

These are just a few of the areas that I explored at this conference and I plan to share this information with my colleagues at Dayton High School and I am willing to share this information with other school and district leaders so we can have discussions on how to continue to improve the educational experience in our school district for all students.

Other Comments:

This was an absolutely wonderful conference. I enjoyed attending and hearing about the latest trends in not only our Career and Technical Education fields but also in education overall. I would like to thank you for the opportunity to attend this conference.



Site Principal/Supervisor Approval



Deputy Superintendent Approval

1/6/25

Date

1/6/25

Date

LYON COUNTY SCHOOL DISTRICT

*Staff Travel Report
to
School Board of Trustees*

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent via Margaret Heim.

Please Download & **TYPE** the following information.

Staff Member:	<u>Cari Bunyard</u>	School:	<u>DO</u>
Conference:	<u>Learning Forward</u>	Staff Assignment	<u>MTSS</u>
Do not use acronyms			
Location of Conference:	<u>Denver, CO</u>	Dates Attended:	<u>Dec 7-11</u>

General Overview: Do not use acronyms

The Learning Forward Annual Conference is an event focused on professional learning for educators. It gathers education leaders, teachers, and stakeholders worldwide to share innovative practices, explore research-based strategies, and develop actionable skills that support student achievement.

Focus on Professional Learning

The conference emphasizes effective professional learning practices that are grounded in evidence.

Diverse Topics

Sessions cover a wide range of topics, leadership development, instructional strategies, and data-driven decision-making.

Networking Opportunities

Participants can connect with educators, district leaders, researchers, and policymakers to exchange ideas, foster collaborations, and learn from one another's experiences.

Resources and Tools

Attendees gain access to resources, tools, and strategies to implement effective professional learning practices in their schools or districts.

How will this impact student learning in a positive way?

The Learning Forward Conference positively impacts student learning by providing educators with effective strategies (research-based), tools - such as structures for coaching cycles, and insights to enhance their teaching practices and leadership skills.

How will I implement what I learned and how will I share this information with my colleagues?

Listed are highlights of the conference that I will be able to share with my colleagues:
Transforming Teaching Through Curriculum-Based Professional Learning

This session taught me how to provide professional development using our current curriculum's. It was very valuable in the fact that I will be able to help coach teachers on pedagogy and best practices. Teachers will be able to plan for upcoming lessons with the background knowledge and strategies to best fit the needs of their students. Often times we tell teachers to just use the curriculum without any official training, this session offered me the structures on how to help support lesson planning, strategies and key elements.

Keynote Fredrick Brown

"Frederick Brown is Learning Forward's president and CEO. Brown's career includes classroom teaching, school leadership, and roles that prepared him to lead Learning Forward's movement to strengthen student learning and educator practice worldwide through high-quality professional learning." (Learning Forward, 2024) Fredrick's message was inspiring that teachers and educators make a difference and cultivating positive relationships with students helps students learn and to be who they are.

Setting the Stage: Growing Strong Teachers and Schools

This session discussed creating a strong school./district structure and strong school/district systems. The presenters shared ways to have intentional team meetings and team building, having clear operational curriculum, communication and coaching practices. They also shared current practices on brain research. This session clearly supported the work the educational services department is supporting.

Curriculum Implementation as a Change Journey: Learning and Opportunities

Other Comments:

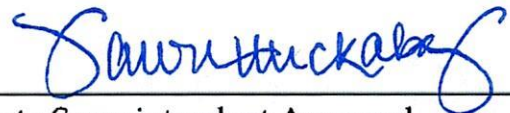
The Learning Forward conference was a valuable experience, offering a wealth of information and ideas that are aligned with many current practices in the Lyon County School District. I look forward to sharing handouts, and slide decks, during collaboration and team meetings as well as offering support with strategies when coaching and mentoring. I would encourage this conference in the future and thank you for the opportunity to attend.



Site Principal/Supervisor Approval

12/12/24

Date



Deputy Superintendent Approval

12/16/24

Date

L YON C OUNTY S SCHOOL DISTRICT

Staff Travel Report
to
School Board of Trustees

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent via Margaret Heim.

Please **TYPE** the following information.

Staff Member: *Dena DeGolyer*

School: *District Office*

Assignment: Conference Attended: Learning Forward 24

Location of Conference: Dates Attended: Denver CO, December 7th-11th

General Overview: The **Learning Forward Annual Conference** is an event focused on professional learning for educators. It gathers education leaders, teachers, and stakeholders worldwide to share innovative practices, explore research-based strategies, and develop actionable skills that support student achievement.

1. Focus on Professional Learning

The conference emphasizes effective professional learning practices that are grounded in evidence.

2. Diverse Topics

Sessions cover a wide range of topics, such as leadership development, instructional strategies, and data-driven decision-making.

3. Networking Opportunities

Participants can connect with educators, district leaders, researchers, and policymakers to exchange ideas, foster collaborations, and learn from one another's experiences.

4. Resources and Tools

Attendees gain access to resources, tools, and strategies to implement effective professional learning practices in their schools or districts.

How will this positively impact student learning?

The Learning Forward Conference positively impacts student learning by providing educators with effective strategies (research-based), tools - such as structures for coaching cycles, and insights to enhance their teaching practices and leadership skills.

How will I implement what I learned and how will I share this information with my colleagues?

Listed are the following sessions I attended:

Foundational Coaching Skills for Educators, School Leaders, and Staff

This session structure shares how to create "designed relationships (collaborative agreements), we engaged in a coaching demonstration using powerful questioning techniques. I learned different levels of listening, core value activities, and reflection. This session offered additional insights and examples for fostering authentic conversations about deeply ingrained barriers. I have a resource of powerful questions that can be used during a coaching session.

Keynote Fredrick Brown

"**Frederick Brown** is Learning Forward's president and CEO. Brown's career includes classroom teaching,

school leadership, and roles that prepared him to lead Learning Forward's movement to strengthen student learning and educator practice worldwide through high-quality professional learning." (Learning Forward, 2024)

Make PLCs Purposeful with Collaborative Inquiry

This session discussed setting the stage around purpose and goals, the definition of collaborative inquiry, how to build a culture of collaboration, and strategies to foster trust and accountability. The presenters shared the collaborative inquiry process, which included framing questions, data collection, and actionable steps.

What's Driving Your Team? Coaching Data-Driven Decision Making

This session provided training around the coaching process of planning, doing, studying and acting and identifying strengths and growth opportunities for educators and how teams can decide which kind of "street data" to collect.

Designing and Delivering Brain-Based, Joyful Professional Learning

This session focused on 6 phases for creating meaningful and intentional professional learning around brain-based research. Phase 1: Become interested: identify challenges and barriers, and align professional learning with support. Phase 2: Engage educators in setting personal goals as well as developing indicators and plans for tracking progress. Phase 3: Focus on new learning - provide expert instruction and modeling, evidence-based practices. Phase 4: Make Sense of Learning - provide time and structures for individuals and groups to process learning and "collective participation. Phase 5: Proactive and Reflect - Follow-up and feedback. Phase 6: Extend and apply - structure peer coach to support "precision without prescription."

Habits of Resilient Educators

This learning session focused on habits and practices that enable educators to maintain their well-being, adaptability to challenges, and ways to thrive in their professional career -self-care practices, daily routines associated with gratitude, growth mindset, continuous learning, etc.

Literacy Centered Instructional Coaching

This session focused on research to support literacy-centered coaching methods, discussed the purpose and structure of creating instructional priorities (school-wide), a protocol for driven PLCs in all content areas, learning walks at schools that focused on goals created around instructional priorities, flipped meetings and individual coaching cycles with one-on-one clientele. I was able to learn how to leverage systems and structures to incorporate literacy-centered and instructional coaching for continuous improvement.

During team meetings and collaboration, I will offer key takeaways from the Learning Forward Conference. I will share handouts, visuals, and slide decks of presentations to support discussions/ideas. I will model new strategies and practices when working with teachers.

Other Comments:

The Learning Forward conference was an exceptional experience, offering valuable insights and worthwhile learning opportunities.

Principal/Supervisor Approval Director/Deputy Superintendent Approval

Site: District Office: 12-12-2024

LYON COUNTY SCHOOL DISTRICT

*Staff Travel Report
to
School Board of Trustees*

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent via Margaret Heim.

Please Download & TYPE the following information.

Staff Member: Damon Etter

Conference: Learning Forward

Location of Conference: Denver, Colorado

School: District Office

Staff Assignment: Professional Development and Data Manager

Dates Attended: December 8th - 11th, 2024

General Overview:

The Learning Forward Conference brings together thought leaders, experts, researchers, and other practitioners to collaboratively share the latest learnings, knowledge, and techniques. The Learning Forward Conference models deep learning and best practices so you can take them back to lead learning in your schools, districts, or systems.

How will this impact student learning in a positive way?

My goal in attending this conference was to acquire strategies that support new teachers in the education profession, aiming to enhance student achievement, improve teacher retention, and foster professional growth. To achieve this, I attended the following sessions;

—

Mentoring New Teachers: A Learning Cycle Approach:

- During this session, the presenters introduced a well-researched systematic structure implemented both in the United States and internationally. The system began by identifying key mentor attributes. I plan to use this attribute chart to create a self-reflection tool for our teacher leaders, helping them to reflect on and enhance their leadership practices.

The presentation also covered the phases of a first-year teacher and their evolving attitudes toward teaching. I aim to use this phase chart with our new teachers to reassure them that their experiences are common in the educational field.

Rev. 7/2023

Additionally, the presenters shared a mentor cycle, which I believe will be beneficial for our Teacher Leaders in supporting new teachers. This cycle will help build a stronger foundation for professional growth.

The session also addressed how to engage in "opportunity" conversations, providing strategies for having challenging yet constructive discussions with new staff.

Inspired by this session, I have begun developing a Lyon County School District coaching guidebook. This resource will support our Teacher Leaders by offering straightforward yet impactful coaching strategies.

Sit and Get Will Not Grow Dendrites:

- This was by far the best session I attended. Marcia Tate presented 20 strategies for engaging students in the classroom, linking these techniques to neurological pathway development and supporting them with sound research in brain science. I found this session to be a valuable addition to our current "How the Brain Learns" initiatives in Lyon County School District. I plan to collaborate with a site principal to implement these strategies in a classroom setting and monitor their impact on teacher instruction.

Supporting and Equipping Brand New Teachers:

- In this session, professional development managers from Dallas, Texas, shared their system for supporting new teachers in their district. They offer both district and campus-level support. I noticed similarities to our structure but appreciated their approach of providing district and campus support to teachers with 0 to 2 years of experience, while those with 3 or more years receive only campus-level support. This presentation prompted me to consider collaborating more closely with our human resources department to better identify the experience levels of our staff and monitor retention data, ultimately enhancing our efforts to maintain consistent instructional practices.

Video Coaching:

- In this session, a school district from Yuma, Arizona, shared their approach to coaching new teachers through video reflection. They utilized the Danielson Framework as a rubric-like system to guide reflection and set coaching goals. The presenters showcased video evidence of teacher reflections and the positive impact on their instruction. I appreciated seeing how other school districts support educators in reflecting on their practice.

Leveraging Coaching for School and District Improvement:

- In this session, Joellen Killion from Learning Forward discussed her work with school districts to enhance student learning and outcomes. My key takeaway was the insight that, when implementing new initiatives, not all organizational levels are present to define their roles and actions. Ms. Killion provided a structured approach to facilitate initiative implementation, supported by documentation from her work with other districts. She also linked these strategies to school improvement plans and data monitoring systems.

Just Give Striving Readers a Comprehensive Assessment:

- In this session, a representative from the Northwest Evaluation Association (NWEA) discussed Scarborough's Rope and emphasized the significance of foundational reading skills in developing reading fluency and comprehension. The presenter shared a recent study focused on supporting students from sixth grade and up in enhancing foundational reading skills within the general education

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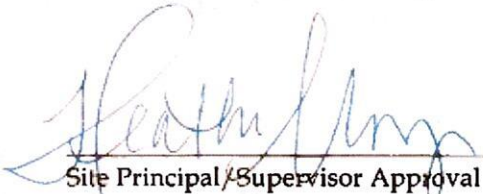
classroom. This intervention implemented daily for 20 minutes, showed improvements in fluency and comprehension for students scoring below the 50th percentile on the NWEA growth assessment.

How will I implement what I learned and how will I share this information with my colleagues?

- I plan on using the resources from "Mentoring New Teachers: A Learning Cycle Approach" to develop a coaching guidebook to support the work our Teacher Leaders are doing.
- I plan to use the resources from "Supporting and Equipping Brand New Teachers" to better define what constitutes a new teacher, identify the appropriate level of support needed, and utilize the phases of teaching to effectively support our educators.
- I plan to use the "Video Coaching" session resources to reinforce our work with educators as they use video recordings to reflect on their instructional practices.
- I plan to implement the "Just Give Striving Readers a Comprehensive Assessment" study in an ELA classroom to evaluate its impact on our student achievement scores.

Other Comments:

- Thank you for the opportunity to attend this conference and collaborate with other educators from around the nation.
- I wanted to share one of my favorite quotes from a Keynote speaker, "We are not seeking perfection, we are seeking reflection". It reminded me that all of us are not perfect, but we should always be reflecting on the work with are doing to always do what is best for kids.

 _____ Date 12/13/24

Site Principal/Supervisor Approval

Date

 _____ Date 12/16/24

Deputy Superintendent Approval

Date

Staff Travel Report
to
School Board of Trustees

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent.

Please Download & TYPE the following information.

Staff Member: Danielle Jenkins

Assignment: Conference

Location of Conference: San Antonio, Texas

Name of Conference : Association for Career and Technical Education (ACTE) CareerTech VISION Conference and Expo

Dates Attended: Dec 3, 2024 to Dec 7, 2024

School: Silverland Middle School

General Overview: ACTE's CareerTech VISION is an event for career and technical education (CTE) professionals. Located at the Henry B. Gonzalez Convention Center in San Antonio, Texas, VISION offers comprehensive programming covering high-quality CTE in secondary and postsecondary environments and emerging trends in the field to help career and technical educators thrive in their careers. VISION provides attendees with a rich array of networking opportunities, an Expo, hundreds of concurrent program sessions, and numerous networking opportunities.

How will this impact student learning in a positive way?

Attending the conference as an educator of CTE offered invaluable opportunities for professional growth and program enhancement. It provided access to trending technology, workshops, and sessions focused on the latest soft skill needs, innovation, and best practices in CTE. I was able to network and connect with several like-minded educators, industry professionals, and most importantly, several educator-chefs in the culinary arts sector to share ideas and compare program strengths that benefit students. The CareerTech Expo showcased the newest tools, technologies, and resources tailored to CTE programs, helping educators bring fresh solutions to their classrooms. The inspiring keynote speaker, Heather McGowan, delivered an impactful speech focused on how we, as educators, are inspiring and teaching young minds to solve the problems of tomorrow that do not exist today. The Expo floor was packed with CTE technology and manipulatives to foster creative thinking and real world simulations for students exploring career based opportunities. I attended a few sessions on equity, diversity, and inclusion to ensure all students have access to high-quality education without the assumption that all students will attend a 4 year university. I was deeply impressed with several sessions directed toward the culinary arts initiative and how educators from different parts of the country were engaging students in a variety of culinary program tiers. Some had limited equipment and resources, but many creative ideas were presented to showcase program quality despite financial and material challenges. Basic general sessions included how educators could refine their skills and insights into workforce alignment to prepare students for high-demand careers. Overall, the conference empowered the shift in CTE popularly and highlighted 53 strategies to drive innovation into having these

programs available in middle and high school institutions.

How will I implement what I learned and how will I share this information with my colleagues? This experience will greatly aid in future lesson planning in advancing career and technical education in both culinary arts and related career and technical fields. I gained many innovative ideas with new products available in culinary and hospitality and look forward to working with some of the vendors in the future should we be able to purchase additional materials to aid in student interest in these fields. The amazing technology and advances in online curriculum were outstanding. I also was able to connect with several vendors and presenters and their passion within career and technical education and learned creative ways to implement programs with different budget approaches. I gleaned the most valuable information from a culinary vendor who builds out hospitality programs within high schools and career colleges. Spending a valuable amount of time speaking with him gave me a lot to think about in the future of our own high school culinary program at Fernley High School. I am very passionate about the district's direction to implement a high school culinary arts program and hope to be involved in the development and logistics in the current and later future. Many of the workshops I attended were also very adaptable to other career and technical education content and this will help build collaboration experiences with my colleagues and align our instructional approaches and goals for students to the district's Portrait of a Learner. This is also a valuable shift in making students career oriented or life ready.

Other Comments: _____

Site Principal/Supervisor Approval Steve Henderson

Deputy Superintendent Approval Sauri Huckaby

LYON COUNTY SCHOOL DISTRICT

*Staff Travel Report
to
School Board of Trustees*

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent via Margaret Heim.

Please Download & TYPE the following information.

Staff Member:	<u>Jim Gianotti</u>	School:	<u>District Office</u>
Conference:	<u>Learning Forward</u>	Staff Assignment	<u>Director of Educational Services</u>
<small>Do not use acronyms</small>			
Location of Conference:	<u>Denver Colorado</u>	Dates Attended:	<u>12/7 - 12/11</u>

General Overview: Do not use acronyms

At the Learning Forward conference in Denver Colorado, educational leaders gathered to share professional development expertise, focused on creating and sustaining excellence in teaching and learning every day. We were able to make connections with other leaders from across the country and brought home tools and strategies that will help us understand and implement effective professional learning in classrooms, schools and the Lyon CSD as a whole. The conference's theme this year was to Reach New Heights for Students through evidence based professional learning, best practices and research-driven methodologies that empower classrooms, schools and districts. In particular I focused on a District Leadership perspective with all of the sessions I selected.

- Continuous Improvement is Professional Learning
- Implementing Programs that Yield Positive, Predictive results
- Responsive and Differentiated Facilitation: Embedding Choice and Voice
- Data Practices that Reach New Heights for Students
- Elevating Excellence Districtwide Through Powerful Instruction and Leadership
- Developing the Principal Through Instructional Coherence

I would like to thank the Board for approving this travel and look forward to implementing the knowledge gained by the team!

How will this impact student learning in a positive way?

Each one of the sessions that I selected focused on impacts to student learning. Beginning the conference with Continuous Improvement is Professional Learning, we spent a good amount of time focusing on the Standards for Professional Learning and understanding them and how the standards were broken up. The instructors spent a good amount of time having us collaborate, participate in simulations and Vignette's, as well as focusing on the Plan, Do, Study, Act process. Ultimately structuring professional development around a problem of practice in order to better meet the needs of learners as well as address issues that are requiring a change was key.

The session that I found most impactful was "Developing the Principal Through Instructional Coherence". This session, facilitated by the leaders from the Knox County Schools in Tennessee. They were able to share the work they have done around Instructional Coherence and address some of the concerns that Lyon CSD has experienced, similar to the growing pains their district has had. Ultimately, sharing their resources and discussing their practices was, in a sense, a blueprint for success that we could share.

Ultimately, my interactions with district leadership from other states was a part of the conference that cannot be captured in workshop model and equally valuable.

How will I implement what I learned and how will I share this information with my colleagues?

One of the benefits of attending this conference was the ability to attend with the other members of the curriculum and instruction team. We all attended different sessions, but shared ideas and had discussions over dinner, lunch and at other times regarding what we were learning and ideas that can be implemented in our own district. It is my hope that I can share the work done in Knox County School District as well as the other work around data and professional development with the team as we move forward and implement some best practices with our schools in the district. I have already shared the documents obtained and have had a number of discussions that I hope to further following the Holidays. Instructional coherence is something we are working towards with the implementation of new materials that the board has approved and we hope to see larger benefit as we work to ensure their implementation and provide more professional development around best practices.

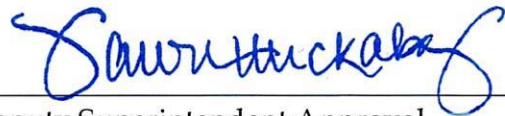
Other Comments:

I would like to thank the Lyon County Board of School Trustees for approving this travel and allowing us to learn collaboratively as we work to improve teaching and learning for all in Lyon County School District.

NA

Site Principal/Supervisor Approval

Date



Deputy Superintendent Approval

12/24/20

Date

LYON COUNTY SCHOOL DISTRICT

*Staff Travel Report
to
School Board of Trustees*

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent via Margaret Heim.

Please Download & TYPE the following information.

Staff Member:	<u>Kayleen Larkins</u>	School:	<u>Grants</u>
Conference:	<u>Grants Supervisor</u>	Staff Assignment	<u>Bruman Fall Forum</u>
Do not use acronyms			
Location of Conference:	<u>New Orleans, LA</u>	Dates Attended:	<u>12/4/24 - 12/6/24</u>

General Overview: Do not use acronyms

This years Bruman Fall Forum covered many items including Implementing the final Education Department General Administration (EDGAR) and Uniform Grants Guidance (UGG) Rules that the Administration published in the previous year. The Office of Management and Budget's (OMB) released proposed changes to the Uniform Grants Guidance that affect mandatory reporting, financial management, procurement and inventory to name a few. The Bruman Fall Forum helps districts and agencies learn how these final changes could affect our district and how to prepare for them.

How will this impact student learning in a positive way?

This Fall Forum offered many sessions, some that I attended covered recent updates from the U.S. Department of Education on the Elementary and Secondary Act, including guidance on Title I-A School improvement, Title I-D Neglected and Delinquent and final guidance on the 21st Century Community Learning Centers Program, which all of these programs Lyon County School District houses in our communities. Another session that I attended covered basic factors of allowability and selected items of cost under the Uniform Grants Guidance and how to make sure we spending grant funding appropriately.

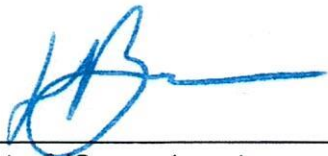
How will I implement what I learned and how will I share this information with my colleagues?

By attending this conference I am able to bring back information to the district about upcoming changes to rules and regulations from the U.S. Department of Education.

Just before school starts, we hold a Title I-A meeting for all principals and principal secretaries. During this meeting we will have a training on allowability out of the Title I-A grant. This training will help principals understand the importance of following the Uniform Grants Guidance (UGG) when using grant funding and how to properly spend down their funds.

Other Comments:

I appreciate getting the opportunity to attend these conferences, so that I can stay informed with federal and state regulations, along with being able to bring back vital information to our schools.



Site Principal/Supervisor Approval



Deputy Superintendent Approval

12/23/24

Date

12/27/24

Date

LYON COUNTY SCHOOL DISTRICT

**Staff Travel Report
to
School Board of Trustees**

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent via Margaret Heim.

Please Download & TYPE the following information.

Staff Member:	<u>Nicole Taylor</u>	School:	<u>DO</u>
Conference:	<u>Association for Career and Technical Education</u>	Staff Assignment	<u></u>
Do not use acronyms	<u>San Antonio TX</u>	Dates Attended:	<u>12/3/24-12/7/24</u>
Location of Conference:	<u></u>		<u></u>

General Overview: Do not use acronyms

ACTE's CareerTech VISION is the must-attend event for career and technical education (CTE) professionals. VISION offered comprehensive programming covering high-quality CTE in secondary and postsecondary environments and emerging trends in the field to help career and technical educators thrive in their careers. VISION provided attendees with a rich array of networking opportunities, an Expo, hundreds of concurrent program sessions, and numerous networking opportunities.

How will this impact student learning in a positive way?

I attended multiple sessions on Industry Recognized Credentials and how to best incorporate them in to CTE Pathways. I plan to review this information with Career and Technical (CTE) Teachers to ensure teachers understand the importance of credentials in CTE pathways and they are able to align their credentials to ensure students are prepared to enter into high wage, high skilled jobs.

I also attended several sessions on marketing CTE prgrams to students, families, staff and stake holders. I came aways with several ideas to improve the knoweldge of CTE at the Middle School level to assit students in making more informed decisions as they enter highschool.

How will I implement what I learned and how will I share this information with my colleagues?

I would like to meet with staff to review Industry Recognized Credentials as I do not believe the majority understand these credentials or how to assist students in earning them. I would like to work with students/families to assist them in understanding how to utilize said credentials to earn high wage high skilled jobs.

Other Comments:

I learned a lot at the Association for Career and Technical Education's Vision 2024, I am grateful for the opportunity to learn from other districts and professionals from around the country.

Kayleen Larkins

Site Principal/Supervisor Approval

Sawntuckab

Deputy Superintendent Approval

12/16/24

Date

12/16/24

Date

LYON COUNTY SCHOOL DISTRICT

*Staff Travel Report
to
School Board of Trustees*

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent via Margaret Heim.

Please Download & TYPE the following information.

Staff Member:	<u>Natasha Valiska</u>	School:	<u>District</u>
Conference:	<u>BruMan Fall Forum '24 - Umbrella Monitoring</u>	Staff Assignment	<u>Grants</u>
<small>Do not use acronyms</small>			
Location of Conference:	<u>New Orleans, LA</u>	Dates Attended:	<u>12/3-6/2024</u>

General Overview: Do not use acronyms

The BruMan team had the privilege of hosting its highly anticipated Fall Forum in New Orleans. This event gathered professionals from across the education and grant management sectors to engage in valuable discussions and workshops. Attendees participated in sessions that provided a comprehensive and detailed review of the Office of Management and Budget's (OMB) final amendments to the Uniform Grant Guidance (UGG). These changes are crucial for ensuring that organizations receiving federal funds remain in compliance with the latest regulatory requirements.

How will this impact student learning in a positive way?

During the forum, we had the opportunity to ask specific questions and gain clarity on the final EDGAR (Education Department General Administrative Regulations), which directly impacts our district's ability to manage and allocate funds. This session was especially beneficial as it allowed us to receive expert advice and practical insights on how to navigate these complex regulations. With these updates, our district can be confident in maintaining full compliance and minimizing the risk of potential audit issues.

How will I implement what I learned and how will I share this information with my colleagues?

In addition to the educational sessions, the forum provided a unique opportunity for networking with colleagues from various districts and sectors. It was a chance to exchange ideas, share best practices, and discuss strategies for managing federal funds effectively. The knowledge shared during these conversations was invaluable, as it highlighted innovative approaches to addressing common challenges related to federal grants. The forum also offered opportunities to dive deeper into other key topics such as emerging trends in federal funding, best practices for reporting and documentation, and ways to strengthen internal controls to prevent misuse of funds. Attendees left the event with a wealth of knowledge, as well as actionable insights to implement within their own organizations.

Other Comments:

Kaylen Barker
Site Principal/Supervisor Approval

Samuel Trickett
Deputy Superintendent Approval

12/18/24
Date

12/18/24
Date

LYON COUNTY SCHOOL DISTRICT

*Staff Travel Report
to
School Board of Trustees*

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent via Margaret Heim.

Please Download & **TYPE** the following information.

Staff Member:	<u>Ryan Cross</u>	School:	<u>FHS</u>
Conference:	<u>ACTE's Career Tech VISION</u>	Staff Assignment	<u>Principal</u>
Do not use acronyms			
Location of Conference:	<u>San Antonio TX</u>	Dates Attended:	<u>12/3-12/7/24</u>

General Overview: Do not use acronyms

VISION offers comprehensive programming covering high-quality CTE in secondary and postsecondary environments and emerging trends in the field to help career and technical educators thrive in their careers. VISION provides attendees with a rich array of networking opportunities, an Expo, hundreds of concurrent program sessions, and numerous networking opportunities.

How will this impact student learning in a positive way?

Exposure to Industry Trends

The VISION conference featured sessions on the latest trends, tools and technology in various industries. I was able to gain insight to what is currently relevant in fields of industry.

Exposure to Career Pathways

The VISION conference provided a wide range of sessions showcasing different career pathways in specific industries, some of which I had not thought of. This lead me to think about other career pathways we might consider in LCSD, both at Fernley High School and at other secondary schools.

Professional Development

By attending some sessions with industry experts, I was reminded of the importance of universal soft skills, such as communication, problem-solving, and teamwork. These sessions also highlighted the importance of ongoing learning and encouraging students to take charge of their own professional growth.

How will I implement what I learned and how will I share this information with my colleagues?

After attending the conference, I feel I am better prepared to discuss practical application of skills that are universally in demand by most industries, such as the teaching of soft-skills. I am also better equipped to provide resources and materials that I collected at the conference. I learned about some specific professional learning opportunities that may be of direct benefit to some of our pathways as well. Overall, attendance at the conference will help me continue to foster a culture of continuous improvement at Fernley High School.

Other Comments:

Thank you for supporting my attendance at this conference. It was a great use of our professional development time and money!



Site Principal/Supervisor Approval



Deputy Superintendent Approval

12.10.24

Date

12-12-24

Date

LYON COUNTY SCHOOL DISTRICT

*Staff Travel Report
to
School Board of Trustees*

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent via Margaret Heim.

Please Download & TYPE the following information.

Staff Member:	<u>Scott Gillespie</u>	School:	<u>Yerington Intermediate</u>
Conference:	<u>Association for Career and Technical Education Career Vision 2024</u>	Staff Assignment	<u>Principal</u>
Location of Conference:	<u>San Antonio, TX</u>	Dates Attended:	<u>12/3/24 - 12/7/24</u>

General Overview: Do not use acronyms

The Association for Career and Technical Education (ACTE) Career Vision Conference provided a comprehensive platform for exploring innovative practices in career and technical education. The event featured keynote speakers, interactive workshops, and networking opportunities with educators, industry leaders, and policymakers from across the nation. Sessions focused on developing effective career readiness programs, integrating work-based learning initiatives, and equipping students with skills for success in evolving job markets. The conference emphasized the importance of aligning curriculum with real-world workforce demands while fostering equitable access to career opportunities for all students.

How will this impact student learning in a positive way?

Attending the conference provided actionable strategies and insights to enhance the work-based learning framework at Yerington Intermediate School. By implementing ideas such as structured career exploration, hands-on learning opportunities, and robust financial literacy components, students will be better prepared to make informed decisions about their futures. Additionally, exposure to cutting-edge resources and technology will empower students to connect their classroom learning to real-world applications. Ultimately, this will increase student engagement, foster practical skill development, and strengthen their readiness for high school, higher education, and the workforce.

How will I implement what I learned and how will I share this information with my colleagues?

I plan to implement what I learned by refining our existing work-based learning initiatives, starting with grade-level projects that incorporate elements such as career portfolios, job shadowing opportunities, and entrepreneurship fairs. I will also use strategies shared at the conference to strengthen partnerships with local businesses and community members to provide more authentic, hands-on experiences for students. To share this information, I will host a professional development session for colleagues, where I will present key takeaways and resources from the conference. Additionally, will collaborate with district staff to ensure that these practices align with our broader educational goals and priorities.

Other Comments:

The conference underscored the critical role of career and technical education in shaping students' futures and supporting economic development within our community. The opportunity to network with educators nationwide has inspired new ideas and reinforced the value of our work-based learning initiatives at Yerington Intermediate School. With continued support from the district, we can build on these efforts to ensure our students are prepared for success in the 21st-century workforce.



Site Principal/Supervisor Approval



Deputy Superintendent Approval

12/8/24

Date

Date

LYON COUNTY SCHOOL DISTRICT

*Staff Travel Report
to
School Board of Trustees*

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent via Margaret Heim.

Please Download & TYPE the following information.

Staff Member:	<u>Tamara Roseberry</u>	School:	<u>District Office</u>
Conference:	<u>Learning Forward 2024</u>	Staff Assignment	<u>MTSS Coordinator</u>
Do not use acronyms			
Location of Conference:	<u>Denver, Colorado</u>	Dates Attended:	<u>12/7-11/2024</u>

General Overview: Do not use acronyms

The Learning Forward Annual 2024 Conference: "Are you ready to reach New Heights for students?" focused on deep learning that changes practice and shifts perspectives. The conference brings together education leaders, teachers, and worldwide stakeholders to focus on professional learning for adults in the education profession. Conference sessions support student achievement through exploring innovative practices, actionable skills, and research-based strategies. These sessions encompass four main categories; (1) focus on professional learning, (2) diverse topics, (3) networking opportunities, and (4) resources and tools. The goal of the conference is to positively increase student achievement by providing educators research-based strategies, insights, practices, and tools to support their teaching and leadership skills.

How will this impact student learning in a positive way?

The Learning Forward Conference will have a positive impact on student learning as I will be sharing the information learned with colleagues. I attended a workshop on coaching to shift perspectives and will be able to share this information with my team and with teacher leaders and school multi-tiered system of supports (MTSS) teams. I look forward to sharing collaborative resources with everyone. I attended a few sessions on designing, delivering, and developing professional learning experiences for educators tailored to where they are at in their professional careers. I also attended sessions on data collection and dissemination which will be valuable as we move forward throughout the years in educational services.

How will I implement what I learned and how will I share this information with my colleagues?

I will share information and best practices learned from this conference with school Multi-Tiered System of Supports (MTSS) facilitators during our monthly facilitator meetings as well as any professional development opportunities. I will introduce and model new strategies and tools when working with teachers. I will also share these practices and information with our community partners as we work to build and maintain a robust behavioral health framework within our schools. I am excited to get to work implementing the lessons learned from this conference.

Other Comments:

I thank the Lyon County School District school board and the district office for allowing me to participate in this exceptional and valuable learning experience to increase both my skillset and the skillset of others. This learning experience will also help to develop and maintain district and school level multi-tiered system of supports (MTSS) frameworks.



Site Principal/Supervisor Approval



Deputy Superintendent Approval

12/12/24

Date

12/20/24

Date

LYON COUNTY SCHOOL DISTRICT

*Staff Travel Report
to
School Board of Trustees*

Your recent request to travel has been approved. Within two weeks of the date of the conference, the following report is due in the office of the Deputy Superintendent via Margaret Heim.

Please Download & TYPE the following information.

Staff Member:	<u>Will Bumgardner</u>	School:	<u>Dayton HS</u>
Conference:	<u>Association for Career and Technical Education CareerTech Vision</u>	Staff Assignment	<u>Teacher</u>
Do not use acronyms			
Location of Conference:	<u>San Antonio, TX</u>	Dates Attended:	<u>December 3-7, 2024</u>

General Overview: Do not use acronyms

This conference is the annual conference for career and technical educators. The conference offers many sessions to attend, ranging from sessions for teachers in all Career and Technical Education areas to sessions for counselors and administrators. I was able to attend some sessions on AI, as well as one on implementing different strategies into my computer science classes.

How will this impact student learning in a positive way?

My hope is to be able to take what I learned and look into some of the things that were shown, in hopes of being able to use some of those things with my classes. This will hopefully show students more ways to work on various situations, which could allow them to fully grasp the material.

One thing that I saw a lot of was using drones and robots as tools to teach Computer Science Principles, which is one of the courses I teach. I need to research these aspects more to see if this is a viable approach to teaching the course.


How will I implement what I learned and how will I share this information with my colleagues?

Implementation will be done via what I mentioned above. Depending on the discipline that my colleagues are teaching, I may have to tweak some of the information so that it is more beneficial for them. However, I'm not sure how robots and drones can be implemented in a core classroom setting, but I would be willing to look into it if there was an interest in utilizing these things.

I do know that AI can be used within any classroom setting, and I have already been looking into this and researching various ways to work with this.

Other Comments:

This is always a good conference to attend, and I am grateful for the continued support of being able to attend each year.



Site Principal/Supervisor Approval

1/10/25

Date



Deputy Superintendent Approval

1/10/25

Date

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

NOTE: See LCSD Board Policy DG: Travel Policy for all requirements.

Name(s) of Attendees Taleah Hinkey

Mara Spencer

SCHOOL District Office

NAME OF CONFERENCE: 2025 National Work-Based Learning Conference
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Bellevue, WA

DATE OF DEPARTURE: 4/2/25


DATE OF RETURN: 4/4/25

Training/Travel/Conference is (check all that apply):
Mandated by the state Mandated by the district
Needed for certification/licensing Related to the District Performance Plan
Performance Plan Related to our School
Performance Plan Related to a specific program/course Other

Provide a detailed description below of the focus of the conference, and how attending will have a positive impact on climate, culture, and student learning.

Attending the Work-Based Learning conference will afford me the opportunity to learn and collaborate with Work-Based Learning experts from across the country. I would like to attend sessions on strengthening current Work-Based Learning opportunities, building stronger business and industry partner relationships, learn strategies for connecting with students to ensure all students are aware of the opportunities that exist and to develop/expand student involvement in Work-Based Learning, as well as expand our Special Education Work-Based Learning opportunities.

TRAVEL APPROVED: Date 12/18/24



Site administrator or supervisor signature

TRAVEL APPROVED: Date 1/6/25



Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 1/6/25

Board Approved: Yes () No ()

Date: _____

Please ensure that you read and comply with Lyon County School District Policy DG: Travel Policy when completing this form and submitting for reimbursable items. Properly mark the funding source of the travel.

ESTIMATED EXPENSES

If funded by a grant or other, specify grant/other name here: Perkins Local Formula

	Total	District Office	Grant	School Site	Other
BUDGET# 280.631.0000.300.2213.330.10000.00.000 Registration Fees: Attendees <u>2</u> x <u>395</u> Reg. fee \$ <u>790</u>	\$ 790	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.631.0000.580.10000.00.000 Travel By: <u>Air (\$341.20 ea)</u> \$ <u>682.40</u> (Air, district car, private car for personal convenience, etc.)	\$ 682.40	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.631.0000.580.10000.00.000 Lodging: Room rate \$ <u>264.71</u> x <u>2</u> nights \$ <u>1058.84</u>	\$ 1058.84	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) <u>lodging receipts must be obtained and sent to District Office upon return.</u>					
Meals: Breakfast \$ <u>23</u> x <u>2</u> days \$ <u>92</u> Lunch \$ <u>26</u> x <u>3</u> days \$ <u>156</u> Dinner \$ <u>38</u> x <u>2</u> days \$ <u>152</u> Incidental \$ <u>5</u> x <u>5</u> days \$ <u>50</u>	\$ 92 \$ 156 \$ 152 \$ 50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes: # of Days <u> </u> X \$ <u> </u> /day		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.) \$ <u>200</u>	\$ 200	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation) \$ <u>3181.24</u> TOTAL EXPENSES	\$ 3181.24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

****FAILURE TO COMPLETE ANY PART OF THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND/OR TRAVEL DENIED.**

Conference Information

Conference Dates & Times: ACTE's National Work-Based Learning Conference 2025

Name of where conference/training is being held
(i.e. Hotel, School, College, Convention Center): Hyatt Regency Bellevue on Seattle's Eastside

Airline Information

Note: Conference registration and travel arrangements will only be made after school board approval. Only airfare, lodging, and conference registration are eligible for payment prior to traveling. All other expenses will be reimbursed after travel per LCSD Policy DG: Travel Policy.

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

Date & Time you wish to DEPART:	4/2/25 10:17am
Date & Time you wish to RETURN:	4/4/25 5:15pm
List any special notes here:	

Are you renting a car? Yes No How many days?

Note: Car insurance should be declined as the district insurance provides adequate coverage.

Lodging Information

Note: Lodging must be made by Attendee or Site for purchase order payments only. No district office credit card charges.

Lodging GSA (Per Diem Rate): 188 All travelers agree to share lodging as appropriate? Yes No

Register under what name(s)? Taleah Hinkey & Mara Spencer

Name, Address, Phone number of lodging establishment: Hyatt Regency Bellevue on Seattle's Eastside 900 Bellevue Wy NE Bellevue WA 98004

DEADLINE DATE: _____ Code Information: ACTE Work-Based Learning Conference

NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email ORIGINAL travel form with SIGNATURES to Margaret Heim at the district office for approval.



Register Now

Review

Review the information below to confirm your registration is correct. Then, click Continue to submit your payment and complete the registration process.

Qty	Description	Amount
1	Taleah Hinkey (Lyon County School District) WBL ACTE Member	\$395.00
Balance Due		\$395.00

Enter your discount code in the box provided below. Then, select the Apply Discount button.

Group Registration

Group Registrations: Select the button below to add an additional attendee.

[Add a Third and Additional](#)

[Back](#) [Continue](#)



Schedule at a Glance

Wednesday, April 2, 2025	
8:00 - 11:00 am	ACTE WBL Division Policy Committee Meeting (by invite only)
1:00 - 3:00 pm	Tour 1 (additional fee required)
1:00 - 3:00 pm	Tour 2 (additional fee required)
3:00 - 4:00 pm	WBL 101 (first-timers session) - Hilton
4:00 - 7:00 pm	Badge pick-up
4:30 - 6:30 pm	Pre-conference Welcome Reception
Thursday, April 3, 2025	
7:30 am	Registration opens
8:00 am - 4:00 pm	Exhibits open
8:00 - 8:45 am	Breakfast
9:00 - 10:30 am	Welcome, Awards Celebration & Keynote Speaker
10:30 - 10:55 am	Visit exhibits
11:00 am - 12:00 pm	Concurrent session (1) - 9 options
2:10 - 1:05 pm	Lunch w/ Regional Tables
	WBL Division Business Meeting
1:15 - 2:15 pm	Concurrent session (2) - 9 options
2:30 - 3:30 pm	Concurrent session (3) - 9 options
3:45 - 4:00 pm	Thursday break & visit exhibitors
4:15 - 5:15 pm	Employer-Student (internship plenary session)
5:20 - 6:00 pm	Happy Hour in Exhibit Hall
Friday, April 4, 2025	
7:30 - 8:30 am	Registration open; Breakfast
8:00 - 11:00 am	Registration open; Breakfast
8:00 - 9:00 am	Concurrent session (4) - 9 options + Mega Session
9:15 - 10:15 am	Concurrent session (5) - 9 options + Mega Session
10:20 - 10:45 am	Friday morning break & visit exhibitors + Closing Remarks & Prizes
10:45 - 11:45 am	Concurrent session (6) - 9 options

Your cart

[Change flights](#)

Departing

Reno (RNO) to Seattle (SEA)

Wednesday, April 2

7h 55m 563 miles

AS 2021

10:17 am

7h 55m

12:12 pm

RNO

SEA

AS 2021 (Saver (S)) | Operated by Horizon Air as Alaska Horizon

Check-in with Alaska Airlines

[Details](#) [Seats](#)

[Expand](#)

Returning

Seattle (SEA) to Reno (RNO)

Friday, April 4

7h 45m 563 miles

AS 2242

3:35 pm

7h 45m

5:16 pm

SEA

RNO

AS 2242 (Saver (S)) | Operated by Horizon Air as Alaska Horizon

Check-in with Alaska Airlines

[Details](#) [Seats](#)

[Expand](#)

Keep your travel flexible with Main

- You have the freedom to choose your own seats
- Plans changed? You can cancel your flight (before 1 departs) or change it
- Get all of our Elite benefits, complimentary upgrades, and Manage My Trip perks

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Total \$90.00
Full refund guarantee

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- Cocktails on us for flights over 350 miles

Fare rules

Change and cancellation policy

Baggage policy

Price guarantee

Approx. Base Fare	Approx. Taxes and Fees	Approx. Total	Approx. Total	Approx. Total
\$100.00	\$100.00	\$200.00	\$200.00	\$200.00
\$100.00	\$100.00	\$200.00	\$200.00	\$200.00
\$100.00	\$100.00	\$200.00	\$200.00	\$200.00
\$100.00	\$100.00	\$200.00	\$200.00	\$200.00

Popular destinations

Seattle, Portland, San Francisco, Los Angeles, San Diego, Phoenix, Denver, Salt Lake City, Las Vegas, Honolulu, Maui, Kauai, Oahu, Molokai, Hawaii

Total price

\$341.29
or \$16.56/mo at \$37/mo

Continue as guest

Hyatt Regency Bellevue on Seattle's Eastside

1 Queen and 1 Double Bed
 Wed, Apr 2, 2025 - Fri, Apr 4, 2025
 1 Room, 1 Guest
 Acte 2025 Wbl...



Price Summary

Total Cost Per Room*	\$529.41
2 Night Stay	\$458.00
Wed, Apr 2	\$229.00
Thu, Apr 3	\$229.00
Taxes & Fees	\$71.41
State tax	\$29.77
City tax	\$10.08
Conv tax	\$26.56
Tourism asmt fee	\$5.00

[Hide Price Details](#) ^

*Changes in taxes or fees will affect the total price.

Earn up to \$300 in Hyatt credit

Plus, 10,000 Bonus Points



Price for stay:	\$529.41
Hyatt credit:	-\$300.00
Total after Hyatt credit:	\$229.41

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Price for stay and Hyatt credit may post on separate statements.

Contact Information

[i](#) **Already a member?** Sign In for faster booking, or continue as a guest. [SIGN IN](#)

Prefix (Optional)

* Given / First Name

* Surname / Last Name

* Email

* Phone Number

Text Me Updates (Optional)

By turning on the switch, I provide my signature to agree to receive automated texts with info about reservations, offers & promos from Hyatt and its agents to the number I provided. Consent to texts is not a requirement or condition of purchase. Msg & data rates apply. I agree to the [Terms](#) [↗](#)

Payment Information

Credit Card

We accept all major credit cards.

Save this card for future use (Optional)



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Join World of Hyatt for free
 (Optional)

* Create Password

FY 2025 per diem rates for Bellevue, Washington

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Seattle	King	\$92	\$23	\$26	\$38	\$5	\$69.00

FY 2025 per diem rates for Bellevue, Washington

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Seattle	King	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$248	\$248	\$248	\$248

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

NOTE: See LCSD Board Policy DG: Travel Policy for all requirements.

Name(s) of Attendees Anthony Wilson

SCHOOL Yerington Intermediate School

NAME OF CONFERENCE: 2025 National ESEA (Elementary and Secondary Education Act) conference
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Austin, Texas

DATE OF DEPARTURE: 2/18/25 DATE OF RETURN: 2/22/25

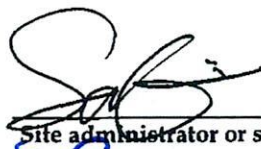
Training/Travel/Conference is (check all that apply): Mandated by the state Mandated by the district
Needed for certification/licensing Related to the District Performance Plan Related to our School
Performance Plan Related to a specific program/course Other

Provide a detailed description below of the focus of the conference, and how attending will have a positive impact on climate, culture, and student learning.

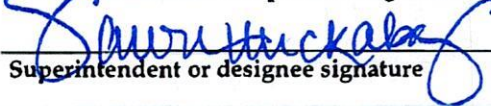
The 2025 National Elementary and Secondary Education Act Title Conference focuses on strategies to improve equity, family engagement, and student achievement through effective implementation of federal education programs. Attending will provide tools to foster a supportive school climate, enhance collaboration, and strengthen school culture. Participants will gain research-based strategies to close learning gaps, improve social-emotional learning, and support underserved students. These insights will directly enhance student success, school improvement efforts, and positive community relationships.

TRAVEL APPROVED: Date 1-14-25

TRAVEL APPROVED: Date 1-14-25



Site administrator or supervisor signature



Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 1-14-25

Board Approved: Yes () No ()

Date: _____

Please ensure that you read and comply with Lyon County School District Policy DG: Travel Policy when completing this form and submitting for reimbursable items. Properly mark the funding source of the travel.

ESTIMATED EXPENSES

If funded by a grant or other, specify grant/other name here: Title 1

	<u>Total</u>	<i>District Office</i>	<i>Grant</i>	<i>School Site</i>	<i>Other</i>
BUDGET# 280.633.0000.000.2400.330.10302.20.000 Registration Fees: Attendees <u>1</u> x <u>719</u> Reg. fee	\$ 719	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.633.0000.000.2400.580.10302.20.000 Travel By: <u>Air</u>	\$ 308.37	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Air, district car, private car for personal convenience, etc.)</i>					
BUDGET# 280.633.0000.000.2400.580.10302.20.000 Lodging: Room rate \$ <u>481</u> x <u>4</u> nights	\$ 1924	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) <u>lodging receipts must be obtained and sent to District Office upon return.</u></i>					
Meals: Breakfast \$ <u>20</u> x <u>4</u> days	\$ 80	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ <u>22</u> x <u>4</u> days	\$ 88	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ <u>33</u> x <u>4</u> days	\$ 132	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ <u>5</u> x <u>4</u> days	\$ 20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes: # of Days <u> </u> X \$ <u> </u> /day	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)	\$ 140	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation)	\$ 3411.37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL EXPENSES					

****FAILURE TO COMPLETE ANY PART OF THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND/OR TRAVEL DENIED.**

Conference Information

Conference Dates & Times:	2/19/25 (7:00 AM) - 2/21/25 (5:00 PM)
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	Austin Convention Center, Austin Texas

Airline Information

Note: Conference registration and travel arrangements will only be made after school board approval. Only airfare, lodging, and conference registration are eligible for payment prior to traveling. All other expenses will be reimbursed after travel per LCSD Policy DG: Travel Policy.

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

Date & Time you wish to DEPART:	2/18/25 7:15 AM
Date & Time you wish to RETURN:	2/22/25 11:28 AM
List any special notes here:	

Are you renting a car? Yes No How many days?

Note: Car insurance should be declined as the district insurance provides adequate coverage.

Lodging Information

Note: Lodging must be made by Attendee or Site for purchase order payments only. No district office credit card charges.

Lodging GSA (Per Diem Rate) : 187	All travelers agree to share lodging as appropriate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Register under what name(s)?	Anthony Wilson
Name, Address, Phone number of lodging establishment:	JW Marriott Austin Address: 110 E 2nd St, Austin, TX 78701 Phone: (512) 474-4777

DEADLINE DATE :

Code Information:

NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email ORIGINAL travel form with SIGNATURES to Margaret Heim at the district office for approval.

CONFERENCE INFO.



Attendee Guide

Hosted by, NAESPA - the National Association of ESEA State Program Administrators

This year's theme:

FOCUS ON IMPROVEMENT



February 19-21, 2025
Austin, Texas
at the Austin Convention Center & Online

This conference serves as a valuable reminder to prioritize the continual progress towards improvement. It urges us to make a conscious effort to exchange effective strategies and best practices that empower us as educators to reshape the educational opportunities for children.

This year's theme implores us to be deliberate in identifying our constant areas of focus, whether refining instruction to elevate student achievement or self-improvement. Having a clear focus on our student's academic growth and an unyielding belief in the possibility of improvement, we approach this Conference as an invaluable opportunity to enhance our collective capacity to make today better than yesterday and build improved tomorrows for our students and those dedicated to their service.

- Beth Wooster, 2025 Conference Planning Committee Chair

Federal programs practitioners from around the country will convene in Austin and online for meaningful and timely professional development – you've got to be there!

"The keynotes were absolutely incredible. This conference was well organized and I can't wait to return!"
- 2024 National ESEA Conference Attendee

What is the ESEA Conference?

The National ESEA Conference is an annual project of the National Association of ESEA State Program Administrators (NAESPA) and the only conference focused entirely on federal education programs for disadvantaged students. The Conference emphasizes the critical nature of doing what's right and what's needed today - to help every child succeed and achieve at high levels.



The Elementary and Secondary Education Act (ESEA) was signed into law in 1965 by President Lyndon B. Johnson as a legislative priority of the "War on Poverty." ESEA has undergone several forms of reauthorization, which initiated and augmented educational programs designed to improve the quality of elementary and secondary education in the United States. Title I, Part A is the largest federally funded ESEA program designed to address the educational needs of underprivileged children. The following Elementary and Secondary Education Act (ESEA) and related programs serve as the cornerstone for all sessions and programming of the National ESEA Conference:



- **Title I, Part A** - Education for the Disadvantaged
- **Title I, Part C** - Education of Migratory Children
- **Title I, Part D** - Neglected & Delinquent
- **Title II, Part A** - Supporting Effective Instruction
- **Title III, Part A** - English Learners & Immigrant Education
- **Title IV, Part A** - Student Support & Academic Enrichment
- **Title IV, Part B** - 21st Century Community Learning Centers
- **Title V, Part B** - Rural Education Initiative
- **Title VI, Part A** - Indian, Native Hawaiian, and Alaska Native Education
- **Title VII, Part B** - McKinney-Vento Homeless Assistance Act, Education for Homeless Children and Youth
- **IDEA** - Individuals with Disabilities Act (Special Education)



Conference Schedule

Times shown are listed in Central Time
(local time Austin, TX)

Tuesday, February 18

12:00 PM – 9:00 PM - Badge Pick Up

Wednesday, February 19

7:00 AM – 5:00 PM - Badge Pick Up

8:00 AM – 9:30 AM - Opening Keynote

9:15 AM – 4:30 PM - Exhibit Hall Open

9:30 AM – 10:00 AM - Morning Break

10:00 AM – 12:45 PM - Concurrent Sessions

1:00 PM – 2:15 PM - Dedicated Exhibit Hall & Sponsored Sessions

2:15 PM – 2:45 PM - Midday Break

2:45 PM – 5:30 PM - Concurrent Sessions

Thursday, February 20

7:00 AM – 4:30 PM - Badge Pick Up

8:00 AM – 9:15 AM - Keynote

9:00 AM – 3:00 PM - Exhibit Hall Open

9:15 AM – 9:45 AM - Morning Break

9:45 AM – 12:30 PM - Concurrent Sessions

12:45 PM – 2:00 PM - Dedicated Exhibit Hall & Sponsored Sessions

2:00 PM – 2:30 PM - Midday Break

2:30 PM – 5:15 PM - Concurrent Sessions

Friday, February 21

8:00 AM – 3:30 PM - Badge Pick Up

9:00 AM – 10:15 AM - Keynote

10:30 AM – 4:15 PM - Concurrent Sessions

Schedule subject to change.

Complete schedule with session details will be available in fall 2024.

"I left the ESEA conference this year inspired and filled with a renewed hope in our education system across the country. There is profound hope when networks of caring individuals come together to address best practice and how to support our young people."

- 2024 National ESEA
Conference Attendee

Registration Options

Purchase early for the best price!

Virtual and In-Person Registrations are priced the same.

	Individual	Group Package <small>Mix & Match in-person and virtual registrations</small>
2024	June	\$609 each Group Rate (10 or more people) June 3 - November 30
	July	
	August	
	September	
	October	
	November	
2025	December	No Group Packages available after November 30
	January	
	February	

Every Registration Includes:

- 120+ sessions over three days
- Keynote presentations
- 3-month subscription to all session recordings
- Conference Guide - PDF
- Downloadable session materials
- Individual attendance record
- Option to earn graduate-level extension credits
- Virtual Exhibitor Directory

Each In-Person Registration Includes All the above PLUS:

- Attendee-to-attendee networking in-person
- Printed Conference Guide
- Conference App
- Exhibit Hall access for two days
- Lodging at special attendee rates

Group Registration

We're excited to offer a special group discount for ten or more attendee registrations purchased together. Both in-person and virtual registrations may be included in the group of at least ten. This enables schools, districts, or other groups to save on registration costs, pay for multiple attendees in one easy step, and have the flexibility to assign individual attendee names and choose the types of registration, closer to the event.

For group packages of 10 or more attendees, a coupon code will be emailed to the purchaser's account as soon as payment is processed. When they're ready to register, each attendee in your group will enter the coupon code in their account Dashboard at checkout to activate their registration.

Continuing Education

Attendees may earn up to two graduate-level extension credits (GLECs) for attending a majority of Conference sessions. First, register for the Conference, then [enroll here](#) through the University of San Diego. (Extra \$79 fee applies, enrollment open June 3, 2024 through March 31, 2025.)

Delta · RNO → AUS > Delta · AUS → RNO > Review your trip

Reno to Austin

7:15am - 2:55pm (5h 40m, 1 stop)

Delta · Tue, Feb 18

Above average CO₂

Show details

Change flight

Austin to Reno

7:20am - 11:28am (6h 8m, 1 stop)

Delta · Sat, Feb 22

Above average CO₂

Show details

Change flight

Your fare: Basic Economy

- ✗ Seat choice not allowed
- ✓ Carry-on bag included
- 💰 1st checked bag for a fee: \$35
- ✗ Non-refundable
- ✗ Changes not allowed

Get more with Main Cabin

- ✓ Seat choice included
- ✓ No change fees

See all fares

Upgrade now

+\$80
Roundtrip per traveler

Price summary

Traveler 1: Adult	\$308.37
Flight	\$240.34
Taxes and fees ⓘ	\$68.03

Trip total \$308.37

Rates are quoted in US dollars

Check out



Free cancellation

There's no fee to cancel within 24 hours of booking.

CONFERENCE FLIGHTS



NATIONAL () ESEA CONFERENCE

FEBRUARY 19-21, 2025 | AUSTIN, TX & ONLINE

Bill to: Tony Wilson
Lyon County School District
215 Pearl Street
Yerington, Nevada 89447

Invoice # 1V2P
Date 01/14/2025
Expires 01/16/2025

<u>Item</u>	<u>Description</u>	<u>Amount</u>
Standard In-Person Registration	In-Person Registration Purchased on or after December 1, includes all sessions listed on the 2025 Conference schedule	\$719.00
Total:		\$719.00

Status: Payment Due

Balance Due: \$719.00

No exceptions are made to the refund policy, including cases of weather or travel delays, illness, family emergencies, or unexpected work obligations. Travel insurance is strongly recommended to protect your investment. Even if you instruct someone else to log in to your account to complete your purchase, it is your responsibility to adhere to the Terms and Conditions. Please review them carefully.

Please note: Purchase Orders are not an accepted form of payment.

All payments are processed by ESEA Network. The vendor on credit card statements is listed as ESEA Network.

Make checks payable to: ESEA Network (EIN: 05-0487084)

*Mailing address:
ESEA Network
532 North Franklin Street
Fort Bragg, CA 95437
1-800-256-6452*

Check Payment Instructions

**CONFERENCE
REGISTRATION**



NATIONAL () ESEA CONFERENCE

FEBRUARY 19-21, 2025 | AUSTIN, TX & ONLINE

Bill to: Tony Wilson
Lyon County School District
215 Pearl Street
Yerington, Nevada 89447

Invoice # 7Z9Y
Date 01/14/2025
Expires 01/16/2025

<u>Item</u>	<u>Description</u>	<u>Amount</u>
JW Marriott Downtown: Standard Run of House	Tony Wilson 4 nights check in: 02/18/2025 check out: 02/22/2025 Special requests:N/A confirmation number not yet available	\$1,924.00 (\$1,636.00 plus \$288.00 taxes + fees)
Total:		\$1,924.00

Status: Payment Due

Balance Due: \$1,924.00

No exceptions are made to the refund policy, including cases of weather or travel delays, illness, family emergencies, or unexpected work obligations. Travel insurance is strongly recommended to protect your investment. Even if you instruct someone else to log in to your account to complete your purchase, it is your responsibility to adhere to the Terms and Conditions. Please review them carefully.

Please note: Purchase Orders are not an accepted form of payment.

All payments are processed by ESEA Network. The vendor on credit card statements is listed as ESEA Network.

Make checks payable to: ESEA Network (EIN: 05-0487084)

Mailing address:
ESEA Network
532 North Franklin Street
Fort Bragg, CA 95437
1-800-256-6452

Check Payment Instructions

HOTEL 4 CONFERENCE



FY 2025 Per Diem Rates for Austin, Texas

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary Destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Austin	Travis	\$173	\$173	\$173	\$187	\$187	\$187	\$173	\$173	\$173	\$173	\$173	\$173



FY 2025 Per Diem Rates for Austin, Texas

Meals & Incidental Expenses (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Austin	Travis	\$80	\$20	\$22	\$33	\$5	\$60.00

Enrollment for Quarter Ending December 31, 2024

To : Board of School Trustees
From: Tim Logan, Superintendent
Date : January 28, 2025
Re: Enrollment Report

Requested By

Tim Logan, Superintendent

STATEMENT:

Attached is the enrollment report for the second quarter ending December 31, 2024. Currently, our weighted student enrollment used for the Pupil Centered Funding Plan has increased by 26 students from the first quarter ending on September 30, 2024.

EDUCATIONAL CONSIDERATIONS:

Not applicable.

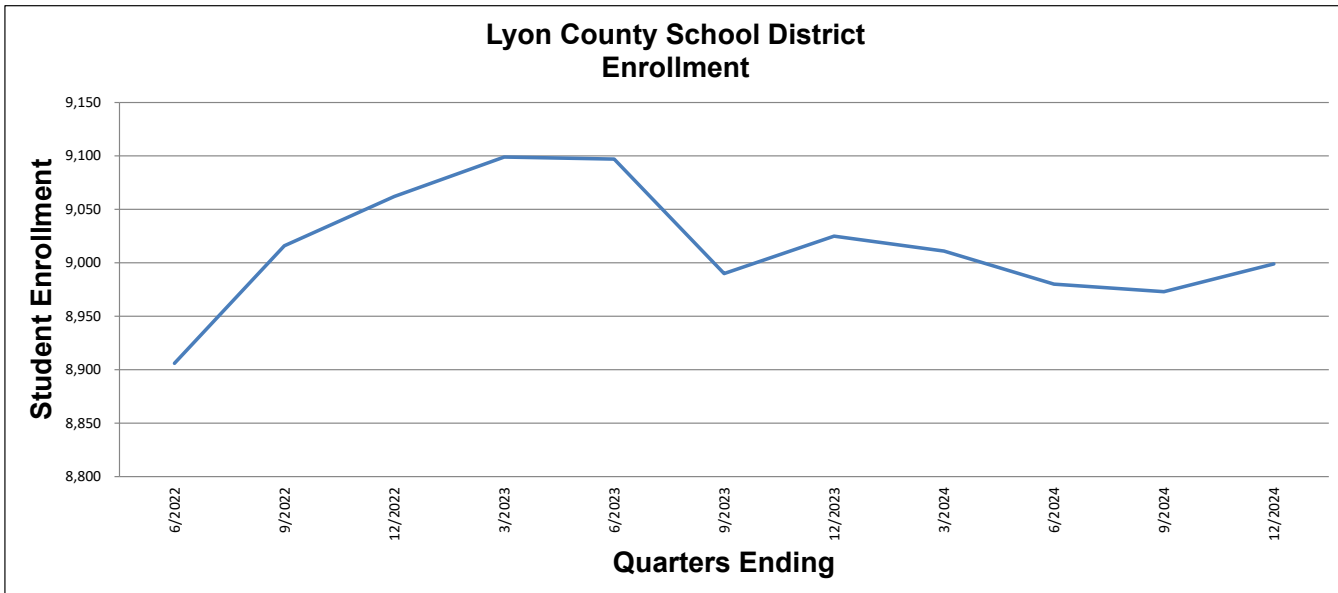
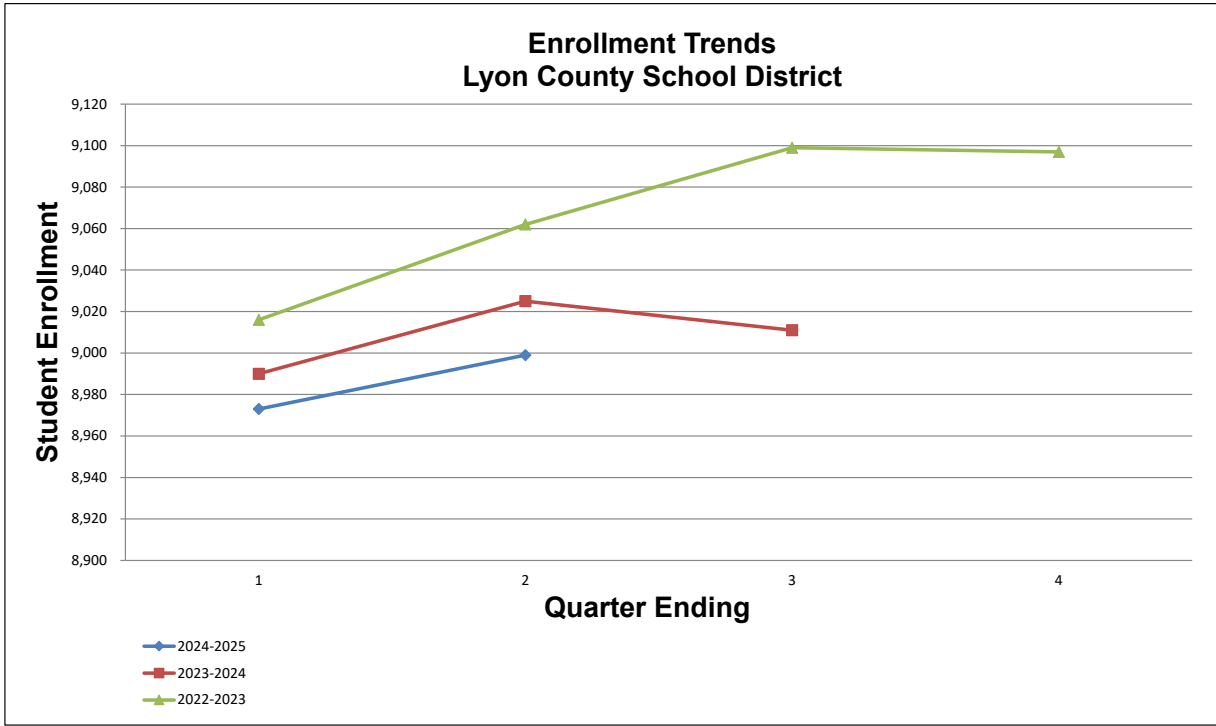
BUDGET CONSIDERATIONS:

Not applicable.

Respectfully submitted,
Tim Logan, Superintendent

Prepared by,
Cheryl Veil - Administrative Secretary

LYON COUNTY SCHOOL DISTRICT Enrollment for Quarter Ending December 31, 2024



LYON COUNTY SCHOOL DISTRICT
Average Daily Enrollment for Quarter Ending December 31, 2024

School	2021-2022				2022-2023				2023-2024				2024-2025				Validation Day Comparison		Current Year Comparison	
	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	23-24 to 24-25		1st to Current	
	9/30	12/31	3/31	6/30	9/30	12/31	3/31	6/30	9/30	12/31	3/31	6/30	9/30	12/31	3/31	6/30	Change	%	Change	%
DES	430	440	449	448	433	440	447	449	452	461	432	459	431	433			(21)	-4.3%	2	0.5%
SES	392	405	412	411	403	401	402	410	411	404	410	415	405	420			(6)	-1.7%	15	4.0%
RES	434	438	422	421	409	419	423	424	431	438	452	450	434	441			3	0.7%	7	1.8%
DIS	377	379	376	373	376	379	375	375	364	368	366	362	349	353			(15)	-3.8%	4	0.9%
DHS	714	717	714	708	742	744	733	723	753	753	736	730	747	744			(6)	-0.9%	(3)	-0.4%
Dayton	2,347	2,379	2,373	2,362	2,363	2,383	2,381	2,382	2,412	2,424	2,426	2,417	2,366	2,391	-	-	(46)	-1.9%	25	1.1%
FES	438	480	469	480	423	425	440	436	415	420	433	443	426	432			11	2.4%	6	1.4%
CES	576	598	588	598	579	586	606	617	570	580	575	567	557	562			(13)	-2.1%	5	0.9%
EVES	504	516	511	516	556	555	552	550	498	499	514	522	502	503			4	0.7%	1	0.3%
FIS	620	625	627	625	634	643	657	652	665	661	653	654	656	654			(9)	-1.4%	(2)	-0.3%
SMS	649	665	660	665	643	641	641	640	635	642	639	637	672	674			37	5.5%	2	0.3%
FHS	1,236	1,198	1,221	1,198	1,301	1,298	1,282	1,270	1,309	1,317	1,303	1,283	1,313	1,318			4	0.3%	5	0.4%
Fernley	4,023	4,082	4,078	4,082	4,136	4,148	4,179	4,166	4,093	4,119	4,118	4,107	4,126	4,144	-	-	33	0.8%	18	0.4%
SSES	349	351	356	352	365	370	369	378	353	358	355	360	362	364			-		2	0.6%
SSMS	337	341	344	343	330	326	328	331	321	323	323	321	326	319			5	1.4%	(7)	-2.3%
SSHS	324	321	312	305	337	334	329	325	341	336	328	325	346	346			5	1.6%	-	0.0%
Silver Spg	1,010	1,012	1,012	1,000	1,032	1,030	1,026	1,034	1,016	1,017	1,006	1,005	1,034	1,029	-	-	18	1.8%	(5)	-0.5%
SVES	97	100	100	102	106	105	104	102	91	91	91	90	88	86			(3)	-3.2%	(2)	-2.1%
SVHS	105	104	100	98	102	100	99	99	98	99	100	101	90	90			(8)	-7.4%	-	0.0%
Smith Val	202	204	200	200	208	205	203	201	189	190	191	191	178	176	-	-	(11)	-5.5%	(2)	-0.9%
YES	451	446	451	464	474	490	499	505	463	462	462	464	449	443			(14)	-2.7%	(6)	-1.3%
YIS	410	411	407	408	401	406	408	408	400	397	394	393	401	398			1	0.3%	(3)	-0.7%
YHS	399	399	392	382	392	393	394	392	408	407	404	394	411	411			3	0.7%	-	0.0%
Yerington	1,259	1,256	1,250	1,254	1,267	1,289	1,301	1,306	1,272	1,266	1,259	1,251	1,261	1,252	-	-	(11)	-0.8%	(9)	-0.7%
ERHS	7	8	7	8	10	7	9	9	9	9	11	9	8	7			(1)	-9.1%	(1)	-9.1%
TOTAL	8,848	8,940	8,919	8,906	9,016	9,062	9,099	9,097	8,990	9,025	9,011	8,980	8,973	8,999	-	-	(17)	-0.2%	26	0.3%
Change fr	81	92	(21)	(13)	110	46	37	(3)	(107)	35	(14)	(31)	(7)	26						

LYON COUNTY SCHOOL DISTRICT
Enrollment for December 31, 2024

Area	Dayton					Fernley						Silver Springs			Smith Valley		Yerington			Other	TOTAL	
School	DES	SES	RES	DIS	DHS	FES	CES	EVES	FIS	SMS	FHS	SSES	SSMS	SSHS	SVES	SVHS	YES	YIS	YHS	ERHS		
Pre-K	4	17	16			19	18	12				18	-				14					119
K	40	53	52			74	114	83				60	-		14		65					555
1	65	56	46			92	91	91				59	-		2		73					576
2	59	52	67			82	117	98				69	-		14		90					647
3	69	60	60			83	104	109				75	-		14		102					676
4	67	66	69			81	118	111				83	-		16		98					710
5	71	64	63						303				75		12			105				693
6	58	52	68	-					352				81		13			92				716
7				170						333			73			11		96			1	683
8				184						341			90			16		105			0	735
9					177						316			79		13				111	1	696
10					182						335			89		11			104	3		722
11					183						336			96		20			101	1		738
12					195						322			81		19			92	2		710
Ungraded					7						9			2					3	-		22
Enrolled School	433	420	441	353	744	432	562	503	654	674	1,318	364	319	346	86	90	443	398	411	7		8,999
Area					2,391						4,144			1,029		176				1,252	7	8,999

Information Technology
Service Ticket Report
12/01/2024 - 12/31/2024

Created 12/01/24 - 12/31/24

Ticket Type	DO	AdultEd	SSDO-PDC	PLC	B&G	CES	DES	DHS	DIS	ERHS	EVES	FES	FHS	FIS	RES	SES	SMS	SSES	SSHS	SSMS	SVS	YES	YHS	YIS	Total
Urgent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
High	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Medium	5	0	0	0	0	1	2	3	4	0	2	3	1	0	0	0	2	1	1	2	0	2	3	1	33
Normal	22	6	4	3	0	11	19	36	38	0	7	8	58	28	8	17	76	11	30	38	6	11	23	32	492
Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	27	6	4	3	0	12	21	39	42	0	9	11	59	28	8	17	78	12	31	40	6	13	26	33	525

Closed 12/01/24 - 12/31/24

Ticket Type	DO	AdultEd	SSDO-PDC	PLC	B&G	CES	DES	DHS	DIS	ERHS	EVES	FES	FHS	FIS	RES	SES	SMS	SSES	SSHS	SSMS	SVS	YES	YHS	YIS	Total	
Urgent	Closed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Resolved	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
High	Closed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Resolved	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Medium	Closed	5	0	0	0	1	3	3	4	0	2	3	1	0	0	0	2	1	1	2	0	2	3	1	34	
	Cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Resolved	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total	5	0	0	0	1	3	3	4	0	2	3	1	0	0	0	2	1	1	2	0	2	3	1	34	
Normal	Closed	26	4	6	6	7	8	33	22	0	6	4	112	59	24	14	107	18	32	49	9	33	24	14	53	646
	Cancelled	0	0	0	0	0	1	1	0	0	1	1	3	1	0	1	0	0	1	0	0	0	0	0	10	
	Resolved	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total	26	4	6	6	7	9	34	22	0	7	5	115	60	24	15	107	18	33	49	9	33	24	14	53	656
Project	Closed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Resolved	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	Closed	31	4	6	6	8	11	36	26	0	8	7	113	59	24	14	109	19	33	51	9	35	17	54	680	
	Cancelled	0	0	0	0	0	1	1	0	0	1	1	3	1	0	1	0	0	1	0	0	0	0	0	10	
	Resolved	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total	31	4	6	6	8	12	37	26	0	9	8	116	60	24	15	109	19	34	51	9	35	17	54	690	

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Closed by Site/District Tech

Technician Type	DO	AdultEd	SSDO-PDC	PLC	B&G	CES	DES	DHS	DIS	ERHS	EVES	FES	FHS	FIS	RES	SES	SMS	SSES	SSHS	SSMS	SVS	YES	YHS	YIS	Total
Site Tech	0	0	0	0	0	0	0	3	0	0	0	0	9	3	0	0	2	0	0	1	0	0	0	0	18
I. T. Tech	17	4	5	5	0	5	11	31	20	0	9	8	93	37	23	15	71	18	26	43	6	26	12	25	510
Oasis Support	14	0	1	1	0	2	1	3	6	0	0	0	3	3	1	0	5	1	2	2	1	4	4	3	57

Information Technology
Service Ticket Report
12/01/2024 - 12/31/2024

Open as of 12/31/24

Ticket Type		DO	AdultEd	SDDO-PDC	PLC	B&G	CES	DES	DHS	DIS	ERHS	EVES	FES	FHS	FIS	RES	SES	SMS	SSES	SSHS	SSMS	SVS	YES	YHS	YIS	Total
Urgent	Open	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Pending	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	On Hold	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
High	Open	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Pending	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	On Hold	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Medium	Open	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	2
	Pending	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	On Hold	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	3
	Total	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	1	0	0	0	0	1	0	0	0	5
Normal	Open	14	3	0	0	0	38	3	8	6	0	19	12	25	31	5	2	179	1	1	1	35	15	79	77	554
	Pending	0	0	0	0	0	1	2	1	12	0	1	5	6	5	1	3	3	0	2	2	0	1	0	1	46
	On Hold	3	0	0	0	0	8	19	21	60	0	8	4	54	42	18	32	85	1	0	1	2	0	5	4	367
	Total	17	3	0	0	0	47	24	30	78	0	28	21	85	78	24	37	267	2	3	4	37	16	84	82	967
Project	Open	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
	Pending	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	On Hold	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
	Total	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Total	Open	14	0	0	0	0	38	3	9	6	0	19	12	25	31	5	2	179	1	1	1	36	15	80	77	554
	Pending	0	0	0	0	0	1	0	1	0	0	1	5	6	5	1	3	3	0	2	2	0	1	0	1	32
	On Hold	4	0	0	0	0	8	20	21	60	0	8	5	54	43	18	33	85	1	0	1	2	0	5	4	372
	Total	18	3	0	0	0	47	25	31	78	0	28	22	85	79	24	38	267	2	3	4	38	16	85	82	975

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Yearly Closed Comparison	DO	AdultEd	SDDO-PDC	PLC	B&G	CES	DES	DHS	DIS	ERHS	EVES	FES	FHS	FIS	RES	SES	SMS	SSES	SSHS	SSMS	SVS	YES	YHS	YIS	Total
2024	382	64	63	34	0	251	305	514	482	8	202	173	979	444	312	181	853	310	473	474	142	423	389	319	7777
2023	342	73	26	20	0	301	303	516	560	6	189	230	970	471	343	247	1570	215	399	410	122	394	316	311	8334
2022	321	11	20	14	0	297	208	370	390	5	246	218	791	335	290	265	1161	220	292	303	126	213	250	289	6635
2021	351	30	31	3	3	244	245	349	261	17	212	219	681	351	304	278	467	229	163	178	150	201	287	260	5514

LYON COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1215 Voucher Date: 12/05/2024 Prepared By: _____

Printed: 01/22/2025 09:46:19 AM

LYON COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against LYON COUNTY SCHOOL DISTRICT funds for the sum of \$715,287.99 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.

Phil Cowee.	President
Bridget Peterson	Clerk
Neal McIntyre II	Member
Tom Hendrix	Member
Sherry Parsons	Member
Holly Villines	Member
Darin Farr	Member

LYON COUNTY SCHOOL DISTRICT

Fund	Amount
100 General Fund	\$69,504.89
240 State Grants	\$11,759.25
250 Special Education	\$88,128.60
280 Federal Funds	\$77,766.03
290 Food Service Funds	\$468,129.22
<hr/>	
	\$715,287.99

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1215

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
ALL ABOUT VISION, LLC	94550	250.101.0000.200.2190.340.10000.00.00 0	Other Professional Services	\$3,800.00
			Vendor Total:	\$3,800.00
AMAZON BUSINESS		100.121.0000.000.2410.610.10201.10.00 0	General Supplies	\$3,174.57
		100.121.0000.000.2620.610.10201.10.00 0	General Supplies	\$122.08
		100.121.0000.100.1000.616.10201.10.00 0	Teacher Supplies	\$1,239.59
		100.127.0000.100.1000.610.10210.10.00 0	General Supplies	\$56.97
		100.127.0000.100.1000.616.10210.10.00 0	Teacher Supplies	\$617.53
		100.128.0000.100.1000.610.10211.10.00 0	General Supplies	\$352.84 ⁹⁹
		100.128.0000.100.1000.616.10211.10.00 0	Teacher Supplies	\$201.58
		100.133.0000.100.1000.610.10303.10.00 0	General Supplies	\$34.90
		100.163.0000.000.2410.610.10603.32.00 0	General Supplies	\$92.49
		100.163.0000.100.1000.616.10603.32.00 0	Teacher Supplies	\$2,475.13
		100.163.0000.194.1000.610.10603.32.00 0	General Supplies	\$1,044.25
		100.163.0000.196.1000.610.10603.32.00 0	General Supplies	\$101.89
		100.163.0000.920.1000.610.10603.32.00 0	General Supplies	\$509.96
		100.164.0000.100.1000.610.10604.32.00 0	General Supplies	\$32.14
		100.164.0000.100.1000.616.10604.32.00 0	Teacher Supplies	\$207.63
		100.164.0000.188.1000.610.10604.32.00 0	General Supplies	\$539.99

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1215

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.164.0000.194.1000.610.10604.32.00 0	General Supplies	\$1,617.81
		100.164.0000.320.1000.610.10604.32.00 0	General Supplies	\$258.36
		100.165.0000.000.2410.610.10605.32.00 0	General Supplies	\$47.49
		100.165.0000.000.2620.610.10605.32.00 0	General Supplies	\$82.58
		100.165.0000.100.1000.610.10605.32.00 0	General Supplies	\$66.92
		100.165.0000.100.1000.650.10605.32.00 0	Supplies-Information Technology-related	\$172.89
		100.165.0000.371.1000.610.10605.32.00 0	General Supplies	\$53.87
		100.165.0000.371.1000.650.10605.32.00 0	Supplies-Information Technology-related	\$355.95
		240.300.0000.330.1000.610.10000.00.00 0	General Supplies	\$119.97
		240.300.0000.330.1000.610.10602.50.00 0	General Supplies	\$470.98
		240.300.0000.370.1000.650.10601.32.00 0	Supplies-Information Technology-related	\$91.15
		240.300.0000.381.1000.650.10601.32.00 0	Supplies-Information Technology-related	\$358.27
		240.308.0000.330.1000.610.10000.00.00 0	General Supplies	\$246.88
		280.633.0000.000.2100.610.10210.10.00 0	General Supplies	\$696.44
		280.633.0000.000.2100.610.10304.20.00 0	FY18 Title IA SSMS Budget Load	\$579.72
		280.633.0000.000.2100.610.10603.32.00 0	FY19 Title IA YHS Budget Load	\$986.29
		280.658.0000.000.2100.610.10000.00.00 0	General Supplies	\$1,170.21
			Vendor Total:	\$18,179.32

BIG R FERNLEY

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1215

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.123.0000.000.2620.610.10203.10.00 0	General Supplies	\$18.99
			Vendor Total:	\$18.99
BOYS & GIRLS CLUB OF MASON VALLEY	97650			
		280.767.0000.000.2500.310.10000.00.00 0	Official/Administrative Services	\$3,014.20
		280.767.0000.000.2500.310.10202.10.00 0	Official/Administrative Services	\$2,239.58
		280.767.0000.100.1000.320.10201.10.00 0	Professional Educational Services	\$5,428.62
		280.767.0000.100.1000.320.10202.10.00 0	Professional Educational Services	\$6,460.00
		280.767.0000.100.1000.320.10205.10.00 0	Professional Educational Services	\$3,687.79
		280.767.0000.100.1000.320.10210.10.00 0	Professional Educational Services	\$2,615.88
		280.767.0000.100.1000.320.10211.10.00 0	Professional Educational Services	\$5,425.56
		280.767.0000.100.1000.610.10304.20.00 0	General Supplies	\$2,023.82
			Vendor Total:	\$30,895.45
CAPITAL CITY AUTO PARTS	102852			
		100.170.0000.000.2710.614.10000.00.00 0	Parts	\$58.99
			Vendor Total:	\$58.99
CENGAGE LEARNING	100780			
		100.104.0000.304.1000.651.10000.00.00 0	Supplies – Technology – Software	\$266.50
			Vendor Total:	\$266.50
CHARTWELLS				
		290.180.0000.000.3100.570.10000.00.00 0	Food Service Management	\$106,642.27
		290.180.0000.000.3100.610.10000.00.00 0	General Supplies	\$472.80
		290.180.0000.000.3100.615.10000.00.00 0	Snacks, Food & Beverages	\$77.19

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1215

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		290.180.0000.000.3100.630.10000.00.00 0	Food	\$342,529.41
			Vendor Total:	\$449,721.67
CINDERLITE TRUCKING CORP	3830			
		100.108.0000.000.2620.610.10604.32.00 0	General Supplies	\$6,907.07
			Vendor Total:	\$6,907.07
CMC TIRE				
		100.170.0000.000.2730.611.10000.00.00 0	Tires/Flooring	\$863.68
			Vendor Total:	\$863.68
FAST GLASS, INC	7052			
		100.134.0000.000.2620.430.10304.20.00 0	Repairs and Maintenance Services	\$2,145.00
			Vendor Total:	\$2,145.00
INLAND SUPPLY CO., INC.	10000			
		100.122.0000.000.2620.610.10202.10.00 0	General Supplies	\$144.91
		100.123.0000.000.2620.610.10203.10.00 0	General Supplies	\$669.76
		100.125.0000.000.2620.610.10205.10.00 0	General Supplies	\$709.72
		100.126.0000.000.2620.610.10206.10.00 0	General Supplies	\$541.59
		100.132.0000.000.2620.610.10302.20.00 0	General Supplies	\$26.77
		100.133.0000.000.2620.610.10303.10.00 0	General Supplies	\$2,279.13
		100.161.0000.000.2620.610.10601.32.00 0	General Supplies	\$1,544.39
		100.162.0000.000.2620.610.10602.50.00 0	General Supplies	\$2,461.50
		100.163.0000.000.2620.610.10603.32.00 0	General Supplies	\$35.74
			Vendor Total:	\$8,413.51

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1215

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
INNOVATIVE CUTTING SYSTEMS INC		280.912.0000.300.1000.730.10000.00.00 0	Equipment	\$42,995.00
			Vendor Total:	\$42,995.00
JIM MENESINI PETROLEUM		100.170.0000.000.2730.626.10000.00.00 0	Gasoline	\$5,193.02
			Vendor Total:	\$5,193.02
LYON COUNTY SHERIFF	P101	100.101.0000.000.2660.340.10000.00.00 0	Other Professional Services	\$2,742.50
			Vendor Total:	\$2,742.50
MATTA, SAGE		250.101.0000.200.2160.340.10000.00.00 0	Other Professional Services	\$8,003.75
			Vendor Total:	\$8,003.75
NAPA AUTO & TRUCK PARTS_99614	99614	100.170.0000.000.2710.614.10000.00.00 0	Parts	\$1,021.12
			Vendor Total:	\$1,021.12
NASCO EDUCATION, LLC	13660	240.308.0000.330.1000.612.10000.00.00 0	Inventoried Supplies/Equipment <\$5000	\$10,472.00
			Vendor Total:	\$10,472.00
NEVADA DEPARTMENT OF AGRICULTURE	14535	290.180.0000.000.3100.610.10000.00.00 0	General Supplies	\$18,407.55
			Vendor Total:	\$18,407.55
NEVADA DEPT EDUCATION	5516	250.105.0000.200.2318.820.10000.00.00 0	Judgments Against the School District	\$5,029.03
			Vendor Total:	\$5,029.03
OFFICE DEPOT	15366			

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1215

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.101.0000.000.2510.610.10000.00.00 0	General Supplies	\$1,599.60
		100.121.0000.000.2410.610.10201.10.00 0	General Supplies	\$449.99
		100.121.0000.100.1000.610.10201.10.00 0	General Supplies	\$2,082.17
		100.126.0000.100.1000.610.10206.10.00 0	General Supplies	\$51.96
		100.127.0000.000.2120.610.10210.10.00 0	General Supplies	\$38.63
		100.164.0000.191.1000.610.10604.32.00 0	General Supplies	\$242.11
		280.633.0000.000.3300.610.10203.10.00 0	General Supplies	\$392.92
			Vendor Total:	\$4,857.38
PEARSON ASSESSMENT				104
		280.639.0000.200.2140.653.10000.00.00 0	Web-based and similar programs	\$50.00
			Vendor Total:	\$50.00
PETERBILT TRUCK PARTS & EQUIPMENT LLC	21060			
		100.170.0000.000.2710.614.10000.00.00 0	Parts	\$1,826.21
			Vendor Total:	\$1,826.21
PRO-VISION, INC.	101926			
		100.170.0000.000.2710.652.10000.00.00 0	Inventoried Supplies/Equipment - IT Related <\$5000	\$13,003.51
			Vendor Total:	\$13,003.51
PROCARE THERAPY				
		250.101.0000.200.2100.340.10000.00.00 0	Other Professional Services	\$5,440.00
		250.101.0000.200.2160.340.10000.00.00 0	Other Professional Services	\$6,507.68
			Vendor Total:	\$11,947.68
SILVER STATE INTERNATIONAL				

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1215

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.170.0000.000.2710.614.10000.00.00 0	Parts	\$647.00
			Vendor Total:	\$647.00
SILVER STATE SIGN LANGUAGE LLC		250.101.0000.200.2100.340.10000.00.00 0	Other Professional Services	\$16,155.00
			Vendor Total:	\$16,155.00
SOLIANT HEALTH, LLC		250.101.0000.200.2100.340.10000.00.00 0	Other Professional Services	\$17,045.89
			Vendor Total:	\$17,045.89
SUMMIT COMPANIES		100.108.0000.000.2620.430.10201.10.00 0	Repairs and Maintenance Services	\$0.00
		100.108.0000.000.2620.430.10203.10.00 0	Repairs and Maintenance Services	\$0.00
		100.108.0000.000.2620.430.10205.10.00 0	Repairs and Maintenance Services	\$225.00
		100.108.0000.000.2620.430.10206.10.00 0	Repairs and Maintenance Services	\$0.00
		100.108.0000.000.2620.430.10211.10.00 0	Repairs and Maintenance Services	\$0.00
		100.108.0000.000.2620.430.10304.20.00 0	Repairs and Maintenance Services	\$225.00
		100.108.0000.000.2620.430.10305.31.00 0	Repairs and Maintenance Services	\$0.00
		100.108.0000.000.2620.430.10601.32.00 0	Repairs and Maintenance Services	\$400.00
		100.108.0000.000.2620.430.10602.50.00 0	Repairs and Maintenance Services	\$225.00
		100.108.0000.000.2620.430.10604.32.00 0	Repairs and Maintenance Services	\$0.00
		100.108.0000.000.2620.430.10605.32.00 0	Repairs and Maintenance Services	\$225.00
		100.135.0000.000.2620.430.10305.31.00 0	Repairs and Maintenance Services	\$1,815.50

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1215

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.162.0000.000.2620.430.10602.50.00 0	Repairs and Maintenance Services	\$782.00
		100.162.0000.000.2620.610.10602.50.00 0	General Supplies	\$137.00
		100.165.0000.000.2620.430.10605.32.00 0	Repairs and Maintenance Services	\$346.00
		100.165.0000.000.2620.610.10605.32.00 0	General Supplies	\$314.00
			Vendor Total:	\$4,694.50
TAHOE SUPPLY CO.	11238			
		100.161.0000.000.2620.610.10601.32.00 0	General Supplies	\$2,225.08
		100.165.0000.000.2620.610.10605.32.00 0	General Supplies	\$1,554.34
			Vendor Total:	\$3,779.42
THE STEPPING STONES GROUP LLC				
		250.101.0000.200.2150.340.10000.00.00 0	Other Professional Services	\$13,227.25
			Vendor Total:	\$13,227.25
WILD ROOTS OCCUPATIONAL THERAPY				
		250.101.0000.200.2160.340.10000.00.00 0	Other Professional Services	\$12,920.00
			Vendor Total:	\$12,920.00
			Grand Total:	\$715,287.99

End of Report

LYON COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1216 Voucher Date: 12/05/2024 Prepared By: _____

Printed: 12/05/2024 12:53:31 PM

LYON COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against LYON COUNTY SCHOOL DISTRICT funds for the sum of \$347,936.89 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.

Phil Cowee. President

Bridget Peterson Clerk

Neal McIntyre II Member

Tom Hendrix Member

Sherry Parsons Member

Holly Villines Member

Darin Farr Member

LYON COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$239,548.08
230	Adult Education	\$38.34
250	Special Education	\$36,669.49
280	Federal Funds	\$58,726.00
285	Medicaid Funds	\$1,200.00
290	Food Service Funds	\$10,369.98
400	Debt Service Funds	\$1,385.00
		<hr/> <hr/>
		\$347,936.89

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1216

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
A T & T LONG DISTANCE	18214	100.101.0000.000.2510.533.10000.00.00	Telephone – Land Line phone services Check #: 2941	\$0.07
		100.108.0000.000.2620.533.10000.00.00	Telephone – Land Line phone services Check #: 2941	\$7.68
		100.121.0000.000.2410.533.10201.10.00	Telephone – Land Line phone services Check #: 2941	\$0.82
		100.122.0000.000.2410.533.10202.10.00	Telephone – Land Line phone services Check #: 2941	\$7.74
		100.123.0000.000.2410.533.10203.10.00	Telephone – Land Line phone services Check #: 2941	\$1.16
		100.125.0000.000.2410.533.10205.10.00	Telephone – Land Line phone services Check #: 2941	\$1.56
		100.126.0000.000.2410.533.10206.10.00	Telephone – Land Line phone services Check #: 2941	\$0.60 108
		100.127.0000.000.2410.533.10210.10.00	Telephone – Land Line phone services Check #: 2941	\$2.28
		100.128.0000.000.2410.533.10211.10.00	Telephone – Land Line phone services Check #: 2941	\$0.64
		100.129.0000.000.2410.533.10209.10.00	Telephone – Land Line phone services Check #: 2941	\$0.45
		100.132.0000.000.2410.533.10302.20.00	Telephone – Land Line phone services Check #: 2941	\$6.91
		100.133.0000.000.2410.533.10303.10.00	Telephone – Land Line phone services Check #: 2941	\$0.85
		100.135.0000.000.2410.533.10305.31.00	Telephone – Land Line phone services Check #: 2941	\$0.54
		100.161.0000.000.2410.533.10601.32.00	Telephone – Land Line phone services Check #: 2941	\$1.87
		100.162.0000.000.2410.533.10602.50.00	Telephone – Land Line phone services Check #: 2941	\$3.14
		100.163.0000.000.2410.533.10603.32.00	Telephone – Land Line phone services Check #: 2941	\$11.52

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1216

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.164.0000.000.2410.533.10604.32.00	Telephone – Land Line phone services	\$2.19
		Check #: 2941		
		100.165.0000.000.2410.533.10605.32.00	Telephone – Land Line phone services	\$1.30
		Check #: 2941		
		100.170.0000.000.2710.533.10000.00.00	Telephone – Land Line phone services	\$0.54
		Check #: 2941		
		230.231.0000.610.2500.533.10000.00.00	Telephone – Land Line phone services	\$0.95
		Check #: 2941		
			Vendor Total:	\$52.81
A T & T MONTHLY STATEMENT	99712			
		100.135.0000.000.2410.533.10305.31.00	Telephone – Land Line phone services	\$70.09
		Check #: 2942		
			Vendor Total:	\$70.09
ACTE MEMBERSHIP				109
		280.631.0000.300.2213.330.10000.00.00	Professional Employee Training & Development Serv	\$2,000.00
		Check #: 2943		
			Vendor Total:	\$2,000.00
AED SUPERSTORE	101189			
		100.161.0000.000.2410.610.10601.32.00	General Supplies	\$548.26
		Check #: 2944		
			Vendor Total:	\$548.26
BIO CORPORATION				
		100.164.0000.192.1000.610.10604.32.00	General Supplies	\$87.20
		Check #: 2945		
			Vendor Total:	\$87.20
CENTRAL RESTAURANT PRODUCTS				
		290.180.0000.000.3100.730.10000.00.00	Equipment	\$10,369.98
		Check #: 2946		
			Vendor Total:	\$10,369.98
CINTAS CORP				
		100.135.0000.000.2620.610.10305.31.00	General Supplies	\$490.27
		Check #: 2947		

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1216

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
			Vendor Total:	\$490.27
CLARKSON, SUSAN		280.639.0000.200.2140.340.10000.00.00	Other Professional Services	\$6,200.00
		Check #: 2948		
			Vendor Total:	\$6,200.00
COMSTOCK UTILITY LOCATION SERVICES, LLC		100.108.0000.000.2620.340.10203.10.00	Other Professional Services	\$459.37
		Check #: 2949		
		100.108.0000.000.2620.340.10303.10.00	Other Professional Services	\$459.38
		Check #: 2949		
			Vendor Total:	\$918.75
CONVERGEONE, INC		100.107.0000.000.2580.651.10000.00.00	Supplies – Technology – Software	\$217,079.13
		Check #: 2950		
			Vendor Total:	\$217,079.13
COUNCIL FOR EXCEPTIONAL CHILDREN	4520	250.105.0000.200.2319.810.10000.00.00	Dues and Fees	\$340.00
		Check #: 2951		
			Vendor Total:	\$340.00
CREATIVE LEADERSHIP SOLUTIONS		280.624.0000.000.2213.330.10000.00.00	Professional Employee Training & Development Serv	\$50,000.00
		Check #: 2952		
			Vendor Total:	\$50,000.00
DRIVE LINE SERVICE INC	5787	100.170.0000.000.2710.614.10000.00.00	Parts	\$451.15
		Check #: 2953		
			Vendor Total:	\$451.15
FERNLEY CHIROPRACTIC, INC.		100.170.0000.000.2710.340.10000.00.00	Other Professional Services	\$840.00
		Check #: 2954		
			Vendor Total:	\$840.00

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1216

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
FERNLEY HIGH SCHOOL		280.688.0000.000.2100.610.10000.00.00	General Supplies Check #: 2955	\$40.00
			Vendor Total:	\$40.00
FLINN SCIENTIFIC	7765	100.164.0000.192.1000.610.10604.32.00	General Supplies Check #: 2956	\$159.66
			Vendor Total:	\$159.66
FMHUB LLC		400.101.0000.000.5000.810.10000.00.00	Dues and Fees Check #: 2957	\$1,000.00
			Vendor Total:	\$1,000.00
HODGE, LAURAH		100.170.0000.000.2710.580.10000.00.00	Staff Travel Check #: 2958	\$22.83 ¹¹¹
			Vendor Total:	\$22.83
JOSTENS_10600	10600	100.163.0000.000.2410.610.10603.32.00	General Supplies Check #: 2959	\$1,163.95
			Vendor Total:	\$1,163.95
LYON COUNTY SCHOOL DIST._99346	99346	100.101.0000.000.2310.610.10000.00.00	General Supplies Check #: 2960	\$726.00
		100.101.0000.000.2320.610.10000.00.00	General Supplies Check #: 2960	\$40.00
			Vendor Total:	\$766.00
MAUPIN, COX, & LEGOY	22060	100.101.0000.000.2320.340.10000.00.00	Other Professional Services Check #: 2961	\$2,879.08
		250.105.0000.200.2318.820.10000.00.00	Judgments Against the School District Check #: 2961	\$32,852.30
			Vendor Total:	\$35,731.38

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1216

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
MOUND HOUSE HARDWARE & STORAGE	96223	100.127.0000.000.2620.610.10210.10.00	General Supplies	\$194.61
		Check #: 2962		
				Vendor Total:
				\$194.61
N Z N M E A	98575	100.163.0000.196.1000.610.10603.32.00	General Supplies	\$140.00
		Check #: 2963		
				Vendor Total:
				\$140.00
NEVADA DRUG & ALCOHOL TESTING INC	101753	100.170.0000.000.2710.340.10000.00.00	Other Professional Services	\$117.00
		Check #: 2964		
				Vendor Total:
				\$117.00
ORDUNA, FELICIANA	101671	100.170.0000.000.2710.519.10000.00.00	Student Transportation Purchased From	\$410.00
		Check #: 2965	Other Source	112
				Vendor Total:
				\$410.00
PITNEY BOWES GLOBAL FINANCIAL	101970	100.135.0000.000.2410.531.10305.31.00	Postage	\$161.10
		Check #: 2966		
		100.163.0000.000.2410.442.10603.32.00	Rental of Equipment and Vehicles	\$855.81
		Check #: 2966		
		100.165.0000.000.2410.442.10605.32.00	Rental of Equipment and Vehicles	\$277.95
		Check #: 2966		
				Vendor Total:
				\$1,294.86
RENOWN HEALTH		100.170.0000.000.2710.340.10000.00.00	Other Professional Services	\$70.00
		Check #: 2967		
				Vendor Total:
				\$70.00
ROUND UP AWARDS LLC	17901	100.104.0000.000.2210.610.10000.00.00	General Supplies	\$2,216.50
		Check #: 2968		
				Vendor Total:
				\$2,216.50

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1216

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
SHOOT A WAY INC		100.163.0000.920.1000.612.10603.32.00 Check #: 2969	Inventoried Supplies/Equipment <\$5000	\$4,585.00
			Vendor Total:	\$4,585.00
SHRED-IT USA		100.106.0000.000.2515.421.10000.00.00 Check #: 2970	Garbage / Disposal	\$84.00
		100.127.0000.000.2410.421.10210.10.00 Check #: 2970	Garbage / Disposal	\$36.00
			Vendor Total:	\$120.00
TEACHER INNOVATIONS, INC.		280.633.0000.000.2200.653.10210.10.00 Check #: 2971	Web-based and similar programs	\$486.00
			Vendor Total:	\$486.00
U.S. BANK		400.101.0000.000.5000.810.10000.00.00 Check #: 2972	Dues and Fees	\$385.00
			Vendor Total:	\$385.00
VANTAGE POINT CONSULTING LTD	101320	285.781.0000.200.2150.340.10000.00.00 Check #: 2973	Other Professional Services	\$1,200.00
			Vendor Total:	\$1,200.00
VESTIS		100.127.0000.000.2620.422.10210.10.00 Check #: 2974	Janitorial / Custodial Services	\$113.43
		100.170.0000.000.2730.619.10000.00.00 Check #: 2974	Uniforms	\$412.52
			Vendor Total:	\$525.95
WALTON, MADISON		250.101.0000.200.2150.340.10000.00.00 Check #: 2975	Other Professional Services	\$2,655.00
			Vendor Total:	\$2,655.00

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1216

12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
WELLS FARGO VENDOR FINANCIAL SERVICES				
		100.135.0000.000.2410.442.10305.31.00	Rental of Equipment and Vehicles	\$162.89
		Check #: 2976		
		100.135.0000.100.1000.430.10305.31.00	Repairs and Maintenance Services	\$394.08
		Check #: 2976		
			Vendor Total:	\$556.97
XEROX CORPORATION				
		100.135.0000.000.2410.442.10305.31.00	Rental of Equipment and Vehicles	\$422.20
		Check #: 2977		
		100.135.0000.100.1000.430.10305.31.00	Repairs and Maintenance Services	\$286.00
		Check #: 2977		
		100.161.0000.100.1000.430.10601.32.00	Repairs and Maintenance Services	\$860.98
		Check #: 2977		
		100.161.0000.100.1000.442.10601.32.00	Rental of Equipment and Vehicles	\$422.58
		Check #: 2977		
		100.162.0000.000.2410.442.10602.50.00	Rental of Equipment and Vehicles	\$336.40
		Check #: 2977		
		100.162.0000.103.1000.430.10602.50.00	Repairs and Maintenance Services	\$173.11
		Check #: 2977		
		100.165.0000.000.2410.442.10605.32.00	Rental of Equipment and Vehicles	\$334.98
		Check #: 2977		
		100.165.0000.100.1000.430.10605.32.00	Repairs and Maintenance Services	\$383.49
		Check #: 2977		
		230.231.0000.610.2500.443.10000.00.00	Rentals of Computers and Related Equipment	\$37.39
		Check #: 2977		
		250.105.0000.200.2319.430.10000.00.00	Repairs and Maintenance Services	\$786.97
		Check #: 2977		
		250.105.0000.200.2319.442.10000.00.00	Rental of Equipment and Vehicles	\$35.22
		Check #: 2977		
			Vendor Total:	\$4,079.32
XEROX FINANCIAL SERVICES				

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1216 12/05/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.101.0000.000.2510.442.10000.00.00	Rental of Equipment and Vehicles	\$569.22
		Check #: 2978		
			Vendor Total:	\$569.22
			Grand Total:	\$347,936.89

End of Report

LYON COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1226 Voucher Date: 12/06/2024 Prepared By: _____

Printed: 01/22/2025 09:48:50 AM

LYON COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against LYON COUNTY SCHOOL DISTRICT funds for the sum of \$128,836.15 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.

Phil Cowee. President

Bridget Peterson Clerk

Neal McIntyre II Member

Tom Hendrix Member

Sherry Parsons Member

Holly Villines Member

Darin Farr Member

LYON COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$87,296.31
206	PCFP English Learner	\$41,539.84
		<hr/> <hr/>
		\$128,836.15

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1226

12/06/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
CLARK & ASSOCIATES OF NEVADA, INC.		100.102.0000.000.2570.340.10000.00.00 0	Other Professional Services	\$4,678.46
			Vendor Total:	\$4,678.46
CURRICULUM ASSOC INC	4800	100.109.0000.000.2220.651.10000.00.00 0	Supplies – Technology – Software	\$2,250.50
		100.109.0000.100.1000.641.10000.00.00 0	Textbooks	\$2,650.00
			Vendor Total:	\$4,900.50
FLYERS ENERGY, LLC	102216	100.170.0000.000.2730.626.10000.00.00 0	Gasoline	\$4,841.37
			Vendor Total:	\$4,841.37
HOUGHTON MIFFLIN HARCOURT PUBLISHING CO		206.211.0000.420.1000.320.10000.00.00 0	Professional Educational Services	\$41,539.84
			Vendor Total:	\$41,539.84
INFINISOURCE, INC.	99766	100.102.0000.000.2570.340.10000.00.00 0	Other Professional Services	\$2,825.00
			Vendor Total:	\$2,825.00
NAPA AUTO & TRUCK PARTS_99614	99614	100.170.0000.000.2710.614.10000.00.00 0	Parts	\$582.61
			Vendor Total:	\$582.61
PETERBILT TRUCK PARTS & EQUIPMENT LLC	21060	100.170.0000.000.2710.614.10000.00.00 0	Parts	\$958.44
			Vendor Total:	\$958.44
SOUTHWEST GAS	19740			

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1226

12/06/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.108.0000.000.2610.621.10000.00.00 0	Natural Gas	\$22,841.99
		100.170.0000.000.2730.621.10000.00.00 0	Natural Gas	\$508.52
			Vendor Total:	\$23,350.51
STATE OF NEVADA_98141	98141			
		100.102.0000.000.2329.210.10000.00.00 0	Group Insurance	\$45,159.42
			Vendor Total:	\$45,159.42
			Grand Total:	\$128,836.15

End of Report

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LYON COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1227 Voucher Date: 12/12/2024 Prepared By: _____

Printed: 01/22/2025 09:50:50 AM

LYON COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against LYON COUNTY SCHOOL DISTRICT funds for the sum of \$203,786.67 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.

Phil Cowee. President

Bridget Peterson Clerk

Neal McIntyre II Member

Tom Hendrix Member

Sherry Parsons Member

Holly Villines Member

Darin Farr Member

LYON COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$155,449.93
240	State Grants	\$84.98
280	Federal Funds	\$11,742.39
290	Food Service Funds	\$16,240.12
310	Residential Construction Tax	\$11,561.75
360	Bond Issues	\$8,707.50
		\$203,786.67

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1227

12/12/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
ADVANCED INTEGRATED PEST MANAGEMENT		100.108.0000.000.2620.430.10000.00.00 0	Repairs and Maintenance Services	\$3,474.00
		100.121.0000.000.2620.422.10201.10.00 0	Janitorial / Custodial Services	\$212.00
		100.136.0000.000.2620.610.10208.31.00 0	General Supplies	\$205.00
			Vendor Total:	\$3,891.00
AIR FILTER SALES AND SERVICE	98789	100.126.0000.000.2620.610.10206.10.00 0	General Supplies	\$552.16
			Vendor Total:	\$552.16
AMAZON BUSINESS		100.101.0000.000.2510.610.10000.00.00 0	General Supplies	\$2,243.26
		100.121.0000.000.2410.610.10201.10.00 0	General Supplies	\$2,171.77
		100.121.0000.000.2575.610.10201.10.00 0	General Supplies	\$359.76
		100.121.0000.000.2620.610.10201.10.00 0	General Supplies	\$583.21
		100.121.0000.100.1000.610.10201.10.00 0	General Supplies	\$358.09
		100.121.0000.100.1000.616.10201.10.00 0	Teacher Supplies	\$370.24
		100.122.0000.000.2410.610.10202.10.00 0	General Supplies	\$56.00
		100.122.0000.000.2620.610.10202.10.00 0	General Supplies	\$59.82
		100.122.0000.100.1000.610.10202.10.00 0	General Supplies	\$12.99
		100.129.0000.100.1000.616.10209.10.00 0	Teacher Supplies	\$184.05
		100.133.0000.100.1000.610.10303.10.00 0	General Supplies	\$28.99

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1227

12/12/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.134.0000.100.1000.610.10304.20.00 0	General Supplies	\$306.75
		100.134.0000.100.1000.616.10304.20.00 0	Teacher Supplies	\$431.16
		100.164.0000.100.1000.610.10604.32.00 0	General Supplies	\$2,040.92
		100.164.0000.192.1000.610.10604.32.00 0	General Supplies	\$87.55
		100.164.0000.194.1000.610.10604.32.00 0	General Supplies	\$59.46
		100.170.0000.000.2700.610.10000.00.00 0	General Supplies	\$1,567.90
		100.170.0000.000.2730.613.10000.00.00 0	Oil & Lubricants	\$61.99
		280.633.0000.000.2100.610.10201.10.00 0	General Supplies	\$1,503.08
		280.633.0000.000.2100.610.10203.10.00 0	General Supplies	\$395.16
		280.688.0000.000.2100.610.10000.00.00 0	General Supplies	\$1,111.45
		280.709.0000.000.2213.610.10000.00.00 0	General Supplies	\$105.53
		280.735.0000.000.2100.610.10000.00.00 0	General Supplies	\$5,577.57
		280.752.0000.000.2100.610.10000.00.00 0	General Supplies	\$2,728.37
		280.752.0000.000.3300.610.10000.00.00 0	General Supplies	\$321.23
			Vendor Total:	\$22,726.22
AMERICAN SWING PRODUCTS, INC		100.123.0000.000.2620.610.10203.10.00 0	General Supplies	\$138.00
			Vendor Total:	\$138.00
AUTO & TRUCK ELECTRIC,INC	1382	100.170.0000.000.2710.614.10000.00.00 0	Parts	\$97.00

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1227

12/12/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.170.0000.000.2730.617.10000.00.00 0	Batt & Antifreeze	\$495.00
			Vendor Total:	\$592.00
BIG R FERNLEY		100.108.0000.000.2620.610.10203.10.00 0	General Supplies	\$38.85
		100.108.0000.000.2620.610.10209.10.00 0	General Supplies	\$43.24
		100.108.0000.000.2630.610.10000.00.00 0	General Supplies	\$136.93
			Vendor Total:	\$219.02
BRADY INDUSTRIES		100.121.0000.000.2620.610.10201.10.00 0	General Supplies	\$1,014.66
		100.123.0000.000.2620.610.10203.10.00 0	General Supplies	\$211.28
			Vendor Total:	\$1,228.54
DECKER, INC.	5403	310.031.0000.000.4600.612.10602.50.00 0	Inventoried Supplies/Equipment <\$5000	\$11,561.75
			Vendor Total:	\$11,561.75
DYKMAN ELECTRICAL INC.		100.108.0000.000.2620.610.10000.00.00 0	General Supplies	\$1,548.00
			Vendor Total:	\$1,548.00
EMS LINQ		290.180.0000.000.3100.352.10000.00.00 0	Other Technical Services	\$195.83
			Vendor Total:	\$195.83
FATBEAM, LLC		100.107.0000.000.2580.535.10000.00.00 0	Data Communications, Internet, Video, T-lines, etc	\$290.00
			Vendor Total:	\$290.00

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1227

12/12/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
HARCO ATHLETIC RECONDITIONING INC				
		100.101.0000.920.1000.610.10603.00.00 0	General Supplies	\$1,704.00
		100.101.0000.920.1000.610.10603.32.00 0	General Supplies	\$3,691.00
		100.101.0000.920.1000.610.10604.32.00 0	General Supplies	\$4,110.00
			Vendor Total:	\$9,505.00
INLAND SUPPLY CO., INC. 10000				
		240.300.0000.360.1000.650.10601.32.00 0	Supplies-Information Technology-related	\$84.98
			Vendor Total:	\$84.98
JIM MENESINI PETROLEUM				
		100.170.0000.000.2730.626.10000.00.00 0	Gasoline	\$8,717.83 123
			Vendor Total:	\$8,717.83
LUMOS AND ASSOCIATES, INC 11860				
		360.023.0000.000.4300.340.10000.00.00 0	Other Professional Services	\$8,707.50
			Vendor Total:	\$8,707.50
NEVADA DEPARTMENT OF AGRICULTURE 14535				
		290.180.0000.000.3100.630.10000.00.00 0	Food	\$16,044.29
			Vendor Total:	\$16,044.29
PACIFIC STATES COMMUNICATIONS OF NV, INC				
		100.107.0000.000.2580.350.10000.00.00 0	Technical Services	\$6,072.00
			Vendor Total:	\$6,072.00
PAPE MACHINERY INC				
		100.108.0000.000.2630.610.10000.00.00 0	General Supplies	\$390.78
			Vendor Total:	\$390.78
PAUL CAVIN ARCHITECT LLC				

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1227

12/12/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.101.0000.000.4300.340.10601.32.00 0	Other Professional Services	\$24,675.00
		100.101.0000.000.4300.340.10603.32.00 0	Other Professional Services	\$15,100.00
		100.101.0000.000.4300.340.10604.32.00 0	Other Professional Services	\$4,525.00
			Vendor Total:	\$44,300.00
RENO FORKLIFT	17440			
		100.108.0000.000.2620.430.10210.10.00 0	Repairs and Maintenance Services	\$4,164.31
		100.108.0000.000.2620.810.10000.00.00 0	Dues and Fees	\$77.58
			Vendor Total:	\$4,241.89
SIERRA FIRE PROTECTION				
		100.108.0000.000.2620.430.10304.20.00 0	Repairs and Maintenance Services	\$69.50
			Vendor Total:	\$69.50
SKY FIBER INTERNET				
		100.107.0000.000.2580.535.10000.00.00 0	Data Communications, Internet, Video, T-lines, etc	\$58,121.00
			Vendor Total:	\$58,121.00
SUMMIT COMPANIES				
		100.108.0000.000.2670.490.10000.00.00 0	Other Purchased Property Services	\$840.00
		100.161.0000.000.2620.430.10601.32.00 0	Repairs and Maintenance Services	\$1,993.00
			Vendor Total:	\$2,833.00
WESTERN NEVADA SUPPLY	22580			
		100.122.0000.000.2620.430.10202.10.00 0	Repairs and Maintenance Services	\$277.85
		100.132.0000.000.2620.610.10302.20.00 0	General Supplies	\$347.37
		100.135.0000.000.2620.610.10305.31.00 0	General Supplies	\$677.56

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1227 12/12/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.161.0000.000.2620.610.10601.32.00 0	General Supplies	\$453.60
Vendor Total:				\$1,756.38
Grand Total:				\$203,786.67

End of Report

LYON COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1228 Voucher Date: 12/12/2024 Prepared By: _____

Printed: 01/22/2025 09:53:20 AM

LYON COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against LYON COUNTY SCHOOL DISTRICT funds for the sum of \$185,681.66 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.

Phil Cowee. President

Bridget Peterson Clerk

Neal McIntyre II Member

Tom Hendrix Member

Sherry Parsons Member

Holly Villines Member

Darin Farr Member

LYON COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$135,692.29
230	Adult Education	\$128.43
280	Federal Funds	\$49,860.94
		<hr/>
		\$185,681.66

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1228

12/12/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
A T & T MONTHLY STATEMENT	99712	100.121.0000.000.2410.533.10201.10.00	Telephone – Land Line phone services Check #: 2979	\$254.08
		100.126.0000.000.2410.533.10206.10.00	Telephone – Land Line phone services Check #: 2979	\$251.29
			Vendor Total:	<u>\$505.37</u>
ALL IN GRAPHIX		280.633.0000.000.2100.610.10305.31.00	FY21 Grants Budget Loads–Title I Check #: 2980	\$669.00
		280.633.0000.000.3300.610.10305.31.00	FY19 Title IA SMS Budget Load Check #: 2980	\$557.50
			Vendor Total:	<u>\$1,226.50</u>
BOTTS, SYDNEY M		100.170.0000.000.2710.580.10000.00.00	Staff Travel Check #: 2981	\$125.98
			Vendor Total:	<u>\$125.98</u>
BOYS & GIRLS CLUB OF TRUCKEE MEADOWS	102901	280.767.0000.000.2500.310.10000.00.00	Official/Administrative Services Check #: 2982	\$4,387.28
		280.767.0000.100.1000.320.10203.10.00	Professional Educational Services Check #: 2982	\$3,214.53
		280.767.0000.100.1000.320.10206.10.00	Professional Educational Services Check #: 2982	\$7,415.86
		280.767.0000.100.1000.320.10209.10.00	Professional Educational Services Check #: 2982	\$2,450.65
		280.767.0000.100.1000.320.10303.10.00	Professional Educational Services Check #: 2982	\$3,214.53
		280.767.0000.100.1000.610.10203.10.00	General Supplies Check #: 2982	\$1,215.15
		280.767.0000.100.1000.610.10206.10.00	General Supplies Check #: 2982	\$2,505.29

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1228

12/12/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		280.767.0000.100.1000.610.10209.10.00	General Supplies	\$583.97
		Check #: 2982		
		280.767.0000.100.1000.610.10303.10.00	General Supplies	\$2,500.00
		Check #: 2982		
			Vendor Total:	\$27,487.26
BRIGHT WHITE PAPER CO.	101745			
		280.633.0000.100.1000.610.10208.31.00	General Supplies	\$898.77
		Check #: 2983		
			Vendor Total:	\$898.77
BUS PARTS WAREHOUSE	2534			
		100.170.0000.000.2710.614.10000.00.00	Parts	\$487.65
		Check #: 2984		
			Vendor Total:	\$487.65
BUSWEST				128
		100.170.0000.000.2710.614.10000.00.00	Parts	\$156.64
		Check #: 2985		
			Vendor Total:	\$156.64
CINTAS CORP				
		100.135.0000.000.2620.610.10305.31.00	General Supplies	\$547.09
		Check #: 2986		
		100.161.0000.000.2620.610.10601.32.00	General Supplies	\$795.88
		Check #: 2986		
			Vendor Total:	\$1,342.97
CLARK-BENNETT, MATTHEW				
		100.107.0000.000.2580.332.10000.00.00	Training & Development – Instruct Non–Licensed	\$133.00
		Check #: 2987		
			Vendor Total:	\$133.00
CLEARLY IP, INC				
		100.107.0000.000.2580.533.10000.00.00	Telephone – Land Line phone services	\$42.87
		Check #: 2988		
		100.121.0000.000.2410.533.10201.10.00	Telephone – Land Line phone services	\$42.81
		Check #: 2988		

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1228

12/12/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.122.0000.000.2410.533.10202.10.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.123.0000.000.2410.533.10203.10.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.125.0000.000.2410.533.10205.10.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.126.0000.000.2410.533.10206.10.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.127.0000.000.2410.533.10210.10.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.128.0000.000.2410.533.10211.10.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.129.0000.000.2410.533.10209.10.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.132.0000.000.2410.533.10302.20.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.133.0000.000.2410.533.10303.10.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.134.0000.000.2410.533.10304.20.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.135.0000.000.2410.533.10305.31.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.136.0000.000.2410.533.10208.31.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.161.0000.000.2410.533.10601.32.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.162.0000.000.2410.533.10602.50.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.163.0000.000.2410.533.10603.32.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.164.0000.000.2410.533.10604.32.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		100.165.0000.000.2410.533.10605.32.00 Check #: 2988	Telephone – Land Line phone services	\$42.81

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Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1228

12/12/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.170.0000.000.2710.533.10000.00.00 Check #: 2988	Telephone – Land Line phone services	\$42.81
		230.231.0000.610.2500.533.10000.00.00 Check #: 2988	Telephone – Land Line phone services	\$128.43
			Vendor Total:	\$984.69
COBRA CONCRETE, LLC		100.108.0000.000.2620.430.10203.10.00 Check #: 2989	Repairs and Maintenance Services	\$10,500.00
			Vendor Total:	\$10,500.00
COMSTOCK UTILITY LOCATION SERVICES, LLC		100.108.0000.000.2620.340.10303.10.00 Check #: 2990	Other Professional Services	\$1,418.75
			Vendor Total:	\$1,418.75
DYNAMIC FITNESS & STRENGTH		100.101.0000.100.1000.610.10601.32.00 Check #: 2991	General Supplies	\$21,300.00
			Vendor Total:	\$21,300.00
EVASOVIC, LES		100.170.0000.000.2710.580.10000.00.00 Check #: 2992	Staff Travel	\$117.00
			Vendor Total:	\$117.00
HI TECH COMMERCIAL SERVICE	94855	100.161.0000.000.2620.430.10601.32.00 Check #: 2993	Repairs and Maintenance Services	\$1,054.70
			Vendor Total:	\$1,054.70
HOLSTIN, DAPHNE S		100.101.0000.000.2213.560.10000.00.00 Check #: 2994	Tuition	\$338.83
			Vendor Total:	\$338.83
INTELLIGENT MARKING USA, INC DBA TURF TA				

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1228

12/12/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.163.0000.920.1000.610.10603.32.00	General Supplies	\$1,700.00
		Check #: 2995		
			Vendor Total:	\$1,700.00
KIMBALL MIDWEST	96824			
		100.170.0000.000.2710.614.10000.00.00	Parts	\$1,310.81
		Check #: 2996		
			Vendor Total:	\$1,310.81
MIDWEST BUS PARTS				
		100.170.0000.000.2710.614.10000.00.00	Parts	\$93.38
		Check #: 2997		
			Vendor Total:	\$93.38
MRC SMART TECHNOLOGY				
		100.170.0000.000.2710.442.10000.00.00	Rental of Equipment and Vehicles	\$458.10
		Check #: 2998		131
			Vendor Total:	\$458.10
NOREGON SYSTEMS, LLC				
		100.170.0000.000.2710.651.10000.00.00	Supplies – Technology – Software	\$6,262.90
		Check #: 2999		
			Vendor Total:	\$6,262.90
O'REILLY AUTO PARTS	102278			
		100.170.0000.000.2710.614.10000.00.00	Parts	\$21.53
		Check #: 3000		
			Vendor Total:	\$21.53
RACK COACH				
		100.161.0000.194.1000.651.10601.32.00	Supplies – Technology – Software	\$1,000.00
		Check #: 3001		
			Vendor Total:	\$1,000.00
RENO BUSINESS INTERIORS				
		100.101.0000.000.2510.340.10000.00.00	Other Professional Services	\$5,300.00
		Check #: 3002		
		100.101.0000.000.2510.610.10000.00.00	General Supplies	\$21,296.48
		Check #: 3002		

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1228

12/12/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
			Vendor Total:	\$26,596.48
ROBINSON, RYAN		100.170.0000.000.2710.580.10000.00.00	Staff Travel	\$117.00
		Check #: 3003		
			Vendor Total:	\$117.00
SHOPBOT TOOLS INC		280.912.0000.300.1000.730.10000.00.00	Equipment	\$20,248.41
		Check #: 3004		
			Vendor Total:	\$20,248.41
SHRED-IT USA		100.161.0000.000.2410.421.10601.32.00	Garbage / Disposal	\$50.00
		Check #: 3005		
			Vendor Total:	\$50.00 132
SILVER SPRINGS G.I.D	19181	100.108.0000.000.2610.411.10000.00.00	Water / Sewer	\$2,112.00
		Check #: 3006		
			Vendor Total:	\$2,112.00
THE PARTS HOUSE	23100	100.170.0000.000.2700.610.10000.00.00	General Supplies	\$70.18
		Check #: 3007		
		100.170.0000.000.2710.614.10000.00.00	Parts	\$1,357.24
		Check #: 3007		
			Vendor Total:	\$1,427.42
THE SCHOOL COUNSELOR'S ADVOCATE		100.109.0000.000.2220.651.10000.00.00	Supplies – Technology – Software	\$2,794.50
		Check #: 3008		
			Vendor Total:	\$2,794.50
TREKER, INC.		100.170.0000.000.2710.651.10000.00.00	Supplies – Technology – Software	\$46,489.94
		Check #: 3009		
			Vendor Total:	\$46,489.94

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1228

12/12/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
US FOODS CHEF'STORE		100.164.0000.320.1000.610.10604.32.00	General Supplies	\$211.84
		Check #: 3010		
			Vendor Total:	\$211.84
USPS-POC	3478	100.101.0000.000.2320.531.10000.00.00	Postage	\$1,000.00
		Check #: 3011		
			Vendor Total:	\$1,000.00
VERIZON CONNECT FLEET USA. LLC		100.170.0000.000.2710.340.10000.00.00	Other Professional Services	\$158.10
		Check #: 3012		
			Vendor Total:	\$158.10
VESTIS		100.170.0000.000.2730.619.10000.00.00	Uniforms	\$344.81
		Check #: 3013		
			Vendor Total:	\$344.81
WESTERN GOVERNORS UNIVERSITY		100.101.0000.000.2213.560.10000.00.00	Tuition	\$3,825.00
		Check #: 3014		
			Vendor Total:	\$3,825.00
WESTERN STATES FIRE PROTECTION		100.108.0000.000.2620.430.10603.32.00	Repairs and Maintenance Services	\$867.60
		Check #: 3015		
			Vendor Total:	\$867.60
XEROX CORPORATION		100.101.0000.000.2320.430.10000.00.00	Repairs and Maintenance Services	\$69.81
		Check #: 3016		
		100.101.0000.000.2320.442.10000.00.00	Rental of Equipment and Vehicles	\$128.02
		Check #: 3016		
		100.164.0000.000.2410.442.10604.32.00	Rental of Equipment and Vehicles	\$110.53
		Check #: 3016		

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1228 12/12/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.164.0000.100.1000.550.10604.32.00	Printing and Binding	\$205.37
		Check #: 3016		
			Vendor Total:	\$513.73
			Grand Total:	\$185,681.66

End of Report

LYON COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1229 Voucher Date: 12/19/2024 Prepared By: _____

Printed: 12/19/2024 03:05:46 PM

LYON COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against LYON COUNTY SCHOOL DISTRICT funds for the sum of \$766,107.19 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.

Phil Cowee. President

Bridget Peterson Clerk

Neal McIntyre II Member

Tom Hendrix Member

Sherry Parsons Member

Holly Villines Member

Darin Farr Member

LYON COUNTY SCHOOL DISTRICT

Fund		Amount
100	General Fund	\$218,504.05
206	PCFP English Learner	\$2,088.00
240	State Grants	\$14,886.80
250	Special Education	\$127,218.59
280	Federal Funds	\$51,579.89
360	Bond Issues	\$351,829.86
		<hr/> <hr/>
		\$766,107.19

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1229

12/19/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
3D CONCRETE, INC.	103064	100.108.0000.000.2620.610.10211.10.00 0	General Supplies	\$770.52
			Vendor Total:	\$770.52
ACE HARDWARE	200	100.170.0000.000.2700.610.10000.00.00 0	General Supplies	\$211.93
			Vendor Total:	\$211.93
ADVANCED CHILD BEHAVIOR SOLUTIONS,LLC	102918	280.639.0000.200.2240.340.10000.00.00 0	Other Professional Services	\$16,674.90
			Vendor Total:	\$16,674.90
ADVANCED INTEGRATED PEST MANAGEMENT		100.163.0000.000.2620.430.10603.32.00 0	Repairs and Maintenance Services	\$450.00
			Vendor Total:	\$450.00
AIR FILTER SALES AND SERVICE	98789	100.163.0000.000.2620.610.10603.32.00 0	General Supplies	\$693.84
			Vendor Total:	\$693.84
AMAZON BUSINESS		100.121.0000.000.2410.610.10201.10.00 0	General Supplies	\$132.27
		100.121.0000.100.1000.610.10201.10.00 0	General Supplies	\$96.58
		100.126.0000.000.2620.610.10206.10.00 0	General Supplies	\$225.94
		100.126.0000.100.1000.610.10206.10.00 0	General Supplies	\$669.87
		100.126.0000.100.1000.616.10206.10.00 0	Teacher Supplies	\$1,886.64
		100.129.0000.000.2410.610.10209.10.00 0	General Supplies	\$419.98

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1229

12/19/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.129.0000.100.1000.616.10209.10.00 0	Teacher Supplies	\$1,605.54
		100.136.0000.000.2410.610.10208.31.00 0	General Supplies	\$554.47
		100.136.0000.000.2410.650.10208.31.00 0	Supplies–Information Technology–related	\$19.18
		100.136.0000.000.2620.610.10208.31.00 0	General Supplies	\$350.70
		100.136.0000.100.1000.610.10208.31.00 0	General Supplies	\$1,111.23
		100.136.0000.100.1000.616.10208.31.00 0	Teacher Supplies	\$1,281.17
		100.136.0000.196.1000.610.10208.31.00 0	General Supplies	\$72.42
		100.136.0000.920.1000.610.10208.31.00 0	General Supplies	\$135.44
		100.161.0000.000.2220.610.10601.32.00 0	General Supplies	\$220.47
		100.161.0000.000.2410.610.10601.32.00 0	General Supplies	\$896.40
		100.161.0000.000.2620.610.10601.32.00 0	General Supplies	\$461.55
		100.161.0000.100.1000.610.10601.32.00 0	General Supplies	\$340.98
		100.161.0000.190.1000.610.10601.32.00 0	General Supplies	\$14.98
		100.161.0000.192.1000.610.10601.32.00 0	General Supplies	\$345.70
		100.161.0000.196.1000.610.10601.32.00 0	General Supplies	\$270.61
		100.161.0000.383.1000.610.10601.32.00 0	General Supplies	\$69.84
		100.161.0000.920.1000.610.10601.32.00 0	General Supplies	\$601.23
		100.162.0000.000.2410.610.10602.50.00 0	General Supplies	\$46.85
		100.162.0000.170.1000.650.10602.50.00 0	Supplies–Information Technology–related	\$751.06

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1229

12/19/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.164.0000.000.2620.610.10604.32.00 0	General Supplies	\$85.97
		100.164.0000.100.1000.610.10604.32.00 0	General Supplies	\$1,102.05
		100.164.0000.100.1000.616.10604.32.00 0	Teacher Supplies	\$53.07
		100.164.0000.188.1000.610.10604.32.00 0	General Supplies	\$216.75
		100.164.0000.320.1000.610.10604.32.00 0	General Supplies	\$68.65
		240.325.0000.100.1000.610.10208.31.00 0	General Supplies	\$7.80
		280.633.0000.000.2100.610.10206.10.00 0	General Supplies	\$1,435.80
		280.633.0000.000.2100.610.10209.10.00 0	General Supplies	\$313.84
		280.633.0000.000.2100.610.10601.32.00 0	FY19 Title IA FHS Budget Load	138 \$1,799.36
		280.633.0000.100.1000.610.10208.31.00 0	General Supplies	\$4,759.17
			Vendor Total:	\$22,423.56
APEX CYBER SYSTEMS		100.101.0000.000.2660.654.10605.30.00 0	Supplies - IT Related <\$999 > 1 year useful life	\$11,569.48
			Vendor Total:	\$11,569.48
BIG R FERNLEY		100.108.0000.000.2620.610.10000.00.00 0	General Supplies	\$94.95
			Vendor Total:	\$94.95
BRYSON SALES & SERVICE	2380	100.170.0000.000.2710.614.10000.00.00 0	Parts	\$2,776.45
			Vendor Total:	\$2,776.45
CINDERLITE TRUCKING CORP	3830			

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1229

12/19/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.108.0000.000.2620.610.10604.32.00 0	General Supplies	\$13,568.55
			Vendor Total:	\$13,568.55
CLARK & ASSOCIATES OF NEVADA, INC.		100.102.0000.000.2570.340.10000.00.00 0	Other Professional Services	\$1,939.64
			Vendor Total:	\$1,939.64
COAST BIOMEDICAL EQUIPMENT LLC		240.308.0000.330.1000.612.10000.00.00 0	Inventoried Supplies/Equipment <\$5000	\$2,629.00
			Vendor Total:	\$2,629.00
COMMUNITY CENTERED CONSULTING, LLC		100.101.0000.000.2570.340.10000.00.00 0	Other Professional Services	\$2,500.00 139
			Vendor Total:	\$2,500.00
CONNECTIONS SPEECH&LANGUAGE SERVICES LLC		250.101.0000.200.2150.340.10000.00.00 0	Other Professional Services	\$35,280.00
			Vendor Total:	\$35,280.00
CROSKERY, KEITH		280.639.0000.200.2140.340.10000.00.00 0	Other Professional Services	\$6,750.00
			Vendor Total:	\$6,750.00
CURRICULUM ASSOC INC	4800	100.109.0000.100.1000.640.10000.00.00 0	Books and Periodicals	\$1,760.00
		100.109.0000.100.1000.641.10000.00.00 0	Textbooks	\$1,734.34
			Vendor Total:	\$3,494.34
DECKER, INC.	5403	100.129.0000.000.2620.610.10209.10.00 0	General Supplies	\$325.33

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1229

12/19/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
			Vendor Total:	\$325.33
DELL, INC USA		100.162.0000.000.2410.652.10602.50.00 0	Inventoried Supplies/Equipment – IT Related <\$5000	\$1,653.57
			Vendor Total:	\$1,653.57
DYKMAN ELECTRICAL INC.		100.108.0000.000.2620.612.10208.31.00 0	Inventoried Supplies/Equipment <\$5000	\$3,528.93
			Vendor Total:	\$3,528.93
DYSLEXIA ON DEMAND		280.639.0000.200.1000.653.10000.00.00 0	Web-based and similar programs	\$643.00
			Vendor Total:	\$643.00
EDUCATION WEEK	6200	100.102.0000.000.2570.540.10000.00.00 0	Advertising	\$6,750.00
			Vendor Total:	\$6,750.00
FLYERS ENERGY, LLC	102216	100.170.0000.000.2730.626.10000.00.00 0	Gasoline	\$2,753.58
			Vendor Total:	\$2,753.58
GENE WATSON	22210	100.108.0000.000.2620.422.10000.00.00 0	Janitorial / Custodial Services	\$1,334.32
			Vendor Total:	\$1,334.32
GOVCONNECTION, INC	8584	100.101.0000.000.2320.651.10000.00.00 0	Supplies – Technology – Software	\$11,877.00
		240.300.0000.300.1000.653.10000.00.00 0	Web-based and similar programs	\$12,250.00
			Vendor Total:	\$24,127.00
GROUP WEST CONSTRUCTION, INC				

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1229

12/19/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		360.023.0000.000.4500.450.10000.00.00 0	Construction Services	\$351,829.86
			Vendor Total:	\$351,829.86
HARCO ATHLETIC RECONDITIONING INC		100.101.0000.920.1000.610.10601.32.00 0	General Supplies	\$23,600.00
		100.101.0000.920.1000.610.10603.32.00 0	General Supplies	\$975.00
		100.101.0000.920.1000.610.10605.32.00 0	General Supplies	\$75.00
			Vendor Total:	\$24,650.00
HEALTHY COMMUNITIES COALITION		280.700.0000.000.2213.320.10000.00.00 0	Professional Educational Services	\$7,034.07
			Vendor Total:	\$7,034.07
HOUGHTON MIFFLIN HARCOURT PUBLISHING CO		100.109.0000.100.1000.640.10000.00.00 0	Books and Periodicals	\$2,549.39
		100.109.0000.100.1000.641.10000.00.00 0	Textbooks	\$741.82
		100.162.0000.000.2410.651.10602.50.00 0	Supplies – Technology – Software	\$60.00
		206.211.0000.420.1000.320.10000.00.00 0	Professional Educational Services	\$2,088.00
			Vendor Total:	\$5,439.21
INLAND SUPPLY CO., INC.	10000	100.122.0000.000.2620.610.10202.10.00 0	General Supplies	\$865.50
		100.126.0000.000.2620.610.10206.10.00 0	General Supplies	\$395.00
		100.127.0000.000.2620.610.10210.10.00 0	General Supplies	\$784.60
		100.132.0000.000.2620.610.10302.20.00 0	General Supplies	\$2,404.95

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1229

12/19/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.133.0000.000.2620.610.10303.10.00 0	General Supplies	\$35.74
		100.134.0000.000.2620.610.10304.20.00 0	General Supplies	\$923.37
		100.135.0000.000.2620.610.10305.31.00 0	General Supplies	\$403.66
		100.161.0000.000.2620.610.10601.32.00 0	General Supplies	\$3,720.33
		100.162.0000.000.2620.610.10602.50.00 0	General Supplies	\$794.20
		100.165.0000.000.2620.610.10605.32.00 0	General Supplies	\$465.50
			Vendor Total:	\$10,792.85
INNOVATIVE CUTTING SYSTEMS INC		280.912.0000.300.1000.610.10000.00.00 0	General Supplies	\$425.75 142
			Vendor Total:	\$425.75
LYON COUNTY SHERIFF	P101	100.101.0000.000.2660.340.10000.00.00 0	Other Professional Services	\$40,252.08
			Vendor Total:	\$40,252.08
M & R SINNING, LLC		280.763.0000.200.2200.300.10000.00.00 0	Purchased Professional and Technical Services	\$10,744.00
			Vendor Total:	\$10,744.00
OASIS ONLINE		100.107.0000.000.2580.352.10000.00.00 0	Other Technical Services	\$19,994.10
			Vendor Total:	\$19,994.10
PRESENCE LEARNING, INC		250.101.0000.200.2150.340.10000.00.00 0	Other Professional Services	\$82,557.06
			Vendor Total:	\$82,557.06
PROCARE THERAPY				

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1229

12/19/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		250.101.0000.200.2100.340.10000.00.00 0	Other Professional Services	\$4,320.00
		250.101.0000.200.2160.340.10000.00.00 0	Other Professional Services	\$5,061.53
			Vendor Total:	\$9,381.53
STATE OF NEVADA_98141	98141			
		100.102.0000.000.2329.210.10000.00.00 0	Group Insurance	\$23,720.99
			Vendor Total:	\$23,720.99
SUMMIT COMPANIES				
		100.108.0000.000.2620.430.10209.10.00 0	Repairs and Maintenance Services	\$1,918.75
			Vendor Total:	\$1,918.75
TRILOGY EDUCATION CONSULTING				
		280.639.0000.200.2200.340.10000.00.00 0	Other Professional Services	\$1,000.00 ¹⁴³
			Vendor Total:	\$1,000.00
WALKER LAKE DISPOSAL INC.	102157			
		100.108.0000.000.2610.421.10000.00.00 0	Garbage / Disposal	\$1,352.00
			Vendor Total:	\$1,352.00
WEDCO INC.	22320			
		100.108.0000.000.2620.610.10203.10.00 0	General Supplies	\$2.19
		100.108.0000.000.2620.610.10604.32.00 0	General Supplies	\$107.05
			Vendor Total:	\$109.24
WESTERN NEVADA SUPPLY	22580			
		100.108.0000.000.2620.610.10601.32.00 0	General Supplies	\$7,456.00
		100.108.0000.000.2620.610.10605.32.00 0	General Supplies	\$1,026.00
		100.108.0000.000.2620.612.10303.10.00 0	Inventoried Supplies/Equipment <\$5000	\$2,295.00

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1229 12/19/2024

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Vendor Remit Name	Vendor #	Account	Description	Amount
		100.122.0000.000.2620.610.10202.10.00 0	General Supplies	\$347.37
		100.127.0000.000.2620.610.10210.10.00 0	General Supplies	\$838.44
			Vendor Total:	\$11,962.81
			Grand Total:	\$766,107.19

End of Report

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1230

12/19/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
A T & T MONTHLY STATEMENT	99712	100.101.0000.000.2670.533.10203.10.00	Telephone – Land Line phone services	\$1,056.49
		Check #: 3017		
		100.164.0000.000.2410.533.10604.32.00	Telephone – Land Line phone services	\$348.95
		Check #: 3017		
			Vendor Total:	\$1,405.44
ALISSA ARATA		100.170.0000.000.2710.519.10000.00.00	Student Transportation Purchased From	\$25.76
		Check #: 3018	Other Source	
			Vendor Total:	\$25.76
AMY EILEEN TRACY		280.639.0000.200.2700.519.10000.00.00	Student Transportation Purchased From	\$57.62
		Check #: 3019	Other Source	
			Vendor Total:	\$57.62
ANDERS-GARCIA, KRISTEN		100.109.0000.000.2213.586.10000.00.00	Travel – Other Classified/support Personnel	\$365.39
		Check #: 3020		
			Vendor Total:	\$365.39
BAUMBACK, SANDY	102125	100.170.0000.000.2710.519.10000.00.00	Student Transportation Purchased From	\$160.00
		Check #: 3021	Other Source	
			Vendor Total:	\$160.00
BEAR COMMUNICATIONS INC		100.107.0000.000.2580.651.10000.00.00	Supplies – Technology – Software	\$540.00
		Check #: 3022		
			Vendor Total:	\$540.00
BIG T RECREATION		310.035.0000.000.4600.739.10211.10.00	Other Equipment	\$63,627.00
		Check #: 3023		
			Vendor Total:	\$63,627.00
BULK BOOKSTORE				

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1230

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Vendor Remit Name	Vendor #	Account	Description	Amount
		280.709.0000.000.2213.640.10000.00.00	Books and Periodicals	\$1,042.00
		Check #: 3024		
			Vendor Total:	\$1,042.00
C. I. SOLUTIONS				
		100.170.0000.000.2700.610.10000.00.00	General Supplies	\$18,868.00
		Check #: 3025		
			Vendor Total:	\$18,868.00
CURRENT SOFTWARE USA, INC.				
		100.101.0000.000.2570.310.10000.00.00	Official/Administrative Services	\$350.00
		Check #: 3026		
			Vendor Total:	\$350.00
D & S WASTE REMOVAL, INC	4960			
		100.107.0000.000.2580.421.10000.00.00	Garbage / Disposal	\$258.99
		Check #: 3027		147
		100.108.0000.000.2610.421.10000.00.00	Garbage / Disposal	\$4,708.27
		Check #: 3027		
		100.170.0000.000.2730.421.10000.00.00	Garbage / Disposal	\$258.99
		Check #: 3027		
		290.182.0000.000.3100.421.10000.00.00	Garbage / Disposal	\$1,185.73
		Check #: 3027		
			Vendor Total:	\$6,411.98
DAVIS, MARIA C.	102800			
		280.639.0000.200.2190.340.10000.00.00	Other Professional Services	\$908.51
		Check #: 3028		
			Vendor Total:	\$908.51
DEPARTMENT OF PUBLIC SAFETY	14394			
		100.102.0000.000.2570.340.10000.00.00	Other Professional Services	\$3,386.50
		Check #: 3029		
			Vendor Total:	\$3,386.50
DEWITT, CODDIERAE				
		100.170.0000.000.2710.519.10000.00.00	Student Transportation Purchased From	\$160.00
		Check #: 3030	Other Source	

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1230

12/19/2024

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
Vendor Total:				\$160.00
EDUCURIOUS PARTNERS		280.709.0000.000.2213.330.10000.00.00	Professional Employee Training & Development Serv	\$4,000.00
		Check #: 3031		
Vendor Total:				\$4,000.00
FRANTZ, KELLY		250.105.0000.200.2319.581.10000.00.00	Travel – Instructional Licensed Personnel	\$304.72
		Check #: 3032		
Vendor Total:				\$304.72
FRONTIER	21702	100.162.0000.000.2410.533.10602.50.00	Telephone – Land Line phone services	\$173.03
		Check #: 3033		
		100.163.0000.000.2410.533.10603.32.00	Telephone – Land Line phone services	\$516.08
		Check #: 3033		148
Vendor Total:				\$689.11
GARNER, SANDRA		100.109.0000.000.2213.586.10000.00.00	Travel – Other Classified/support Personnel	\$272.00
		Check #: 3034		
Vendor Total:				\$272.00
IML SECURITY SUPPLY		100.108.0000.000.2620.610.10000.00.00	General Supplies	\$142.00
		Check #: 3035		
Vendor Total:				\$142.00
LYON COUNTY SCHOOL DIST_99346	99346	100.162.0000.000.2410.615.10602.50.00	Snacks, Food & Beverages	\$25.00
		Check #: 3036		
Vendor Total:				\$25.00
M.F. BARCELLOS, INC	1560	100.108.0000.000.2610.623.10000.00.00	Bottled Gas	\$2,136.06
		Check #: 3037		
Vendor Total:				\$2,136.06

Lyon County School District

Voucher Supplement Account Summary

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Vendor Remit Name	Vendor #	Account	Description	Amount
MERCADO, KATIE L		100.101.0000.000.2213.560.10000.00.00	Tuition	\$278.10
		Check #: 3038		
			Vendor Total:	\$278.10
MONTROSE GLASS		100.108.0000.000.2620.430.10601.32.00	Repairs and Maintenance Services	\$9,963.30
		Check #: 3039		
			Vendor Total:	\$9,963.30
MOUND HOUSE HARDWARE & STORAGE	96223	100.108.0000.000.2630.610.10000.00.00	General Supplies	\$18.87
		Check #: 3040		
			Vendor Total:	\$18.87
MOYLE, HEATHER		100.109.0000.000.2213.586.10000.00.00	Travel – Other Classified/support Personnel	\$224.00
		Check #: 3041		
			Vendor Total:	\$224.00
NIAA_102628	102628	100.161.0000.920.1000.610.10601.32.00	General Supplies	\$209.20
		Check #: 3042		
			Vendor Total:	\$209.20
NOREGON SYSTEMS, LLC		100.170.0000.000.2730.651.10000.00.00	Supplies – Technology – Software	\$2,199.00
		Check #: 3043		
			Vendor Total:	\$2,199.00
O'DONNELL, SHANNON		100.104.0000.000.2210.610.10000.00.00	General Supplies	\$276.60
		Check #: 3044		
			Vendor Total:	\$276.60
ORDUNA, FELICIANA	101671	100.170.0000.000.2710.519.10000.00.00	Student Transportation Purchased From	\$160.00
		Check #: 3045	Other Source	

Lyon County School District

Voucher Supplement Account Summary

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Vendor Remit Name	Vendor #	Account	Description	Amount
				Vendor Total:
				\$160.00
PACIFIC SHREDDING/PACIFIC STORAGE CO.		100.164.0000.000.2410.421.10604.32.00	Garbage / Disposal	\$62.06
		Check #: 3046		
				Vendor Total:
				\$62.06
PITNEY BOWES GLOBAL FINANCIAL	101970	100.128.0000.000.2410.531.10211.10.00	Postage	\$80.97
		Check #: 3047		
		100.164.0000.000.2410.442.10604.32.00	Rental of Equipment and Vehicles	\$223.20
		Check #: 3047		
				Vendor Total:
				\$304.17
PURCHASE POWER	16968	100.164.0000.000.2410.531.10604.32.00	Postage	\$1175.00
		Check #: 3048		
				Vendor Total:
				\$117.18
REFRIGERATION SUPPLIES DISTRIBUTOR	96586	100.108.0000.000.2620.610.10210.10.00	General Supplies	\$845.42
		Check #: 3049		
		100.108.0000.000.2620.610.10303.10.00	General Supplies	\$121.32
		Check #: 3049		
		100.108.0000.000.2620.610.10603.32.00	General Supplies	\$344.64
		Check #: 3049		
				Vendor Total:
				\$1,311.38
RENO BUSINESS INTERIORS		100.101.0000.000.2510.340.10000.00.00	Other Professional Services	\$5,900.00
		Check #: 3050		
		100.101.0000.000.2510.610.10000.00.00	General Supplies	\$36,536.17
		Check #: 3050		
				Vendor Total:
				\$42,436.17
RICOH USA, INC				

Lyon County School District

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Vendor Remit Name	Vendor #	Account	Description	Amount
		230.231.0000.610.2500.443.10000.00.00 Check #: 3051	Rentals of Computers and Related Equipment	\$459.52
			Vendor Total:	\$459.52
RIVERSIDE ASSESSMENTS LLC		100.213.0000.100.1000.610.10000.00.00 Check #: 3052	General Supplies	\$308.00
			Vendor Total:	\$308.00
ROBIN L. TITUS	102690	285.781.0000.200.2100.340.10000.00.00 Check #: 3053	Other Professional Services	\$2,265.00
			Vendor Total:	\$2,265.00
ROUND UP AWARDS LLC	17901	280.633.0000.000.2100.610.10603.32.00 Check #: 3054	FY19 Title IA YHS Budget Load	\$2,927.00 151
			Vendor Total:	\$2,927.00
SANTOS, KORINA		100.109.0000.000.2213.586.10000.00.00 Check #: 3055	Travel – Other Classified/support Personnel	\$439.08
			Vendor Total:	\$439.08
SCHOOL OUTLET		280.633.0000.100.1000.654.10206.10.00 Check #: 3056	Supplies – IT Related <\$999 > 1 year useful life	\$9,585.75
			Vendor Total:	\$9,585.75
SCHOOL SPECIALTY_103213		100.104.0000.100.1000.641.10000.00.00 Check #: 3057	Textbooks	\$6,190.80
			Vendor Total:	\$6,190.80
SHRED-IT USA		100.165.0000.000.2410.421.10605.32.00 Check #: 3058	Garbage / Disposal	\$25.00
			Vendor Total:	\$25.00

Lyon County School District

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Voucher Batch Number: 1230

12/19/2024

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Vendor Remit Name	Vendor #	Account	Description	Amount
SILVER SPRINGS MUTUAL WATER CO	19183	100.108.0000.000.2610.411.10000.00.00	Water / Sewer	\$6,981.37
		Check #: 3059		
		100.170.0000.000.2730.411.10000.00.00	Water / Sewer	\$178.21
		Check #: 3059		
Vendor Total:				<u>\$7,159.58</u>
SLAKEY BROTHERS INC.	19350	100.108.0000.000.2620.610.10000.00.00	General Supplies	\$113.54
		Check #: 3060		
Vendor Total:				<u>\$113.54</u>
SMITH VALLEY FIRE PROTECTION DISTRICT		240.300.0000.330.1000.350.10602.50.00	Technical Services	\$210.00
		Check #: 3061		
Vendor Total:				<u>152</u>
SOLUTION TREE	100156	280.709.0000.000.2200.653.10000.00.00	Web-based and similar programs	\$625.20
		Check #: 3062		
Vendor Total:				<u>\$625.20</u>
SPORT SAFE TESTING SERVICE, INC.		100.163.0000.920.1000.610.10603.32.00	General Supplies	\$1,054.00
		Check #: 3063		
Vendor Total:				<u>\$1,054.00</u>
SWANK MOVIE LICENSING USA		100.162.0000.000.2410.810.10602.50.00	Dues and Fees	\$598.00
		Check #: 3064		
Vendor Total:				<u>\$598.00</u>
TERRY, SHELLIE A		100.101.0000.000.2510.580.10000.00.00	Staff Travel	\$152.76
		Check #: 3065		
Vendor Total:				<u>\$152.76</u>
TRAINING ROOM INC	98057			

Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1230

12/19/2024

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Vendor Remit Name	Vendor #	Account	Description	Amount
		240.300.0000.330.1000.610.10601.32.00	General Supplies	\$665.41
		Check #: 3066		
			Vendor Total:	\$665.41
WALTON, MADISON		250.101.0000.200.2150.340.10000.00.00	Other Professional Services	\$1,192.50
		Check #: 3067		
			Vendor Total:	\$1,192.50
WESTERN STATES FIRE PROTECTION		100.108.0000.000.2620.430.10208.31.00	Repairs and Maintenance Services	\$2,895.00
		Check #: 3068		
			Vendor Total:	\$2,895.00
WILSON, MERRY TERESA		100.000.0000.000.0000.000.10000.00.42	Other Accounts Payable	\$171.10
		Check #: 3069		153
			Vendor Total:	\$171.10
XEROX CORPORATION		100.101.0000.000.2510.442.10000.00.00	Rental of Equipment and Vehicles	\$284.63
		Check #: 3070		
		100.107.0000.000.2580.430.10000.00.00	Repairs and Maintenance Services	\$0.26
		Check #: 3070		
		100.107.0000.000.2580.442.10000.00.00	Rental of Equipment and Vehicles	\$22.19
		Check #: 3070		
		100.121.0000.000.2410.430.10201.10.00	Repairs and Maintenance Services	\$810.74
		Check #: 3070		
		100.121.0000.000.2410.442.10201.10.00	Rental of Equipment and Vehicles	\$444.27
		Check #: 3070		
		100.122.0000.000.2410.430.10202.10.00	Repairs and Maintenance Services	\$489.41
		Check #: 3070		
		100.122.0000.000.2410.442.10202.10.00	Rental of Equipment and Vehicles	\$221.06
		Check #: 3070		
		100.123.0000.000.2410.442.10203.10.00	Rental of Equipment and Vehicles	\$394.33
		Check #: 3070		

Lyon County School District

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Voucher Batch Number: 1230

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Vendor Remit Name	Vendor #	Account	Description	Amount
		100.123.0000.100.1000.430.10203.10.00 Check #: 3070	Repairs and Maintenance Services	\$317.01
		100.125.0000.000.2410.442.10205.10.00 Check #: 3070	Rental of Equipment and Vehicles	\$849.19
		100.126.0000.000.2410.442.10206.10.00 Check #: 3070	Rental of Equipment and Vehicles	\$667.48
		100.126.0000.100.1000.430.10206.10.00 Check #: 3070	Repairs and Maintenance Services	\$2,432.57
		100.129.0000.000.2410.442.10209.10.00 Check #: 3070	Rental of Equipment and Vehicles	\$441.53
		100.129.0000.100.1000.430.10209.10.00 Check #: 3070	Repairs and Maintenance Services	\$549.23
		100.134.0000.000.2410.442.10304.20.00 Check #: 3070	Rental of Equipment and Vehicles	\$1,261.46
		100.162.0000.000.2410.442.10602.50.00 Check #: 3070	Rental of Equipment and Vehicles	\$336.40 ¹⁵⁴
		100.162.0000.103.1000.430.10602.50.00 Check #: 3070	Repairs and Maintenance Services	\$164.36
		100.163.0000.000.2410.442.10603.32.00 Check #: 3070	Rental of Equipment and Vehicles	\$357.17
		100.163.0000.100.1000.430.10603.32.00 Check #: 3070	Repairs and Maintenance Services	\$442.37
		100.164.0000.000.2410.442.10604.32.00 Check #: 3070	Rental of Equipment and Vehicles	\$562.04
		100.164.0000.100.1000.550.10604.32.00 Check #: 3070	Printing and Binding	\$669.82
		100.165.0000.000.2410.442.10605.32.00 Check #: 3070	Rental of Equipment and Vehicles	\$334.98
		100.165.0000.100.1000.430.10605.32.00 Check #: 3070	Repairs and Maintenance Services	\$379.14

Vendor Total: \$12,431.64

XEROX FINANCIAL SERVICES

		100.107.0000.000.2580.442.10000.00.00 Check #: 3071	Rental of Equipment and Vehicles	\$22.19
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Lyon County School District

Voucher Supplement Account Summary

Voucher Batch Number: 1230 12/19/2024

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Vendor Remit Name	Vendor #	Account	Description	Amount
		100.170.0000.000.2710.442.10000.00.00	Rental of Equipment and Vehicles	\$133.14
		Check #: 3071		
			Vendor Total:	\$155.33
			Grand Total:	\$212,061.33

End of Report

Lyon County School District Board Memo

Date: January 28, 2025
To: Board of School Trustees
From: Tim Logan, Superintendent
Re: Donations

Recommendation:

That the Board of School Trustees accepts the generous donations from the following:

- A donation to East Valley Elementary School of \$1704.81 from the Dolan Auto Group.
- A donation to Silver Stage High School of \$600 from Travis Edgar and \$600 from Sunbelt Rentals for lights and labor costs.



East Valley Elementary

Home of the Panthers

4180 Farm District Road
Fernley, Nevada 89408

(775)575-3332

www.eves.lyoncsd.org

Fax (775)575-3342

Kent Jones
Principal

Shawn Romero
Vice Principal

Cindy Owings
Counselor

December 12, 2024

Dolan Auto Group
1395 E. Newlands Drive
Fernley, NV 89408

The administration, staff and students would like to thank you for your generous donation of \$1,704.81.

Community involvement and support is important, and I thank you for taking the time to be involved and supporting East Valley Elementary School.

Sincerely,

Kent Jones
Principal

cc: Lyon County School Board of Trustees

Amber Taylor, Principal
Stephanie Coplan, Assistant Principal
Paige Walker, School Counselor

Silver Stage High School

NIGHTHAWKS

"HOME of the NIGHTHAWKS!"

Mission Statement

Providing a safe learning environment to gain college, career, and life skills for a successful future!

3755 West Spruce Street
Silver Springs, NV 89429
775.577.5071
<https://www.sshs.lyoncsd.org>

December 11, 2024

To: Distinguished School Board Members

Subject: Donations

Silver Stage High School is in receipt of two generous donations. A donation from Travis Edgar in the amount of \$600.00, as well as Sunbelt Rentals in the amount of \$600.00. The donations were used for the lights and time donated in order to allow a night football game here at Silver Stage High School.

We would like the board to approve and accept these donations.

Sincerely,



Amber Taylor, Principal, Silver Stage High School

BOARD COMMITTEES

The Board president may appoint standing committees when necessary. Special committees may be appointed by the Board for specific purposes to serve until their assignment is completed. The entire Board may meet as a committee-of-the-whole.

The function of special committees will be fact-finding, deliberative and advisory rather than legislative or administrative. The committee will make recommendations directly to the Board as a whole, which alone may take action. Committee meetings may be called by the Board President, the committee President, or any committee member. Nevada Open Meeting Law will be followed by all committees appointed by the Board.

Committee-of-the-whole meetings, called “work sessions,” may be held. Committee-of-the-whole meetings may be called by the President or two-thirds of Board members.

All meetings of special committees and of committees-of-the-whole will be publicly announced and the public will be permitted to attend. The Board and its committees may sit in closed sessions to discuss matters when such sessions are required or permitted by law.

All matters referred to a committee will be thoroughly investigated. A committee will not have the power to act for the Board except as the Board has specifically authorized, but will make recommendations to the Board. Committee recommendations and reports will become an official part of Board minutes.

A Board committee may appoint, subject to Board approval, advisory members from the staff, student body or community. Advisory members will be instructed in the committee’s functions and their status. These members may not be included in considering whether a quorum of the committee is present, nor may they vote on recommendations to be made to the Board. Either an advisory member or an ex-officio member may present a written minority report to the Board.

Board Committees

Debt Management Representative:

The Debt Management Commission is governed by Nevada Revised Statutes. They must meet in February and August per NRS. Any other meeting would be due to an entity wanting to issue bonds. The meetings normally take about 30 minutes and occur in Yerington. Typically, there are between 2-6 meetings per year. Per NRS this should be a 2 year assignment. *Contact Harman Bains; hbains@lyoncsd.org*

Legislative/NASB Representative:

The NASB Representative is called a Director and attends all Board of Director meetings. The meetings tend to be scheduled with weekends that NASB has scheduled training opportunities for all school board members. The majority of the Director meetings happen in Reno with 1 meeting usually held in Las Vegas in September. There are also multiple teleconference calls that happen throughout the year. These occur as needed. The teleconference calls usually last around 30minutes. Directors will be sent agendas and appendices to read a few days before the meetings. Directors vote on issues that come before NASB and are sometimes asked to take information back for their districts to vote on. While serving as the Director you will be asked to participate in various NASB committees. For example, to plan training opportunities, review and nominate members for NIAA & other appointments, evaluate the Executive Director, research and promote school trust lands, and other committees. According to the NASB bylaws this appointment to NASB Director should be a 2 year commitment. Should the Director be unable to attend meetings, the alternate Director should attend in their stead. (NVASB.org) *Contact NASB, Rick Harris; rharris@nvasb.org*

CTE Committee Representative:

The CTE committee meets three times a year during the school calendar. The meetings are held in Silver Springs and last usually two hours. The fall and winter meetings are used to discuss new ideas to improve CTE programs. The spring meeting is to determine how best to write for the Perkins grant for federal funding.

The annual NACTE state meeting, at Lake Tahoe, in late July, is three days long.

There is also a national meeting every year within the first two weeks of December. Location rotates every year (East, Midwest and West Coast) and is about four days long.

Committee members must stay up to date on any NRS, Federal and State Department of ED changes. It is ideal for the member to have an understanding of State and Federal grants. Members must also be knowledgeable of CTE programs in Lyon County Schools.

The Nevada Dept. of Education also asks that members of the CTE Advisory Board represent the various pathways of CTE (Business & Marketing; Agriculture & Natural Resources; Skilled & Technical Sciences; Education, Hospitality & Human Services; Information & Media Technology) as teachers, principals, parents, students, and business & industry managers/owners to incorporate all ideas when it comes to preparing our students for Career and Technical professions. *Contact Jim Gianotti; jimgianotti@lyoncsd.org*

NIAA Representative:

The governing body of the NIAA is a Board of Control. This Board of Control consists of nine voting representatives from the four administrative regions. The state must be divided into regions based upon pupil population. Members of the board are NOT just school district board members. The Board of

Control will make revisions, deletions, and additions to regulations regarding athletics in the state of Nevada.

The NIAA Board of control shall elect a president and vice-president for a term of two years at its February meeting of odd numbered years. The Board shall hold regular meetings throughout the year to conduct the affairs of the NIAA. These meetings are held every 3 months with 1 meeting in Vegas and 3 meetings in Reno. The meetings are usually 2 days long (Tues/Wed. or Wed/Thurs.) and last from 10am-5pm. Traditionally there is a meeting the following months:

The only time the Lyon County NIAA representative would need to go to meetings would be if we felt we needed to present information relating to Lyon County athletics. In the meetings, our NIAA representative would simply make public comment and listen to discussion. The agenda items up for discussion and action are posted on the NIAA.com website.

There is an opportunity for a member of our school board to be elected to serve on the NIAA Board of Control. The NASB executive committee narrows the list of nominees and the NASB Directors vote to fill the opening on the NIAA Board of Control. *Contact Lori Lotts, Administrative Assistant; llotts@niaa.com*

NNDA Representative:

NNDA is the recognized Economic Development Authority for the Sierra Region of Nevada which is comprised of Carson City, Douglas County, Lyon County and the Comstock District. The agency is a non-profit organization funded by the State, the counties and cities within the region and through “investor partners” which is the business community of the region. NNDA provides a broad economic development program which recognizes the “eco-system” that our economy represents. NNDA is very active in most areas of development including education, workforce development, capital acquisition, infrastructure development, code and policy improvement, business development and expansion, health care, technology and more... with the goal of supporting and enhancing the best possible climate for business success. (NNDA.org) *Contact Robert Hooper; 775-883-4413*

School Safety Representative:

NRS 388.241 2a specifies that our District Safety Committee will include a member of the Board of Trustees. (NRS 388.229 – 388.245). This member will serve on a committee of 8-10 people who will annually review our district’s safety plan. We have worked with the sheriff’s office, Pool Pact and Jeff Kaye/School Safety Ops to update our district safety plan. The committee comes together to review the plan annually. This committee membership should not take more than a couple hours/year. *Contact Dawn Huckaby; dhuckaby@lyoncsd.org*

Lyon County Human Services:

A school board trustee will represent the school district on Human Services advisory board. It is a great opportunity to bring the voice of the school district, children, and parents to our board meetings. The advisory board typically meets once each quarter, on Monday afternoons from 3-5 p.m. in Silver Springs. There are occasional work sessions. *Contact Rhiannon Baker; rbaker@lyon-county.org*

Student Absenteeism Advisory Board (SAAB) Representative:

NRS 392.126 requires the creation of a student attendance advisory board in each county with specific membership which includes a Board member to serve on this committee. The SAAB reviews school attendance and offers support to families based on student needs. The SAAB composition is outlined by NRS 392.126 and the recommendations come from the Lyon County Deputy District Attorney, the Lyon County Education Association (LCEA), and the Lyon CSD Board of Trustees President who specifically recommend a school board member and a parent/guardian. The term of appointment is 2 years. This board meets on the third Friday of each month from approximately 1:30 pm – 4:30 pm. A vacancy must be filled in the same manner as the original appointment for the remainder of the unexpired term. *Contact Dawn Huckaby; dhuckaby@lyoncsd.org*

Lyon County School Board Committee Representatives

Debt Management Committee		
Year	Trustee Representative	Alternate Representative
2023	Holly Villines	Bridget Peterseon
2024	Holly Villines	Bridget Peterseon
2025		

NASB Legislative Committee		
Year	Trustee Representative	Alternate Representative
2023	Tom Hendrix	Darin Farr
2024	Phil Cowee	Tom Hendrix
2025		

CTE Committee		
Year	Trustee Representative	Alternate Representative
2023	Darin Farr	Tom Hendrix
2024	Phil Cowee	Neal McIntyre II
2025		

School Safety Committee		
Year	Trustee Representative	Alternate Representative
2023	Sherry Parsons	Darin Farr
2024	Sherry Parsons	Darin Farr
2025		

NIAA Committee		
Year	Trustee Representative	Alternate Representative
2023	Bridget Peterson	Mike Hogan/Neal McIntyre II
2024	Neal McIntyre II	Phil Cowee
2025		

NNDA Committee		
Year	Trustee Representative	Alternate Representative
2023	Phil Cowee	Holly Villines
2024	Tom Hendrix	Holly Villines
2025		

Lyon County Human Services Committee		
Year	Trustee Representative	Alternate Representative
2023	Bridget Peterson	Holly Villines
2024	Bridget Peterson	Sherry Parsons
2025		

Student Absenteeism Advisory Board		
Year	Trustee Representative	Alternate Representative
2024	Neal McIntyre II	
2025		

Lyon County School District Board Memo

Date: January 28, 2025

To: Board of School Trustees

From: James Gianotti, Executive Director for Educational Services

Re: A curriculum adoption of Goodheart Wilcox Instructional Materials for Middle and High School

Recommendation:

That the Lyon County School District Board of Trustees approve an Instructional Materials adoption of Goodheart Wilcox Health materials for middle and high school.

Background Information:

In 2023 the Nevada Department of Education reviewed and approved three sets of instructional materials for the instruction of Health education at the middle school and high school level. The Lyon County School District has not adopted updated health materials for a number of years and the state standards for health instruction were updated since the last adoption. These materials are in alignment with the updated state standards and will allow Lyon CSD to meet the requirements of these new standards.

A committee was formed to review two of the three approved sets of materials, with presentations by both publishing companies (McGraw Hill and Goodheart Wilcox). The committee unanimously agreed on the materials presented by Goodheart Wilcox and the company was able to provide a quote that was reasonable for a six-year agreement.

The purchase and implementation of these new materials will allow instructional staff to present updated information and materials that students will find relevant and engaging, the impacts of which should be beneficial for all students. These instructional materials meet the principles of Lyon CSD's Portrait of a Learner by aiding our students with Lifelong learning that can benefit them for years to come. Good health instruction allows students to connect what they learn to their own health and well being as well as allow them to take ownership of their learning and wellness.

The next step, upon approval, will be to sign the agreement with Goodheart Wilcox and receive materials for instruction starting in the Fall of 2025.

Budget Considerations:

Middle School Health materials \$38,730 for 6 years to be paid from the general fund.

High School Health materials \$54,069 for 6 years to be paid from the general fund.

When combined with shipping charges, a total of \$95,446.50 for 6 years is to be paid from the general fund.

Attachment(s):

GW Quote for MS and HS Health



Goodheart-Willcox Publisher

18604 West Creek Drive • Tinley Park • Illinois 60477-6243
Phone: 1.800.323.0440 • Fax: 1.888.409.3900
www.g-w.com • custserv@g-w.com

Duns No. 00517-6706
U.S. Fed I.D. 36-2135994
Canada BN: 855264339

QUOTE

Account Number 0008944700
Quote Number 14847830
Quote Date 11/21/2024

Bill To:

Ship To:

LYON COUNTY SCHOOL DISTRICT
25 JOE PARR WAY
YERINGTON NV 89447-2315

LYON COUNTY SCHOOL DISTRICT
JIM GIANOTTI
25 JOE PARR WAY
YERINGTON NV 89447-2315

Please refer to your Account Number and Process Number on all correspondence.

Email Address
jimgianotti@lyoncsd.org

Process No.	Process Date	Purchase Order Number	Shipped Via			Expiration Date
14847830	11/21/2024	QUOTE: 11/21/24 6:10:31 PM	*** FEDEX GROUND ***			1/31/2025
ISBN	Quantity	Item	Title (©)	List Price	Disc. %	Net Extended Price
9781637766507	180	BDL	BDL ESSENTIAL HEALTH MS TX/OLS6 (2023)	165.32	25.00	22,318.20
9781637766491	170	OLS	OLS ESSENTIAL HEALTH MS 6YR EM (2023)	128.72	25.00	16,411.80
9781637766217	180	BDL	BDL ESSENTIAL HEALTH HS TX/OLS6 (2023)	188.00	25.00	25,380.00
9781637766200	262	OLS	OLS ESSENTIAL HEALTH HS 6YR EM (2023)	146.00	25.00	28,689.00
9781637766569	6	CUR	CUR ESSENTIAL HEALTH MS 6YR EM (2023)	0.00	.00	0.00
9781637766279	6	CUR	CUR ESSENTIAL HEALTH HS 6YR EM (2023) DESK COPY CLEVER	0.00	.00	0.00
Sub-Total		Sales Tax		Shipping Charge		PAY THIS AMOUNT
92,799.00		0.00		2,647.50		

Shipping Charges are good for 30 days from date of quote.

Page Number

1 of 1

Tax to be collected is estimated.

Free items available only with purchase of student items direct from Goodheart-Willcox.

Please send tax exemption certificates to taxcert@g-w.com.

- | | | |
|------------------------------|--------------------------------|----------------------------------|
| BDL Bundle | OG Observation Guide | SG Study Guide |
| BSK BrightSpace Packet | OIR Online Instructor Resource | SHP Shop Manual |
| BSL BrightSpace License | OLS Online Learning Suite | TAW Teacher's Annotated Workbook |
| CCL Common Cartridge License | OSC Online Student Center | TE Teacher's Edition |
| CCK Common Cartridge Packet | OT Online Textbook | TSE Exam View Test Software |
| CUR Curriculum Center | PP PowerPoint | TXT Textbook |
| EBI Ebook Instructor | RCD Instructor's Resource CD | WB Workbook |
| EBS Ebook Student | SDG Software Design Guide | |
| LM Lab Manual | | |

Lyon County School District Board Memo

Date: January 28, 2025
To: Board of School Trustees
From: Harman Bains, Executive Director of Operations
Re: LCSD Perimeter Fencing, Site, and Exterior Door Improvements

Recommendation:

The Board of Trustees authorizes the approval of Simerson Construction LLC's base bid of \$1,986,300 and Lumos & Associates' construction staking and materials testing proposal of \$73,450, resulting in a combined total of \$2,059,750 for the LCSD Perimeter Fencing, Site, and Exterior Door Improvements project.

Background Information:

At the May 23, 2024, meeting, the LCSD Board of Trustees approved the district to move forward with the Perimeter Fencing, Site, and Exterior Door Improvements project for Fernley, Dayton, and Yerington High Schools. In collaboration with Paul Cavin Architect LLC, a Request for Proposal (RFP) was developed and published on December 16, 2024. A non-mandatory pre-bid conference followed on December 23, 2024, and bids were subsequently opened on January 17, 2025. Only one bid was received.

During the May 23, 2024, meeting, the District presented a Rough Order of Magnitude estimated cost of \$1,582,606. This preliminary estimate, provided in good faith, represented the architect's professional judgment of probable construction costs based on their expertise and familiarity with this type of project. However, design professionals do not control market conditions, material availability, construction costs, legislation, or methods and cannot guarantee that actual costs will align precisely with the estimate. Since the initial estimate, the project scope has evolved significantly due to multiple site walks with school administrators, who shared valuable insights regarding student, staff, and visitor traffic flow. These discussions led to the addition of several exit-only doors and, most notably, the inclusion of concrete replacement work at Fernley and Dayton High Schools. The poor condition of the existing concrete at both entrances necessitates replacement, not only to facilitate fencing installation but also to enhance overall student safety.

This Perimeter Fencing, Site, and Exterior Door Improvements project provides numerous benefits, primarily enhancing the overall security and safety of all three school campuses. Upgraded fencing and secure exterior doors deter unauthorized access, ensuring better protection for students, staff, and visitors. These improvements allow for controlled access to the campus, minimizing risks of intrusions while providing safer entry and exit points during emergencies. Modernized fencing and doors also enhance the aesthetic appeal of the campus, creating a more welcoming yet secure environment.

Budget Considerations:

Simerson Construction LLC – \$1,986,300
Lumos and Associates - \$73,450

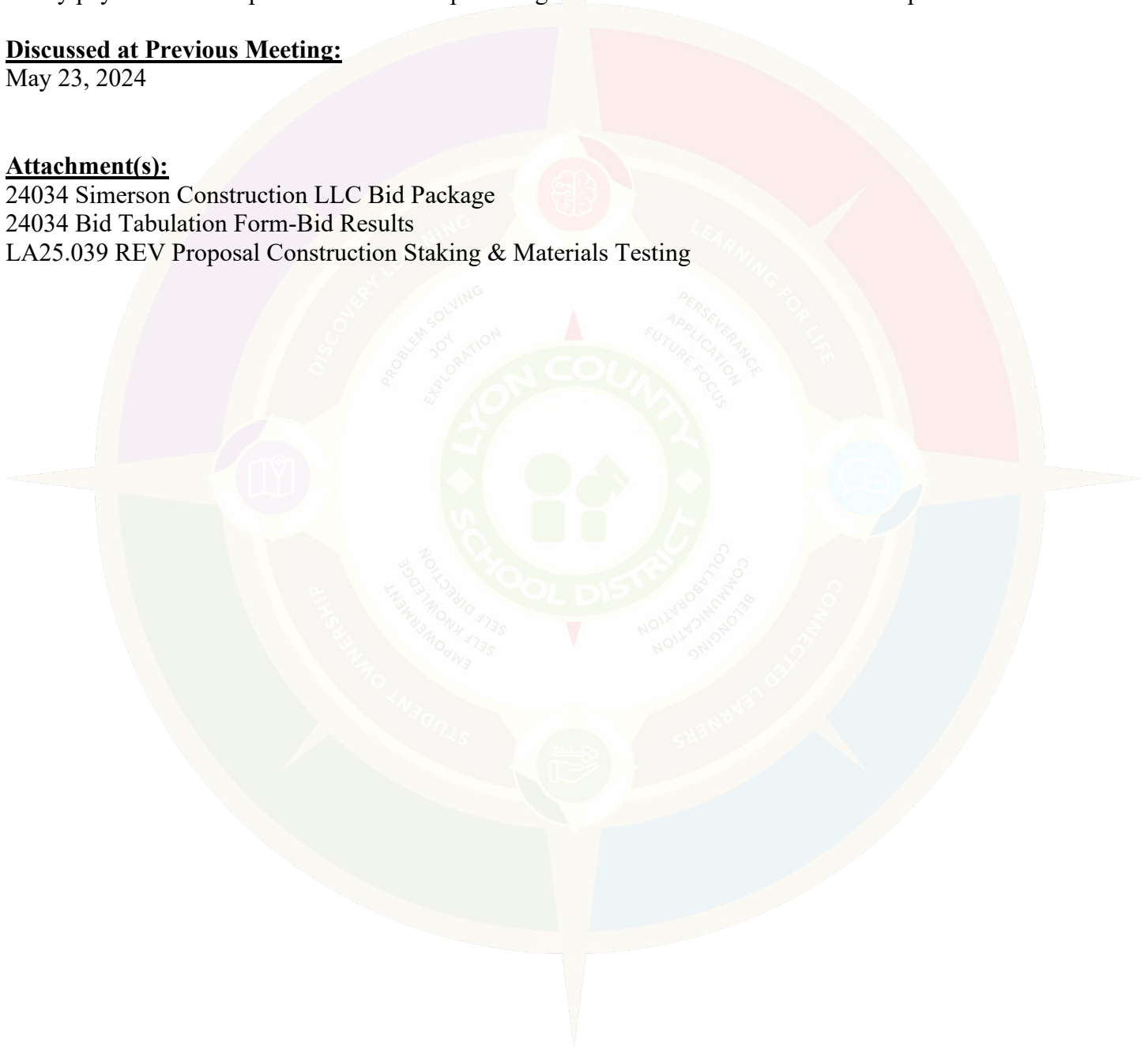
The district plans to utilize a combination of funding sources to efficiently cover project costs. These sources include the Capital Projects Fund 340, the General Fund, and the remaining balances from Bond Series A 2022, Bond Series B 2022, and Bond Series 2024. By leveraging multiple funding streams, the district seeks to ensure timely payment for completed work while optimizing the returns from the invested bond proceeds.

Discussed at Previous Meeting:

May 23, 2024

Attachment(s):

- 24034 Simerson Construction LLC Bid Package
- 24034 Bid Tabulation Form-Bid Results
- LA25.039 REV Proposal Construction Staking & Materials Testing



***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.*

Lyon county School District
FHS, YHS Site and Exterior Door Improvements
d Enclosed

11/17/25
12:50 PM

Simeron Construction LLC
1617 Forrest Way
Carson City, NV 89706
Lic - 80755

00 43 93 BID SUBMITTAL CHECKLIST

1.1 BID INFORMATION

- A. Bidder: Simerson Construction LLC
- B. Project Name: 24034 Lyon County School District DHS, FHS, YHS Site and Exterior Door Improvements.
- C. Project Location:
1. Fernley High School, 1300 US-95 ALT, Fernley, Nevada.
 2. Dayton High School, 335 Dayton Valley Road, Dayton, Nevada.
 3. Yerington High School, 114 Pearl Street, Yerington, Nevada.
- D. Owner: Lyon County School District
- E. PWP Number: LY-2025-123
- F. Architect: Paul Cavin Architect LLC
- G. Architect's Project Number: 24034.

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1.2 BIDDER'S CHECKLIST

- A. In an effort to assist the Bidder in properly completing all documentation required, the following checklist is provided for the Bidder's convenience. The Bidder is solely responsible for verifying compliance with bid submittal requirements.
- B. Attach this completed checklist to the outside of the Submittal envelope.
1. Use the Bid Form provided in the Project Manual. ✓
 2. Prepared the Bid Form as required by the Instructions to Bidders. ✓
 3. Indicated on the Bid Form the Addenda received. ✓
 4. Attached to the Bid Form: Bid Bond. ✓
 5. Proposed Schedule of Values.
 6. Attached to the Bid Form: Nevada Contractor's License. ✓
 7. Attached to the Bid Form: Nevada Business License. ✓
 8. Attached to the Bid Form: Local Preferential Bidder Status Affidavit. ✓
 9. Attached to the Bid Form: Local Preferential Bidder Certificate of Eligibility ✓
 10. Attached to the Bid Form: Prime and Subcontractors 5% List. ✓
 11. Attached to the Bid Form: Affidavit of Non-Collusion. ✓
 12. Attached to the Bid Form: Apprenticeship Utilization Act Form. ✓ N/A
 13. Attached to the Bid Form: Letter from Surety that the Bidder can provide executed Performance Bond and Labor and Material Bond. ✓
 14. Bid envelope shows name and address of the Bidder (center of envelope). ✓
 15. Bid envelope shows the Bidder's Contractor's License Number (below Bidder's Name and Address). ✓
 16. Bid envelope shows name of Project being bid (upper left-hand corner). ✓

END OF SECTION 00 43 93

00 41 13 **BID FORM**

1.1 **BID INFORMATION**

- A. Bidder: Simerson Construction LLC
- B. Project Name: 24034 Lyon County School District DHS, FHS, YHS Site and Exterior Doors Improvements.
- C. Project Location:
1. Fernley High School, 1300 US-95 ALT, Fernley, Nevada
 2. Dayton High School, 335 Dayton Valley Road, Dayton, Nevada
 3. Yerington High School, 114 Pearl Street, Yerington, Nevada
- D. Owner: Lyon County School District.
- E. Owner Project Number: LY-2025-123
- F. Architect: Paul Cavin Architect, LLC.
- G. Architect's Project Number: 24034.

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1.2 1.2 **CERTIFICATIONS AND BASE BID**

Dayton High School

- A. Base Bid, Dayton High School Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Paul Cavin Architect LLC and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:
1. Six hundred forty three thousand three hundred Dollars (\$ 643,300.00).

Fernley High School

- A. Base Bid, Fernley High School Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Paul Cavin Architect LLC and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:
1. million forty four thousand Dollars (\$ 1,044,000.00).
- B. Alternate 1, Fernley High School Site and Exterior Door Improvements shall consist of new AC paving, parking striping and sidewalks north of the existing small gymnasium building, raised sidewalk/speed bump system across existing road, remove existing "show tree" north of the auxiliary gymnasium as indicated on plans, for the stipulated sum of:

1. three hundred forty one thousand Dollars (\$ 341,000.00).

C. Alternate 2, Fernley High School Site and Exterior Door Improvements shall consist of New AC paving and storm drain, new water, power, and sewer stubs for owner provided premanufactured restroom and concession units at dirt lot northeast of the football field as indicated on plans, for the stipulated sum of:

1. Two hundred seventy thousand Dollars (\$ 270,000.00).

Yerington High School

A. Base Bid, Yerington High School Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Paul Cavin Architect LLC and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. Two hundred ninety nine thousand Dollars (\$ 299,000.00).

B. Alternate 1, Yerington High School Site and Exterior Door Improvements shall consist of slurry seal and repair, like existing layout the west side staff parking and east side student parking areas as indicated on plans, for the stipulated sum of:

1. one hundred twenty six thousand Dollars (\$ 126,000.00).

C. Alternate 2, Yerington High School Site and Exterior Door Improvements shall consist of new AC paving and parking striping patterns at the west side student and east side staff parking areas, provide concrete sidewalk with drainage at the west side student parking man gate as indicated on plans, for the stipulated sum of:

1. Two hundred fifty three thousand Dollars (\$ 253,000.00).

D. Alternate 3, Yerington High School Site and Exterior Door Improvements shall consist of new grease interceptor and associated piping as indicated on plans, for the stipulated sum of:

1. Nine hundred thirty three thousand Dollars (\$ 933,000.00).

1.3 BID GUARANTEE

A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above: Per bid bond

1. one hundred thousand Dollars (\$ 100,000.00).

B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

1.4 SUBCONTRACTORS AND SUPPLIERS

A. The following companies shall execute subcontracts for the portions of the Work indicated:

1. Site Work: M4, Colbre, High Desert
2. Electrical Work: Simerson

3. Concrete Work: Morgan, NY
4. Structural Steel Work: MI
5. Other Work: _____
6. Other Work: _____

1.5 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect and shall fully complete the Work within 180 calendar days.

1.6 ACKNOWLEDGEMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

1. Addendum No. 1, dated December 20, 2024.
2. Addendum No. 2, dated January 10, 2025.

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1.7 BID SUPPLEMENTS

- A. The following supplements are a part of this Bid Form and are attached hereto.

1. Bid Form Supplement - Bid Bond Form.
2. Bid Form Supplement - Schedule of Values

1.8 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in The State of Nevada and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1. A current copy of the State of Nevada Contractor's License shall be attached hereto.

1.9 SUBMISSION OF BID

- A. Respectfully submitted this 17 day of January, 2025
- B. Submitted By: Simerson Construction LLC (Name of bidding firm or corporation).
- C. Authorized Signature: [Signature] (Handwritten signature).
- D. Signed By: Dru Simerson (Type or print name).
- E. Title: Managing Member (Owner/Partner/President/Vice President).
- F. Witnessed By: Amber Roberts (Handwritten signature).
- G. Attest: Amber Roberts (Handwritten signature).
- H. By: Amber Roberts (Type or print name).
- I. Title: Project Coordinator.

- J. Street Address: 1617 Forrest Way
- K. City, State, Zip: Carson City NV 89706
- L. Phone: 775-883-3133
- M. Nevada Business License No.: NV20151046029
- N. Nevada Contractors License No.: 80755

END OF DOCUMENT 00 41 13

00 60 01 LOCAL PREFERENTIAL BIDDER STATUS AFFIDAVIT

I, Dr. Simerson (full name printed), affiant, and the undersigned authorized representative of Simerson Construction LLC (the "Contractor"), do hereby swear, affirm, and certify that the Contractor is now and will be for the duration of the Project (as defined herein) in compliance with the applicable provisions of Chapter 338 of the Nevada Revised Statutes to be eligible to receive a preference in bidding on:

Lyon County School District DHS, FHS, YHS Site and Exterior Door Improvements: PWP# LY-2025-123

I further swear, affirm, and certify that the following requirements will be adhered to, documented, and satisfied upon completion of the Project.

Upon Submission of this Affidavit, I do hereby acknowledge and agree that failure to comply with any of the applicable preferential bidding requirements under NRS Chapter 338 is a material breach of the contract for the project and entitles the Lyon County School District to an award of liquidated damages in an amount not to exceed ten percent (10%) of the contract for the Project, and that Contractor, pursuant to NRS Chapter 338, may lose its preference designation and/or lose its eligibility to bid on public works projects for one year or more.

The Contractor recognizes that the information submitted in this affidavit is for the purpose of certifying that the Contractor will meet the following requirements for the entire duration of the Project:

1. The Contractor shall ensure at least 50% of the workers employed for the Project legally hold a valid driver's license or identification card issued by the Nevada Department of Motor Vehicles;
2. The Contractor shall ensure all vehicles used primarily for the Project will be registered in and (where applicable) partially apportioned to Nevada and/or registered in the State of Nevada;
3. The Contractor shall ensure if applying to receive a preference in bidding pursuant to subsection 3 of NRS 338.1727 or subsection 2 of NRS 408.3886, at least 50% the design professionals who work on the Project (including sub-contractors) legally hold a valid driver's license or identification card issued by the Nevada Department of Motor Vehicles and;
4. The Contractor shall ensure payroll records related to the Project are maintained and available for inspection within the State of Nevada.

Attach a copy of the Certificate of Eligibility to Receive a Preference in Bidding.

If awarded the contract, the Contractor agrees to promptly and directly provide the Lyon County School District, on an ongoing basis or requested basis, current, complete, and accurate information regarding the records required pursuant to NRS 338.070.

I declare under the penalty of perjury that the information provided in this Affidavit is true and correct to the best of my knowledge.

By: Dr. Simerson Title: Managing Member

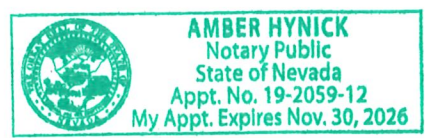
Signature: [Signature] Date: 1/17/2025

State of Nevada)
County of Carson) ss

Signed and sworn to (or affirmed) before me on this 17 day of January, 2025.

By Dr. Simerson (name of person making statement).

[Signature] STAMP AND SEAL
Notary Signature



00 60 02 PRIME AND SUBCONTRACTORS 5% LIST

1.1 FOR GENERAL CONTRACTORS AND SUB-CONTRACTORS WHO SELF-PERFORM

- A. List below the name, address, and Contractor's license number of each sub-contractor who will provide labor or a portion of the work on the project for which the sub-contractor will be paid an amount exceeding five percent (5%) of the Contractor's total bid. In addition, for each portion of the work to be completed by a sub-contractor, list the sub-contractor's name, address and Contractor's license number. For each of those listed, also describe the type or kind of work the sub-contractor will perform.
- B. Per revised NRS 338.141, the prime contractor shall list itself on the 5% list below. The prime contractor shall clearly show what quantity of work, by percentage, that will be performed by the prime contractor and each listed first tier sub-contractor.

CONTRACTOR NAME AND TYPE OF WORK TO BE PERFORMED	LICENSE NO.	PERCENT OF WORK PERFORMED
1. Prime (required) Jimerson Plumbing, handrails, painting, supervision, Electrical,	80755, 82010, 82401, 85823, 88016	15
2. A + Glass Door and Window install	78838A	15
3. Artistic Gate and Fencing	07798A	10
4. M4 Engineering civil & paving	90923	30
5. Morgan concrete	48012B	10
6. Colbre paving & civil	52639	15
7. High Desert paving	82432	5

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END OF SECTION 00 60 02

00 60 03 AFFIDAVIT OF NON-COLLUSION

STATE OF Nevada)
) ss
COUNTY OF Carson)

I, Dru Simerson, affiant,

the Managing Member of
(President, Secretary, Manager, Owner, or Representative)

Simerson Construction LLC
Name of Company or Corporation or Owner

the person, corporation, or company who makes the accompanying Bid, having first been duly sworn, and under penalty of perjury, depose and say:

That such Bid is genuine, and not sham or collusive, nor made in the interest or behalf of any person not herein named, and that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the Bidder has not in any manner sought by collusion to secure for itself an advantage over any other Bidder.

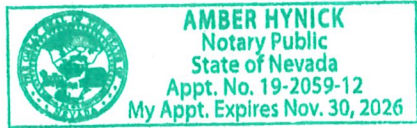
[Signature]
Signature of: President, Secretary
Manager, Owner, or Representative

Subscribed and sworn to before me
this 17 day of January, 2025.

[Signature]

Signature of Notary Public in and
for the County of Carson
State of Nevada

STAMP AND SEAL



END OF SECTION 00 60 03



AIA[®] Document A310[™] – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Simerson Construction LLC
1617 Forrest Way
Carson City, NV 89706

SURETY:

(Name, legal status and principal place of business)

Great American Insurance Company
301 E Fourth Street
Cincinnati, OH 45202

OWNER:

(Name, legal status and address)

Lyon County School District
25 E Goldfield Ave
Yerington, NV 89447

BOND AMOUNT: \$ Five Percent of Total Amount Bid (5% of Total Amount Bid)

PROJECT:

(Name, location or address, and Project number, if any)

Lyon County School District
24034 Lyon County School District DHS, FHS, YHS Site and Exterior Doors Improvements
Fernley High School, Dayton High School, Yerington High School
PWP# LY-2025-123

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

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This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

Init.

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1

Signed and sealed this 9th day of January 2025

Amber Reinhart
(Witness)

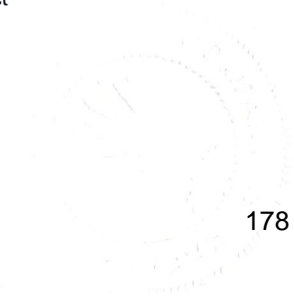
Jeanette Rivina
(Witness)

Simerson Construction LLC
(Contractor as Principal) (Seal)

[Signature]
(Title) Managing Member

Great American Insurance Company
(Surety) (Seal)

Andrea Cantlon
(Title) Andrea Cantlon, Attorney-In-Fact



GREAT AMERICAN INSURANCE COMPANY®

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by this power of attorney is not more than SIX

No. 0 21731

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name	Address	Limit of Power
NICK ROSSI	ALL OF	ALL
TERI WOOD	RENO, NEVADA	\$100,000,000
PATRICIA OWENS		
ANDREA CANTLON		
CAREY MORGAN		
SHELLY DEMARAY		

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 3RD day of MAY, 2022.



Stephen C. Beraha

Assistant Secretary

Mark V. Vicario

Divisional Senior Vice President

MARK VICARIO (877-377-2405)

STATE OF OHIO, COUNTY OF HAMILTON - ss:

On this 3RD day of MAY, 2022, before me personally appeared MARK VICARIO, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



SUSAN A KOHORST
Notary Public
State of Ohio
My Comm. Expires
May 18, 2025

Susan A Kohorst

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisional Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

CERTIFICATION

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 9th day of January, 2025



Stephen C. Beraha

Assistant Secretary

STATE CONTRACTORS BOARD

The Nevada State Contractors Board certifies that

**SIMERSON CONSTRUCTION LLC dba
SIMERSON**

Licensed since December 28, 2015

License No. **0080755**


Is duly licensed as a contractor in the following classification(s):

PRINCIPALS:

DRU SIMERSON, Managing Member,
QI

B-2 Residential and Small Commercial

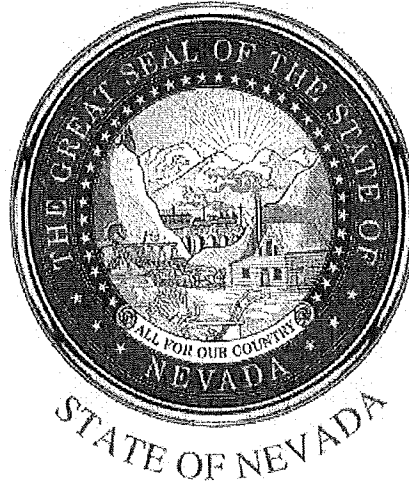
LIMIT: Unlimited
EXPIRES: 12/31/2025



Chair, Nevada State Contractors Board



SECRETARY OF STATE



NEVADA STATE BUSINESS LICENSE

SIMERSON CONSTRUCTION LLC

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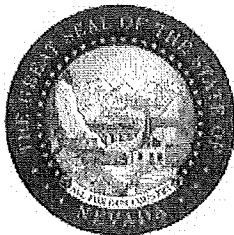
Nevada Business Identification # NV20151046029

Expiration Date: 01/31/2025

In accordance with Title 7 of Nevada Revised Statutes, pursuant to proper application duly filed and payment of appropriate prescribed fees, the above named is hereby granted a Nevada State Business License for business activities conducted within the State of Nevada.

Valid until the expiration date listed unless suspended, revoked or cancelled in accordance with the provisions in Nevada Revised Statutes. License is not transferable and is not in lieu of any local business license, permit or registration.

License must be cancelled on or before its expiration date if business activity ceases. Failure to do so will result in late fees or penalties which, by law, cannot be waived.

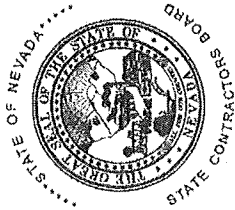


IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on 11/15/2023.

Certificate Number: B202311154116415

You may verify this certificate
online at <http://www.nvsos.gov>

FRANCISCO V. AGUILAR
Secretary of State



NEVADA STATE CONTRACTORS BOARD

5390 KIETZKE LANE, SUITE 102, RENO, NEVADA, 89511 (775) 688-1141 FAX (775) 688-1271, INVESTIGATIONS (775) 688-1150
8400 WEST SUNSET ROAD, SUITE 150, LAS VEGAS, NEVADA, 89113 (702) 486-1100 FAX (702) 486-1190, INVESTIGATIONS (702) 486-1110

CERTIFICATE OF ELIGIBILITY PER NRS 338.147 and NRS 338.1389

CERTIFICATE NUMBER: BPC-21-01-08-0613

SIMERSON CONSTRUCTION LLC DBA SIMERSON (HEREIN THE "GENERAL CONTRACTOR") NEVADA STATE CONTRACTORS' LICENSE NUMBER: 0080755 ORIGINAL ISSUE DATE: 12/28/2015 BUSINESS TYPE: LIMITED LIABILITY COMPANY CLASSIFICATION: B2-RESIDENTIAL & SMALL COMMERCIAL MONETARY LICENSE LIMIT: UNLIMITED STATUS: ACTIVE, IS HEREBY ISSUED THIS CERTIFICATE BY THE NEVADA STATE CONTRACTORS' BOARD, BASED UPON THE INFORMATION CONTAINED IN THE STATEMENT OF COMPLIANCE WITH NEVADA REVISED STATUTES (NRS) 338.147 AND NRS 338.1389 AND THE AFFIDAVIT OF CERTIFIED PUBLIC ACCOUNTANT SUBMITTED TO THE NEVADA STATE CONTRACTORS BOARD AS PROOF OF CONTRACTOR'S COMPLIANCE WITH THE PROVISIONS OF NRS 338.147 AND NRS 338.1389. IN ACCORDANCE WITH THE PROVISIONS OF NRS 338.147(3), THE ABOVE-NAMED GENERAL CONTRACTOR AND A CERTIFIED PUBLIC ACCOUNTANT HAVE SUBMITTED FULLY EXECUTED AND NOTARIZED SWORN AFFIDAVITS AS PROOF OF PREFERENTIAL BIDDER STATUS, UNDER PENALTY OF PERJURY, CERTIFYING THAT THE GENERAL CONTRACTOR IS QUALIFIED TO RECEIVE A PREFERENCE IN BIDDING AS SET FORTH IN NRS 338.147 AND NRS 338.1389 AND OTHER MATTERS RELATING THERETO.

THIS CERTIFICATE OF ELIGIBILITY IS ISSUED ON JANUARY 1, 2025 AND EXPIRES ON DECEMBER 31, 2025, UNLESS SOONER REVOKED OR SUSPENDED BY THE NEVADA STATE CONTRACTORS BOARD.



Susan Broili Kamesch 12.24.2024
SUSAN BROILI KAMESCH, LICENSING ADMINISTRATOR DATE
FOR DAVID BEHAR, EXECUTIVE OFFICER

The Nevada State Contractors Board assumes no liability or responsibility for the accuracy or validity of the information contained in the Contractors Statement of Compliance or the Affidavit of Certified Public Accountant as Proof of Contractors Compliance with the Provisions of NRS 338.147 and NRS 338.1389. The above-named General Contractor shall bear the responsibility to ascertain the accuracy and validity of the affidavits provided to support the issuance of this certificate.



January 15, 2024

RE: Pre-Qualification Letter - Simerson Construction LLC

To Whom It May Concern:

This letter is written at the request of our client, Simerson Construction LLC for purposes of pre-qualification.

It has been a privilege of Great American Insurance Company to provide surety bonds for Simerson Construction LLC for many years. We would favorably consider a single bond amount of \$8,000,000 with an aggregate work program of \$16,000,000. Simerson Construction LLC has always completed work in a timely manner and has had excellent relationships with project owners. We continue to be confident of the abilities of Simerson Construction LLC and highly recommend them to you. 183

Great American Insurance is an admitted surety (approved by the Nevada Department of Insurance) and authorized to issue surety bonds in the State of Nevada. Great American is rated A XIII by A. M. Best and is an approved surety on Federal Bonds under title 31 of the U. S. Code per U. S. Treasury Circular 570.

Please note that the decision to issue performance and payment bonds is a matter between Simerson Construction LLC and Great American Insurance Company and will be subject to standard underwriting at the time of the bond request. This will include but not be limited to the acceptability of the contract documents, bond forms and financing. We assume no liability to third parties or to you if for any reason we do not execute said bonds.

If you have any questions or need additional information, please do not hesitate to contact me. My direct line is 775-336-1987.

Sincerely,

Shelly Demaray
Attorney-In-Fact
Great American Insurance Company

P 775.996.6000

F 775.473.9288

300 East 2nd Street | Suite 1300 | Reno, NV 89501

lpins.net

SOV 24034 Lyon County School District
DHS, FHS, YHS Site and Exterior Doors Improvements

Bonds & Insurance	\$ 70,000.00
Submittals	\$ 16,000.00
Mobilization	\$ 125,000.00
DHS Base Bid	\$ 600,000.00
FHS Base Bid	\$ 950,000.00
FHS ALT 1	\$ 340,000.00
FHS ALT 2	\$ 270,000.00
YHS Base Bid	\$ 260,000.00
YHS ALT 1	\$ 125,300.00
YHS ALT 2	\$ 253,000.00
YHS ALT 3	\$ 900,000.00

N/A
SB 82 rather

00 61 04 APPRENTICESHIP UTILIZATION ACT FORM

Project Identification

Project Name: Lyon County School District
DHS, FHS, YHS Site and Exterior Door Improvements
PWP No.: LY-2025-123

Chapter 338 of the Nevada Revised Statutes requires a contractor or subcontractor engaged on a public work to employ one or more apprentices for a certain percentage of the total hours of labor performed on a public work, depending on the type of work performed. Senate Bill SB 207, Apprenticeship Utilization Act, 2019 can be accessed through the following link:

Website: <https://www.leg.state.nv.us/App/NELIS/REL/80th2019/Bill/6351/Text>

Contact Information

Carson City Office:
Office of the Labor Commissioner
1818 College Parkway, Suite 102
Carson City, NV 89706
Phone: (775) 684-1890
Fax: (775) 687-6409
Email: AUA@labor.nv.gov

Las Vegas Office:
Office of the Labor Commissioner 3300
West Sahara Avenue, Suite 225 Las
Vegas, NV 89102
Phone: (702) 486-2650
Fax: (702) 486-2660
Email: AUA@labor.nv.gov

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General Information:

Access to the Apprenticeship Utilization Act information is available at the Office of Labor Commissioner website at: http://labor.nv.gov/Apprenticeship_Utilization_Act/Apprenticeship_Utilization_Act/.

Note: Information at this website includes registered apprenticeship programs, guides, forms and a sample project workforce checklist.

SIGNATURE

By affixing his signature, the Bidder certifies that this Apprenticeship Utilization Act Form, and Workforce List is submitted in accordance with all of the provisions contained in the Instructions to Bidders and the Contract Documents, which shall be deemed applicable to the bid proposed herein.

Contractor

Prime/Bidding Contractor

Subcontractor

Name: _____

Signature: _____

License No.: _____

Print: _____

Date: _____

Title: _____

PROJECT BID TABULATION

Bid Date: January 17, 2025

Project Number: 24034

Project Name: LCSD DHS, FHS, YHS Site and Exterior Doors Improvements PWP-LY-2025-123

Bid Location: Paul Cavin Architect, LLC
1575 Delucci Lane #120
Reno, NV 89502

Project Manager: Darrell Bluhm

Location: Yerington, Nevada

Consultant: Paul Cavin Architect, LLC

Bid Opening Time: 1:00 pm

Base Bid Estimate: \$ 4,619,205

Name of Bidder	SIMERSON					
Principal office location						
Bid Form	✓					
Addenda acknowledged 1 & 2	✓					
Bid Bond (included with bid)	✓					
Nevada's Contractor's Licence	✓					
Nevada's Business License	✓					
Local Preferential Bidder Status Affidavit	✓					
Local Preferential Bidder Certificate of Eligibility	✓					
5% Subcontractor list (included with bid)	✓					
Affidavit of Non-Collusion	✓					
Apprenticeship Utilization Act Form	✓					

BASE BID	643,300.00					
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FHS	1,044,000.00					
BID ALTERNATE 1	341,000					
BID ALTERNATE 2	270,000					

YHS	299,000.00					
BID ALTERNATE 1	126,000					
BID ALTERNATE 2	253,000					
BID ALTERNATE 3	933,000					

TOTALS						
Apparent low bid ranking (1,2,3,...)						

Bids opened by:
Witnessed by:

1,986,300
BASE

3,909,300
TOTAL



Lake Tahoe
312 Dorla Court, Suite 202 | PO Box 890
Zephyr Cove, Nevada 89448
775.588.6490

January 10, 2025

LA25.039

Via email: dbluhm@lyoncsd.org

Darrell Bluhm
Lyon County School District
25 East Goldfield Ave.
Yerington, NV 89447

Subject: Proposal for Professional Services - Lyon County School District Sites (Dayton, Fernley, & Yerington High Schools) LA25.039 – Construction Staking & Materials Testing

Dear Darrell:

Lumos and Associates, Inc. is pleased to provide you with this proposal for construction-related services for proposed site improvements at the Lyon County School District Sites (Dayton, Fernley, & Yerington High Schools), as proposed on the Construction Documents prepared by Lumos & Associates under contract #11443.000. Tasks under this proposal will be billed on a time and materials (T&M) basis to account for the various alternates included in the project.

We propose the following scope of services to assist with this project:

Task 1 – Construction Staking

Task 1.A Fernley High School

A. Control Verification Survey - Conduct an initial survey to locate and densify existing control referencing the project basis of bearings and benchmark as shown on the project plans.

B. Demolition Limits - Provide 1 set of horizontal only paint marks or stakes around the demolition limits or excavation areas.

C. Rough Grade - Provide 1 set of stakes for rough grade including the corners of building pads, major parking areas and driveway, detention basins. A cut/fill to finish grade will be marked on each stake.

D. Utilities - Provide 1 set of stakes at an offset requested by the contractor to following proposed utility improvements.

1. Water Lines – set at ends, angle points, fire hydrants, and valves.

2. Sanitary Sewer – 2 offset stakes to each cleanout with cuts marked to invert elevations per the plan sheets

3. Storm Drain – offset stakes to each detention basin with cuts provided to invert elevations per the plan sheets

E. Building Corners – Provide 1 set of final building offset stakes to building corners of the concession stand and two restrooms referenced on the plan sheets.

F. Final Grade - Provide 1 set of offset stakes to edge of pavement, top back of curb, or concrete on 50' intervals in tangents and 25' intervals in curves including all horizontal and vertical points of curvature, points of tangent and angle points. Cuts or fills will be marked on all stakes to the finished surface grade as shown on the plan sheets.

A maximum of **5 field visits** to the site for the proposed tasks budgeted for this proposal. Proposed fees include Lyon County prevailing wage rates paid to all field crew members for time on site. **Exclusions** - The following services are specifically excluded from this proposal: "Red Top" and "Blue Top" staking for subgrades and final surface grades, irrigation, landscape, striping, signs, gas line, and electric line staking, post construction as built. The lump sum fee for services listed above does not include time to attend meetings.

Task 1.B Yerington High School

A. Control Verification Survey - Conduct an initial survey to locate and densify existing control referencing the project basis of bearings and benchmark as shown on the project plans.

B. Demolition Limits - Provide 1 set of horizontal only paint marks or stakes around the demolition limits or excavation areas.

C. Rough Grade - Provide 1 set of stakes for rough grade for the limits of gravel/paving areas. A cut/fill to finish grade will be marked on each stake.

F. Final Grade - Provide 1 set of offset stakes to edge of pavement, top back of curb, or concrete on 50' intervals in tangents and 25' intervals in curves including all horizontal and vertical points of curvature, points of tangent and angle points. Stakes will also be provided for trash cans and bollard locations. Cuts or fills will be marked on all stakes to the finished surface grade as shown on the plan and profile sheets.

A maximum of **3 field visits** to the site for the proposed tasks budgeted for this proposal. Proposed fees include Lyon County prevailing wage rates paid to all field crew members for time on site. **Exclusions** - The following services are specifically excluded from this proposal: "Red Top" and "Blue Top" staking for subgrades and final surface grades, irrigation, landscape, striping, signs, gas line, and electric line staking, post construction as built. The lump sum fee for services listed above does not include time to attend meetings.

Task 1.C Dayton High School

A. Control Verification Survey - Conduct an initial survey to locate and densify existing control referencing the project basis of bearings and benchmark as shown on the project plans.

B. Demolition Limits - Provide 1 set of horizontal only paint marks or stakes around the demolition limits or excavation areas.

C. Rough Grade - Provide 1 set of stakes for rough grade including the corners of major parking areas and driveway, detention basins. A cut/fill to finish grade will be marked on each stake.

F. Final Grade - Provide 1 set of offset stakes to edge of pavement, top back of curb, or concrete on 50' intervals in tangents and 25' intervals in curves including all horizontal and vertical points of curvature, points of tangent and angle points. Cuts or fills will be marked on all stakes to the finished surface grade as shown on the plan and profile sheets.

A maximum of **2 field visits** to the site for the proposed tasks budgeted for this proposal. Proposed fees include Lyon County prevailing wage rates paid to all field crew members for time on site. **Exclusions** - The following services are specifically excluded from this proposal: "Red Top" and "Blue Top" staking for subgrades and final surface grades, irrigation, landscape, striping, signs, gas line, and electric line staking, post construction as built. The lump sum fee for services listed above does not include time to attend meetings.

Work outside the established SCOPE OF WORK can be performed on a time and materials basis in accordance with the most current fee schedule. The attached Standard Conditions of Agreement are a part of this proposal. This proposal is valid for 90 working days from this date.

Task 2 –Materials Testing

Task 2.A Fernley High School

We anticipate sixteen (16) site visits to perform compaction tests on subgrade and aggregate base.

$$16 \text{ site visits} \times 2.5 \text{ hrs/visit} \times \$130/\text{hr} = \$5,200$$

We also anticipate six (6) site visits will be required to perform the sampling of exterior concrete.

$$6 \text{ site visits} \times 3.0 \text{ hrs/visit} \times \$130/\text{hr} = \$2,340$$

We also anticipate one (1) site visit will be required to perform the thin lift testing and one (1) visits to complete the coring of the site asphalt concrete.

$$1 \text{ site visit} \times 9.0 \text{ hrs/visit (thin lift testing)} \times \$130/\text{hr} = \$1,170$$

$$1 \text{ site visit} \times 5.0 \text{ hrs/visit (coring)} \times \$130/\text{hr} = \$650$$

We will also provide the following lab testing on asphalt, concrete, and soils.

$$1 \text{ Material Quality Tests (Sieve, Plasticity Index, R-Value)} @ \$425 \text{ each} = \$425$$

$$1 \text{ Modified Proctor} @ \$275 \text{ each} = \$275$$

$$2 \text{ Asphalt Concrete Series} @ \$1,000 \text{ each} = \$2,000$$

$$32 \text{ Concrete Compression Tests} @ \$40 \text{ each} = \$1,280$$

We will also provide a technician to pick up and deliver samples for testing.

$$9 \text{ visits} \times 1.5 \text{ hr/visit} \times \$130/\text{hr} = \$1,755$$

At the conclusion of this task, Lumos & Associates, Inc. will prepare a final inspection and testing package for submittal to the Owners Representative. The submittal will be reviewed and stamped by a Professional Engineer.

We will provide Administration Services (i.e. Technical Typist, Construction Services Engineer, and Construction Services Supervisor) at an estimated cost of 15% of the fees associated with the above inspection and testing scope.

Task 2.B Yerington High School

We anticipate seven (7) site visits to perform compaction tests on subgrade and aggregate base.

$$7 \text{ site visits} \times 2.5 \text{ hrs/visit} \times \$130/\text{hr} = \$2,275$$

We also anticipate three (3) site visits will be required to perform the sampling of exterior concrete.

$$3 \text{ site visits} \times 3.0 \text{ hrs/visit} \times \$130/\text{hr} = \$1,170$$

We also anticipate one (1) site visit will be required to perform the thin lift testing and one (1) visits to complete the coring of the site asphalt concrete.

$$1 \text{ site visit} \times 9.0 \text{ hrs/visit (thin lift testing)} \times \$130/\text{hr} = \$1,170$$
$$1 \text{ site visit} \times 5.0 \text{ hrs/visit (coring)} \times \$130/\text{hr} = \$650$$

We will also provide the following lab testing on asphalt, concrete, and soils.

$$1 \text{ Material Quality Tests (Sieve, Plasticity Index, R-Value)} @ \$425 \text{ each} = \$425$$
$$1 \text{ Modified Proctor} @ \$275 \text{ each} = \$275$$
$$1 \text{ Asphalt Concrete Series} @ \$1,000 \text{ each} = \$1,000$$
$$13 \text{ Concrete Compression Tests} @ \$40 \text{ each} = \$520$$

We will also provide a technician to pick up and deliver samples for testing.

$$4 \text{ visits} \times 1.5 \text{ hr/visit} \times \$130/\text{hr} = \$780$$

At the conclusion of this task, Lumos & Associates, Inc. will prepare a final inspection and testing package for submittal to the Owners Representative. The submittal will be reviewed and stamped by a Professional Engineer.

We will provide Administration Services (i.e. Technical Typist, Construction Services Engineer, and Construction Services Supervisor) at an estimated cost of 15% of the fees associated with the above inspection and testing scope.

Task 2.C Dayton High School

We anticipate two (2) site visits to perform compaction tests on subgrade and aggregate base.

$$2 \text{ site visits} \times 2.5 \text{ hrs/visit} \times \$130/\text{hr} = \$650$$

We also anticipate one (1) site visit will be required to perform the sampling of exterior concrete.

$$1 \text{ site visit} \times 3.0 \text{ hrs/visit} \times \$130/\text{hr} = \$390$$

We will also provide the following lab testing on asphalt, concrete, and soils.

$$\begin{aligned} &1 \text{ Material Quality Tests (Sieve, Plasticity Index, R-Value)} @ \$425 \text{ each} = \$425 \\ &1 \text{ Modified Proctor} @ \$275 \text{ each} = \$275 \\ &5 \text{ Concrete Compression Tests} @ \$40 \text{ each} = \$200 \end{aligned}$$

We will also provide a technician to pick up and deliver samples for testing.

$$2 \text{ visits} \times 1.5 \text{ hr/visit} \times \$130/\text{hr} = \$390$$

At the conclusion of this task, Lumos & Associates, Inc. will prepare a final inspection and testing package for submittal to the Owners Representative. The submittal will be reviewed and stamped by a Professional Engineer.

We will provide Administration Services (i.e. Technical Typist, Construction Services Engineer, and Construction Services Supervisor) at an estimated cost of 15% of the fees associated with the above inspection and testing scope.

Lumos & Associates, Inc. can provide additional materials testing and inspection if requested, on a time and materials basis per our current fee schedule. Retesting, re-inspection, standby, and show up will not be considered as part of our budget. If the fees associated with these items become excessive and contributes to a shortfall in our budget, we will request augmentation to our budget. Prevailing wages have not been assumed for our inspectors/technicians while on site. If prevailing wages are required, the above costs will be adjusted accordingly.

We request all scheduling be done prior to 3:00 p.m., the day prior to the required tests.

Fees

The tasks described in the Scope of Work will be completed for the following fees:

Task	Description	Fee
1A	Fernley High School Construction Staking	\$8,100
1B	Yerington High School Construction Staking	\$22,700
1C	Dayton High School Construction Staking	\$13,300
2A	Fernley High School Materials Testing	\$19,077
2B	Yerington High School Materials Testing	\$7,338
2C	Dayton High School Materials Testing	\$2,935
Total		\$73,450

Each of the tasks above will be billed on a time and materials (T&M) basis, not to exceed the amount listed without prior Owner approval. Fee limits for each task assume that all proposed alternates on the civil improvement plans under Lumos project #11443.000 will be completed. If any alternates from those plans are not selected, we anticipate less of the budget to be used. However, the level of effort, and amount billed to each task, will be dependent on contactor efficiencies and the number of site visits required.

All terms and provisions of the attached Standard Agreement apply to the proposed scope. If this proposal is acceptable, please execute the attached Agreement form and return the same to our office. Any additional services requested but not covered by this Scope of Work can be provided by an amendment to this proposal.

Lumos and Associates, Inc. will send monthly progress billings on this project. The amount of these billings will be based upon the percentage of work completed. The terms are 'Due Upon Receipt' and accounts are past due after 30 days. Accounts over 30 days old will be subject to interest at the rate of 1 ½% per month and such collection action as may be necessary to collect the account. In addition, a "Stop Work Order" may be issued on past due accounts. In this case, no further work will be performed until the account is brought current.

Thank you again for allowing Lumos and Associates to provide you with this proposal. Please do not hesitate to call me if you have questions.

Sincerely,



Justin Sand, P.E.
Group Manager - Engineering

Lyon County School District Board Memo

Date: January 28, 2025
To: Board of School Trustees
From: Harman Bains, Executive Director of Operations
Re: LCSD Energy Services Company (ESCO) RFQ 2025

Recommendation:

The Board of Trustees approves Trane as Lyon County School District Energy Services Company at no cost for preliminary audits and assembling of budget costs.

Background Information:

Lyon County School District (LCSD) issued a Request for Qualifications (RFQ) for Energy Services Company (ESCO) on December 23, 2024, and opened bids on January 15, 2025, receiving only one submission. The RFQ was published as part of the district's due diligence process, providing an opportunity for other potential consultants to bid on work currently being performed by Trane. This solicitation was not initiated due to any dissatisfaction with Trane's work with the district.

Over the past two years, LCSD has successfully partnered with Trane on several projects, including the air handler unit upgrades at Cottonwood Elementary School and Sutro Elementary School, completed in the summer of 2024. The recent RFQ process reaffirmed that Trane's Turnkey Program is the best solution to meet the district's needs. The program delivers customized solutions tailored to each facility's unique needs, reducing energy consumption and utility costs while enhancing indoor comfort and air quality. With a focus on sustainability and long-term performance, Trane incorporates durable, efficient systems designed for ease of maintenance and compliance with regulatory standards.

Trane's Turnkey program provides a comprehensive, streamlined approach to improving facilities' energy efficiency and overall performance through end-to-end project management. Collaborating closely with district personnel, Trane manages every phase of the process, from design and installation to commissioning and ongoing support. Their Northern Nevada service center minimizes downtime and eliminates the need for multiple contractors, ensuring prompt responses to district service needs. Trane also proactively engages local contractors for district projects, keeping local dollars within the community.

Trane's turnkey program is also endorsed by OMNIA Partners, which offers substantial advantages to public sector organizations. OMNIA Partners provides access to cooperative contracts that simplify procurement processes and help reduce costs. By harnessing the collective purchasing power of various public entities, OMNIA Partners secures favorable terms and pricing for key services and products, including HVAC systems, energy efficiency improvements, and more. This model enables public institutions, such as school districts, to save time and resources by eliminating the need for lengthy bidding processes, all while maintaining compliance with procurement regulations. Furthermore, OMNIA Partners offers a network of pre-vetted suppliers like Trane, ensuring dependable, high-quality services tailored to the unique needs of public organizations, which in turn enhances cost efficiency and operational performance.

***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.*

Budget Considerations:

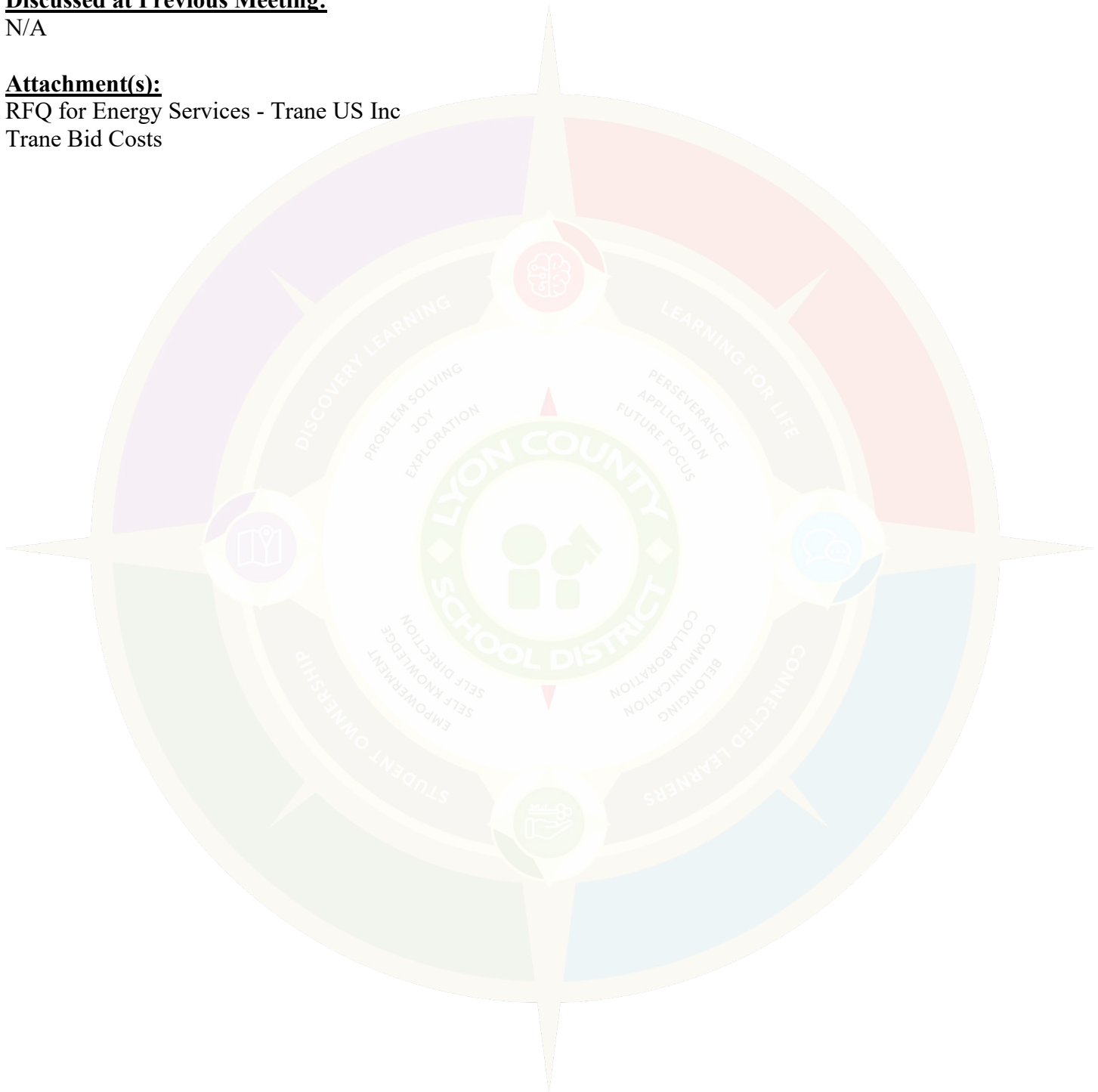
N/A

Discussed at Previous Meeting:

N/A

Attachment(s):

RFQ for Energy Services - Trane US Inc
Trane Bid Costs



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.*



Lyon County School District

RFQ for Energy Services Company

Submitted January 15, 2025

Trane U.S. Inc.



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Letter of Interest

January 15, 2025

Harman Bains
Executive Director of Operations
Lyon County School District
25 East Goldfield Ave.
Yerington, NV 89447

RE: RFQ for Energy Services Company

Trane U. S. Inc. would like to thank you for this opportunity to perform your Energy Services work. We are extremely interested and have assembled the information you have requested.

Experience as a Design Build Contractor

- As an Energy Services Company (ESCO), our mission is clear: to enhance sustainability and comfort through innovative solutions. This past year marked a significant milestone for our contracting business as we surpassed \$1 billion in annual contracting project revenue, with the majority of our work being design-build projects.

Five K-12 References for Energy Services in the past 5 years

- Trane has hundreds of references for the K-12 market across the Country. Trane will share several of our references within this response. One of the “marks” of a successful Company you want to work with is seeing how many customers did repeat business with them. You will see that most Trane k-12 customers do multiple phases of work with Trane.

Trane Company Service and Controls Office in Reno, NV

- Trane has a full HVAC and Controls office in Reno, NV, which fully serves your District area.

Accredited NAESCO Energy Services Provider (ESP) and DOE qualified

- Trane is currently Accredited NAESCO Energy Service Provider and on the Department of Energy’s (DOE) Qualified List of Energy Service Companies

Active G.C. license in Nevada and Building Code Compliance

- Trane is licensed by the State of Nevada in four different trade categories:
 - 0069808 – B General
 - 0077320 – C-2 Electrical
 - 0033245 – C-21 Refrigeration and Air Conditioning
 - 0077908 – C-21B HVAC

Minimum of \$10 Million in Bonding Capacity

- Trane has bonding capacity available for projects more than \$100 million.

Financial Capacity

- Trane Technologies is a \$16Billion public corporation with a strong investment grade rating as indicated by Moody's and S&P (Baa2/BBB). Trane's audited annual report—and other financial documents—can be viewed at the following web address:

<https://investors.tranetechnologies.com/financial-information/financialsummary/default.aspx>

Quality Assurance / Quality Control plan: Trane will work closely with Lyon CSD to develop a schedule to perform any work while not disrupting the classroom learning environment. A kickoff meeting will be held prior to onsite labor start date to ensure all parties are on the same page in terms of school access and logistics. We will utilize close coordination with Lyon CSD staff to minimize disruptions and delays to scheduling. We will provide spreadsheet tracking of contingency funds utilization (for maintenance and repair work) and for progress updates. We will utilize Dropbox and Procore for document management of all testing forms and final reports.

Track Record:

- Trane has not ever been terminated or dismissed by a client or replaced by another firm during any educational project.
- Trane has no pending litigation presently or over the past 5 years in Nevada.
- Trane has not defaulted on a contract within the past 5 years, nor have we declared bankruptcy, or been placed in receivership within the past 5 years.

Insurance: Trane is fully compliant with your insurance requirements. Trane has added an example Certificate of Insurance in the Attachments.

Genuinely,



Authorized to Contractually Bind Trane

Istiaque Baig

Regional Controls and Contracting Manager

917-297-5637

istiaque.baig@trane.com

TAB 1 Firm Overview

Trane US, Inc.: <https://www.trane.com>

Trane Technologies (NYSE: TT) is a \$16 billion corporation.

Our local Trane office: Trane Reno, 5595 Equity Ave., Ste 100, Reno, NV, 89502

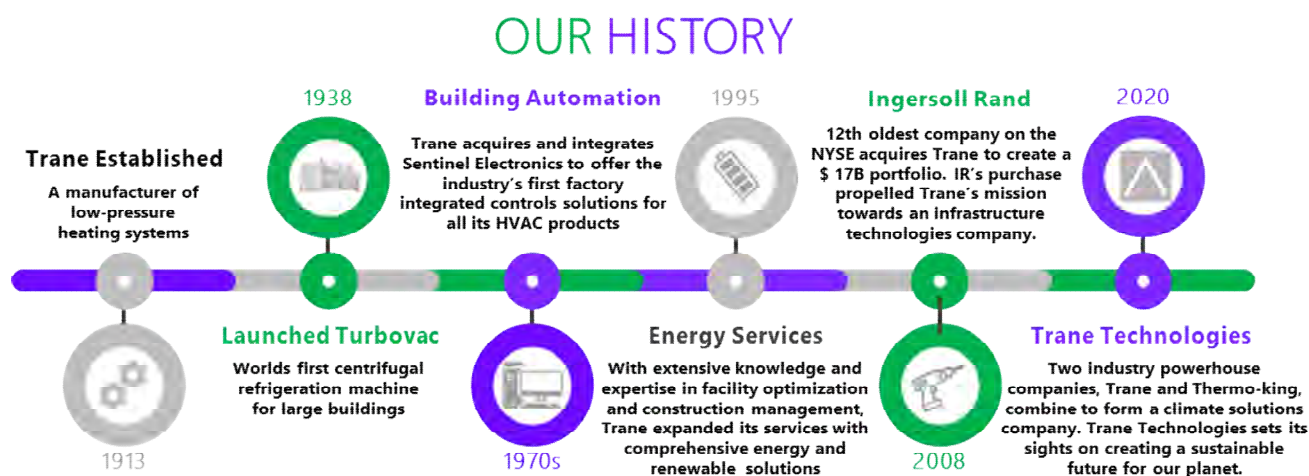
Our Trane Corporate office: 1 Centennial Avenue Suite 101 Piscataway, NJ 08854

Our Trane Technologies Corporate office: 170/175 Lakeview Drive, Airside Business Park, Swords, Co. Dublin, Ireland

28 Years as an Energy Services Company

Federal Tax ID 25-0900465

Trane's Background



As an American Manufacturing company for over 100 years, Trane has contributed greatly towards the technological modernization of skyscrapers, campuses, data centers, and other various types of infrastructure. Throughout this long history, Trane supported the engineering, construction, operations, and property management sectors and educated the market on emerging technologies. Naturally, Trane developed the most efficient building systems for the market and pushed for the digital transformation of the industry. As the construction market became complicated and expensive, there grew a need to modernize existing assets cost effectively. The Energy Services division, now known as Comprehensive Solutions, filled that gap ever since. As of 2020, Trane Technologies, dba Trane U.S. Inc., is listed in the NYSE as TT. Previous operating name (2008 to 2019), Trane U.S. Inc. was under the parent company Ingersoll Rand but dba Trane U.S. Inc.



NAESCO Energy Services Provider (ESP)



Trane earned its NAESCO accreditation in 2004. As of 2020, Trane is a NAESCO **Energy Services Provider**. NAESCO accreditation is a thorough examination of a business’s core capabilities and professional processes. The NASECO committee gives accreditation based on the following criteria: the precise nature of the applicant's business; the range measures and services offered to customers; the availability of a performance-based project approach; ethical business practice commitment; project engineering and design, financing, project management, operations, and maintenance

capabilities; and the capability of verifying and monitoring energy cost savings. An ESP provider has to meet the additional requirements in order to be accredited: Development and implementation of build/own/operate distributed generation, cogeneration or combined heat and power (CHP) projects and arrangement of firm contracting of energy supply.

Department of Energy Qualified

Trane is a qualified U.S. Department of Energy ESCO. We have managed energy services performance contracting (ESPC) programs for several federal government agencies, including the Department of Energy, Department of State, Navy, Army, Air Force, and the General Services Administration. Trane’s Federal ESPC portfolio includes \$641 million in DOE ESPC projects. We are delivering more than \$47 million in annual guaranteed savings – \$882 million in guaranteed savings over the life of all 22 contracts.

Under the scope of these projects, we have saved the federal government more than 1.9 trillion BTU/year in energy, with an average reduction of 30.4% from the baseline. Our projects have received multiple awards, including the Federal Energy Management Program Award of the Year and the Presidential Award for Leadership in Federal Energy Management.

Bonding Capacity

Trane has bonding capacity available for projects more than \$100 million.

Local Office and Support

Trane brings you a large Company with many resources, all brought to you by your local Trane office in Reno. Reno has 10 employees, which includes our HVAC service department. This is important to your District as we are local and there to support you now, during the project and after the project with local warranty and service support. When needed our Sacramento office is the backup to support the Reno office. There you will find another 70 employees. These offices are supported by our Region and then our National teams. Trane has over 26,000 employees across the USA.


Trane the ESCO


About 60 years ago, Trane saw the need to provide service on all the Trane products in the marketplace. Over the years, customers trusted Trane and asked Trane to perform the replacement of equipment as it reached its end of life. This finally evolved into the Energy Services Business as a ESCO provider back in 1996. Trane's ESCO business is the leading business channel responsible for taking Trane over the \$1 Billion in design build contracting services.


ORGANIZATIONAL CHART



Proposed Project Team

Name and Title		Qualifications and Experience	Relevant Experience
 <ul style="list-style-type: none"> • Johnny Brown VP & Regional GM Trane Pacific Southwest 	<ul style="list-style-type: none"> • 22 years industry experience • 15 years with Trane • Navy Nuclear Power School • B.S. Chemical Engineering • University of South Florida 	<p>Johnny served in the Navy as a nuclear power officer. He spent 7 years with GE Power Systems negotiating performance contracts in the energy supply market. He has 15 years at Trane as sales and as GM. He is managing the second largest region for Trane in the USA.</p>	
Function			
<p>Johnny has responsibility for the Trane Pacific Southwest Region, which includes Hawaii, California, Arizona, Nevada, New Mexico. Johnny will be involved in negotiations, contracts, overall performance.</p>			

Name and Title		Qualifications and Experience	Relevant Experience
 <ul style="list-style-type: none"> • Keit Tan Area General Manager Trane Northern California 	<ul style="list-style-type: none"> • 20 years industry experience • 20 years with Trane • B.S. in Mechanical Engineering – Western Michigan University 	<p>Area General Manager for the Northern CA and NV Trane commercial business. His current responsibilities include leading three Business Segments; Contracting, Equipment and Services.</p>	
Function			
<p>Keit will be part of ensuring overall customer experience to include handling high level customer issues and ensuring effective and timely customer engagement to deliver the proposed business outcomes</p>			

Name and Title		Qualifications and Experience	Relevant Experience
	<p>Istiaque Baig Area Sales Manager Controls & Contracting</p>	<ul style="list-style-type: none"> • 14 years industry experience • 14 years with Trane • Bachelor of Engineering, Engineering Mgmt. & Materials Engineering 	<p>Istiaque's career has been focused on sales and sales leadership within the Energy Services and Controls sector. His extensive experience in this field brings a wealth of innovation and opens up infinite possibilities for the project.</p>


Function

Istiaque will be there to support the sales team as they work with the project development team to assemble the best project for your District.

Name and Title		Qualifications and Experience	Relevant Experience
	<p>Ian Leisle Primary Contact & Sr. Account Manager: Turnkey & Energy Services</p>	<ul style="list-style-type: none"> • 20 years of experience • 3 years with Trane • B.S. in Construction Management California State University Fresno • 18 Years as Project Developer and Project Manager for MEP trades 	<p>Ian's entire career has been developing and managing complex HVAC, Electrical and Plumbing design build projects with a focus on owner involvement and coordination between all trades.</p>


Function

From this RFQ response through to the end of the project, Ian is your **direct contact for this project**. Your District has very specific needs for this project. Ian's experience and hands on attendance will enhance the Trane team finding the best solutions for comfort, as well as equipment delivery timelines. Ian advocates for his clients and ensures the project meets your goals.

Name and Title		Qualifications and Experience	Relevant Experience
	Doug Walker Energy Services Sr. Sales Executive	<ul style="list-style-type: none"> • 38 years Industry experience • 27 years with Trane • B.S. in Marketing, CSU Fullerton • Irvine Public Schools Foundation, Recent Board Member • SYR Municipal Water District, Board Member 	Doug has been delivering ESCO projects to his clients for 38 years. He is experienced and dedicated to achieving client goals. He has a sweet spot for working with the Education marketplace, as his parents were both Teachers. He relies on his experience to deliver the best options to match the required outcomes for the District


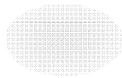
Function


From this RFQ response all the way through extended M&V, Doug will always stay engaged. He works closely with the Development team to ensure right timing, best solutions and financial options are available. Doug takes pride in being the client advocate, to ensure the project brings value and exceeds client expectations.


Name and Title		Qualifications and Experience	Relevant Experience
	Scott Krebs Regional Contracting Operations Leader	<ul style="list-style-type: none"> • 39 years in the industry • B.S. in Industrial Engineering – UCLA • PMP Certified 	Broad expertise in master planning, program scheduling, contract negotiations, cost budgeting, MEP systems, and overall Operations Management. Scott Krebs has been leading the operations team for many years, managing all aspects of the construction for design-build contracts.


Function


Scott will be responsible for overseeing the Construction team. He will make sure that resources are available to fulfill the project for an on-time and on-budget project.


Name and Title		Qualifications and Experience	Relevant Experience
 	Alec Lyons Systems Account Manger	<ul style="list-style-type: none"> • 10 yrs Industry experience • 6 yrs with Trane • B.S. in Mechanical Engineering, from University of Nevada, Reno • Northern Nevada ASHRAE Past President and current Board Member, Volunteer Involvement through AGC 	Alec’s primary role is working with owners (School Districts, Colleges, etc.), contractors, and engineering firms. Alec has full knowledge of all Trane equipment and ensures the right equipment is chosen for the application.
Function			
<p>Alec will stay in contact throughout the project, and is a local Carson City Resident. He has direct factory lines of communication, which will ensure best equipment for the application and the delivery timelines meet installation schedules. He, along with Ian, will be in continuous contact throughout the project.</p>			

Name and Title		Qualifications and Experience	Relevant Experience
	Connor Secret Contracting Project Manager	<ul style="list-style-type: none"> • CA Contractors B License • 14 years industry experience • BS of Sciences in Construction Management – Cal State Chico • Cal OSHA 30 	Connor worked as a civil superintendent as well as a commercial building superintendent prior to becoming a project manager. This experience brings efficiency, safety, and an ability to bring projects in on time and on budget.
Function			
<p>Connor will be responsible for the on-site project management of the construction. He will ensure all day-to-day activities are communicated and completed as scheduled.</p>			

Name and Title		Qualifications and Experience	Relevant Experience
	Dean Perry Project Development Manager	<ul style="list-style-type: none"> • 10 years Industry experience, all with Trane • B.S. in Mechanical Engineering – California Polytechnic University • Professional Engineer (PE) • Certified M&V Professional (CMVP) • Project Management Pro (PMP) 	Dean has held the roles of Energy Engineer, as well as Project Developer. He now leads the development team across the Region. He applies resources based on potential scope and best resources to match the scope.
Function			
Dean will ensure his team has the right resources to match the opportunity. Those resources will be properly scheduled and capable of fulfilling the project development and Energy Engineering requirements for the project on time			

Name and Title		Qualifications and Experience	Relevant Experience
	Greg Lisk Energy Services Project Developer	<ul style="list-style-type: none"> • 16 years Industry experience • 7 years with Trane • Associates of Applied Science Degree – Computer-Aided Drafting • PMP (Project Mngmt Professional) Certification 	Greg has significant expertise providing energy and utility base strategies that create impactful asset improvements. Greg has developed scope involving HVAC, Lighting, Controls, Water, Renewables, Utility Grid solutions
Function			
Greg will be responsible for site walks, coordination with any outside resources, project scope development, and costing for Energy Services projects. He would work in coordination with Ian.			

Name and Title		Qualifications and Experience	Relevant Experience
	Natasha Vassallo Measurement and Verification Analyst	<ul style="list-style-type: none"> • 25+ years of industry experience, 15 with Trane • MBA, from Lawrence Technological University • B.S. in Facility Mgmt – E. Michigan University • Certified Energy Manager (CEM®) • Certified M&V Professional (CMVP®) 	Natasha Vassallo has more than 25 years in energy engineering — focusing on the science of Measurement and Verification for the last 15 years.
Function			
Natasha will be the lead M&V Engineer for this project. She will analyze and prepare construction period savings reports, as well as ongoing annual reports.			

Name and Title		Qualifications and Experience	Relevant Experience
	Omar Hattab Energy Engineer	<ul style="list-style-type: none"> • 6 years Industry experience • 3 years with Trane • B.S. Energy Engineering, Westphalian University of Applied Sciences, Gelsenkirchen Germany • Certified Energy Manager and Auditor (CEM) (CEA) 	Omar has been modelling buildings and performing Energy Engineering analysis for several years now. He has an extensive knowledge CA utility rates and programs which enhance the accuracy of her modelling.
Function			
Omar will collaborate with Greg to understand the existing operations and projected operations, then create the energy analysis to determine Trane’s Guaranteed Savings.			

TAB 2 Approach to Project

Special Talent, Experience & Technical Expertise regarding schedule, planning, budgets, management, and quality control. Also the strengths and project continuity Trane can bring

Trane brings a strong team together for your project(s), so that we have the best of the best all working toward your common goal. We have Industry expertise, as bring access to our Factory Experts. We have Innovation, as one of our local team members holds 10 different patents. And he is only one of many across our Company. We have Financial options covered, as one of our team members has been bringing financial options to our Energy Services projects for over 35 years. We have Process covered through the great experience learned over thousands of projects. We have Financial Guarantees to help minimize the Risk of the District. We have Local Service to see your projects all the way through their life of operation. And most important, we have local people who care about the work we do in their home communities.

These strengths mentioned above are continuously brought to the District and process are followed. Following process means a consistent delivery. Delivery of Audits, customer communication, project options, contracts, project management, and project closeout. We mirror all the things that go right over and over again.

Let us share with you the processes we use to provide you the best projects:

Preliminary Audit

Before auditing a single building, our team members will interview management and building operations staff to fully understand your objectives for this major undertaking. This is the first of many meetings and workshops that we'll conduct so that we don't miss the big picture amid a mountain of details. With all of the funding mechanism's available right now, we must be on the same page and understanding of the District goals, as they will direct how we approach the project to best achieve every one of those goals.

A Preliminary Audit allows our team to determine potential cost savings related to energy and water, as well as the operations and maintenance of your building systems. We study energy use, comfort requirements, operating efficiency, and environmental impact. The information gathered during this initial phase should provide enough data for both of our teams to make an informed decision regarding which energy conservation measures (ECMs) should be researched further in a more detailed audit.

Trane's Energy Optics tool generates a 3-D view of a building's existing energy use, which allows our team to identify trends and inconsistencies, as well as potential savings opportunities.

The auditing process involves **frequent team meetings and communications** to accurately define and confirm the project's scope and direction. Your team's input will help us verify and reach agreement in these key areas:

- General direction and goals for the project
- Scope of ECMs and savings strategies
- Baseline utility and operating cost profiles
- Project funding and financial approach

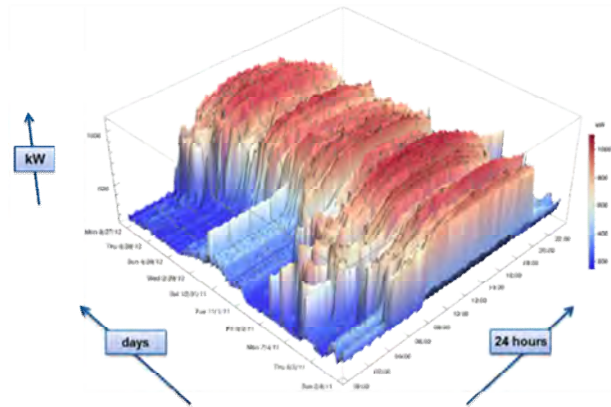
Based on the audit findings, we will provide documentation for your team to review and offer suggestions that will be more fully explored in the Investment Grade Audit phase. This is an important step in ensuring the program objectives are being met.

Investment Grade Audit

The next step is to drill deeper and either validate or modify the recommendations presented in the Preliminary Audit report. Our team will next perform an Investment Grade Audit (IGA). With your team's assistance, we will conduct a more detailed examination of all mechanical, electrical, and plumbing systems – as well as the building envelope. We will identify the current condition of each facility, the urgency of any necessary improvements, potential for structural envelope changes, financial viability of each improvement measure and potential operational efficiencies that can be captured. The final IGA report will incorporate feedback from your management team and facility staff so that the project will fully achieve your operational and financial goals.


During the IGA, Trane relies on our customers to provide the following:

- Assist in gathering necessary information as detailed in the table below, including, but not limited to, copies of current utility bills, Engineering drawings of the sites being studied.
- Access to contracts in place with utilities for evaluating whether to pursue more favorable terms
- Access to all facilities and escorts, if necessary
- Access to building automation and energy management systems
- Time for interviews with building occupants, maintenance personnel and janitorial personnel to better understand your facilities, how they operate, inherent issues with operation, hours of operation, etc.
- Availability of personnel for strategic meetings



The following information is collected during the Investment Grade Audit...

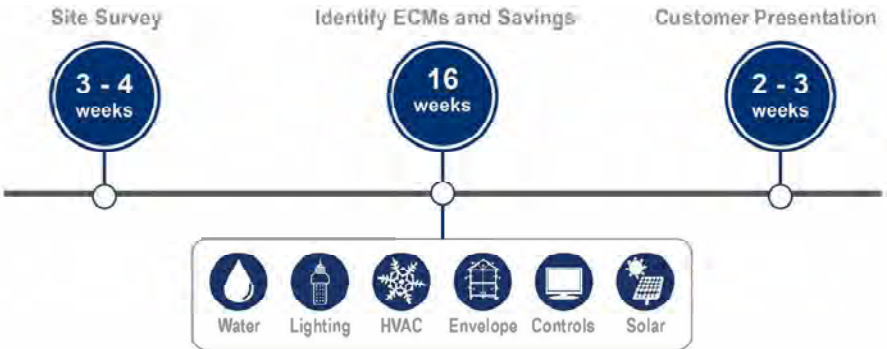
IGA Categories	Examples of Information Collected
 <p>General</p>	<p>Obtain copies of building and controls drawings</p> <p>Interview key building personnel</p> <p>Review existing energy savings program</p>
 <p>Building Envelope</p>	<p>Collect building floor plans</p> <p>Note window, roof types, conditions, and age</p> <p>Note general, readily observable building condition and/or problems</p>
 <p>Lighting and Water Systems</p>	<p>Detailed room-by-room lighting audit with light level measurements</p> <p>Detailed room-by-room audit of all water-consuming devices</p>
 <p>HVAC Systems</p>	<p>Inventory all equipment, including nameplate information</p> <p>Investigate existing direct digital controls (DDC) system and available trend data</p> <p>Document existing system set-points</p> <p>Measure power draw from equipment (fans, pumps, etc.)</p> <p>Identify existing performance issues with equipment</p>
 <p>General Building Equipment</p>	<p>Inventory all equipment, including nameplate information</p> <p>Document equipment schedules</p> <p>Identify existing performance issues with equipment</p>
 <p>Non-Building Equipment Loads</p>	<p>Identify all major loads not associated with the building operation, such as computer equipment, kitchen equipment and heat recovery equipment</p>
 <p>Utility Bill Analysis</p>	<p>Acquire all customer utility billing for the past 36 months</p> <p>Acquire utility rate schedules</p> <p>Review utility billing for conformance with rate schedule</p> <p>Identify opportunities to change rate schedule or utility provider</p> <p>Provide comparison of energy usage to similar facilities in the same geographic area</p>

IGA Categories	Examples of Information Collected
 <p data-bbox="310 373 574 443">Hazardous Materials Assessment</p>	<p data-bbox="669 243 1365 317">Interview customer staff to identify any known hazmat conditions</p> <p data-bbox="669 344 1446 417">Collect and review any previously completed assessments or studies conducted for customer</p> <p data-bbox="669 445 1409 518">Complete assessment of facilities (define/identify areas of potential concern)</p> <p data-bbox="669 546 1292 575">Create an agreed upon plan to handle situations</p>

Upon acceptance of the IGA results, Trane will finalize the project design in partnership with the customer. We will work closely with your team to prioritize needs and determine areas of concentration. At this point, the engineering and design criteria for all potential facility improvement measures are determined. All engineering and construction drawings, as well as software engineering, will be completed in accordance with standard industry practice.

Anticipated IGA Milestones

The IGA timeline can vary. The reason for this variance is directly associated with the “business model” that will be used when developing the contract documents. The final IGA duration is dependent on the depth and breadth of the IGA final scope, which will be determined in a collaborative effort with the customer as a result of the findings presented from the Preliminary Audit.



The graphic schedule depends on how many buildings are to be involved per year. This example depicts 15 buildings.

Building Modeling

As an HVAC systems manufacturer, we understand the challenges of designing the most efficient, lowest cost HVAC solution for each facility. That’s why we developed Trane Air Conditioning Economics, or TRACE™ – a design-and-analysis software program that helps HVAC professionals optimize the design of a building’s heating, ventilating and air-conditioning system based on energy utilization and life-cycle cost.

TRACE™ 700 has been a mainstay of the engineering design community for decades. TRACE™ 3D Plus is the newest design tool and produces a three-dimensional image of the building under consideration.

TRACE™ 700 and TRACE™ 3D Plus meet the requirements for simulation software set by ASHRAE Standard 90.1-2004-2010 and the LEED Green Building Rating System. They are among the U.S. Department of Energy's approved building modeling software packages.

Both versions are recognized by the U.S. Internal Revenue Service as a Tax Deduction Qualified Software, which calculates energy and power cost savings that meet federal tax incentive requirements for commercial buildings.

Depending on the project requirements, we use TRACE™3D Plus or TRACE™ 700 for building energy simulation analysis, and the resulting simulation models are the basis for our energy savings guarantee. These building modeling tools provide the power to analyze many different building aspects, systems, controls, and equipment. Building simulation software determines building energy consumption using data such as:

- Building square footage, construction, and orientation
- Climate
- Occupancy rates and schedules
- Lighting fixtures and schedules
- Equipment efficiencies and schedules
- Temperature setpoints
- Utility rate structures

Project Implementation

Trane's long-standing success in implementing performance contracts is tied directly to the expertise of our professionals and the bullet-proof processes that are in place. From managing construction in a fully occupied building to addressing a customer emergency, our project managers, site superintendents and administrators play a vital role in every project. They are focused on complete customer satisfaction.

Construction Management



We have established the following processes to provide a seamless transition from the green light to proceed through the project closeout and turnover of as-built drawings:

1. Management Tools



Trane uses **Microsoft Project** to create a detailed construction schedule, beginning with a preliminary design meeting and concluding with turnover to the customer. All milestone events are captured in a Gantt Chart, which helps the construction team assign resources, analyze workloads, track progress and manage the budget.

Trane also utilizes **Procore** to manage and report on all costs, receivables, change management, contracts, purchase orders and changes to items. ProCore incorporates the functions of organizing, planning, installing and successfully completing the project. This system integrates our branch personnel, our customer and our subcontractors into a success-oriented team focused on completing a superior project. This software is used throughout the pre-construction and construction phases. Thus allowing the project team to correctly monitor the project and make corrections if necessary.

2. Communication



Our performance contracting success springs from the high importance placed on communication between our project management team, the customer's team, and the subcontractors who perform the installation. We are skilled at avoiding the common pitfalls of poor communication, which may result in scheduling conflicts or delays in resolving issues. **A customer kickoff meeting** establishes the communication hierarchy between all entities. Weekly team meetings are held throughout the installation phase to continue the planning and coordination effort, and to inform all team members of the project status.

A focal point of these meetings is to closely coordinate the building's operations – and the needs of its occupants – with the construction activities. Trane's project manager and on-site superintendent will manage all installation subcontractors to ensure minimal interruption in day-to-day operations.

3. Planning and Scheduling



The project schedule is broken down into small manageable and measurable components, called a **work breakdown structure**. Each individual activity is then sequentially arranged and connected to other dependent activities to establish the project's critical path. This monitors progress to ensure that the project remains on target. The project management team also acts as a liaison between your personnel and the on-site subcontractors. Any conflicts in scheduling that arise during the installation phase are easily resolved through effective communication.

Manufacturer Neutrality is important to Trane. We define Energy Services Contracting as a partnership with our customer. Yes, we are the number 1 manufacturer of HVAC equipment in the world, both Commercial Residential, however Trane will ONLY recommend equipment solely based on a best value methodology (including customer preference) and WILL NOT include Trane manufactured equipment or controls when it does not meet that best value methodology (including customer preference).

Trane has performed plenty of Performance Contracts, which have taught us how to shorten project duration by getting into **DSA** ASAP. During prop 39, Trane was successful on every project achieving DSA exemptions and we would start the DSA process as soon as we completed the Audits. This meant shorter project duration, less cost allowing for more project scope to be performed. Stacking tasks in order to minimize project duration only comes with experience. Trane has the experience you want in this area. Materials ordering also occurs earlier in the process to ensure equipment is on site when it is needed to be installed.

Other planning and executing can involve the CEC for its known for excessive documentation, which needs to be approved prior to next steps. Once again, our experience working on CEC projects and our involvement with the California Public Utilities Commission (**CPUC**) brings anticipated tasks, checkpoints and documentation which Trane is used to performing. We are not planning on full construction within the schools on this project, and thus do not anticipate any involvement with OPSC.

On-Time and On Budget with No Change Orders Too many companies leave enough scope details vague so that they can ask for change orders once they have the job. Trane takes our role as a true partner of the District Seriously! We will put in the time and effort to get the scope right. If the scope was determined wrong, it should not be your fault or cost. This means you can expect the project to come in on-time and on-budget with no change orders!



4. Field Validation



After Trane has been given a Notice to Proceed, the preliminary findings outlined in our proposal will need to be **field verified for “constructability,”** which means identifying obstacles that could cause errors, delays, or cost overruns. This field validation will be incorporated into our final construction design. A set of engineer-stamped documents will be established for the project’s scope of work. To provide full transparency, a third-party engineer will stamp the construction documents. The final documents will be reviewed with your team and then submitted for construction permits.

5. Mobilization



Upon completion of the construction documents, each component of the project will be organized into **sub-trade packages**. Each sub-trade package will be validated with our proposed design, schedule, and pricing structure. Sub-trade packages will be bid to local subcontractors, in most cases.

We will team with local subcontractors to develop our baseline pricing structure and anticipated scopes of work. This will minimize risk and any surprises after final engineering and design is completed. Upon the completion of the validation and engineering process, the sub-trades will

be contracted and will begin to mobilize. **Material and equipment will be ordered and expedited** in conformance with the project schedule.

6. Implementation



The project schedule will be finalized and reviewed with your team prior to implementation. Along with the weekly customer team meetings noted above, Trane holds **weekly construction progress meetings** with all subcontractors and major suppliers. This ensures that the construction progress remains in compliance with the project schedule.

Each subcontractor is required to maintain and submit daily logs documenting manpower, areas worked, tasks completed, and any safety issues or concerns. These are reviewed by the project manager and site superintendent in order to **monitor manpower requirements** and maintain accurate records for future reference. The site superintendent will closely coordinate the work of all trades involved in the project.

Trane requires all subcontractors to hold **weekly safety meetings** to address any anticipated safety concerns or any outstanding safety issues that need to be addressed. Trane's safety department requires strict compliance with the company's safety policies and all OSHA requirements. Trane enjoys an excellent Safety Experience Modification Rate (EMR) of 0.60, compared to the industry average of 1.00 – which means we have a much stronger safety track record than many of our peers.

Sets of **as-built drawings** will be updated on a daily or weekly basis as required, according to progress made by each subcontractor. This enables our customers to maintain an accurate record of construction after project completion. The as-built drawings are submitted at the end of the project with the equipment installation documentation, as well as operations and maintenance (O&M) manuals of all installed components.

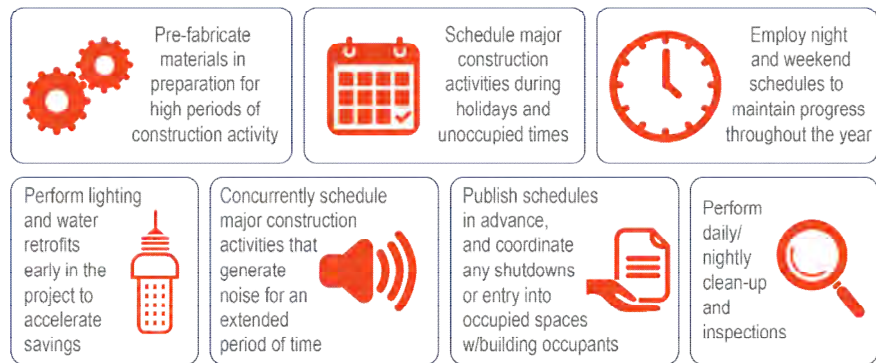
Installation Obligations

Trane has performed many projects where labor agreements and need for skilled and trained workforce has been part of the project. This is not new to us. While most are similar, there can be subtle differences. Typically, it has us and our installing partners reporting certified payroll and participating in multiple audits through and following the project. We provide daily construction reports per school, and have even enrolled in Owner Controlled Insurance Programs (OCIP's). Under project Stabilization Agreements (PSA's), where local residents accounted for 50% for the positions for any one contractor, by craft.

Mitigating Disruptions to Daily Operations

Virtually all our performance contracting projects feature construction activities across multiple buildings and work in occupied spaces. Our local team is experienced in scheduling work activities and implementing energy conservation measures (ECMs) in a way that minimizes disruption to

To keep your project on track and to minimize disruption to day-to-day activities, our team will:



daily operations. We will work with your team to develop an effective project schedule and coordinate all implementation activities with project site representatives. For work performed in occupied areas – such as lighting and water conservation upgrades – we will attempt to schedule installation during low-occupancy times, as well as publish work schedules and estimated completion times well in advance.

Based on input from each building manager, we will develop a detailed phasing plan for each facility for your team’s review prior to the start of construction. This phasing plan will include allowable work hours, days of the week that work is to be completed, and acceptable shutdown times for each occupied space.

7. Commissioning



Upon the completion of construction, our team will **identify a list of deficiencies or incomplete components** in the scope of work. Each subcontractor is required to complete all outstanding items within a reasonable timeframe and within the project schedule. Subcontractors also are required to submit final as-built drawings, which will be incorporated into a final set of documents prepared by the project engineering and design team. These drawings are packaged with all other construction installation documentation, equipment O&M manuals, warranties, and any other documentation from the construction phase.

Trane can utilize an in-house or a third-party commissioning agent to perform functional testing and verify that all systems are working to specification. Whichever you choose, the results will be reported directly to your team, and Trane will be held accountable for the results.

8. Construction Closeout and Turnover Process



Project Closeout involves both a legal and transitional component. All commissioning documents described above, as well as other contract documents, are submitted, providing a complete and accurate record of the project’s construction phase. Trane then receives a **signed certificate of completion**



from the District, acknowledging that all project requirements to date have been achieved. The warranty start dates and terms for each newly installed piece of equipment or system are established and communicated. The project is then transitioned to Trane professionals who will provide any contractually required maintenance, measurement, and verification (M&V) or other services.

Trane’s construction closeout and turnover process completes the installation period and transitions the program to operation, which trigger the guarantee period.

- Upon completion of construction and start-up, Trane will turn-over a complete and accurate performance contracting construction record in digital and binder format. Warranty start-dates will be clearly documented and submitted. Documents will be hosted indefinitely in the shared OneDrive established during the contract kick-off.
- The client, upon agreement and satisfaction, will submit a signed certificate of completion to Trane.
- Internally, Trane will seamlessly transition the project data to the performance period team measurement and verification team to monitor operational data and perform other services required by the contract.
- After making a large investment in a wide range of facility improvements, you will want assurance that they are delivering the expected savings. Our measurement and verification (M&V) process is transparent and agreed upon during the project development phase.
- Our engineers take periodic measurements of the equipment performance and issue quarterly reports, comparing the actual savings to the guaranteed amount. These figures are reconciled annually. Any excess savings are yours to keep. If actual savings fall short of the guarantee for that year, we will write a check for the difference or provide equivalent services or products (at your discretion).
- Regular maintenance must be provided on new equipment as long as the performance guarantee is in place. Depending on the type of performance guarantee, this service can be provided by your staff, by Trane or by a third-party firm. Trane offers one of the HVAC industry’s largest and most experienced force of service technicians, who know how to optimize the performance of facility equipment from most manufacturers.
- Our local offices are fully staffed to provide ongoing support for additional HVAC, building automation and control systems, as well as parts and other services that you identify. We are also able to provide a wide range of energy and operational consulting services.

Several Training Options

New equipment will achieve a substantial part of the savings that you expect from a performance contract. Proper training of your staff on how best to operate that equipment will complete the picture.

Select the Training Method That Works for You



On-Site Training
(your facilities)



Office Training
(Trane local office)



Trane University
(factory training)



Air Conditioning
Clinics (manuals)

Furthermore, an investment in boosting the skills of your facility staff will keep your buildings at peak operating efficiency.

Trane provides complete training resources to help you achieve these goals, including both technical competency and behavior modification training to underscore the importance of energy conservation.

To begin with, we'll assess the skills of the people who operate and maintain your buildings. This will involve interviews with facility managers and staff. Once we understand their competency levels, we'll recommend a training plan to upgrade their skills to maximize the energy savings promised by the new equipment. **The selected training program will be mutually agreed upon by both of our organizations.**

You can choose from a variety of training programs, which can be conducted at your location, at a nearby Trane office, at our national training centers, or through training manuals. We can include any combination of these resources, depending on your preference. This project includes on-site training; the other training options below are available for an additional cost.

Our course instructors have strong controls and HVAC service backgrounds. They draw on the expertise of Trane applications engineers, product engineers, technical support engineers and product development teams to provide the highest quality training experience. This means that your staff will be equipped with the most current best practices in facility operation.

On-Site Training:

This training is designed around applications specific to your facilities. Examples include:

- System training to understand the installed equipment and its operation
- Controls training to obtain the best performance from your building automation system
- Shadowing Trane technicians while we provide contracted maintenance services

Office Training:

Enjoy customized training for your employees at our offices. This includes the material covered in our Trane University courses listed below.

Trane University:

Trane University offers Building Systems and Controls training in St. Paul, MN and Technical Service training in La Crosse, WI, (during normal circumstances). These courses also can be conducted at Trane offices throughout North America. In either case, our instruction will further advance your staff's understanding of systems and the interaction between various components. Well-trained facility managers and technicians will minimize service costs by efficiently identifying and correcting problems.

- ***Building System and Controls*** training offers a comprehensive portfolio of technical courses to help you effectively monitor and coordinate your HVAC equipment and systems using your Trane building automation system.

- **Technical Service** training offers factory training for commercial systems service, maintenance and operation. These courses are designed to increase technician competence and confidence when servicing HVAC and controls systems.

Trane A/C Clinics:

We've developed several training manuals to support our in-person training efforts, including an A/C Clinic. This comprehensive course covers the fundamentals of heating, ventilating, and air conditioning. Each clinic includes a student workbook, with corresponding quiz questions/problems. This is a cost-effective way of increasing the competency of your staff.

Staff Involvement

An important, but sometimes overlooked aspect of a performance contract is the impact of building occupants on the project's overall success. In addition to facility staff, your employees should understand the importance of energy conservation and how their day-to-day actions can contribute to the project's total savings. Through this type of education, we are striving to change the *culture*, not just the *building*. The goal is to provide your staff with no cost or low-cost strategies that they can implement quickly, thereby increasing the program's overall savings.

Post Project office capabilities

The Trane offices in Sacramento and Fresno have full service capabilities, which include: full HVAC servicing of any manufacture's equipment; full controls automation servicing of Trane and other manufacturers; remote 24/7 monitoring capabilities to ensure quick response to any failures; and Trane Intelligent Services, which connects data and analytics to your buildings to provide powerful insight to your operations.

Safety

Deploying large Energy Efficiency and Infrastructure Modernization Programs in active campuses require a strong and proven safety program. Trane's current Safety Experience Modification Rate (EMR) is .60 compared to the industry average of 1.00. Our safety department requires strict compliance to Trane company policies from all employees and partners. To the best of our knowledge, Trane CA has not had any prior serious or willful violations of the California Occupational Safety and Health Act (OSHA) or the federal OSHA, settled against any member of our firm.

The strength of our safety program is rooted in a healthy balance between utilizing standard, proven practices and teaming with our clients to address specific campus operations and risks. Occupied and active District campuses are traditionally challenging spaces to improve aging infrastructure while avoiding disruption. Trane developed several measures to ensure maximum safety and minimum interference with day-to-day operations.

- Employees are instructed to have no communication with any student
- All employees performing work on campus have fingerprinting clearance/live scanned
- Work areas are clearly marked and cordoned off as necessary
- Work will be performed outside of educational hours whenever possible
- Check in with the designated District representative to learn of any special circumstances at the beginning of each day
- Evaluate job site conditions at the beginning of each day

- Conduct weekly safety meetings and daily task planner to prevent possible harm to students, staff members, Trane personnel, and our installers.
- Trane is prepared to support the School District's security requirements, including the following measures:
 - **Badging and Background Checks:** At the outset of the audit, we will identify District requirements for each of the sites included in the Program, and document where escorts are required

Financing Options

Trane can facilitate all financing projects and coordinate with the appropriate utility company on rebates, incentives, and the 0% On-Bill-Financing energy efficiency loan program as those options are available.

Trane is a large, successful, financially stable company that can procure and provide **various financing options** for energy projects. Based on our past performance experience and credit worthiness, Trane can attract all the major financial firms to competitively bid and provide the best financial rates. Our financial support process is transparent, seamless, timely, and cost-effective, with the most competitive interest rates available. We have highlighted different financing methods below.

Trane Purchasing Programs

Anticipation Discount Program

The Trane **Anticipation Discount Program** can give you the opportunity to reduce the cost of equipment purchases by making payment prior to shipment. This method reduces program costs, enhance your credit standing, and gain immediate order approval. Trane can customize the program for different projects utilizing Trane HVAC supplies, which allows for variable payment amounts in addition to variable payment dates. The amount of the final discount is based on a formula that incorporates several factors including payment amount, time of payment, current discount rate and shipping dates.

Loans

Bank or Specialty Energy Savings Performance Contracting (ESPC) Lender

A loan from an existing creditor is often an efficient way to access funding and leverage additional funds on deposit to secure favorable rates. However, traditional lenders often require shorter terms, substantial down payments/collateral, pre-specified credit ratios, and strict covenants. Trane has established relationships with Specialty ESPC Lenders that are comfortable with performance contracting and longer-term loans. Trane's banking partners have invested billions of dollars in ESPCs and renewable energy projects for tax-exempt client organizations. In this case, Trane has no interest or stake in the financing option chosen. The client makes payments directly to the selected lender and will own the assets at the end of the financing term. Trane's clients have financed projects through lenders including Bank of America, Bluepath

Financial, Bostonia, DLL, Grant Capital, Hannon Armstrong, Metrus Energy, Truist, US Bank, and Wells Fargo.

Property Assessed Clean Energy (PACE) Loans

PACE loans are intended to promote the adoption of clean and energy-efficient and include improvements like solar panel installations, energy-efficient windows, insulation, and HVAC system upgrades. The loans are repaid through an assessment on the property's tax bill over an extended period, typically 10-25 years. The loan is attached to the property, so if the property is sold, the new owner assumes the remaining loan obligations. PACE loans often have lower interest rates compared to traditional financing options and the repayment is made through property tax assessments. PACE loan programs vary across jurisdictions and are available in areas where state legislation has authorized them, and local governments have implemented the program.

Third-Party Ownership Models

Energy Service Agreement (ESA) / Managed Energy Services Agreement (MESA)

An ESA/MESA is a type of contractual agreement between an ESCO and typically a commercial or industrial entity. In this arrangement, the ESCO takes responsibility for managing and optimizing the client's energy-related systems and infrastructure. This is a credit-neutral/off-balance-sheet structure with zero upfront capital outlay. A third-party installs energy efficiency equipment and the client agrees to make contingent payments based on the energy savings or other contractual performance realized, rather than a fixed debt-service payment that is typical under an ESPC. The arrangement is structured as a service contract and often includes the supply, installation, operation, maintenance, and financing of energy-related equipment and systems, such as HVAC systems, lighting, renewable energy generation, and energy storage. Payments are made from operating funds and is always less than or equal to the corresponding reduction in operating costs.

Energy as a Service (EaaS)

An EaaS allows an organization to outsource their energy needs to a third-party service provider that handles energy procurement, management, and optimization. By working with an EaaS provider, organizations can transfer certain risks associated with energy procurement, market fluctuations, regulatory changes, and technology obsolescence to the service provider. Key aspects of an EaaS are:

Comprehensive Energy Solutions: Includes energy procurement, demand response, energy efficiency upgrades, renewable energy installations, energy storage, and other customized energy solutions.

Outsourcing Energy Infrastructure: Avoids the upfront costs and complexities associated with owning and maintaining energy infrastructure. The EaaS provider takes responsibility for designing, implementing, and operating energy systems.

Performance-Based Agreements: Contracts are often structured as performance-based agreements. The service provider guarantees a certain level of energy savings, performance, or cost reduction, and the organization pays based on the achieved results.

Energy Monitoring and Optimization: Employs a data-driven, advanced monitoring and analytics tools to continuously track energy consumption, identify inefficiencies, and optimize energy usage.

Power Purchase Agreement (PPA)

A PPA is a legally binding contract between a power producer and a buyer, typically an electricity purchaser like a utility, corporation, or government entity. The PPA establishes the terms and conditions under which the power producer will generate and supply electricity to the buyer over a specified period and allows them to lock in a low and consistent utility rate in exchange for hosting energy generating assets. PPAs provide a long-term revenue stream for power producers and allow electricity buyers to procure a predetermined amount of renewable energy and meet their sustainability and renewable energy targets.

Under a PPA, the power producer agrees to develop, construct, and operate a power generation facility, such as a solar farm, wind farm, or power plant. The buyer commits to purchasing all or a portion of the electricity generated by the facility at an agreed-upon price or rate. The PPA may also include provisions for factors such as the duration of the agreement, the delivery schedule, the terms for supply interruptions, and any penalties or incentives related to performance. The duration of a PPA can vary, ranging from several years to several decades, depending on the agreement between the parties and any regulatory or market factors. At the end of the PPA term, the power producer may choose to sell the facility, negotiate a new PPA with the same or a different buyer, or explore other options.

Tax Credits & Utility Rebates

There are often federal, state, and local grants and utility rebates that can be used to offset the cost of an energy efficiency project. Trane's detailed energy studies can form the foundation for these applications. Recent legislation has expanded long-standing corporate tax incentives for commercial and industrial building operators. Every incentive program varies by property, solutions applications, and location.

Our national incentive team keeps us up to date on any Federal, local, and industry funding availability. Trane continuously monitors and collaborates with federal agencies to develop new funding programs and promotes related funding opportunities.

Most federal funding programs flow to local building owners through state agencies (i.e. State Energy Programs, State Weatherization programs). Trane works together with local program implementers such as state energy offices to help our clients capture appropriate funding for their projects. Trane works with the world's leading accounting experts, grant writers, and law firms to navigate the nuanced guidelines of incentive programs so that our clients can capture and maximize grant, utility, and federal tax incentives for their energy efficiency, renewables, energy storage, and electrification projects.

Utility Rebates and Incentives

U.S. utilities award commercial and industrial facilities with over \$4 billion worth of incentives for investments in building electrification, energy efficiency improvements, water conservation, load shifting, and renewable energy generation. While some rebates are straightforward with Day 1 benefit, others require more tailored monitoring and reporting after the project is finished.

Our expertise in manufacturing leading edge, high-efficiency building technologies and managing high-efficiency, decarbonized building operations enables our customers to qualify for the applicable utility incentives from project initiation to final refund.

Federal Tax Incentives

Recent legislation has expanded long-standing corporate tax incentives for commercial and industrial building operators. Every incentive program varies by property, solutions applications, and location. We work with the world’s leading legal accounting and tax experts to help customers navigate the complex landscape of each program. Notable incentives include:

Section	Name	Applicability	Value
48 ITC	<u>Energy Property Investment Tax Credit</u>	Tax credit for investments in renewable energy projects; incl: solar, geothermal heat pumps, energy storage, thermal energy storage, and combined heat & power	Up to 70%
48E ITC	<u>Clean Electricity Investment Tax Credit</u>	Technology-neutral tax credit for investment in facilities that generate clean electricity; Replaces 48 ITC after 1/1/2025	Up to 70% of the qualified property investment costs
179D	<u>Energy Efficient Commercial Buildings Tax Deduction</u>	Tax deduction for improving commercial building energy efficiency > 25%, eligible improvements incl: interior lighting; HVAC & hot water; and building envelope.	Up to \$5.65/sq. ft.
45 PTC	<u>Electricity Production Tax Credit</u>	Tax credit for facilities producing electricity from renewable sources, incl: wind, biomass, geothermal, solar, and more	Up to \$2.75/kWh *add'l bonus credits available
45Y PTC	<u>Clean Energy Production Tax Credit</u>	Technology-neutral tax credit for production facilities generating clean electricity for which the GHG emissions rate is zero	Up to \$2.75/kWh *add'l bonus credits available
48C	<u>Advanced Energy Project Credit</u>	Tax credit for investing in property that either: a) Produces/recycles advanced energy components (inc. solar modules, inverters and batteries) b) Re-quips industrial or manufacturing facilities w/ equipment designed to reduce GHG emissions by >20%	Up to 30%



Section	Name	Applicability	Value
48D ITC	<u>Advanced Manufacturing Investment Credit</u>	Tax credit for retrofit or new construction of semiconductor and/or related equipment domestic manufacturing facilities (incl. HVAC)	Up to 25% of qualifying investment
45X PTC	<u>Advanced Manufacturing Production Credit</u>	Tax credit for domestic production of eligible solar, wind and battery components	Varies by component

TAB 3 Experience & Past Performance

K-12 District References

Clovis Unified School District

Clovis, California

Performance Contracting



CONTACT

Denver Stairs
Assistant Superintendent, Facilities
(559) 327-9260
DenverStairs@clovisusd.k12.ca.us

ROLE PERFORMED FOR PROJECT

Ph 1 & 2 General Contractor on Development, Design, Installation, Commissioning, and Warranty. Engaged with quarterly check-ins as well as annual measurement and verification reporting. Trane balanced performance contracting with ESSER funding to expand possible scope to greatly increase the number of HVAC units being replaced. ECMs include:

- Packaged HVAC unit replacements
- Exterior LED Lighting retrofit

PROJECT TYPE

Energy Services Agreement. **ESSER Funding**, Governor's surplus funds

PROJECT LOCATION

8316 Red Oak Street
Rancho Cucamonga, CA

ANNUAL ENERGY SAVINGS VERIFIED

Ph 1 First-year guaranteed savings of:

- \$141,492 in Energy Savings
- \$98,430 in Operational Savings

DSA CERTIFICATION AND CLOSE-OUT STATUS,

Complete

PROJECT DURATION

Ph 1 2021-2022
Ph 2 2023-2024

TOTAL PROJECT COST

Ph 1 \$5,549,168
Ph 2 \$7,050,198

Sanger Unified School District

Sanger, California

Performance Contracting



CONTACT

Ryan Kilby, CBO

559-524-6521

ryan_kilby@sangerusd.net

ROLE PERFORMED FOR PROJECT

Ph 1. Trane was the General Contractor on this ESSER funded project.

- Packaged HVAC unit retrofits

Ph 2 Trane performed Design Build HVAC replacement and upgrades of 2 gym buildings on one campus

PROJECT TYPE

Ph 1. ESSER

Ph2. Capital with Financing

PROJECT LOCATION

1905 Seventh Street

Sanger CA 93657

DSA CERTIFICATION AND CLOSE-OUT STATUS,

Complete

PROJECT DURATION

Ph 1 2023 – 2023

Ph 2 2024, 2024

TOTAL PROJECT COST

Ph 1 \$844,181

Ph 2 \$4,450,386

Manteca Unified School District

Manteca, California

Large Design Build Project



CONTACT INFORMATION

Aaron Bowers
Director of Facilities and Operations
209-858-0802
abowers@musd.net

SCOPE OF PROJECT

Replacement of over 500 package units and split systems on 18 Campus's across the district
Installation of Trane Controls District wide over all campuses where HVAC equipment was replaced

PROJECT TYPE

ESSER Funds

PROJECT LOCATION

2271 W Louise Ave, Manteca, CA 95337-8381

CLOSE-OUT STATUS

Complete

PROJECT DURATION

2023-2024

TOTAL PROJECT COST

\$18,429,189

Folsom Cordova USD

Folsom, California

Large Design Build Project

CONTACT INFORMATION

Jim Bonovich
Dir Maintenance and Operations
916-631-0501
jbonovic@fcusd.org

SCOPE OF PROJECT

Large Project to replace package units at multiple campuses.

PROJECT TYPE

ESSER Funds

PROJECT LOCATION

735 Halidon Way, Folsom, CA 95630

PROJECT DURATION

2020-2022

TOTAL PROJECT COST

\$6,930,069



Lyon County School District

Lyon County, Nevada

Cottonwood Elementary and Sutro Elementary HVAC Upgrades

CONTACT INFORMATION

Kirk McCallum, Facilities, Operations & Maintenance Supervisor

(775) 463-6800

kmccallum@lyoncsd.org

ECM'S PERFORMED FOR PROJECT

- Each school was provided with upgraded DX Split System air handling units and condensing units along with controls and infrastructure upgrades.
- Cottonwood ES: (3) AHU's & CU's
- Sutro ES: (3) AHU's & CU's

PROJECT TYPE

HVAC Modernization Upgrades – General Funds

PROJECT LOCATION

Cottonwood Elementary School:

925 Farm District Rd

Fernley, NV 89408

Sutro Elementary School:

190 Dayton Village Pkwy

Dayton, NV 89403

PROJECT DURATION

2023 - 2024

TOTAL PROJECT COST

Total Project: \$3,025,537

Cottonwood Elementary: \$1,573,280

Sutro Elementary: \$1,452,258

PERMIT AND CLOSE-OUT STATUS

Complete



Letters of Recommendation

Letter of Recommendation 1: Clovis Unified School District, Clovis, CA



11-23-2022

Doug Walker
Senior Sales Executive
Trane U.S. Inc.
4145 Delmar Avenue
Rocklin, CA 95677

To Whom It May Concern,

I am writing this letter as a referral of Trane U.S. Inc (Trane) on behalf of Clovis Unified School District (CUSD). Over the last year, Trane has been a partner with us to collaboratively develop, price, and construct much needed infrastructure for our organization. This work was procured using Government code 4217, which aligns and accomplishes the major goals of our organization.

The measures performed include:

- HVAC replacement
- Lighting retrofits

The partnership with Trane through this process has been truly collaborative. Trane continues to work in a fashion that showcases their desire to create an unparalleled customer experience and puts us, as the client, first. Trane faithfully performed under this contract with the highest level of safety, workmanship, professionalism, and expertise. It has caused us to move to a second phase of work which was just approved by our board.

Trane was able to clearly communicate and provide guidance through the duration of the project's schedule, as well as successfully and smoothly navigate through the challenges and adversity of a complex infrastructure project of this type and magnitude.

It should also be noted that Trane's knowledge about the many options available regarding energy, other utilities, and their markets, is extensive. They have developed a strong relationship with the local community resources and are constantly aware of the available industry technologies and available incentives that allows for maximized return on investment.

My team and I would recommend any organization with large infrastructure needs to work directly with Trane in the future. Trane truly believes and cares about their work. This shines through in what we have accomplished at our facilities. Please feel free to contact me with any questions regarding the above.

Sincerely,

Denver Stairs
Assistant Superintendent Facilities
Clovis Unified School District

1450 Hemdon Avenue • Clovis, CA 93611-0599
559-327-9000 • www.cusd.com

Letter of Recommendation 2: Sanger Unified School District, Sanger, CA



SANGER UNIFIED SCHOOL DISTRICT
1905 SEVENTH STREET • SANGER, CA 93657
(559) 524-6521 FAX (559) 875-0311

ADELA MADRIGAL JONES
SUPERINTENDENT

March 29, 2022

Doug Walker
Senior Sales Executive
Trane U.S. Inc.
4145 Delmar Avenue
Rocklin, CA 95677

Subject: Reference Letter of Trane U.S. Inc for Performance Contracting project

To Whom It May Concern,

I am writing this letter as a referral of Trane U.S. Inc (Trane) on behalf of Sanger Unified School District (SUSD). Over the last 10 months, Trane has been a partner with us to collaboratively develop, price, and construct much needed infrastructure for our organization. This work involved replacing HVAC in a very short amount of time, to complete work ahead of new regulations.

The partnership with Trane through this process has been truly collaborative. Trane continues to work in a fashion that showcases their desire to create an unparalleled customer experience and puts us, as the client, first. Trane faithfully performed under this contract with the highest level of safety, workmanship, professionalism, and expertise.

Trane was able to communicate and provide guidance well through the duration of the project's schedule, as well as successful and smooth navigation through the challenges and adversity of a complex infrastructure projects of this type and magnitude.

My team and I, as well as the entire SUSD organization, would recommend any organization with large infrastructure needs to work directly with Trane in the future. Trane truly believes and cares about their work. This shines through in what we have accomplished at our facilities. Please feel free to contact me with any questions regarding the above.

Sincerely,

Ryan Kilby
Chief Operations Officer
Sanger Unified School District
ryan_kilby@sangerusd.net

~~~~~ *Every Child, Every Day, Whatever it Takes!* ~~~~~

Trustees: Peter R. Filippi Va Her Ismael (Mike) Hernandez  
Jesse Solorio G. Brandon Vang Jesse Vasquez Tammy Wolfe

## Some of our K-12 projects performed over past 5 years

There is no better way to show a company that they did an excellent job, other than committing to and performing another project with them. We have remarkable success with School Districts performing an initial project, and then moving forward with additional phases of work through the years. This Chart shows some of our CA K-12 projects worked on over the past 5 years, along with the multiple phases.

| Project Name                                                                         | Scope                                                                            | Total Value     | Contact                                                                                                     |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------|
| <b>Bakersfield City School District- Infrastructure &amp; Energy Upgrade Phase 1</b> | 2020 Prop 39 - Lighting, Controls, and HVAC                                      | \$1,098,624.84  | Sherry Gladin<br>Asst Superintendent<br>Business Services<br>661-631-4600<br>gladins@bcasd.com              |
| <b>Bakersfield City School District- Infrastructure &amp; Energy Upgrade Phase 2</b> | 2021 Performance Contract - Lighting, Controls, and HVAC                         | \$2,223,994.27  | Sherry Gladin<br>Asst Superintendent<br>Business Services<br>661-631-4600<br>gladins@bcasd.com              |
| <b>Brawley Elementary School District Lighting and Mech Renovation</b>               | 2020 - Lighting, Lighting Controls, DSA-approved HVAC Packaged Unit Replacements | \$4,098,363.14  | Cynthia Dickerson<br>Director of Fiscal Services<br>760-334-2330<br>cdickerson@besd.org                     |
| <b>Capital Christian Center</b>                                                      | 2022 - Controls                                                                  | \$580,480.00    | Rich Hillmer<br>Director of Facility Operations<br>916-870-2473<br>rich@ccconline.cc                        |
| <b>Chino Valley USD - Design-Build Phase 3</b>                                       | 2020 - Lighting Systems, Transformers Upgrade                                    | \$12,582,312.89 | Carla Kleinjan<br>Sustainability Coordinator<br>909-628-1201<br>carla.keinjan@chino.ca.us                   |
| <b>Clovis USD PACT phase 1</b>                                                       | 2021 - HVAC, Transformers, Lighting                                              | \$5,600,000.00  | Denver Stairs<br>Assistant Superintendent<br>Facilities<br>559-327-9260<br>DenverStairs@clovisusd.k12.ca.us |

| Project Name                                               | Scope                                                     | Total Value     | Contact                                                                                                     |
|------------------------------------------------------------|-----------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------|
| <b>Clovis USD PACT phase 2</b>                             | 2022 - HVAC Replacements                                  | \$7,050,198.00  | Denver Stairs<br>Assistant Superintendent<br>Facilities<br>559-327-9260<br>DenverStairs@clovisusd.k12.ca.us |
| <b>Folsom Cordova Gold Ridge Elementary School</b>         | 2022 - HVAC Replacement                                   | \$1,891,345.00  | Jim Bonovich<br>Dir Maintenance and Operations<br>916-631-0501<br>jbonovic@fcusd.org                        |
| <b>Folsom Cordova USD Folsom MSA 2-Story Bldg</b>          | 2022 - HVAC Replacement                                   | \$1,400,612.45  | Jim Bonovich<br>Dir Maintenance and Operations<br>916-631-0501<br>jbonovic@fcusd.org                        |
| <b>Folsom Cordova USD - Mills MS</b>                       | 2022 - HVAC Replacement                                   | \$1,732,097.48  | Jim Bonovich<br>Dir Maintenance and Operations<br>916-631-0501<br>jbonovic@fcusd.org                        |
| <b>Folsom Cordova USD - Natoma Station ES</b>              | 2022 - HVAC Replacement                                   | \$1,906,015.00  | Jim Bonovich<br>Dir Maintenance and Operations<br>916-631-0501<br>jbonovic@fcusd.org                        |
| <b>Irvine USD Energy Performance Contract</b>              | 2022 - Lighting, Transformers, HVAC Replacement, Controls | \$7,224,104.00  | Joe Hoffman<br>Dir M&O<br>949-936-5303<br>Joehoffman@LYON CSD.org                                           |
| <b>Los Angeles Unified School District</b>                 | 2021 - Lighting retrofit, Transformers Upgrade            | \$10,314,704.00 | Peter Yee<br>Sr. Project Mgr.<br>213-241-6271<br>peter.yee@lausd.net                                        |
| <b>Los Angeles Unified School District Charter Schools</b> | 2021 - Interior and Exterior Lighting Systems (14)        | \$3,622,511.00  | Peter Yee<br>Sr. Project Mgr.<br>213-241-6271<br>peter.yee@lausd.net                                        |

| Project Name                                                                        | Scope                                                                        | Total Value     | Contact                                                                                   |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------|
| <b>Manteca Unified School District</b>                                              | 2023 HVAC & Controls Upgrade of 16 Campuses                                  | \$18,429,189.   | Aaron Bowers<br>Director of Facilities and Operations<br>209-858-0802<br>abowers@musd.net |
| <b>Merced City School District</b>                                                  | 2023 - Controls                                                              | \$2,585,024.00  | Doug Williams<br>Director M&O<br>209-381-2841<br>dswilliams@mcsd.k12.ca.us                |
| <b>Morongo Unified School District - ESSER - Phase III</b>                          | 2022 - HVAC Replacement, EMS, LED Lighting                                   | \$6,000,000.00  | David Daniels<br>Facilities Director<br>760-367-9191<br>David_Daniels@morongo.k12.ca.us   |
| <b>Placer Union High School District Phase 2</b>                                    | 2020 - Lighting Systems, Controls, Pool Pump VFD                             | \$420,265.00    | Jeff Patton<br>Dir of M&O<br>530-308-7461<br>jpatton@puhsd.k12.ca.us                      |
| <b>Rialto Unified School District - Infrastructure &amp; Energy Upgrade Phase 4</b> | Lighting Systems & Controls, Transformers, HVAC Replacements, Water Fixtures | \$14,527,952.00 | Angie Lopez<br>Exec Dir Facilities, M&O<br>909-421-7555<br>aploez@rialto.k12.ca.us        |
| <b>Salida Union School District - ESSER</b>                                         | HVAC and Controls                                                            | \$2,659,600.00  | Twila Tosh<br>Superintendent<br>209-545-0339<br>Ttosh@salida.k12.ca.us                    |
| <b>Sanger USD</b>                                                                   | HVAC Replacement                                                             | \$844,181.00    | Ryan Kilby, CBO<br>559-524-6521<br>ryan_kilby@sangerusd.net                               |
| <b>Simi Valley Unified School District Infrastructure Upgrade Phase 2</b>           | Lighting Systems & Controls, DSA-Approved HVAC Replacements & Controls       | \$2,929,936.91  | Pedro Avila<br>Dir. of Facilities<br>805-306-4500 Ext. 4401<br>pedro.avila@simivalley.org |
| <b>Whittier Union High School District ESCO Services</b>                            | 2022 - HVAC unit retrofits, Lighting, HVAC EMS                               | \$3,122,640.00  | Steven Rodriguez<br>Dir. Business Operations<br>562-698-8121                              |

## Subcontractor Information & Project Personal overlap.

Subcontractor Information: Does this proposal include the use of subcontractors?

Yes  No  Unknown

Until final scope of work is determined, we do not know the specific installing subcontractors we may need to bring on for your project. The main point we want to share is that if we are not self performing the work, our selected subcontractors will be local to the Reno area and from a pool of preapproved and qualified subcontractors that have gone through our vetting process. These would be companies who you are also familiar with.

Below is a list of our references projects and those from the Trane team who worked on these projects and would **also be working on your projects**:

### **Clovis USD**

- Ian Leisle - Project Development
- Doug Walker – Energy Services
- Keit Tan – Area General Manager
- Scott Krebs – Contracting Operations Leader
- Dean Perry – Project Development Manager
- Omar Hattab – Energy Engineer
- Natasha Vassallo – M&V
- Eileen North – Contract Administration

### **Sanger USD**

- Ian Leisle - Project Development
- Doug Walker – Energy Services
- Keit Tan – Area General Manager
- Scott Krebs – Contracting Operations Leader
- Dean Perry – Project Development Manager
- Eileen North – Contract Administration

### **Lyon County SD**

- Alec Lyons – Account Manager
- Ian Leisle - Project Development
- Doug Walker – Energy Services
- Keit Tan – Area General Manager
- Scott Krebs – Contracting Operations Leader
- Connor Secrest – Project Manager
- Javier Estrada - Superintendent
- Dean Perry – Project Development Manager
- Eileen North – Contract Administration

### **Folsom Cordova USD**

- Keit Tan – Area General Manager
- Dean Perry – Project Development Manager
- Eileen North – Contract Administration

### **Manteca USD**

- Ian Leisle - Project Development
- Keit Tan – Area General Manager
- Scott Krebs – Contracting Operations Leader
- Dean Perry – Project Development Manager
- Omar Hattab – Energy Engineer
- Natasha Vassallo – M&V
- Eileen North – Contract Administration

## **Trane Contracting Litigation or Failed Projects**

- Trane has not ever been terminated or dismissed by a client or replaced by another firm during any educational project.
- Trane has no pending litigation presently or over the past 5 years in Nevada.
- Trane has not defaulted on a contract within the past 5 years, nor have we declared bankruptcy, or been placed in receivership within the past 5 years.

## TAB 4 Costs

Please see separate envelope for Tab 4 contents.





## ADDITIONAL REMARKS SCHEDULE

|                 |                                                                                                                |
|-----------------|----------------------------------------------------------------------------------------------------------------|
| AGENCY          | <b>NAMED INSURED</b><br>Trane U.S. Inc. dba Trane<br>800E Beatty Street<br>Davidson, NC 28036<br>United States |
| EFFECTIVE DATE: |                                                                                                                |

### ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER: \_\_\_\_\_ FORM TITLE: \_\_\_\_\_**

Evidence of Insurance is included as Additional Insured where required by contract with respect to General Liability pursuant to applicable endorsement.

Evidence of Insurance are included as Additional Insured where required by contract with respect to Automobile Liability pursuant to applicable endorsement.

Job Description: For Purposes of RFP Submission and General Evidence of Insurance

For questions regarding this certificate of insurance contact: Marsh TraneTechnologies Email: Trane.Certificates@marsh.com Phone:

ACORD 101 (2008/01)

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**IL 10 (12/06) OLD REPUBLIC INSURANCE COMPANY**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – WHERE REQUIRED  
UNDER CONTRACT OR AGREEMENT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART/FORM

It is agreed that such insurance as is afforded by the policy applies subject to the following provisions:

**SECTION II - WHO IS AN INSURED** is amended to include as an additional insured:

1. Any person or organization to whom you become obligated to include as an additional insured under this policy, as a result of any written contract or agreement you enter into which requires you to furnish insurance to that person or organization of the type provided by this policy, but only with respect to liability to the extent caused by you and arising out of your operations, including both continuing and completed operations, or premises owned by or rented to you; or
2. Any designated person or organization, designated by you in writing to us, but only with respect to liability to the extent caused by you and arising out of your operations or premises owned by or rented to you and provided the "bodily injury", "property damage" or "personal and advertising injury" occurs subsequent to your written request to designate such person or organization as additional insured.

However, the insurance provided will not exceed the lesser of:

- a. The coverage and/or limits of this policy; or
- b. The coverage and/or limits required by said contract or agreement.

GL 017 003 0423

Page 1 of 1

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MWZY 317456 23

Trane Technologies Company LLC

04/17/23 - 04/17/24

**ATTACHMENT 2**



## TAB 4 Costs

Costs are difficult to overview in a RFQ format. It really comes down to where we are in the process.

### **Preliminary Audits**

**Trane will perform preliminary audits and assemble budget costing of projects without any cost obligation to the District.** The District has to commit to the use of District personnel, as doors need to be opened, and drawings may be needed, as well as questions to be answered. However, as we have done on your other projects, you will not see any costs incurred from the development of the projects.

### **Investment Grade Audits**

Should Trane need to perform Investment Grade Audits in order to be able to assemble a final cost proposal for the District, this would be to cover the costs we incur during this process. This could be for such things as Structural Engineering in order to determine if additional Structural support is required for installation. You may decide to carry these Engineering costs yourselves. Until we have gotten through the preliminary audits, we do not know if an IGA step is necessary.

## TAB 4 Costs

Costs are difficult to overview in a RFQ format. It really comes down to where we are in the process.

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# Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** Tim Logan, Superintendent  
**Re:** Revision of LCSD Board Policy BDD: Board Meeting Procedures, Notice and Agenda

---

## **Recommendation**

That the Board of Trustees approve revisions to LCSD Policy BDD: Board Meeting Procedures, Notice and Agenda for a first reading.

## **Background Information**

During the December 17, 2024 board meeting, Member Hendrix requested a revision of LCSD Policy BDD: Board Meeting Procedures, Notice and Agenda.

## **Budget Considerations**

None.

## **Discussed at Previous Meeting**

December 17, 2024

## **Attachment(s)**

BDD – Board Meeting Procedures, Notice and Agenda  
NRS 241.021

## ***BOARD MEETING PROCEDURES, NOTICE AND AGENDA***

### **Quorum**

A quorum will consist of the majority of the Board members.

### **Vote Needed for Exercise of Powers**

The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers or transacting any business.

### **Board Member Voting**

Each member's vote on all motions will be recorded in the minutes. Individual votes on motions and/or resolutions will be verbally indicated with an affirmative or dissenting vote and the result of each member's dissenting vote will be recorded by name.

### **Abstaining from Vote**

Board members must vote on all properly agendized items, except when required to abstain as outlined in NRS 281, 281A and LCSD Board Policy GBBH: Employment of Relatives. A Board member must abstain only in a clear case where the independence of judgment of a reasonable person would be materially affected by the conflict. If a Board member is required to abstain from voting, such abstention will be recorded along with the disclosure describing the nature and extent of the abstention.

### **Parliamentary Procedure**

Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in the latest version of Robert's Rules of Order will govern the Board in its deliberation.

The President will decide all questions relative to points of order, subject to an appeal to the Board.

## ***NOTIFICATION OF BOARD MEETINGS***

The Board will give public notice of board meetings to interested persons, including those with disabilities, of the time and place for regular meetings, and of the principal subjects to be considered and subject to open meeting law.

Notices to individuals with disabilities shall be given in an appropriate form upon request and with appropriate advance notice. Auxiliary aids and services available to ensure equally effective communications with qualified persons with disabilities may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

Special meetings may be convened by order of the President, upon request of three Board members or by common consent of Board members. No special meeting will be held without a three working days' notice to Board members and the general public except in cases of emergency.

In an emergency, a meeting may be held with notice as is appropriate under the circumstances. The minutes of the meeting will describe the nature of the emergency. No business other than that related to the emergency will be discussed at these meetings.

Dates of regular Board meetings will be provided to district employees, interested members of the public and the news media. The master calendar of all board meetings will be maintained on the District website ([www.lyoncsd.org](http://www.lyoncsd.org)).

### ***BOARD MEETING AGENDA***

The Board President, along with the superintendent, will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student, or citizen of the district by notifying the superintendent at least ten working days prior to the meeting or during a regularly scheduled meeting.

A consent agenda may be used by the Board for non-controversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. ~~A Board member may ask that any item (with the exception of Personnel Reports) be removed from the consent agenda for any reason. The removed item will then be discussed and voted on separately following approval of the consent agenda.~~ A board member, staff member, student, or citizen may request any item be removed from the consent agenda (with the exception of personnel reports) for any reason. The removed item will then be discussed and voted on separately following the approval of the Consent Agenda.

Personnel Reports will only be pulled from the Consent Agenda and discussed separately if it is required to comply with the provisions of NRS 281.210 and Board Policy GBBH (Employment of Relatives).

Consent Agenda items will include, but are not limited to:

- Student Disciplinary Action
- Immunization Exemptions
- Request for Early Graduation or requests to take the General Education Development (GED) test
- Requests for additional days from the Employee Sick Leave Bank
- Board Correspondence
- Monthly reports on enrollment, budget, grants and Information Technology
- Out-of-state travel requests and travel reports
- Personnel Reports, including District Extra Duty Contracts
- Monthly financial claims and check register

## LYON COUNTY SCHOOL DISTRICT

### BOARD POLICY

BDD

- Donations – Donations will be considered a consent agenda item but will be voted on separately to allow the Board to publicly acknowledge the donor

The agenda will follow a general order established by the Board. Opportunities for the public to be heard will be included prior to the Consent Agenda and at the end of the Regular Agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

The agenda, together with supporting materials, will be distributed to Board members at least three full working days prior to the meeting. The agenda will be available to the press and to the public through the superintendent's office at the same time it is available to the Board members. Request for mailing must be submitted to the superintendent's office in writing. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted in each school facility, the official website of the State of Nevada (<http://nv.gov>) and the district web site ([www.lyoncsd.org](http://www.lyoncsd.org)) three working days prior to the meeting per open meeting law.

The District will ensure equally effective communications are provided to qualified persons with disabilities upon request as required by the Americans with Disabilities Act.

### ***CONDUCT OF BOARD MEETINGS***

The rules of parliamentary procedure contained in the latest version of *Robert's Rules of Order* will govern the Board in its deliberations. Discussion by Board members will be unlimited as long as it applies to the motion before the Board or the matter under consideration. The Board may vote to limit discussion and the President will confine discussion to the matter before the Board. In order for action to be taken on an item there must be a motion and a second. The President may limit the time of any citizen appearing before the Board so that all who wish to be heard may have the opportunity.

Except in an emergency that impacts the school district, the board of trustees shall not take any action or corrective action at a regular meeting or special meeting on an item that has been posted on its agenda pursuant to chapter 241 of NRS after 11:59 p.m. on the day of the meeting. There are limited exceptions to this outlined in NRS 386.330. "Emergency" has the meaning ascribed to it in NRS 241.020.

### ***MINUTES OF BOARD MEETINGS***

The Board secretary will take written minutes of all Board meetings. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the dissenting vote of each member by name;

4. The substance of any discussion on any matter;
5. Any other information required by law.

All minutes shall be available to the public per requirements of Nevada's Open Meeting Law. The public and patrons of the district may receive, upon request, copies of approved current minutes at the administration office. Minutes need not be approved by the Board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and superintendent.

The District will maintain and make available to staff and other interested patrons an updated copy of the meeting minutes.

Closed Sessions:

The Board may meet in closed session to discuss subjects allowed by statute per NRS 241. Closed sessions may be held during regular, special, or emergency meetings for any reason permitted by law. Content discussed in closed sessions is confidential.

If a closed session is held regarding a student matter, the following shall not be made public: the name of the minor student; the issue, including a student's confidential medical records and that student's educational program; the discussion; and each Board member's vote on the issue.

### ***PUBLIC PARTICIPATION IN BOARD MEETINGS***

All Board meetings, with the exception of closed sessions, will be open to the public. The Board invites district citizens to attend Board meetings to become acquainted with the program and operation of the district. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual. All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternative, equally effective means of communication will be used.

### **Procedures for Public Participation in Meetings**

During an open session of a Board meeting, members of the public are specifically

**LYON COUNTY SCHOOL DISTRICT  
BOARD POLICY**

**BDD**

invited to present concerns and/or praise during the public comment portion of the agenda. Public speakers will identify themselves for inclusion in the minutes.

At the discretion of the Board President, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by coming forward DURING PUBLIC COMMENT.

Any person who is invited by the President to speak to the Board during a meeting should state his/her name and, if speaking for an organization, the name and identity of the organization. A spokesman should be designated to represent a group with a common purpose.

~~The Board will allow public comment for items listed on the agenda at the BEGINNING of the meeting. They will also allow public comment for items NOT listed on the agenda at the END of the meeting. In compliance with Nevada Open Meeting Law § 7.04 (first alternative) and § 7.05, these will be the two opportunities during the meeting for the public to address the Board.~~

The Board will allow public comment :

(a) At the beginning of the meeting on items listed on the agenda on which action may be taken and heard by the public body, or

(b) After each item on the agenda on which action may be taken as discussed by the public body, before the public body takes action on the item.

The public may choose to speak to items listed on the agenda for action by speaking under either option (a) or (b) but not both.

The board will allow additional public comment on any matter that is not specifically included on the agenda as an action item at the end of the meeting prior to adjournment of the meeting.

Statements by members of the public should be brief and concise. The President may use discretion to establish a time limit on discussion or oral presentation by visitors.

Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the President.

The Board will allow public comment to be submitted electronically to accommodate those who are unable to attend the meeting. District administration will create and maintain a means whereby the public can access this opportunity through the District website and via a weblink on the agenda. The public may submit comment by 12:00 pm, the day of the board meeting. Public comments will be forwarded to all LCSB Trustees prior to the board meeting. Electronically submitted public comment will be added to the minutes of the meeting.

**Petitions**

A visitor speaking during the meeting may introduce a topic not on the published agenda during public comment at the END of the meeting. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study. No action will be taken in response to a petition before the next regular meeting.

Questions asked by the public, when possible, will be answered immediately by the President or referred to staff members for reply. Questions requiring investigation may, at the discretion of the President, be referred to the superintendent for response at a later time.

The Board President should be alert to see that all visitors have been acknowledged and thanked for their presence and especially for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

**Criticisms of Staff Members**

Speakers may offer objective criticism of district operations and programs, but the Board will not hear complaints concerning individual district personnel. The President will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

**Legal Reference(s): NRS 241, 281, 281A, 386, and 392  
LCSD Board Policy GBBH: Employment of Relatives**

Policy BDD  
Revised ~~2/25/25~~ 6/27/23

**NRS 241.021 Public comments: Requirements.**

1. Except as otherwise provided in this section, comments by the general public must be taken by a public body:

(a) At the beginning of the meeting before any items on which action may be taken are heard by the public body and again before the adjournment of the meeting; or

(b) After each item on the agenda on which action may be taken is discussed by the public body, but before the public body takes action on the item.

2. Regardless of whether a public body takes comments from the general public pursuant to paragraph (a) or (b) of subsection 1, the public body must allow the general public to comment on any matter that is not specifically included on the agenda as an action item at some time before adjournment of the meeting. No action may be taken upon a matter raised during a period devoted to comments by the general public until the matter itself has been specifically included on an agenda as an item upon which action may be taken pursuant to subparagraph (2) of paragraph (d) of subsection 3 of [NRS 241.020](#).

3. The provisions of subsections 1 and 2 do not prohibit a public body from taking comments by the general public in addition to what is required pursuant to subsection 1 or 2.

4. If the agenda for a meeting authorizes the continuation of the meeting of a public body to one or more other calendar days, the public body must have a period devoted to comments by the general public:

(a) At the beginning of each day that the meeting is held before any item on which action may be taken is heard by the public body and again before the meeting recesses for the day or the adjournment of the meeting; or

(b) After each item on the agenda on which action may be taken is discussed by the public body, but before the public body takes action on the item.

(Added to NRS by [2023, 186](#))

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GC: Appointment of Non-Licensed Personnel

### **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GC: Appointment of Non-Licensed Personnel as a first 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.

Several updates have been made to Policy GC to ensure clarity and alignment with current practices and statutory requirements:

1. The term "CLASSIFIED" has been replaced with "NON-LICENSED" throughout the policy to reflect more accurate terminology and to capture those non-licensed employees who are not considered "classified".
2. The reference to "Condition of Employment" has been removed and replaced with more descriptive and accurate language listed under numbers 3, 4, and 5.
3. In collaboration with our Classified Union President and the Transportation Supervisor, we have designated safety-sensitive positions within the Non-Licensed Personnel category. The designation of safety-sensitive positions is required under LCSD Board Policy GBBE: Drug and Alcohol-Free Workplace.

These revisions enhance the policy's precision and address important considerations for both compliance and workforce safety.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

No

### **Attachment(s)**

Lyon County School District Board Policy GC: Appointment of Non-Licensed Personnel

**APPOINTMENT OF CLASSIFIED NON-LICENSED PERSONNEL**

The Superintendent or their designee shall employ classified employees necessary for the appropriate functioning of the District. The Superintendent or their designee shall have full power and authority to assign, transfer or reassign employees, as needed, to positions in any location in the District.

The following criteria shall apply to the recruitment and selection process of all District personnel:

1. The District shall seek highly qualified and desirable applicants for all openings that develop.
2. The District shall make selections for positions based solely on merit. Consistent with applicable federal, state, and local laws and regulations, eligibility for employment shall not be influenced by an applicant's race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, victims of domestic violence or sexual assault, or any other class that becomes protected by federal and/or state law.

**a. Condition of Employment**

As required in NRS 391.100, each applicant for employment must submit to the School District a full set of his/her fingerprints and written authorization for a criminal history report.

3. The District will follow the steps outlined in LCSD Board Policy GB: Employment and Compensation administrative regulations, subsection "Acquiring and Providing Employment References". In addition, each applicant for employment or appointment in a classified position who is likely to have unsupervised or regular contact with students must, before beginning employment and at least once every five years thereafter, submit to the District:
  - A full set of fingerprints and written permission authorizing the District to forward the fingerprints to the Central Repository for Nevada Records of Criminal History and for the Federal Bureau of Investigation for its report on the criminal history of the applicant/employee; and
  - Written authorization for the District to obtain any information concerning the applicant/employee that may be available from the Statewide Central Registry and any equivalent registry maintained by a governmental entity in a jurisdiction in which the applicant/employee has resided within the immediately preceding five years.
4. The District will cooperate with any appropriate law enforcement agency to obtain information relating to the criminal history of the applicant/employee including, without limitation, any record of warrants for the arrest of or applications for protective orders against the applicant/employee.

5. The District will use a substantiated report of the abuse or neglect of a child, sexual conduct with a student, luring or corporal punishment obtained from the Statewide Central Registry or an equivalent registry maintained by a governmental agency in another jurisdiction. When making a determination concerning assignments, requiring retraining, imposing discipline, hiring or termination, and in any proceedings to which the report is relevant, including, without limitation, an action for trespass or a restraining order.

**b6. Offers of Employment**

After a candidate an applicant has been selected for employment or promotion, the administrator or manager/supervisor will notify the Superintendent or their designee who will extend an official written “formal job offer letter” once all applicable non-medical and medical checks and exams have been passed; this letter will include the terms and conditions of employment or promotion and establish a starting date once hiring paperwork (e.g. I-9, W-4, etc.) is completed.

Prior to notifications/letters being extended, The administrator or manager/supervisor may contact the selected candidate applicant by telephone to determine whether s/he there is still willing to accept continued interest in employment and to indicate that a request to hire has been made, but must state that only a notification in writing can be considered as an official formal job offer. As appropriate for the particular job, the District may make offers of employment contingent upon the results of a criminal background check, the applicant’s passing certain additional tests, physical evaluations, and/or submitting other documentation of qualifications when such contingent conditions are relevant to the specific job.

*NOTE: All non-medical checks must be completed before the applicant is subject to medical exams.*

**ea. Equal Qualifications**

In compliance with NRS 281.060(2), if all other qualifications of applicants are considered equal, the district must give preference first, to honorably discharged military personnel who are citizens of the State of Nevada and second to citizens of the State of Nevada.

**eb. Disqualification for Hire**

If the District obtains documented information that a candidate selected for hire has been convicted of a felony involving physical violence or moral turpitude, that candidate will not be hired, and the District will withdraw any contingent offer of employment. If the candidate has begun work, employment shall be ended. The District will inform all applicants of this requirement.

**ec. Failure to Appear for Work**

If a selected applicant fails to report for work within the time period prescribed by the District, the District will conclude that the applicant has declined the position and remove the applicant from the eligible list.

**fd.** Pre-employment Drug Screening for Safety-Sensitive Positions

The District may require successful applicants, for positions identified by the District as safety-sensitive positions (as identified by the District), ~~who have been offered an appointment to a regular position or casual work~~ to consent to a pre-employment drug screen test for drugs/prohibited substances and/or physical. The District will advise the selected applicant that the presence of one or more drug metabolites may be cause for rejection from further consideration for employment and that offers of employment are contingent upon a negative drug test result. The applicant may be asked to authorize the District, as a condition of employment, to conduct through the District's designated laboratory testing facility, a drug screen test for drugs/prohibited substances. Refusal to authorize and participate in a drug screen shall eliminate the applicant from further consideration for the position.

The District may direct applicants to an appropriate collection facility. The drug screen test must be undertaken as soon after notification as possible, and in no circumstances later than forty-eight (48) hours after notice to the applicant.

The District will advise applicants of the opportunity to submit medical documentation to support a legitimate use for a specific drug. Such information will be reviewed only by medical consultants determining whether the applicant is lawfully using an otherwise illegal drug or prohibited substance.

The District will not extend a final formal job offer of employment letter to any applicant with a verified positive test result, and such applicant will not be considered for any vacancy of the District for a period of twelve (12) months. The District shall disqualify the applicant on the basis of failure to pass the applicable test(s).

Current employees in safety-sensitive positions may be required to consent to a pre-employment screen test for drugs/prohibited substances as listed above after a leave of absence before performing safety-sensitive duties.

Reference: NRS 391.100 NRS 281.060(2)

Policy #GC  
Revised 1/26/13 2/25/25

**APPOINTMENT OF NON-LICENSED PERSONNEL - ADMINISTRATIVE  
REGULATIONS**

**LCSD Designated Safety-Sensitive Positions**

**Finance**

Warehouse Courier

**Operations and Facility Services**

Maintenance I

Maintenance II

Maintenance III

Maintenance IV

Project Facilitator

Supervisor

**Transportation**

Area Leads

Bus Driver

Bus Driver Trainer

Bus Driver Trainer Alternate

Mechanic

Mechanic Lead

Supervisor

Transportation Facilitator

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GCA: Casual/Temporary/Seasonal Employment

### **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GCA: Casual/Temporary/Seasonal Employment as a first 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.

This policy update references Board Policy GB (Employment and Compensation) and Board Policy GC (Appointment of Non-Licensed Personnel) to clarify the procedural steps the district will follow.

Additionally, the previous reference to "120 consecutive working days" has been updated to "six (6) months" when assigning work to casual, temporary, or seasonal workers. This change is to comply with the language changes from the Nevada Public Employees Retirement System (NVPERS).

These revisions aim to ensure consistency with related policies and provide clear guidelines for workforce management.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

No

### **Attachment(s)**

Lyon County School District Board Policy GCA: Casual/Temporary/Seasonal Employment

## CASUAL/TEMPORARY/SEASONAL EMPLOYMENT

Some of the District's work is indefinite and/or irregular with regard to schedule and duration. As a result, the District recognizes the need to employ workers at all levels of responsibility from time to time on an as needed basis or to work for limited periods of time at the discretion of the District. The District will follow the steps outlined in LCSD Board Policies GB-Employment and Compensation, and GC-Appointment of Non-Licensed Personnel in employing individuals as casual, temporary, or seasonal employees.

### 1. Authorization to Hire Casual/Temporary/Seasonal Workers

In general, a casual/temporary/seasonal worker may be hired for work which will require fewer than twenty (20) hours per week or fewer than one hundred twenty (120) consecutive working days six (6) months to complete if the District has appropriated sufficient funds in the budget to pay the worker. Work requiring more hours to complete will usually require the establishment of a regular position. The District will not hire casual/temporary/seasonal workers to avoid establishing a regular position when the work to be performed is ongoing. However, the District may, from time to time, find that its interests are best served by assigning work to a casual/temporary/seasonal worker for longer than one hundred twenty (120) days six (6) months or more than twenty (20) hours per week.

### 2. Duration of Casual/Temporary/Seasonal Employment

A casual/temporary/seasonal worker has no right to or expectation of continued employment or any property right regarding employment. A casual/temporary/seasonal worker may be terminated at any time, with or without cause, with or without notice, and shall have no right to appeal.

### 3. Employment in a Regular Position

The District may hire a casual/temporary/seasonal worker into a regular position only after completing an authorized recruitment and selection process for that position. The employee's service date will be determined according to the date of hire in the regular position with no credit given toward completion of a probationary period or the accrual of benefits for the time an employee was hired for casual/temporary/seasonal work.

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GCAA: Transfers/Reassignments/Promotions of Non-Licensed Personnel

### **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GCAA: Transfers/Reassignments/Promotions of Non-Licensed Personnel as a first 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.

The revisions to this policy provide clarification on the types of directed transfers and reassignments and introduce new language regarding rehired employees.

The policy also references LCSD Board Policy GC: Appointment of Non-Licensed Personnel to address situations where a reassignment involves transitioning an employee from a role without direct student contact to a position with direct student interaction.

All procedures outlined in this policy will be carried out in compliance with the applicable collective bargaining agreement.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

No

### **Attachment(s)**

Lyon County School District Board Policy GCAA: Transfers/Reassignments/Promotions of Non-Licensed Personnel

**TRANSFERS AND /REASSIGNMENTS/PROMOTIONS OF CLASSIFIED NON-LICENSED PERSONNEL**

1. Types of Directed Transfers/Reassignments

Transfers and reassignments that result in an employee moving from a position that does not have contact with children to a position that has contact with children must comply with the requirements of LCSD Board Policy GC: Appointment of Non-Licensed Personnel.

Adjustment transfers/reassignments and personnel shifts are periodically made necessary by increases or decreases in the enrollments in grades, classes, or schools and in response to other needs of the District. The District will make transfers/reassignments based on the needs of the District, as well as the skills and abilities of the employees, ~~or~~ and in accordance with the appropriate collective bargaining agreement.

Any involuntary transfer/reassignment of an unlicensed employee must be based on the requirements of the position to be filled, the qualifications of available employees, and the interest of the District. Transfers or reassignments may not be made as a form of discipline. The District may reassign an unlicensed employee to a temporary assignment for fewer than thirty (30) days.

2. Procedure for Directed Transfers/Reassignments

When it becomes necessary in the best interests of the District for an administrator or manager/supervisor to initiate action relative to a directed transfer/reassignment of a classified employee, every effort will be made to ensure that such a transfer/reassignment is mutually agreeable to all parties concerned. However, the final decision to make such a transfer/reassignment rests with the District. Procedures for directed (involuntary) transfers/reassignments will comply with the applicable collectively bargained agreement.

3. Voluntary Transfer Request

Employees may request a transfer ~~or reassignment~~ by completing and submitting an school district transfer/reassignment request form and submitting it to the District Office. Transfer requests will be retained for one (1) year after submission online application form. Employees may request a reassignment within their own job classification to their administrator or manager/supervisor.

4. Promotions

The District encourages employees to apply for promotional opportunities for which they are qualified. Promotions will be based on the ability, qualifications, and potential knowledge of the candidates for the positions. Employees interested in announced positions should express their interest in writing to the hiring administrator or manager/supervisor or by following the instructions outlined in the job announcement. The District will make selection decisions

consistent with ~~the District's policy on~~ *LCSD Board Policy GC: Appointment of Classified Non-Licensed Personnel.*

5. Rehires

The decision to rehire shall be at the complete discretion of the District and no former employee shall have any right to or expectation of such rehire. Background and reference checks applicable to the position will be conducted for all rehires at the discretion of the District.

Upon rehire, the employee shall be required to successfully complete a probationary period. No credit for former employment shall be granted in determining eligibility for leave or other benefits, except as outlined in the applicable collectively bargained agreement.

*NOTE: Limitations exist for rehiring retired public employees (NRS 286.523).*

**Reference:** NRS 286.523

DRAFT

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GCAB: Resignation

### **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GCAB: Resignation as a first 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.

The revisions to Policy GCAB (Resignation) are applicable to all employees, ensuring consistent guidelines across the district. Key clarifications and adjustments to the policy include:

1. Numbered titles of the sections.
2. **Withdrawing a Resignation:** This section clarifies that resignations are irrevocable and binding but allows for employees wishing to rescind a resignation the opportunity under certain circumstances.
3. **Job Abandonment:** This section now contains language that allows the employee to provide an explanation of instances when they may have been absent from work without authorization. It also references applicable Collective Bargaining Agreements.

By applying these updates universally, the policy fosters transparency and equity while helping employees better understand their responsibilities and options regarding resignations.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

No

### **Attachment(s)**

Lyon County School District Board Policy GCAB: Resignation

**RESIGNATION OF CLASSIFIED PERSONNEL**

1. Notice

A regular employee may resign their position by giving written notice of the effective resignation date to the administrator or manager/supervisor. The requested minimum amount of written notice is fourteen (14) days unless stated differently in the collective bargaining agreement (CBA). However, the District, at its discretion, may waive the normal notice requirement and accept a resignation in good standing immediately upon receipt.

2. Return of District Property

To resign in good standing, an employee must return all District property, including District ID, credit cards, clothing, keys, tools, equipment, and other items of value prior to on the last day of employment, or immediately thereafter.

3. Withdrawal

Resignations are irrevocable and binding. However, under extenuating circumstances and At the sole discretion of the District, an employee may withdraw a resignation at any time prior to its effective date.

4. Failure to Provide Notice

Failure to give appropriate notice of resignation as required by this section may constitute cause for denying re-employment with the District unless there are extenuating circumstances relating to the failure to give timely notice, as determined by the District.

5. Job Abandonment

The District may consider employees who are absent from work without approved leave for a period of three (3) consecutive work days to have abandoned their position and, thus, to have resigned. An employee who has completed an introductory period and contacts the District within three (3) workdays of the first absence may be provided the opportunity to explain the absences prior to the District finalizing the separation.

6. Administrator or Manager/Supervisor Responsibilities

Following receipt of notification of an employee's resignation, the administrator or manager/supervisor will initiate the following actions:

- a. As soon as possible, but not later than the last day of employment, forward the letter of resignation, completed employee's timesheet (if applicable), and the appropriate payroll change form the EPAR to the Human Resources Department.
- b. When practicable and circumstances allow for it, the Superintendent/designee is encouraged to conduct an exit interview with the employee will be encouraged to complete an exit survey.

7. Final Paycheck

The District shall issue a paycheck by the next payday following the effective date of resignation if sufficient notice was given by the employee ~~and may issue a paycheck sooner when the employee resigns in good standing.~~

DRAFT

Policy #GCAB  
Revised ~~7/28/20~~ 2/25/25

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GCB: Introductory Period For Non-Licensed Personnel

### **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GCB: Introductory Period For Non-Licensed Personnel as a first 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.

Revisions to Policy GCB: Introductory Period for Non-Licensed Personnel reduce the introductory period from 12 months to nine 9 months, aligning with the timeline specified in the LCCSEA collective bargaining agreement. The timeline for extending the introductory period is reduced from 12 months to 6 months as well. The policy also references Board Policy GCBA: Performance Evaluation for Non-Licensed Personnel, emphasizing the importance of ongoing performance evaluations throughout the introductory period. These evaluations will serve as the basis for determining continued employment.

These updates ensure consistency with negotiated agreements and underscore the district's commitment to thorough performance assessments during the onboarding process.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

No

### **Attachment(s)**

Lyon County School District Board Policy GCB: Introductory Period For Non-Licensed Personnel

**INTRODUCTORY PERIOD FOR NON-LICENSED PERSONNEL**

Non-Licensed Personnel

All new hires, rehires, and promotional appointments to regular positions are subject to a trial period known as an introductory period. Temporary/casual/seasonal workers are not subject to this period. The introductory period is part of the selection process for regular positions and shall be utilized for observing and evaluating the employee's performance. During this period, the employee and the District have the opportunity to evaluate one another and determine whether the employee is a good fit for the position employment relationship should be continued.

The introductory period following both appointment and promotion is twelve nine (9) months, unless otherwise specified in a collective bargaining agreement. See the appropriate collective bargaining agreement (CBA) for specific information related to the length of introductory periods for employees covered under that agreement. The District reserves the right to extend the duration of the introductory period up to 12 six (6) months when the District has had insufficient opportunity to assess the employee's ability to perform the job functions or the District determines such extension is appropriate and in the interest of efficient operations.

During the introductory period following an original appointment or any extension of such period, the employment relationship is "at-will" and may be terminated by the employee or by the District at any time, with or without cause or advance notice, and without the right of appeal. The District shall notify an employee when s/he the introductory period has not been successfully completed his/her introductory period and shall thus terminate that employee.

A regular employee who has completed their initial an introductory period and who does not successfully complete a subsequent introductory period following promotion may be reinstated to a position which is at the same salary pay range as the position the employee held prior to the promotion, provided the employee is not discharged for cause and that a position is available.

A performance appraisal or evaluation as outlined in LCSD Board Policy GCB: Performance Evaluations for Non-Licensed Personnel will be conducted to ascertain the advisability of continued employment.

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GCBA: Performance Evaluations for Non-Licensed Personnel

### **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GCBA: Performance Evaluations for Non-Licensed Personnel as a first 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.

Revisions to Policy GCBA: Performance Evaluations for Non-Licensed Personnel replace all existing language to provide clearer guidance on the purpose of evaluations. The updated policy emphasizes that evaluations are intended to foster productive feedback and conversations focused on improvement. Key updates include:

1. **Expanded Scope:** The policy now applies to all personnel except teachers and site administrators.
2. **Evaluation Timelines:** Clear timelines are established for evaluating both probationary and post-probationary non-licensed employees.
3. **Employee Participation:** Employees are encouraged to actively participate in their performance evaluations, promoting engagement and collaboration.
4. **Administrative Regulations:** Regulations have been added to address timelines for managing deteriorating or inadequate performance, ensuring prompt and effective action when necessary.

These revisions enhance clarity, support professional growth, and align evaluation practices with district goals.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

No

### **Attachment(s)**

Lyon County School District Board Policy GCB: Introductory Period For Non-Licensed Personnel

PERFORMANCE EVALUATIONS FOR **CLASSIFIED** **NON-LICENCED** PERSONNEL

It is the intent of the District and the Nevada legislature that a uniform system be developed for objective evaluation of classified personnel. This policy must set forth a means according to which an employee's overall performance may be determined to be satisfactory or unsatisfactory. The policy may include an evaluation by the teacher, pupils, administrators or other classified staff or any combination thereof. A copy of the policy adopted by the board must be filed with the department. The primary purpose of an evaluation is to provide a format for constructive assistance. Evaluations, while not the sole criterion, must be used in the dismissal process.

Timeline for Evaluations—Introductory Classified Personnel

A conference and a written evaluation for an introductory classified employee must be conducted quarterly for the first 12 months of employment (calculated from the employee's start date).

The evaluation of an introductory employee must, if necessary, include recommendations for improvements in their performance. A reasonable effort must be made to assist the employee to correct any deficiencies noted in the evaluation. The employee must receive a copy of each evaluation not later than 15 days after the evaluation. A copy of the evaluation and the employee's response, if any, must be permanently attached to the master personnel file for that employee.

Timeline for Evaluations—Post Introductory Classified Personnel

Each classified employee who has completed their introductory period must be evaluated at least once per year.

The evaluation of a post introductory employee must, if necessary, include recommendations for improvements in their performance. A reasonable effort must be made to assist the employee to correct any deficiencies noted in the evaluation. The employee must receive a copy of each evaluation not later than 15 days after the evaluation. A copy of the evaluation and the employee's response, if any, must be permanently attached to the master personnel file for that employee.

The District's performance management system is designed to be a formal, objective, consistent, and ongoing process to assess the on-the-job effectiveness of each employee by communicating to the employee the status and the objectives and standards of performance which the employee is expected to achieve. The District views performance management as an ongoing process that focuses on the future and continued improvement. Performance evaluations and timelines will be compliant with the applicable collectively bargained agreement.

1. Purpose

The performance management process exists to ensure timely and periodic two-way communication between employees and supervisors regarding job performance. This process is designed to:

- Clarify the District's goals and link them to performance expectations.
- Assist employees in reaching their full potential by identifying training needs and developing specific plans for continual improvement.
- Identify and document performance achievements and deficiencies.
- Provide ongoing opportunities for supervisors to coach and encourage personal development and improved job performance.

By providing an employee with a performance evaluation, whether formal or informal, the District does not create a contract or other right to continued employment.

## 2. Ongoing Communication Regarding Performance

It is the policy of the District and the responsibility of each administrator or manager/supervisor to routinely provide employees with accurate, constructive feedback regarding job performance expectations, accomplishments, and opportunities for growth. Periodic formal performance evaluations cannot take the place of ongoing communication.

## 3. Frequency of Performance Evaluations

Formal performance evaluation sessions are to be conducted as one part of the continuing communication between the employee and administrator or manager/supervisor. Each administrator or manager/supervisor shall conduct a formal performance evaluation of each non-licensed or post-probationary employee at least once during any 12-month period, and before June 30th of each year. Each administrator or manager/supervisor shall conduct a formal performance evaluation of each probationary employee at least once during each 3-month period for the first nine (9) months of employment. This will result in a total of three (3) formal performance evaluations during an employee's probationary period. Administrators or managers/supervisors will provide employees with informal performance communication (feedback), either verbally or written, routinely and regularly throughout each evaluation cycle.

## 4. Written Record

The administrator or manager/supervisor will complete a formal written evaluation utilizing the evaluation form approved by the District. All information in the written record shall be consistent with the information communicated verbally during the performance evaluation sessions with the employee. The completed form, along with any written comments submitted by the employee, shall be placed in the employee's master personnel file.

The employee and the administrator or manager/supervisor may make additional notes of information that is exchanged during the performance evaluation meeting.

5. Personnel Actions Resulting from Performance Evaluations

Personnel actions taken by the District, whether positive or adverse, are based on an assessment of the overall performance and behavior of the employee, rather than on a single performance evaluation.

Violation of a policy or procedure which necessitates disciplinary action is not part of the performance evaluation process. Any such issues will be addressed outside of the performance evaluation session and in accordance with disciplinary policies and procedures.

6. Employee Involvement

The District strongly encourages employee participation in the performance evaluation process. Opportunities for participation include the following:

- Administrators or managers/supervisors providing employees with an opportunity to present a self-evaluation which the administrator or manager/supervisor may then consider prior to and discuss during the evaluation meeting.
- Discussions between the administrator or manager/supervisor and the employee for the purpose of establishing performance expectations or goals for the next evaluation period.
- Should employees disagree with some or all of the performance evaluation, they may attach a rebuttal statement within 30 days of receiving the evaluation.

**PERFORMANCE EVALUATIONS FOR NON-LICENSED PERSONNEL -  
ADMINISTRATIVE REGULATIONS**

**1. Frequency of Formal Performance Evaluations**

Formal performance evaluations are to be conducted at least annually. A plan of assistance may be provided to help employees improve performance deficiencies.

In addition, administrators/supervisors shall conduct formal evaluations at the following times:

- When there is a significant change or deterioration in performance.
- Within two (2) months following a finding that the employee's performance needs substantial improvement. (Frequent, ongoing meetings between the administrator or manager/supervisor and the employee must occur and be documented during this period.)
- At more frequent intervals as the administrator or manager/supervisor deems appropriate. In addition, informal performance communication (feedback) will occur and be documented routinely and regularly throughout an evaluation cycle.

**2. Responsibility for Performance Evaluations**

The performance evaluation process is the responsibility of the administrator or manager/supervisor.

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GCC: Work Time

### **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GCC: Work Time as a first 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.

Revisions to Policy GCC: Work Time clarifies key expectations and align with established agreements:

1. **Collective Bargaining Agreements:** The policy now explicitly references the collective bargaining agreements, which govern the processes and procedures for all employee groups.
2. **Meal and Rest Periods:** Language has been added to specify that meal periods cannot be taken in conjunction with rest periods, ensuring compliance with Fair Labor Standards Act (FLSA) work time guidelines.

These updates promote consistency across employee groups and provide clear guidance on work time expectations.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

No

### **Attachment(s)**

Lyon County School District Board Policy GCC: Work Time

## WORK TIME

### 1. Attendance

Employees are expected to work their entire assigned shifts, and be available and ready for work at the beginning of their assigned shifts and at the end of their scheduled rest and meal periods. Required preparation for rest and meal periods, as well as the end of the work day, is considered work time. Rest and meal periods include the time spent going to and from the place where the break is taken. Collective Bargaining Agreements with the LCSD may outline other specific work time processes/procedures not included in this policy.

### 2. Work Schedules

The administrator or manager/supervisor shall schedule work hours according to the needs of the District. The District shall provide employees advance notice of their individual work schedule.

- a. Employees working a five-day, 40-hour week (designated 5/40) shall work eight (8) hours per day for five (5) days in any work week and shall receive two (2) days off.
- b. Employees working a four-day, 40-hour week (designated 4/40) shall work ten (10) hours per day for four (4) days in any work week and shall receive three (3) days off.
- c. Employees working a five-day, 35-hour work week (designated 5/35) shall work seven (7) hours per day for five (5) days in any work week and shall receive two (2) days off.

### 3. Rest Periods

The District will grant employees one (1) 10-minute break or rest period during each work period of four (4) or more hours. Rest periods may not be taken at the beginning or at the end of the work period. Rest periods may not be scheduled or taken consecutively or in conjunction with meal periods.

### 4. Meal Periods

Employees who work six (6) or more hours in a work day are allowed an uninterrupted, unpaid meal period of a minimum thirty (30) minutes ~~or longer~~ at or about the midpoint of their work day. Administrators or managers/supervisors will be responsible to ensure that wherever and whenever possible, employees will be permitted the half hour meal period uninterrupted by work-related duties. If an employee's meal period is interrupted by a work-related matter, the District will pay the employee for the meal period. Meal periods may not be scheduled or taken consecutively or in conjunction with rest periods.

### 5. Work Assignments

The District shall establish work schedules which allow employees rest periods and meal periods. Rest and meal periods shall be scheduled by the administrators or managers/supervisors. The District may adjust rest and meal periods from time-to-time to meet the needs of individual employees and/or to respond to changes in department workload. Nothing herein should be

considered to limit or restrict the authority of the District to make temporary assignments to different or additional locations, work periods, hours of work, or duties as needed to meet the District's needs or to respond to unforeseen or emergency situations.

DRAFT

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GCCA: Time Reporting

### **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GCCA: Time Reporting as a first 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.

Revisions to Policy GCCA: Time Reporting includes several updates to enhance clarity and alignment with applicable Fair Labor Standards Act (FLSA) standards:

1. **Reference to CBAs:** Additional language acknowledges that collective bargaining agreements (CBAs) may specify time-reporting processes and procedures that supersede this policy or that are not explicitly covered in this policy.
2. **Compensation for Non-Exempt Employees:** The policy now clarifies compensation guidelines for non-exempt employees, ensuring accuracy for hours worked.
3. **FLSA Safe Harbor:** A new paragraph has been added to better explain the Fair Labor Standards Act (FLSA) Safe Harbor provision, providing clear guidance on compliance and protections.

These updates reinforce transparency in time reporting and compensation practices while aligning with both CBAs and FLSA requirements.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

No

### **Attachment(s)**

Lyon County School District Board Policy GCCA: Time Reporting

## TIME REPORTING

### 1. Purpose of Time Reporting

Recording of hours worked and/or leave time taken by employees is necessary to:

- a. Provide the District an accurate basis for preparing paychecks,
- b. Assure compliance with federal and state laws, and
- c. Maintain an effective and efficient cost accounting system.

*Note: Collective Bargaining Agreements with the LCSD may outline other specific time reporting processes/procedures not included in this policy.*

### 2. Hours Worked

The District will pay non-exempt employees for all hours worked. Hours worked include:

- a. Hours before or after the normally assigned shift, or any other irregular hours, even if the employee volunteers his/her time to perform the work. Periods of six (6) minutes or less are not considered overtime when such work periods are not regularly recurring. (This provision does not apply to employees who are performing volunteer work which is unrelated to their normal job functions.)
- b. Rest periods of 20 minutes or less.
- c. Travel time that occurs during an employee's normally scheduled work hours, including regular days off, holidays, etc.
- d. Hours spent at lectures, meetings, and training activities conducted by the District, unless attendance is completely voluntary.

Employees will not be compensated for time spent under the following conditions:

- a. Voluntary attendance, outside of work hours, at an independent school, college, trade school, or similar training offered by the District at the employee's own initiative even if the courses are related to the employee's current job or paid for by the District.
- b. Training outside of regular work hours required by law for certification of public-sector employees.

### 3. Position Designations – Exempt or Non-Exempt

All positions are designated as “exempt” or “non-exempt” according to federal and state laws and regulations. For cost accounting and billing purposes, the District requires employees in certain positions, regardless of exempt or non-exempt status, to account for hours worked. If an employee feels s/he is improperly classified, s/he should request a review of the classification from the Human Resources Director. An investigation will be conducted on a timely basis and the District will act to correct any errors as soon as practicable.

4. Responsibility for Exempt or Non-Exempt Designation

The Superintendent/designee will examine and evaluate position descriptions and duties performed for all positions to determine the position status as exempt or non-exempt. Administrators or managers/supervisors will notify the Superintendent/designee when the duties of a position have substantially changed in order to ensure the designation is accurate.

5. Responsibility for Time Reporting

All employees are responsible for accurately completing their own timesheets. Administrators or managers/supervisors shall not alter or adjust the hours that an employee reports on his/her the timesheet. If an administrator or manager/supervisor believes an employee has completed his/her the timesheet in error, the administrator or manager/supervisor shall discuss the issue directly with the employee.

a. All non-exempt employees will record all hours worked and all leave time taken, whether paid or unpaid, and the type of leave taken on the timesheet in the employee attendance management system. If a nonexempt employee feels s/he has been improperly paid for overtime under the Fair Labor Standards Act (FLSA) or state law, it is the responsibility of the employee to seek correction by reporting any error to Human Resources Director within twenty (20) working days of the close of the payroll period in which the error occurred. An investigation will be conducted on a timely basis and the District will act to correct any errors as soon as practicable.

b. All exempt employees in positions which require an accounting of hours worked will enter their hours worked for each project.

c. Exempt employees will record any hours days off for sick leave or annual leave in multiples of eight (8) or ten (10) hours, depending on their regular daily schedule of hours of work in the employee attendance management system.

6. Safe Harbor

The District will classify employees as exempt or non-exempt, in accordance with the provisions of the Fair Labor Standards Act (FLSA) and applicable state law. Employees who believe their position is improperly classified may request a review of the classification by the Executive Director of Human Resources. An investigation will be conducted on a timely basis and the District will act to correct any errors as soon as practicable.

The District will not make improper deductions of pay from any employee, regardless of exempt or non-exempt status. Improper deductions should be reported to the Executive Director of Human Resources Director. The complaint will be investigated, and the District will act to reimburse the employee if an error is found. The District will continuously make a good faith commitment to comply with all provisions of the Fair Labor Standards Act (FLSA) and state laws, and intends this policy of correction to satisfy the “Safe Harbor” provisions of the FLSA regulations, as amended effective August 23, 2004.

**Reference:** Fair Labor Standards Act (FLSA), as amended

Policy #GCCA  
Revised ~~11/24/15~~ 2/25/25

DRAFT

## **Lyon County School District Board Memo**

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GCCB: Overtime

### **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GCCB: Overtime as a first 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 GCCB: Overtime outlines procedures for both exempt and non-exempt employees. Striking of FMLA language was done as these provisions already exist in LCSD Board Policy GBCB: Family and Medical Leave Act.

### **Non-Exempt Employees**

- Overtime compensation is clarified. The specific references to NRS 281.100(3)(b)(2) were removed as all of NRS 281.100 is referenced at the end of the policy.
- Collective bargaining agreements (CBAs) may specify additional time reporting processes.
- Overtime pay will be included in the same paycheck in which it was earned, unless it can't be determined in a timely manner.
- Compensatory time is better clarified with specific parameters to ensure that non-exempt employees are being appropriately compensated for their time worked.

### **Exempt Employees**

- Reinforces compliance with FLSA and NRS salary basis rules, prohibiting improper deductions and ensuring reimbursement if any occur.
- Leave policies (GBCA) govern absence management for exempt employees. The policy changes more accurately describe the difference between exempt employees covered under the LCEA CBA and those not covered in regard to leave deduction amounts.

### **Collective Bargaining Agreements**

- CBAs may include additional compensation processes or procedures not detailed in this policy.

**Budget Considerations**

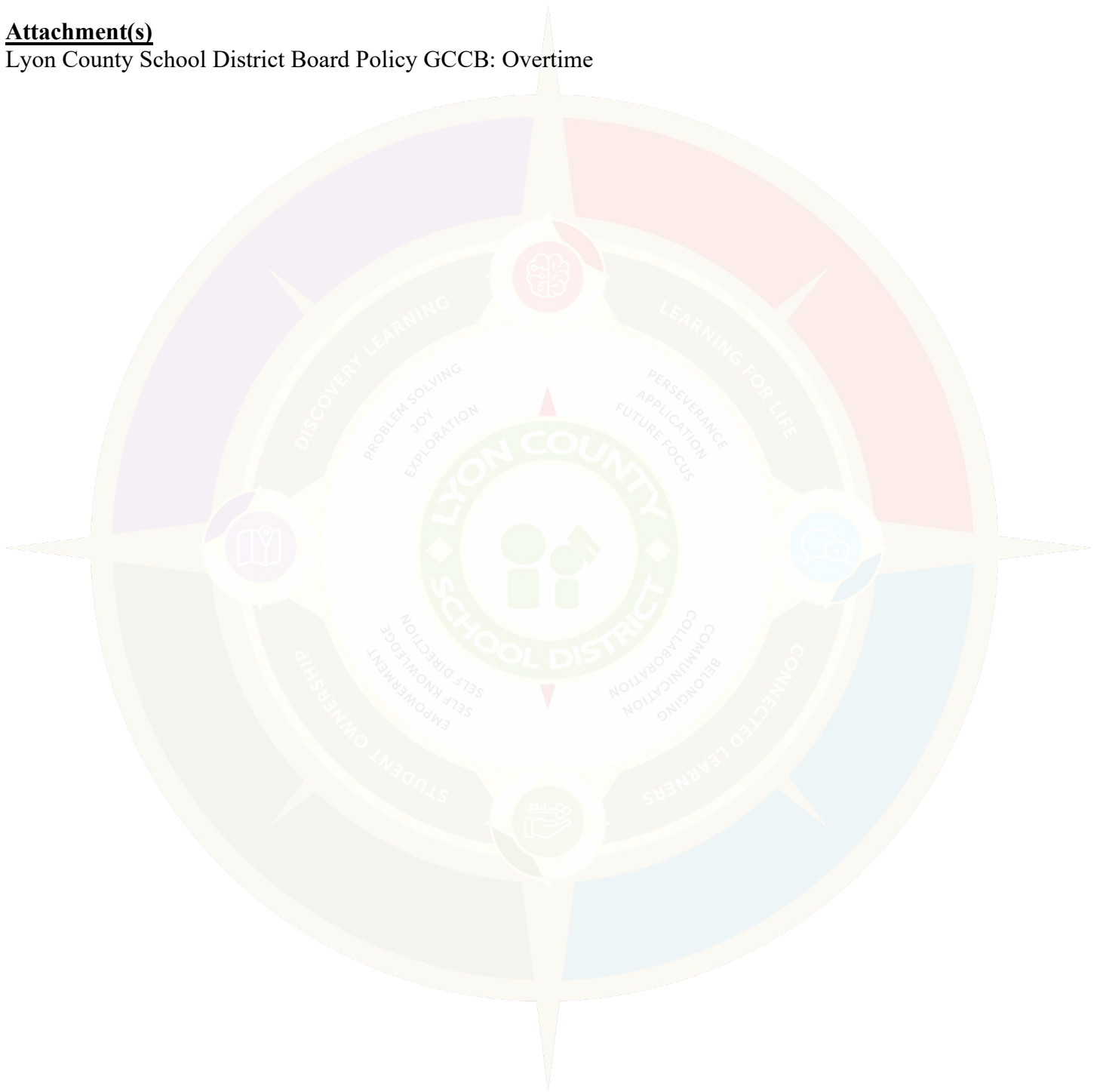
None

**Discussed at Previous Meeting**

No

**Attachment(s)**

Lyon County School District Board Policy GCCB: Overtime



## OVERTIME

### 1. Non-Exempt Employees

Except as provided below, employees in positions designated as “non-exempt” will be eligible for overtime compensation as follows:

a. Employees will receive overtime compensation for hours worked in excess of eight hours in one day, with the following exceptions:

- Employees whose normal work schedule is more than eight (8) but not more than ten (10) hours in a day will receive overtime compensation for hours worked in excess of eight forty (40) hours in a day the workweek.
- Employees whose normal work schedule is between eight and ten hours in a day will receive overtime compensation for hours worked in excess of their normal daily work schedule.
- Employees who request chose and are approved for variable workday as provided in NRS 281.100, 3b (2) or variable 80-hour work schedule will receive overtime compensation for hours worked in excess of forty (40) hours in the workweek, for hours worked in excess of 10 hours in any one work day or hours worked over 40 in one workweek if the employee has requested and been approved for variable workday as provided in NRS 281.100(3)(b)(2).
- Employees whose hours are established by a collective bargaining agreement will may receive overtime according to the specific provisions of that agreement.

b. All overtime hours must be specifically authorized in advance by the employee’s administrator or manager/supervisor. Overtime will be compensated at one time and one-half (1.5) times the employee’s regular rate of pay. An employee’s regular rate includes all payments made by the District to the employee. Examples of payments to be included are on-call pay, shift differential, hazard duty pay, and longevity pay. Paid overtime will be included in the same paycheck covering the pay period in which the overtime was earned unless the correct overtime amount cannot be determined until after the regular pay period.

c. Employees who earn overtime may, with the approval of the site administrator superintendent or designee, elect to receive compensatory time off in lieu of overtime pay. Requests for compensatory time off in lieu of overtime must be made in writing and, once approved, will be placed in the employee’s payroll file. Compensatory time will be earned at the rate of one and one half (1.5) hours off for each overtime hour worked. Employees who elect compensatory time off may accrue up to thirty (30) hours. When an employee has exceeded the maximum number of hours specified, the excess hours will be paid out as overtime. Compensatory time off is to be taken at the earliest time which is mutually agreeable to the employee and administrator or manager/supervisor. Paid overtime will be included in the same paycheck covering the pay period in which the overtime was earned If

approved, employees will be allowed to use compensatory time within thirty (30) days of accrual. At any time, the District may pay an employee in cash on any regular paycheck for accrued compensatory time earned and not used at the appropriate rate of pay, or schedule the employee's use of compensatory time at its discretion. The District reserves the right to pay out any and all compensatory time earned at its discretion.

d. Time paid but not worked, such as including sick leave, holidays, compensatory time off, and annual leave, does not count toward hours worked for the purpose of computing overtime hours.

e. It is the responsibility of non-exempt employees who believe their position has been improperly paid for overtime under the FLSA or state law, to seek correction by reporting any error to their administrator or manager/supervisor. An investigation will be conducted on a timely basis and the District will act to correct any errors as soon as practicable.

## 2. Exempt Employees

Generally, exempt employees are hired with the understanding that they are responsible for accomplishing the duties required for their assigned position. Consistent with the FLSA and NRS, employees in exempt positions are not required to be paid for overtime. It is the District's policy to comply with all aspects of the Fair Labor Standards Act (FLSA) including its salary basis requirements. Therefore, making any deductions from the salaries of exempt employees which are not allowed by law is prohibited.

Consistent with the FLSA and NRS, employees in exempt positions are not required to be paid for overtime.

Exempt employees utilizing intermittent leave under the Family and Medical Leave Act (FMLA) may have their pay deducted, including from sick or annual leave balances, for partial day or hour-by-hour absences.

The District may deduct a partial days' absence from an employee's accrued leave, but not from the employee's pay or salary. Accordingly, if the employee does not have accrued leave and still works part of a day, the employee must be paid their full salary. However, if an employee does not have accrued leave and is absent for a full day then the employer can deduct from the employee's pay or salary for that full day.

### For licensed employees covered by the Lyon County Education Association Collective Bargaining Agreement:

Subject to certain exceptions set forth in the FLSA regulations and FMLA, the LCSD has a bona fide Leave policy (GBCA) and may deduct a half days' absence from exempt employees' accrued leave, but not from pay or salary. However, if exempt employees do not have accrued leave or do not qualify to use leave and are absent for a half or full day, then the District can deduct from the employees' pay or salary for that half or full day.

### For all other exempt employees:

Subject to certain exceptions set forth in the FLSA regulations and FMLA, the LCSD has a bona fide Leave policy (GBCA) and may make deductions from pay in full-day increments when an exempt employee does not qualify to use leave or does not have accrued leave and is absent from work for one or more full days. Deductions from appropriate leave balances will be made in full-day increments before applying leave without pay provisions.

Deductions will also be made to offset amounts employees receive as jury or witness fees, or for military pay, or for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule/policy/law infractions. The District will prorate an employee's salary based upon the days worked during the initial and terminal pay period of employment.

Any employee who believes that an improper deduction has been made to his/her their salary should immediately report this information to his/her their direct administrator or manager/supervisor, or to the payroll HR/Business department.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, s/he the employee will be promptly reimbursed for any improper deduction made.

Exempt employees are generally expected to be available to perform their job duties during normal school hours, Monday through Friday. It is expected that, in order for exempt employees to complete their assigned work, from time to time it will be necessary that they work beyond the normal work days and business hours of the District. If, however, an exempt employee is working well beyond a 40-hour work week on a regularly recurring basis, the District may examine staffing levels and the employee's work habits and procedures.

The District may choose to recognize an exempt employee for hours worked beyond normal business hours. In recognition of instances when an employee has completed an extraordinary work assignment and spent substantially more than a typical work week to accomplish the job, administrators or managers/supervisors may allow an exempt employee to take limited periods of time off without using accrued paid leave.

The limited periods of time off do not constitute additional compensation to exempt employees on an hour for hour basis for hours worked in excess of forty (40) hours per week. Accordingly, exempt employees will not "accrue a balance" of compensatory leave hours.

### 3. Collective Bargaining Agreements

Collective Bargaining Agreements with the LCSD may outline other specific compensation processes/procedures not included in this policy.

*NOTE: Additional compensation does not void an exempt employees' otherwise exempt status as specifically provided under the FLSA.*

**Reference:** NRS 281.100

Policy #GCCB  
Revised 11/26/13 2/25/25

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** New LCSD Board Policy GCCC: Pay Periods and Paydays

### **Recommendation**

That the Board of Trustees approve new LCSD Board Policy GCCC: Pay Periods and Paydays as a first 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.

The new **Policy GCCC** sets the standard for pay periods, specifying that employees will be paid on the 20th of each month. In cases where the 20th falls on a weekend or holiday, employees will receive their pay on the last business day prior to the 20th.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

No

### **Attachment(s)**

Lyon County School District Board Policy GCCC: Pay Periods and Paydays

**PAY PERIODS AND PAYDAYS**

Employees are paid monthly on the 20th day of each month. If a payday falls on a Saturday, Sunday, or holiday, employees are paid on the preceding workday.

DRAFT

Policy #GCCC  
Created 2/25/25

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** LCSD Board Policy GDE: Retirement Incentive Plan Policy

### **Recommendation**

That the Board of Trustees approve the deletion of LCSD Board Policy GDE: Retirement Incentive Plan Policy.

### **Background Information**

This is not a POOL/PACT recommended policy. This was created by the LCSD back in 2010. The recommendation to delete Policy GDE is based on its lack of application since its creation in 2010. The policy has not been utilized, as it is counter to our district's commitment to retaining highly qualified teachers. Retention is a cornerstone of our strategic goals. Supporting our teachers ensures stability for our students and mitigates financial risks and challenges associated with turnover. Offering incentives for employees to leave does not align with these objectives.

By removing Policy GDE, we emphasize our dedication to fostering a supportive environment that encourages our staff to stay and thrive.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

No

### **Attachment(s)**

Lyon County School District Board Policy GDE: Retirement Incentive Plan Policy

**RETIREMENT INCENTIVE PLAN POLICY**

The purpose of the Early Retirement Incentive Plan is to encourage eligible employees to volunteer to retire from School District employment earlier than planned. The Early Retirement Incentive Plan will facilitate the early separation of certain eligible employees and at the same time result in a possible savings to the District. Under the plan, the District would purchase retirement service credit for an employee to assist in their retirement planning.

DRAFT

Policy #GDE  
Revised 10/12/10

**RETIREMENT INCENTIVE PLAN POLICY - ADMINISTRATIVE REGULATIONS**

The Lyon County Board of School Trustees reserves the right to limit the number of people who will be accepted and funded in this plan in any one school year.

1. The employee must have been employed in the Lyon County School District a minimum of five (5) years at the time of retirement.

2. The plan is voluntary. The Lyon County Board of School Trustees will periodically review the plan and reserves the right to cancel the policy if it is determined not to be in the best interest of the District.

3. The District will transfer funds for the purchase of retirement credit directly to the Public Employees Retirement System. No payment will be made directly to or through the employee.

4. The cost for the purchase of retirement service credit will be calculated in accordance with the policies and regulations of Public Employees Retirement System in effect at the time of purchase.

5. The employee must be eligible to retire from the Nevada public Employees Retirement System with either 30 years of service or 10 years of service and be at least 60 years of age. Service credit will be determined in accordance with regulations adopted by the Nevada Public Employees Retirement System. The District will not participate in any purchase of retirement credit that exceeds thirty (30) years of retirement credit.

6. Upon application, the District will purchase retirement years of credit under the following formulas. In order for the District to participate less than 100% towards the purchase of any year's service, the employee must personally purchase the remaining year's service.

a. Teaching Staff

i. The District will participate 100% for the first year of retirement, and 50% for the second and third years of retirement purchase if the teacher has a minimum of ten (10) years of service in the District and has a minimum of a BA + 16 salary placement.

ii. The District will participate 100% for the first and second years of retirement, and 50% for the third year of retirement purchase if the teacher

has a minimum of ten (10) years of service in the District and has a minimum of a BA + 32 salary placement

iii. The District will participate 100% for three years of retirement purchase if the teacher has a minimum of twelve (12) years of service in the District and has a minimum of a BA + 48/MA salary placement.

iv. The District will participate in retirement purchase where the teacher meets both minimum requirements of District experience and education level.

b. Administrative Staff—The District will participate 100% for the first year of retirement, and 50% for the second and third years of retirement purchase if the administrator has ten (10) years of service in the District.

e. Classified Staff—The District will participate 100% for the first year of retirement, and 50% for the second and third years of retirement purchase if the classified employee has ten (10) years of service in the District.

d. All Staff—The District will participate 50% for the first year of retirement purchase if the employee have five (5) years of service in the District.

7. The applicant must notify the District at least six (6) months prior to his/her intent to retire or separate from the District at the end of his/her current contract year. All applications for the current year are due by December 31st. Any application that deviates from this timeline must have accompanying documentation explaining the unique circumstances for consideration by the District.

8. The District will review all applicants, and the Board will take official action at their first Board meeting in February or at a meeting that is appropriate for those applicants who will be funded for the current contract year.

9. In acting upon the Early Retirement Incentive Plan application, the Board of School Trustees may consider financial savings to the District which may accrue from an employee's exercise of an early separation, but such savings will not be a requirement for District participation.

10. If, due to unforeseen circumstances, an employee wishes to withdraw his or her application from the Early Retirement Incentive Plan, such a request shall be considered by the Superintendent or his designee upon written request from the applicant if such request is received prior to:

a. The employee actually retiring from service; and/or

b. The District actually making a contribution to the Public Employees Retirement System on behalf of the applicant.

11. If the District's cost of purchasing service for all applications received in any given year exceeds the amount appropriated for that fiscal year, applications will be approved based on the years of service the applicant has with Lyon County School District. If two or more applicants have the same service time and all cannot be funded, these applicants will be approved in the order of savings to be realized by the District from the purchase of service.

DRAFT

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** Tim Logan, Superintendent  
**Re:** Revision to LCSD Policy BBB: Board Elections

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**Recommendation:**

That the Board of Trustees approve the revisions to LCSD Policy BBB: Board Elections as a second and final reading.

**Background Information:**

During the 2020 census, the population percentages for the county changed resulting in new Election Districts for the school district and county. Policy BBB: Board Elections has been changed to reflect the current 7 Election Districts and the exact precincts that fall within the outlined 7 Election Districts.

The Election Districts and Precincts are designated by the Lyon County Clerk/Treasurer.

A revision made after the first reading has been added to clarify a potential change in the election cycle if a vacancy to a school board position should occur. This revision is highlighted in blue and references Board Policy BBE: Vacancies.

**Budget Considerations:**

None

**Discussed at Previous Meeting:**

December 17, 2024

**Attachment(s):**

Policy BBB – Board Elections

**LYON COUNTY SCHOOL DISTRICT  
BOARD POLICY**

**BBB**

**BOARD ELECTIONS**

**1. Number of Trustees**

The Board will consist of seven members elected by district and will be known as The Board of Trustees of the Lyon County School District ~~district school board~~. The term of office shall be four years.

**2. Designation of Board Districts**

Board members' positions and their respective successors in office will be designated by numbers as Districts No. 1 (Fernley 1), No. 2 (Fernley 2), No. 3 (Dayton 1), No. 4 (Silver Springs, Stagecoach), No. 5 (Mason Valley), No. 6 (Dayton 2), and No. 7 (Smith Valley, Spragg Plummer, and Mason Valley). In all proceedings for the nomination or election of candidates for or to the office of Board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position number to which the candidate aspires. divided into election districts made up of Lyon County voter precincts as designated by the Lyon County Clerk/Treasurer. Each trustee must be a resident of the election district they will represent throughout their term of office. Trustees are elected by all voters in the county school district.

Election Districts

District No. 1: Precincts 30, 31, 32, 33, 34, 35

District No. 2: Precincts 37, 38, 39, 40

District No. 3: Precincts 9, 10, 11, 12, 14, 17

District No. 4: Precincts 2, 5, 21, 22, 24, 25, 26

District No. 5: Precincts 1, 3, 4, 6, 7, 8

District No. 6: Precincts 13, 15, 16, 18, 19, 20

District No. 7: Precincts 23, 27, 28, 29, 36

Any person appointed to fill a vacancy shall serve until the next general election, at which time the successor must be elected for the balance of the un-expired term.(See Policy BBE: Vacancies) NRS 386.270

Individuals may seek more than one elected position such as school board and education service district board; individuals may not seek more than one elected position in the same election. [An exception would be if one of the districts has fewer than 10,000 registered voters.]

Reelections for Board positions will occur every four years as follows:

District No. 1: Fall 200420 and every four years thereafter;

District No. 2: Fall 200622 and every four years thereafter;

District No. 3: Fall 200420 and every four years thereafter;

District No. 4: Fall 200622 and every four years thereafter;

District No. 5: Fall 200420 and every four years thereafter;

District No. 6: Fall 2006 and every four years thereafter;  
District No. 7: Fall 2004 and every four years thereafter;

Policy #BBB  
Revised 01/28/2025 ~~Adopted 09/25/07~~

DRAFT

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** Rachel Stewart, Executive Director Special Services  
**Re:** Revisions to LCSD Policy JGC: Use of Aversive Interventions and Physical and Mechanical Restraints on Students with Disabilities

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**Recommendation:**

That the Board of Trustees approve the revisions to LCSD Policy JGC: Use of Aversive Interventions and Physical and Mechanical Restraints on Students with Disabilities as a second and final reading

**Background Information:**

Revisions to Policy JGC are being recommended in order to update it with the correct NRS and specifically state that the Executive Director of Special Services serves as the “designee” of the board of trustees.

NRS Statutes 388.471–515 currently prohibit the use of aversive interventions, physical restraints, and mechanical restraints on students with disabilities in educational settings, with specific exceptions. These statutes aim to ensure the safety of students and staff, provide guidelines on when and how such restraints may be employed, and protect the rights and dignity of students with disabilities. Aversive interventions are strictly prohibited and physical/mechanical restraints are intended as last-resort measures, only to be used in emergency situations when a student’s behavior poses an imminent risk of harm to themselves or others, and under very specific circumstances.

Policy JGC and the Aversive Intervention and Restraint training is completed annually at the start of each year for all staff.

**Budget Considerations:**

None

**Discussed at Previous Meeting:**

December 17, 2024

**Attachment(s):**

LCSD Policy JGC: Use of Aversive Interventions and Physical and Mechanical Restraints on Students with Disabilities

## USE OF AVERSIVE INTERVENTIONS AND PHYSICAL AND MECHANICAL RESTRAINTS ON STUDENTS WITH DISABILITIES

The school district recognizes the importance of fully investigating and resolving all instances where aversive interventions or physical and mechanical restraints have been used with students who have disabilities. The provisions of NRS §388.521-5315 471-515 govern these instances and are commonly referred to as the provisions of “AB 56” (referring to the 2009 Assembly Bill which revised the statutes originally enacted in 1999 as “AB 280”).

### **Permissible Uses and Prohibitions**

#### **Aversive Interventions as defined in NRS §388.473:**

Employees of the school district shall not use aversive intervention on a student with a disability. Aversive intervention is defined as any of the following actions if the action is used to punish a student with a disability or to eliminate, reduce or discourage maladaptive behavior of a student with a disability:

- 1) The use of noxious odors and tastes;
- 2) The use of water and other mists or sprays;
- 3) The use of blasts of air;
- 4) The use of corporal punishment;
- 5) The use of verbal or mental abuse;
- 6) The use of electric shock;
- 7) The administration of chemical restraint to a person;
- 8) The placement of a person alone in a room where release from the room is prohibited by a mechanism, including, without limitation, a lock, device or object positioned to hold the door closed or otherwise prevent the person from leaving the room;
- 9) Requiring a person to perform exercise under forced conditions if the:
  - a) Exercise is required because he/she exhibited a behavior that is related to his/her disability;
  - b) Exercise is harmful to the health of the person because of his/her disability;
  - c) Nature of the person’s disability prevents him/her from engaging in the exercise;
- 10) The deprivation of necessities needed to sustain the health of a person regardless of the length of deprivation, including, with limitation, the denial or unreasonable delay in the provision of:
  - a) Food or liquid at a time when it is customarily served; or
  - b) Medication

#### **Mechanical Restraints as defined in NRS §388.491:**

A mechanical restraint involves the use of devices, including, without limitation, mittens, straps and restraint chairs to limit a person’s movement or hold a person immobile as defined in NRS §388.491. NRS §388.528.2 503.2 allows for the permissible use of mechanical restraints for limited purposes. Emergency use of mechanical restraints is permitted if used in accordance with

the provisions of NRS §388.~~528.1~~ **503.1**. All other uses of mechanical restraints are non-permissible and violate the NRS.

Physical Restraints as defined in NRS §388.494:

A physical restraint is the use of physical contact to limit a person's movement or hold a person immobile. NRS §388.~~5275.2~~ **501.2** allows for the permissible use of physical restraints for limited purposes. Emergency use of physical restraint is permitted if used in accordance with the provisions of §388.~~5275.1~~ **501.1**. All other uses of physical restraints are non-permissible and violate the NRS.

Prohibited Actions:

The use of an aversive intervention or the use of a non-permissible physical or mechanical restraint violates the NRS. The statutes prohibit any use of aversive interventions if the action is used to punish a student with a disability or to eliminate, reduce or discourage maladaptive behavior of a student with a disability. The statutes also prohibit non-permissible uses of physical or mechanical restraints, which include (1) emergency uses that do not comply with the statutory requirements, and (2) any other uses not specifically defined as permissible.

Penalties for Intentional Use of Aversive Interventions or Non-Permissible Restraints:

Any teacher or administrator who intentionally uses an aversive intervention on a student with a disability or who intentionally violates the prohibitions on the use of physical or mechanical restraints is subject to discipline, including verbal warning, admonition, suspension, demotion, dismissal or non-reemployment under NRS §391.~~312~~ **330** or §391.~~330~~ **750**, or both per NRS §388.506. All other employees may be disciplined through verbal warning, written reprimand, suspension or dismissal. Discipline will be consistent with the applicable negotiated agreements.

**REPORTING REQUIREMENTS**

For the purposes of this section, the Executive Director of Special Services serves as the "designee" to the Board of Trustees and the Superintendent.

All use of restraints or aversive interventions must be reported by any staff member who is aware of the use to the site administrator immediately upon occurrence/discovery and in no case more than 24 hours after the use.

All violations (aversive interventions and non-permissible uses of restraints) must be reported to the Board of Trustees (or their designee) within 24 hours of occurrence or upon discovery.

In the event of the use of an aversive intervention or the non-permissible use of restraint, the [Superintendent or designee] will decide if Child Protective Services or law enforcement must be notified and will direct the appropriate staff to do so per the provisions of NRS 432B.

When a violation occurs, the Executive Director of Special Services will submit to the Superintendent a corrective action plan as soon as is practicable. The Superintendent and the Board (or their designee) will refine the corrective action plan and submit it to the Nevada Department of Education (NDE). The corrective plan must provide for appropriate action to be taken within 30 calendar days to prevent future violations.

Should the corrective action plan require revision at the request of NDE, the Superintendent will so advise the Executive Director of Special Services. The Executive Director of Special Services will be responsible to revise and resubmit the plan.

On or before August 1 of each year, the school district must prepare a report regarding the use of restraints and aversive interventions and submit it to the Nevada Department of Education by August 15 of each year.

**Legal Reference(s):** NRS §388.521-5317 471-515

DRAFT

Policy #JGC  
Revised 10/28/14 1/28/25

# Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** New LCSD Board Policy GBBY: Work Stoppage Prohibited

**Recommendation**

That the Board of Trustees approve new LCSD Board Policy GBBY: Work Stoppage Prohibited 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.

It is essential for the district to maintain operational continuity and to safeguard the educational experience of our students. Work stoppages disrupt the District’s ability to fulfill its mission and can lead to significant operational and reputational challenges.

**Budget Considerations**

None

**Discussed at Previous Meeting**

December 17, 2024

**Attachment(s)**

Lyon County School District Board Policy GBBY: Work Stoppage Prohibited

**WORK STOPPAGE PROHIBITED**

The District prohibits all employees from instigating, promoting, encouraging, sponsoring, or engaging in any strike, picketing, slowdown, concerted work stoppage, sick out, or any other intentional interruption of work. Any employee who violates the provisions of this section will be subject to disciplinary action, up to and including termination.

**References:** NRS 288.074 and 288.700 through 288.715

DRAFT

Policy #GBBY  
Adopted 1/28/25

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** New LCSD Board Policy GBBZ: Personal Appearance

### **Recommendation**

That the Board of Trustees approve new LCSD Board Policy GBBZ: Personal Appearance 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.

The District strives to maintain a professional and safe environment for employees and students. The new policy GBBZ establishes clear guidelines for employee dress and grooming to ensure appropriateness, safety, and respectfulness within the workplace.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

December 17, 2024

### **Attachment(s)**

Lyon County School District Board Policy GBBZ: Personal Appearance

**PERSONAL APPEARANCE**

Each employee is expected to dress and groom professionally and appropriately for their specific job duties, presenting a clean, safe, and neat appearance. Clothing (including footwear) and grooming must not pose a safety hazard to themselves or others. An employee unsure about whether attire or grooming is appropriate should consult with the direct administrator or supervisor/manager.

An administrator or supervisor/manager may occasionally approve dress up/down days with specific parameters, although dress and grooming standards still require a clean, safe, and neat appearance.

Kitchen and food service employees shall wear attire and groom their hair as required by their departments, consistent with the requirements of state and federal law.

Employees are prohibited from wearing clothing with offensive wording (sexually related references or inappropriate language) or that promotes the use of illegal drugs, prohibited substances, or alcohol. The prohibition includes any clothing or grooming that would create an educational disruption.

If an employee requires a reasonable accommodation regarding personal appearance for bona fide legal reasons, the employee shall contact the administrator or supervisor/manager to discuss an exception to the personal appearance guidelines. Unless it would constitute an undue hardship or safety hazard, the District will accommodate such requests.

*NOTE: This policy is not meant to prohibit or discriminate against any protected class including race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard victims of domestic violence or sexual assault, or any other class that becomes protected by federal and/or state law.*

**References:** NRS 388.1265 and 388.1267

Policy #GBBZ  
Adopted 1/28/25

**PERSONAL APPEARANCE - ADMINISTRATIVE REGULATIONS**

All employees should practice common sense rules of neatness, good taste, and comfort. The District reserves the right to determine appropriate dress at all times and in all circumstances.

When the District believes an employee's dress or grooming does not comply with the personal appearance guidelines, the administrator or manager/supervisor will address the issue with the employee. If continued counseling fails to result in the desired response, the supervisor may initiate disciplinary action.

The District may send employees home to change clothes or remedy a grooming issue should it be determined that dress/grooming is not appropriate.

If an employee feels aggrieved by the personal appearance guidelines, the dispute resolution process provided in the District's personnel policies may be used.

DRAFT

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GBCA: Leaves

### **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GBCA: Leaves 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.

Policy GBCA on Leaves provides more details on the types of leave available and provides clearer language on the guidelines of each. The District does recognize that certain absences may be unavoidable and want employees to understand the type of leaves they are eligible for based on the collective bargaining agreement.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

December 17, 2024

### **Attachment(s)**

Lyon County School District Board Policy GBCA: Leaves

## LEAVES

The District believes that the regular attendance of employees is vital to the success of the District's educational program. Accordingly, employees are expected to report to work every day. However, the District does recognize that certain absences may be unavoidable. Therefore, full-time, year-round employees are **may be** eligible for the following leave **beyond those covered in** based on their respective employment contract or the applicable collective bargaining agreements:(CBA).

### 1. Annual/Personal Leave Accrual

Annual and Personal Leave accruals are outlined in each collectively bargained agreement and/or individual employment contract.

An employee requesting annual/personal leave must enter the leave request into the employee attendance management system as soon as possible, and notify their respective administrator or manager/supervisor/lead as applicable.

### 2. Sick Leave

An employee requesting sick leave for five consecutive days or fewer must enter the leave request into the employee attendance management system as soon as possible, and notify their respective administrator or manager/supervisor/lead as applicable.

Sick Leave accruals are outlined in each collectively bargained agreement and/or individual employment contract.

Employees will be required to use sick leave concurrently with FMLA leave.

Abuse of sick leave may be cause for disciplinary action, up to and including termination. If abuse is suspected, substantiating evidence which may include, but is not limited to, a certificate from a health care provider may be required.

An employee on sick leave over five consecutive days shall notify the administrator or manager/supervisor as soon as the employee is able to return to work (RTW). An employee returning from an extended absence shall give as much advance notice of return as possible. The District may also require a statement from a licensed health care provider certifying the employee's fitness to RTW as listed in the *Procedure* section below.

#### A. Procedure

##### i. Leave Approval

An employee shall complete an appropriate leave request form as soon as the need for a leave is known and if the leave will be for more than

five days. The District shall determine whether to approve the requested leave.

ii. Notification

Any employee who is ill or unable to report to work for any reason shall notify the administrator or manager/supervisor as soon as possible before their normal work reporting time. In the event of a continuing illness, the employee shall continue to notify the administrator or manager/supervisor of their condition on a daily basis or at appropriate intervals authorized by the administrator or manager/supervisor. The District may deny sick leave requests which are not in compliance with this policy or the CBA.

iii. Health Care Provider's Certification

The District may require an employee who has been absent using sick leave for themselves or family to provide a medical health care provider's statement certifying that the illness/injury incapacitated or affected the employee from performing assigned duties, or that the absence was necessary for the employee or family member to make full and timely recovery, or was appropriate to avoid the spread of a contagious disease. The statement may also certify the employee's fitness for RTW. A health care provider's statement is required when specifically requested by the administrator or manager/supervisor. Whenever an employee qualifies for FMLA leave, the employee is required to submit to the District the Certification of Health Care Provider form referenced in the *Family and Medical Leave Act* policy.

**3. Leave of Absence Without Pay**

The District may approve leaves of absence without pay up to one year according to applicable CBAs and extenuating circumstances. Such leave may be extended at the sole discretion of the District. Exceptions for leave may be provided as required by law. The District will require the use of all accrued paid leave prior to granting leave without pay.

Employees on approved leave of absence without pay may continue their medical, dental, and life insurance coverage in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) health benefit continuation regulations, or as required by laws or statutes, or as permitted by the applicable CBA.

Employees on approved leave of absence without pay are required to RTW on the first workday following the end of leave at their regularly scheduled time. An employee who does not return from a leave of absence without pay on the first workday at the regularly scheduled time following the end of a leave will be considered to have resigned.

The District may require a health care provider's certification or other appropriate type of verification to substantiate a need for a medical leave of absence without pay. The District may also require a statement from a health care provider certifying the employee's fitness to RTW no later than the date of return.

Employees on unpaid leave will not accrue any leave benefits. The District's paid insurance benefit will cease at the end of the month on which the employee went on unpaid leave.

#### **4. Court Leave for Jury Duty or Serving as a Witness on Behalf of the District**

Court leave will be granted to allow employees to serve as a juror or as a witness in a court proceeding on behalf of the District, provided that neither the employee nor the employee's collective bargaining representative is a party to the action. Employees shall provide their administrator or manager/supervisor with relevant documents verifying the need for court leave as soon as the need becomes known.

Eligible employees shall be compensated for court leave subject to the following conditions. Casual, seasonal, or temporary employees will be granted time off without pay for jury duty. Casual, seasonal, or temporary employees serving as a witness on behalf of the District will be paid their hourly rate based on their normal work schedule.

A. The employee's base rate of pay shall be limited to compensation for court and travel time which occurs during the employee's regularly scheduled hours of work. Court leave will not result in payment of overtime or be considered as hours worked for purposes of determining eligibility for overtime.

B. Upon completion of jury/court/witness service for which the employee received regular pay, the employee will immediately forward any compensation received from the court or other party to the District upon receipt. Reimbursements received for out-of-pocket expenses, such as meals, mileage, and lodging, may be kept by employees unless the District has reimbursed the employee for such expenses or such expenses were paid by the District.

C. An employee shall not receive pay for the work time missed if the employee is required to miss work because of court appearances in a matter to which the employee is a party or to serve as a witness for a party who has filed an action against the District. However, the employee may choose to use accrued personal or annual leave.

An employee who is serving as a witness and is not required to report to court until after the start of their workday or who is released from court before the end of the scheduled

workday shall report to work for the hours which are not required for court duty or for related travel time.

Employees who are required to report to jury duty will not be required to work eight hours prior to reporting. If the employee's service lasts four hours or more, including time going and returning from court, the employee will not be required to work between 5 p.m. of the day of the jury duty and 3 a.m. the following day per NRS 6.190.

## **5. Military Leave under Federal Law**

Employees who are members of the uniformed services are entitled to military leave and to reemployment rights as provided under the in 38 USC, Sections 2021-2024, and 4301 et. seq Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). The uniformed services covered include the Army, Navy, Marines, Air Force, Coast Guard, Public Health Service Commissioner Corps, the reserve components of these services, and any other category dispatched by the President in time of war or nations emergency. The Army National Guard and Air National Guard are also covered.

### **A. Notice and Notification**

The ~~employer must~~ District will provide employees with notice of their rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). This requirement may be met by posting the notice where the District customarily places notices for employees. The District may require written (orders) or verbal notice of service obligation, but ~~must~~ will waive the requirement if notice is impossible or unreasonable.

### **B. Salary Compensation and Benefits**

#### **i. Leave Without Pay**

- The ~~employer~~ District will treat the employee the same as any other employee on leave without pay.
- The employee may choose to use annual leave and compensatory time, if any, before going on leave without pay.

#### **ii. Health Insurance**

- Service 30 days or less:
  - There is no impact to the employee's insurance coverage, including life insurance that is included in the health insurance package. During the 30-day time period, the District and employee premium payments or obligations, if any, remain unchanged.
- Service more than 30 days:
  - There is no impact to the employee's insurance coverage, including life insurance, that is included in ~~inclusive of~~ the health insurance package while employees are in paid leave status; ~~the~~ District

and employee premium payments or obligations, if any, remain unchanged for 30 days.

- Employees on approved leave without pay may then continue coverage similar to that required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) and as outlined in the “leave without pay” section above. for either 24 months or through the day after the date on which the employee fails to apply for reemployment in a timely manner; whichever is lesser (see Reemployment below). The District must reinstate coverage upon the employee’s prompt reemployment without the imposition of exclusions or waiting periods. An employee who takes up to 90 days after leaving the military before commencing his/her reemployment may stay on the military health insurance however it is the employee’s responsibility to verify the continuation, scope, and duration of coverage.

iii. Seniority

- An employee is entitled to the seniority (and rights and benefits governed by seniority) s/he had accrued at the commencement of military leave plus any additional seniority rights and benefits that s/he the employee would have attained if s/he the employee had remained continuously employed (the “escalator principle”). However, if an introductory as a probationary period is a bona fide period of observation and evaluation, the returning employee must complete the remaining period of probation upon reemployment. The District must will count time served for the purpose of determining annual and sick leave accrual rates, if the accrual amount is based on seniority. Additionally, the District must will count time in the military when determining the employee’s rate of pay if the rate is based on seniority (e.g., a grade-and-step pay system). The District is not required to accumulate employee will not accrue annual or sick leave for an employee during his/her the absence. The “escalator principle” will be applied to a returning employee’s opportunities to take promotional examinations or skills tests, and to merit pay increases.

iv. Retirement

- Time served will be counted as work time for purposes of retirement. The District must make contribution payments to the retirement plan as if the employee had not left, provided the employee returns to work. The District contribution will be based on the rate of pay the employee would have been paid had s/he they not been called to military service (e.g., a grade-and-step pay system). An exception to this requirement is when the higher pay is based on additional knowledge, skill, or ability that can only be gained by work experience.

v. Death or Disability

- If an employee does not return to work due to death or disability, the survivor or disability benefit is treated as if the employee had been working until the date of the death or disability. The District **must will** make the retirement contribution up to the date of the death or disability.

vi. Other Leave

- The District **must will** count time served in the military when calculating the employee's Family Medical Leave Act (**FMLA**) eligibility.

vii. Reemployment

- An employee has certain report-to-work obligations following military service. Eligible returning service members **must will** be promptly reemployed, which in most cases means within two weeks of reporting. The employee's report-to-work obligations are:
  - Service of one to 30 days:* The beginning of the next regularly-scheduled work period on the first full day following completion of service, and expiration of an eight-hour rest period following safe transportation home.
  - Service of 31 to 180 days:* Application for reinstatement must be submitted not later than 14 days after completion of military duty.
  - Service of 181 or more days:* Application for reinstatement must be submitted not later than 90 days after completion of military duty.
- The deadline for reinstatement may be extended for up to two years for persons who are convalescing due to a disability incurred or aggravated during military service, and the District **must will** make reasonable accommodations for the **impairment disability**.
- Reemployment rights apply to veterans whose cumulative period of uniformed service does not exceed five years while employed by the same District. Time spent in National Guard and reservist training does not count towards the five-year period.

viii. Discharge

- If time served is greater than 30 days but less than 181 days, an employee may not be discharged within 180 days of reemployment, except for just cause. If time served is greater than 180 days, an employee may not be discharged for one year, except for just cause.

**6. Military Leave under Nevada Statute**

**a. Policy**

Public officers and/or employees who are active members of the United States Army Reserve, United States Naval Reserve, United States Marine Corps Reserve, United States Coast Guard Reserve, United States Air Force Reserve, or the Nevada National Guard are entitled to leave to serve under orders including, without limitation, orders for training or deployment, as provided in NRS 281.145.

**b. Procedure**

Upon employee's or public officer's request, District ~~must~~ will relieve the employee or public officer of duties with pay to serve under orders for training or deployment for a period of not more than the number of hours equivalent to 15 working days in a 12 month period.

The District is not required to pay the public officer's or employee's salary after 15-working days (or hours equivalent).

Public officer's or employee's accrued vacation time may not be deducted during the leave. If a public officer or employee requests additional time beyond 15 working days, the public officer or employee may choose to use annual leave and compensatory time off, if any, before going on leave without pay. The ~~employer~~ District will treat the public officer or employee the same as any other employee on leave without pay.

The 12-month period designated by the District in number 1 above is July 1st through June 30th.

As provided in NRS 412.139, the District may not terminate a member of the Nevada National Guard or National Guard of another state who is employed in this state because the member assembles for training, participates in field training, is ordered to active service, or otherwise meets as required.

**7. Disaster Area Declaration**

"Disaster Area" is defined as a designated area affected by an event declared to be a disaster by a state or federal governmental agency duly authorized to make such designation. Non-exempt ~~E~~employees who are unable to report to work due to a disaster may use accrued annual leave or compensatory leave time as compensation for scheduled time not worked. Exempt employees who are unable to report to work due to a disaster shall use accrued personal or annual leave as compensation for scheduled time not worked.

Employees shall make every effort to report to work as soon as is reasonable under such conditions, provided the District's operation is open and functioning. An employee who has made such an effort, yet fails to report to work under such declared "disaster" conditions, shall not be subject to discipline. Employees shall make every effort to report their circumstances to their immediate supervisor.

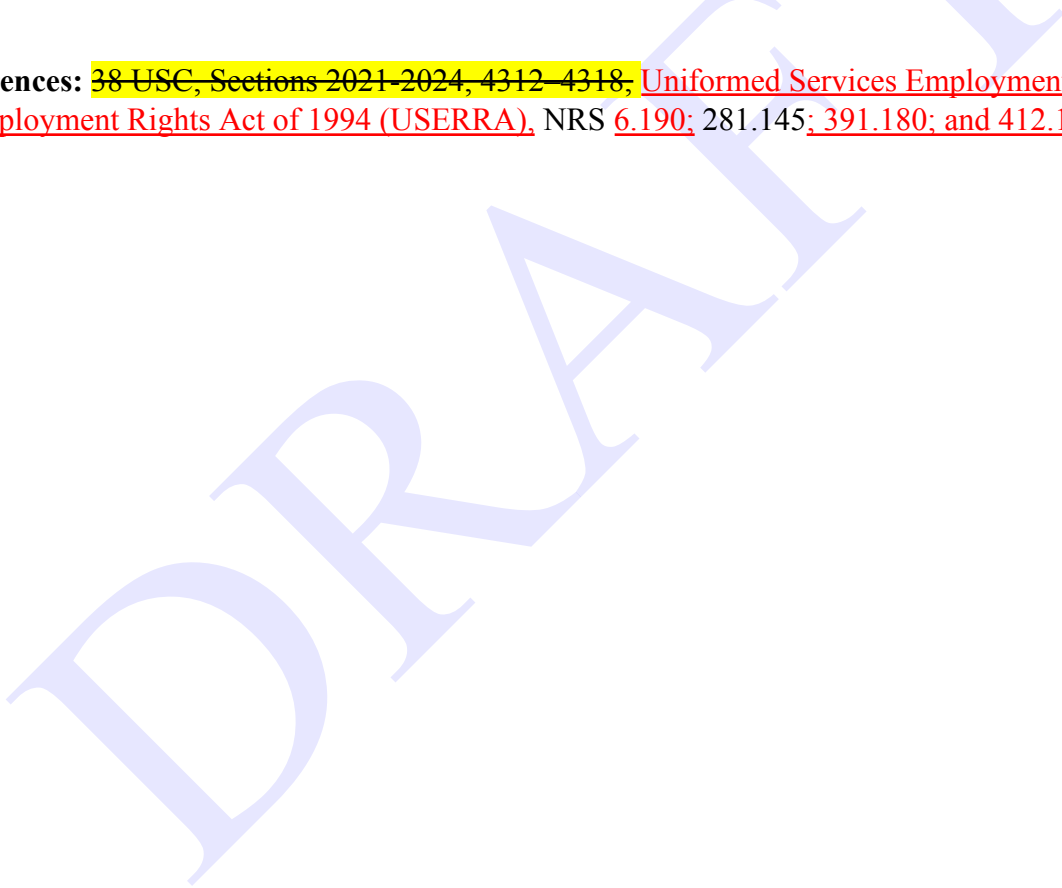
**8. Blood Donor Leave**

Employees may be granted reasonable time off during their normal work schedule for the purpose of donating blood when participating in a District-sponsored or supported blood donation drive. All such absences shall be scheduled with the employee's supervisor. In no event shall an employee be eligible for overtime as a result of donating blood.

**9. Employee of the Year**

When an employee is honored as "Employee of the Year" by the District, they will receive their birthday off as a special vacation day for the two (2) birthdays following receipt of the award. If their birthday falls on a weekend day, they will receive the Friday or Monday closest to their birthdate off. If their birthday occurs during a vacation period or other time when the employee is not working, the day off can be shifted by 6 months to fall within their work period. The day off can also be shifted to any more convenient day with the approval of the administrator or manager/supervisor, or the Executive Director of Human Resources Director.

**References:** 38 USC, Sections 2021-2024, 4312-4318; Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), NRS 6.190; 281.145; 391.180; and 412.139



## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GBCB: Family and Medical Leave Act.

### **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GBCB: Family and Medical Leave Act 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.

Policy GBCB is now updated to reflect current federal language and changes. It aligns with the district process using the eFMLA platform. The policy provides clearer language on eligibility, types leave in a block of time, on an intermittent basis, or on a reduced schedule basis. Also included is a chart on special rules for FMLA leave near the end of an academic term.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

December 17, 2024

### **Attachment(s)**

Lyon County School District Board Policy GBCB: Family and Medical Leave Act.

**FAMILY AND MEDICAL LEAVE ACT**

It is the policy of the Lyon County School District to comply with the Family and Medical Leave Act (FMLA). All eligible District employees are covered by the FMLA. District employees must meet all of the FMLA eligibility requirements.

DRAFT

Policy #GBCB  
Revised ~~11/26/13~~ 1/28/25

***FAMILY AND MEDICAL LEAVE ACT - ADMINISTRATIVE REGULATIONS***

As a public employer, the District is covered under the Family and Medical Leave Act (FMLA), will comply with the requirements of the FMLA, and will advise employees if they meet all the FMLA eligibility requirements. The District must provide employees Form WHD-381 Rights and Responsibilities Under the Family and Medical Leave Act and ~~are~~ is also required to post, and keep posted, this notice Your Employee Rights Under the Family and Medical Leave Act in a conspicuous place that can readily be seen by employees and applicants alike, even if no employees are eligible.

1. Eligibility

Employees who have been employed by the District for a total of twelve (12) months and have worked for the District at least one thousand two hundred fifty (1,250) hours during the preceding 12-month period and are employed at a work site where fifty (50) or more employees work for the District within seventy-five (75) surface miles of that work site are eligible for FMLA leave. Employees at a rural school are not eligible for FMLA leave if that rural school has fewer than fifty (50) employees and there are no other schools within the District's jurisdiction within seventy-five (75) surface miles. When the 1,250 hours are calculated, the hours an employee was on vacation or on leave, even if that vacation or leave was paid, do not count toward the 1,250 hours worked. However, an employee who has a military service obligation must will be credited with the hours of service that would have been performed, but for the period of military service. The required 12 months of employment does need not have to be consecutive. There may be a break in service as long as it does not exceed seven (7) years. There is an exception to the 7-year condition for USERRA-covered military service or written agreements. All employees meeting the above qualifications qualify for FMLA, regardless of their seasonal, temporary, etc., employment status.

2. Compensation During Leave

FMLA leave will be unpaid leave unless the employee has accrued paid leave and is otherwise eligible to use the leave. If leave is requested for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, to provide military caregiver leave, or exigency leave, the employee An employee on FMLA leave must use all of his/her accrued paid sick (if it qualifies under the District's sick leave use requirements), annual, compensatory time, and personal leave as part of the concurrently with FMLA leave.\* (See the applicable collective bargaining agreement for any alternate provisions which may apply.) When substituting accrued paid leave, the employee must comply with the District's procedural requirements, terms, and conditions of the *Paid Leave* policy as appropriate; the remainder of the

leave period will then consist of unpaid FMLA leave. Employees must be made aware that they are required to use sick, annual, compensatory time, and personal leave as appropriate, in the rights and responsibilities notice Form when they are provided the Notice of Eligibility & Rights and Responsibilities Under the Family and Medical Leave Act form WH-381: Notice of Eligibility & Rights and Responsibilities.

*\*When an employee is receiving Temporary Total Disability (TTD) benefits under workers' compensation, the employee may choose to substitute paid leave concurrently if available to supplement the portion of the employee's pay not covered by Workers' Compensation (see LCSD Board Policy GBCC: Workers' Compensation).*

3. Block of Time, Intermittent or and Reduced-Schedule Leave

When medically necessary (as distinguished from voluntary treatments and procedures) or for any qualifying exigency or caregiver leave, leave may be taken on an intermittent or reduced-schedule basis. Leave for bonding with a healthy newborn or placement of a healthy child for adoption or foster care is not considered medically necessary and, therefore, may not be taken on a reduced schedule or intermittent basis unless agreed to by the District. Employees needing intermittent leave or reduced-schedule leave must make a reasonable effort to schedule their leave so as not to unduly disrupt the District's operations. If leave is foreseeable, the District may require an employee on intermittent leave to temporarily transfer to an available alternative position for which the employee is qualified, if the position has equivalent pay and benefits and better accommodates the employee's intermittent or reduced-schedule leave. Intermittent leave and reduced-schedule leave reduces the 12-week entitlement only by the actual time used. When an employee who was transferred no longer needs intermittent or reduced schedule leave, the employee must will be placed in the same or equivalent position held prior to when the leave commenced.

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~~schedule leave, the employee must be placed in the same or equivalent position held prior to when the leave commenced.~~

An employee may take FMLA leave in a block of time, on an intermittent basis, or on a reduced schedule basis, as explained below.

1. "Block" FMLA leave is leave for a continuous period of time. Such leave may be taken for any of the reasons permitted by the FMLA.
2. "Intermittent" leave means leave taken in separate periods of time for a single qualifying FMLA reason and may include periods of leave ranging from an hour or more to several weeks. For example, intermittent leave may include (a) leave taken for a partial or full workday for scheduled medical appointments, or (b) leave taken on an occasional or "as needed" basis due to episodic flare-ups of a chronic condition.
3. "Reduced Schedule" leave is leave that reduces the employee's usual number of scheduled work hours per workday or per workweek for some period of time. For example, an employee may need to work a reduced schedule for a set number of weeks while recovering from a surgical procedure.

Intermittent or reduced schedule leave may be taken (a) when medically necessary for an employee's or covered family member's serious health condition, or for a covered servicemember's serious illness or injury, and (b) the need for leave can best be accommodated through an intermittent or reduced schedule leave. More specifically, FMLA leave may be taken intermittently or on a reduced schedule basis.

*NOTE: FMLA leave that is taken for a period that ends with the school year and begins the next semester is considered consecutive rather than intermittent leave. The District will not count the period during the summer vacation when the employee would not have been required to report for duty against the employee's FMLA leave entitlement.*

#### 4. Special Rules for Instructional Employees

The following applies only to instructional employees such as teachers licensed educators and classified instructional specialists, ~~athletic coaches, driving instructors, and special education assistants~~ whose principle function is to teach and instruct students in a class, small group, or individual setting. It does not apply to teacher assistants, cafeteria workers, counselors, maintenance workers, bus drivers, or other non-instructional employees.

##### a. Intermittent or Reduced-Schedule Leave

If intermittent leave or reduced-schedule leave is foreseeable and the employee would be on leave for more than 20% of the total number of working days covered

by the leave period, the District may require the employee to choose either to take the leave for a period of particular duration, not greater than the duration of the planned treatment, or to transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates the period of leave than does the employee's regular position.

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced schedule, the District may require the employee to take leave of a particular duration or to transfer temporarily to an alternative position. Alternatively, the District may require the employee to delay the taking of leave until the notice provision is met. Employees who would be on leave for less than 20% of the total number of working days covered by the leave period are not eligible for transfer to an alternative position.

b. Breaks Between Semesters

When any school employee uses leave for a period that ends with the school year and begins the next semester, the employee is using leave consecutively. The leave is not intermittent. The period during summer vacation when the employee would not have been required to report for duty is not leave from work and is not counted against the employee's FMLA leave entitlement. The employee must be provided with their benefits over the summer break that they would normally receive if they had been working at the end of the school year.

bc. Leave Taken Near the End of Academic Term

The District may require an instructional employee who begins leave more than five (5) weeks prior to the end of the term to remain on leave until the end of the term if:

- 1) The leave period lasts at least three (3) weeks; and
- 2) The employee's return would occur during the three-week period immediately preceding the end of the term.

When the leave is for other than the employee's own serious health condition and

- 3) The leave would occur within the five-week period immediately preceding the end of the term;
- 4) The leave would last for longer than two weeks; and
- 5) The employee would return within the two-week period immediately preceding the end of the term, the District may require the employee to remain on leave until the end of the term.

When the leave is for other than the employee's own serious health condition and

- ~~6) The leave would occur within the three-week period immediately preceding the end of the term; and~~
- ~~7) Last more than five working days, the District may require the employee to remain on leave until the end of the term.~~

Instructional employees who begin FMLA leave near the end of an academic term may, in the circumstances described below, be placed by their employer on leave that extends beyond their requested time off to the end of the school term. “Academic term” means the school semester, which typically ends near the end of the calendar year and the end of spring each school year. A school may not have more than two academic terms each year for purposes of the FMLA.

If an employee is required to continue leave until the end of an academic term under the employer’s application of this rule, the extended leave period does not count against the number of weeks the employee has available to use FMLA leave, and the employer may not count the employee’s time off against them for attendance or other purposes. Additionally, the employee has the right to continued group health insurance during the leave extension. The employee also has the right to be restored to the same or equivalent job, including equivalent benefits, at the end of the leave extension.

When instructional employees use FMLA leave near the end of an academic term, different variations of the requirement to extend FMLA leave protection apply depending on when the leave begins:

- If leave begins more than five weeks before the end of a term. An instructional employee’s leave may be extended to the end of the term when their leave begins more than five weeks before the end of the term only if the leave will last at least three weeks, and the employee would return to work during the three-week period before the end of the term.
- If leave begins during the five-week period before the end of a term. An instructional employee’s leave may be extended to the end of the term when their leave begins during the five-week period before the end of the term, only if the leave is for the birth or placement of a child or the care of a family member or covered servicemember and will last more than two weeks, and the employee would return to work during the two-week period before the end of the term.
- If leave begins during the three-week period before the end of a term. An instructional employee’s leave may be extended to the end of their term when their leave begins during the three-week period before the end of a term, only if the leave is for the birth or placement of a child or the care of a family member or covered servicemember, and the leave will last more than five working days.

**Chart: When Special Rules for FMLA leave near the end of an academic term apply.**

| LEAVE REASON                                                                                                                                                    | START DATE                                                       | DURATION                            | RETURN TO WORK                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------|
| <b>1</b> Any FMLA-qualifying reason                                                                                                                             | Begins with more than 5 weeks of the term remaining, <b>and</b>  | Lasts at least 3 weeks, <b>and</b>  | The employee would return to work in the 3-week period before the end of the term. |
| <b>2</b> Birth/placement of a child, care of a spouse, child, or parent with a serious health condition, <b>or</b> care of a covered servicemember, <b>and,</b> | Begins during the final 5 weeks before the term ends, <b>and</b> | Lasts more than 2 weeks, <b>and</b> | The employee would return to work in the 2-week period before the end of the term. |
| <b>3</b> Birth/placement of a child, care of a spouse, child, or parent with a serious health condition, <b>or</b> care of a covered servicemember, <b>and,</b> | Begins during the final 3 weeks of the term, <b>and</b>          | Lasts more than 5 working days.     | The employee would return to work at some point before the end of the term.        |

If the employee is required to remain on leave until the end of the term, the District may charge only the period of time until the employee is able to return to work against **his/her** the leave entitlement.

The District will provide instructional employees who are on FMLA leave at the end of the school year any benefits over the summer vacation that employees would normally receive if they had been working at the end of the school year.

5. Duration of and Reasons for Leave

Any eligible employee, as defined above, may be granted a total of twelve (12) weeks **or equivalent** of unpaid FMLA leave (which can run concurrent with paid leave) during a rolling 12-month period **with the (see exception of for Military Caregiver Leave as provided in section 6 below).** This period is measured backward from the date an employee uses any FMLA leave. A “week” is defined as a **calendar work** week, regardless of the number of days the employee normally works. Twelve (12) weeks does not entitle the employee working three (3) days a week to sixty (60) leave days, but rather twelve (12) weeks. FMLA leave may be granted for the following reasons:

- a. The birth of the employee’s child and in order to care for the newborn child;
- b. The placement of a child with the employee for adoption or foster care;

- c. To care for the employee’s spouse, child, or parent who has a serious health condition;
- d. An employee’s own serious health condition that prevents the employee from performing one or more of the essential functions of his/her their job. Serious health conditions may include conditions resulting from job-related injuries and/or illnesses, including time an employee is receiving lost time compensation; or a serious health condition is an illness, injury, impairment, or physical or mental condition of incapacity or treatment that involves:

- Inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility.
- Continuing treatment by (or under the supervision of) a health care provider for a period of incapacity of more than three consecutive full calendar days, combined with at least two visits to a health care provider within 30 days of the first day of incapacity or one visit to a health care provider requiring a regimen of continuing treatment, e.g., prescription medication.

- e. Due to a qualifying exigency arising when an employee’s spouse, son, daughter, or parent is a military member on covered active duty or has been notified of an impending call to covered active duty. Exigency leave may be taken for:

- 1) Short-term notice deployment (deployment in seven or less calendar days)
- 2) Military events and activities
- 3) Childcare and school activities
- 4) Family support or assistance programs
- 5) Financial and legal arrangements
- 6) Counseling
- 7) Rest and recuperation leave (limited to 15 calendar days for each instance).
- 8) Post-deployment activities
- 9) Parental leave for the spouse, son, daughter, or parent of a military member to care for the military member’s parent who is incapable of self-care. The leave may be used for arranging for alternate care, providing care, admitting or transferring the patient to a care facility, or attending a meeting with care facility staff.
- 10) Additional activities arising out of active duty that the District and employee agree upon

Covered Active Duty:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country

- ~~• In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.~~

## 6. Limitation of Leave

The entitlement to FMLA leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement. If both an employee and ~~his/her~~ the employee's spouse are employed by the District, their combined time off may not exceed twelve (12) weeks during any 12-month period for the birth, adoption, or foster care of a child, or the care of a parent with a serious health condition. Each spouse is, however, eligible for the full twelve (12) weeks within a 12-month period ~~to care~~ for one's own serious health condition, or to care for a son, daughter, or spouse with a serious health condition.

Employees may not take more than a combined total of twelve (12) weeks in a 12-month period for all FMLA qualifying reasons listed above in the Reasons for Leave section.

## 6.7. Military Caregiver Leave

- Policy

An eligible employee, as defined in ~~Section 1~~ the Eligibility section above, may be granted a total of twenty-six (26) weeks of unpaid FMLA leave (which can run concurrent with paid leave) during a 12-month period to provide caregiver leave for an seriously ill or injured covered service member or veteran who is the employee's spouse, son, daughter, parent, or next of kin. This period is always measured forward from the date an employee takes FMLA leave to care for the covered service member or veteran and ends twelve (12) months after that date.

- Limitations of Leave

~~For the purpose of this policy, a covered service member must be:~~

- ~~• A current member of the Armed Forces (including a member of the National Guard or Reserves) who in undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness that:~~
  - ~~○ Was incurred by the covered service member in the line of duty on active duty in the Armed Forces, or~~
  - ~~○ Existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and~~
  - ~~○ May render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.~~

- ~~A covered veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period\* prior to the first date the eligible employee takes FMLA leave to care for the covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:~~
  - ~~A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or~~
  - ~~A physical or mental condition for which the covered veteran has received a U.S. Department of Veteran Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or~~
  - ~~A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or~~
  - ~~An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veteran Affairs Program of Comprehensive Assistance for Family Caregivers.~~

~~\* The period between 10-28-09 and 3-8-13 is excluded in the determination of the five-year period.~~

Employees cannot take more than a combined total of 26 weeks for military caregiver leave or because of other FMLA qualifying reasons as provided in the *Reasons for Leave* section above. A husband and wife both working for the same District are limited to a combined total of 26 weeks of FMLA military caregiver leave.

- **7** Notice of Leave

An employee intending to take FMLA leave because of an expected birth, or placement or child for adoption or foster care, a planned medical treatment for a serious health condition of the employee or family member, or the planned or medical care treatment for serious illness or injury of a covered service member/veteran, or qualifying exigency, shall provide notice for such leave at least thirty (30) days before the leave is to begin. If a requested leave will begin in less

than thirty (30) days, the employee must give notice to ~~his/her~~ their immediate supervisor as soon as the necessity for the leave is known. Reasonable advance notice is required for all leaves, even if the event necessitating the leave is not foreseeable. If an employee gives less than thirty (30) days' notice, the District may require an explanation. For foreseeable leave due to qualifying exigency, notice must be provided as soon as practicable.

Within five (5) business days (absent extenuating circumstances) of receiving notice that 1) an employee requests to use FMLA leave, or 2) the District acquires knowledge that a leave may be for a FMLA-qualifying reason, the District will ~~complete~~ provide the employee Form WH-381 Notice of Eligibility & Rights and Responsibilities, if applicable. Completion of this form will designate if an employee is eligible for FMLA or if an employee is not eligible, the reason(s) why they are not eligible. The form will designate if the employee is required to obtain certification related to medical conditions and/or required family relationships. The District may require the use of FMLA leave for any absence which would otherwise qualify as FMLA leave, even if no formal application for such leave was made by the employee, provided notice is given to the employee is notified. ~~Employees cannot waive, nor may the District induce employees.~~

#### 8. Certification of Leave

- Serious Health Condition

A request for leave based on the serious health condition of the employee or the employee's spouse, child, or parent must be supported by the completion of Form WH-380-E the Certification of Health Care Provider for Employee's Serious Health Condition form or Form WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition form completed by the health care provider. (Note: Attach the employee's current job description to Form 380-E when it is sent to the employee's health care provider.)

The Certification of Health Care Provider form must be completed and returned by the employee within 15 calendar days, absent extenuating circumstances.

- Exigency Leave

Employees requesting FMLA leave for qualifying exigency are required to complete Form WH-384 the Certification for Military Family Leave for Qualifying Exigency form and provide a copy of the military member's active-duty orders or other documentation issued by the military that indicates that the military member is on covered active duty or call to covered active duty status.

- Caregiver Leave

Employees requesting FMLA leave for military caregiver leave are required to complete Form WH-385 the Certification for Serious Injury or Illness of a Current Servicemember for Military Caregiver Leave form or WH-385-V Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave form within fifteen (15) calendar days, absent extenuating circumstances. Employees may also submit invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to any family member to join an injured or ill service member at his/her bedside in lieu of the aforementioned forms WH-385 or WH-385-V.

- Incomplete or Insufficient Certification (cure period)

If a certification is incomplete or insufficient, the employee will be given seven calendar days (unless not practicable under the particular circumstances despite the employee's diligent good faith efforts) to cure any such deficiency. If the deficiencies specified by the District are not cured in the resubmitted certification, the District may deny the taking of FMLA leave. A certification that is not returned to the District is not considered incomplete or insufficient, but constitutes a failure to provide certification.

- Clarification of Authentication of Certification

The District may contact the employee's health care provider for the purpose of clarification or authentication after giving the employee an opportunity to clarify specific discrepancies. Only the Executive Director of Human Resources Director may contact the health care provider.

- Second or Third Opinions

If the District questions the validity of the certification, the District may require, at its expense, that the employee obtain a second opinion from a health care provider designated by the District. If the second opinion conflicts with the original opinion, the District may require, at its expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the District and the employee. This third opinion will be considered final and binding on both parties.

Second and third opinions are not permitted for leave to care for a covered service member when the certification has been completed by a Department of Defense or Department of Veteran Affairs health care provider. However, second and third opinions are permitted when the certification has been completed by other health care providers as provided for by law.

Second and third opinions are not allowed on a fitness-for-duty certification.

- Recertification

The District may request recertification no more often than every 30 days and only in connection with an absence by the employee, unless:

~~In instances where~~ The minimum duration of leave anticipated by the original certification is more than 30 days, in which the District may require the employee to recertify that the original medical condition still exists. Such requests can be made no more frequently than the minimum duration of the leave requested (e.g., 40 days) or once every six (6) months in connection with an absence.

~~In situations in which the minimum duration of leave anticipated by the original certification is less than thirty (30) days, the District may request recertification if~~ The employee requests an extension of leave, the circumstances described by the original certification have changed significantly, or the District receives information casting doubt upon the continuing validity of the certification.

Recertifications are not permitted for leave to care for a covered service member.

- Annual Medical Certification

The District may require the employee to provide new medical certification, not recertification, for ~~his/her~~ the first FMLA-related absence in a new 12-month leave year.

## 9. Designation Notice

Within five (5) business days (absent extenuating circumstances) of receipt of all required information, the District will make a determination if the employee's request for leave is for an FMLA-qualifying reason. The District will complete ~~Form WH-382~~ the Designation Notice form indicating if leave is approved or not, and provide it to the employee.

If the District cannot make a determination from the information provided, they will use this form to:

- Indicate the information presented is incomplete or insufficient and provide the employee seven (7) calendar days to provide complete information (cure period).
- Provide notice to an employee if a second or third medical certification is required.

The District may also use this form to designate a fitness-for-duty certificate which will be required prior to returning to work.

## 10. Benefits Coverage During Leave

During a period of FMLA leave, an employee will be retained on the District's health plan under the same conditions that would apply if the employee were not on FMLA leave. To continue health coverage, the employee must continue to make any contributions that s/he they would otherwise be required to make. Failure of the employee to pay his/her their share of the health insurance premium may result in loss of coverage.

If the employee fails to return to work after the expiration of the FMLA leave, the employee may be required to reimburse the District for payment of health insurance premiums during the leave unless the reason the employee cannot return is due to circumstances beyond the employee's control per 29 CFR 825.213. The definition of "beyond the employee's control" includes a large variety of situations such as: the employee being subject to layoff; continuation, recurrence, or the onset of an FMLA qualifying event; or the employee's spouse's unexpected work site relocation of more than seventy-five (75) surface miles from the current work site.

An employee is not entitled to the accrual of any seniority or employment benefits during any unpaid leave. An employee who takes FMLA leave will not lose any seniority or employment benefits that accrued before the date the leave began and will be entitled to any unconditional pay increases, such as cost of living increase granted to all employees during the FMLA leave period.

#### 11. Outside Employment

An employee may not accept other employment during an FMLA absence if the job conflicts with the reason the employee is on FMLA leave; e.g., an employee is on FMLA leave due to a back injury and accepts a job requiring heavy lifting. All other requirements of the District's outside employment policy LCSB Board Policy GBBQ: Outside Employment apply.

An employee who is on FMLA leave may not engage in employment for any other employer or engage in self-employment while on leave. In addition, an employee on FMLA leave for their own serious health condition may not engage in leisure activities or personal travel (e.g., vacation) that is inconsistent with the medical condition that incapacitates the employee from working his or her job. If the employee is using available paid leave that is running concurrently with FMLA leave for their own serious health condition, they must remain in the general vicinity of their place of residence during the period of such leave. Dishonesty related to such activities (i.e., work or personal travel) are violations of this policy.

An employee on FMLA leave for a continuous block of time may not be required to perform work for the school district. However, it is permissible for the school district to contact an employee while the employee is on FMLA leave in order to obtain needed information related to

the employee's job assignments or for continuity of District operations. An employee may not volunteer to perform work during a continuous block of FMLA leave.

## 12. Periodic Reporting

Any employee on FMLA leave must notify the District periodically of his/her their status and intention to return to work. The District has the authority to determine how often the employee must provide this notification.

## 13. Change in Duration of Leave

- Return Prior to Expiration

If an employee wishes to return to work prior to the expiration of the approved FMLA leave period, s/he they must notify the administrator or manager/supervisor within two business days prior to the employee's planned return and comply with the provisions of the Return from Leave section below. Employees may be required to provide a fitness-for-duty certification (if indicated on the designation notice) specifically addressing the employee's ability to perform the essential functions of his/her job, prior to returning to work if the FMLA leave of absence was due to the employee's own serious health condition. Employees required to present a fitness-for-duty certification may be delayed in restoration of employment until certification is provided. Second and third opinions are not allowed on a fitness-for-duty certification.

- Request an Extension of Leave

An employee who requests needs an extension of FMLA leave due to the continuation of a qualifying exigency, care for service member, continuation, recurrence, or onset of his/her own serious health condition, or the serious health condition of the employee's spouse, child, or parent, must submit a request for an extension as soon as the employee realizes that they will not be able to return at the expiration of leave period in writing to the District. This written request should be made as soon as the employee realizes that s/he will not be able to return at the expiration of the leave period. Any additional time requested beyond the FMLA 12-week period (or 26-week period for caregiver leave) will not be considered as FMLA. Rather, such time, if approved by the District, will be characterized as either paid or unpaid leave, thereby ending the District's reinstatement obligations included in the Return from Leave section. unless otherwise stated in the applicable collective bargaining agreement (See the applicable CBA for alternate provisions which may apply.)

## 14. Restoration to Employment

- Return from Leave

Upon returning to work, an employee on FMLA leave will be restored to his/her their most recent position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The District cannot guarantee that an employee will be returned to his/her their original position. The District will determine whether a position is an “equivalent position” as defined by FMLA. Employee’s right to restoration, however, ceases at the end of the applicable 12-month FMLA leave year.

Employees may be required to provide a fitness-for-duty certification (if indicated on the designation notice) specifically addressing the employee’s ability to perform the essential functions of his/her the job, prior to returning to work if the FMLA leave of absence was due to the employee’s own serious health condition. Employees required to present a fitness-for-duty certification may be delayed in restoration to employment until certification is provided. Second and third opinions are not allowed on a fitness-for-duty certification.

Key employees may be denied job restoration if such denial is necessary to prevent substantial and grievous economic injury to the operations of District and the employee was given written notice they were considered a key employee at the time they gave notice of FMLA leave was given or when the leave commenced.

#### 15.4. Failure to Return from Leave

Failure of an employee to return to work upon the expiration of an FMLA leave of absence will subject the employee to disciplinary action, up to and including termination, unless the District has granted an additional (paid or unpaid) extension.

(Note: Refer to the District’s other leave policies.) Nothing in this policy limits the District’s obligations of reasonable accommodation under the Americans with Disabilities Act (ADA), as amended.

#### 15. Abuse of FMLA

An employee who fraudulently obtains FMLA leave from the District is not protected by the FMLA’s job restoration or maintenance of health benefits provisions. In addition, the District will take all appropriate disciplinary action, up to and including termination, against an employee due to such fraud.

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GBCC: Workers' Compensation

### **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GBCC: Workers' Compensation 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.

Policy GBCC has minimal edits including clarifying the language that the employees complete and submit the C-1 within 7 days to the district. Additionally, the language is cleaned up to match the NRS.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

December 17, 2024

### **Attachment(s)**

Lyon County School District Board Policy GBCC: Workers' Compensation

## WORKERS' COMPENSATION

Employees are insured under the provisions of the State Workers' Compensation Act for occupational injuries and diseases that arise/rose out of and in the course of their employment. Employees are required to report all on-the-job accidents, injuries, or illness to their immediate administrator or manager/supervisor as soon as reasonably possible or within twenty-four (24) hours of the accident, injury, or illness. Employees are also required to complete the C-1 form and submit it to the District within seven (7) days of the accident, injury, or illness, regardless of whether medical attention was received.

The following provisions are adopted pursuant to and are intended to implement the requirements of NRS 281.390.

1. When an employee is eligible at the same time for benefits for temporary total disability under Chapters NRS 616A to 616D (inclusive) or NRS 617 and for any sick leave benefit, s/he the employee may, by giving written notice to his/her their administrator or manager/supervisor, elect to continue to receive his/her normal salary pay instead of the benefits under those chapters by using his/her statutes until all accrued sick leave, comp time, annual leave, or approved catastrophic leave (if any), in this order, until such accrued leave is exhausted. The District will notify the Workers' Compensation Administrator of the election. The District will continue to pay the employee his/her normal salary pay, but charge against the employee's accrued leave time as taken during the pay period an amount which represents the difference between his/her normal salary pay and the amount of any benefit for temporary total disability received, exclusive of reimbursement or payment of medical or hospital expenses under Chapters NRS 616A to 616D inclusive or NRS 617 for that pay period.
2. When the employee's accrued leave time is exhausted, payment of his/her normal salary pay under *Subsection 1* must be discontinued and the District will promptly notify the Workers' Compensation Administrator so that it may begin paying the benefits, to which the employee is entitled, directly to the employee.
3. An employee who declines to make the election provided in *Subsection 1* may use all or any part of the leave benefit normally payable to him/her them while directly receiving benefits for temporary total disability under Chapters NRS 616A to 616D inclusive or NRS 617, but the amount of leave benefit paid to the employee for any pay period must not exceed the difference between his/her normal salary pay and the amount of any benefit received, exclusive of reimbursement or payment of medical or hospital expenses under those chapters for that pay period.
4. If the amount of the employee's leave benefit is reduced pursuant to *Subsection 3* below the amount normally payable, the amount of leave time charged against the employee as taken during that pay period must be reduced in the same proportion.

5. An employee may decline to use any part of the leave benefit normally payable to ~~him/her~~ them while receiving benefits under ~~Chapters~~ NRS 616A to 616D inclusive or NRS 617. During that period of time, the employee will be considered on leave of absence without pay.

**References:** NRS 281.390, NRS 616A–616D, NRS 617

DRAFT

Policy #GBCC  
Revised ~~10/23/18~~ 1/28/25

# Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GBCD: Transitional Duty

## **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GBCD: Transitional Duty 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.

The simple changes to Policy GBCD are the additions of headings: Policy, Compensation and the Durations and Conditions of Transitional Duty.

## **Budget Considerations**

None

## **Discussed at Previous Meeting**

December 17, 2024

## **Attachment(s)**

Lyon County School District Board Policy GBCD: Transitional Duty

## TRANSITIONAL DUTY

### 1. Policy

The District is committed to providing work, when possible, for employees who have been restricted by a treating health care provider due to a work-related injury or illness. Such work will be provided subject to availability. Work will be assigned according to the nature of the injury or illness and the limitations set forth by the treating health care provider. Every effort will be made to place employees in positions within their own departments. If necessary, an employee will be placed wherever an appropriate position is available.

### 2. Compensation

“Transitional duty”, “light duty”, and “temporary modified duty” are all defined as the same thing for the purposes of this policy.

While on transitional duty, employees will continue to receive their regular rate of pay. Employees who are placed outside their department will continue to have their salary pay charged to their regular department.

### 3. Duration and Conditions of Transitional Duty

An employee on transitional duty must furnish a written update from the health care provider to the workers’ compensation coordinator after each visit in order to remain in the reassigned job. Transitional duty assignments are limited to a period of 90 days, subject to review.

# Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GBCE: Benefits

**Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GBCE: Benefits 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.

Policy GBCE has added language of deferred compensation as a benefit and language was cleaned up regarding the life insurance benefit.

**Budget Considerations**

None

**Discussed at Previous Meeting**

December 17, 2024

**Attachment(s)**

Lyon County School District Board Policy GBCE: Benefits

## BENEFITS

### 1. Health Insurance

The District makes available to eligible employees, as defined in the group health insurance plan, medical, vision, and dental insurance under the defined current group insurance plan. Part of the insurance premium may be paid from District funds in accordance with collective bargaining agreement(s) (CBA's). At the employee's expense, dependents of eligible employees are also eligible for coverage under the District's insurance plan as defined in the current plan booklet document. Employees must authorize a payroll deduction for any share of health insurance premium that they are responsible for paying.

The plan document for medical, vision, and dental insurance issued by the insurance carrier specifies the specific terms and conditions of coverage.

The District will, from time to time, evaluate the health coverage plan to be offered and make adjustments in the level of coverage and the amount of premium cost to be paid by the District as it deems appropriate. This evaluation shall be in conjunction with the District's Insurance Committee and employee bargaining groups. Affected employees will be notified of any plan changes.

### 2. Life Insurance

The District will offer a group life and accidental death and dismemberment insurance plan to eligible employees, as defined in the life insurance plan. The coverage becomes effective on the first of the month following the date of hire for certified/administrative employees and first of the month following 30 days for all classified benefit eligible employees. Please refer to your appropriate Negotiated Agreement for both life and AD&D policy amounts. Eligible employees are covered by an employer paid life insurance policy. The employee may purchase additional voluntary life or accidental death and dismemberment insurance plans at their own expense. If an employee chooses to participate in this plan, the required enrollment forms and authorized payroll deduction must be completed.

### 3. Retirement

As defined in NRS 286, the District is considered a public employer. Therefore, employees in positions considered to be half-time or more according to the full-time work schedule for at least one hundred twenty (120) six (6) consecutive work days months are covered by the Public Employees Retirement System (PERS), details of which are described in Chapter 286 of the NRS.

### 4. Deferred Compensation

Employees may defer a portion of their taxable income by participating in a deferred compensation plan through the District.

Employees may enroll at any time during the year for earnings beginning the first day of the following month. Changes in contribution are governed by the terms and conditions of the particular plan.

Reference: NRS 286

DRAFT

Policy #GBCE  
Revised ~~10/23/18~~ 1/28/25

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** New LCSD Board Policy GBCF: Work-Related Travel

### **Recommendation**

That the Board of Trustees approve new LCSD Board Policy GBCF: Work-Related Travel as a second and final reading. This deletes Policy DG: Travel.

### **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.

This Policy GBCF is an employee policy that strikes the Policy DG. Policy DG was listed under Fiscal Policies, making it difficult for our employees to find. The other changes were references to NRS and state travel policies. We eliminated the confusion of “same day” work-related travel to closely mirror all other travel admin regulations.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

December 17, 2024

### **Attachment(s)**

Lyon County School District Board Policy GBCF: Work-Related Travel

**WORK-RELATED TRAVEL**

The District will reimburse employees for all reasonable and necessary travel expenses which are directly related to the performance of their assigned duties and which are properly authorized in advance of making travel arrangements.

The District will not reimburse or otherwise pay any expenses that violate commonly accepted standards of sound judgment.

The Superintendent or their designee shall develop procedures for travel requests and reimbursement. Reimbursement shall be made only for expenses actually incurred, paid, and authorized under this policy and related procedures.

This policy shall not apply to work-related travel by a District employee for business associated with an employee bargaining group, nor does it apply to coaches, advisors, athletic directors, etc. who receive extra-duty stipends while traveling with students for games, events, etc.

**Reference(s): NRS 281.160-169.**

DRAFT

**WORK-RELATED TRAVEL - ADMINISTRATIVE REGULATIONS**

1. Prior Approval

- a. Employees needing to travel to conferences or meetings outside of the District must submit a Travel Request form for approval by their site administrator or supervisor at least four (4) weeks prior to traveling.
- b. If the estimated travel expenses on the Travel Request form is greater than \$6,000 or the travel is more than 650 miles from the District Office, then Board approval is required.
- c. Cabinet level approval is required for all travel requests requiring Board approval.
- d. After Cabinet approval, the request form is then forwarded to the Superintendent or designee and then the Board.
- e. Any exceptions to the District Travel Policy and accompanying administrative regulation must be approved in advance by the Superintendent/designee.

2. Advance Payment of Expenses

- a. Only airfare, lodging and conference registration fees are eligible for payment by the school/District prior to traveling. 200-474-3d1-Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would require prolong travel during unreasonable hours.
- b. All other eligible costs incurred are reimbursed after the travel is completed and once authorized on the proper form.

3. Lodging Expenses

- a. 200.474 Lodging reimbursement will be at a rate established by the US General Services Administration (GSA) for both In State and Out of State <http://www.gsa.gov/portal/category/21287> Lodging will be reimbursed at the rate set for State employees and officials as determined by Nevada Revised Statute (NRS) and state policy which references the US General Services Administration (GSA).
- b. To be reimbursed for lodging personally paid by the employee, employees receipts must be provided receipts and reimbursement will be at the pre-approved rate.
- c. Employees are encouraged to utilize double occupancy when appropriate. If an employee chooses single occupancy they are responsible to pay the difference above GSA rate. If the District paid for the lodging in advance, the difference will be deducted from the per diem reimbursement upon return.
- d. Conference lodging
- ed. Upon approval of the Superintendent, exceptions to the rate of reimbursement for lodging can be made for the following conditions:

- ~~i.~~ Lodging is procured at a prearranged place such as a hotel where a meeting, conference or training session is held; or
- ~~ii.~~ Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging.

e. Lodging incidentals such as movies, mini-bar/fridge, etc. will not be reimbursed.

#### 4. Meal Expenses

a. Breakfast, lunch, dinner, and incidentals are reimbursed on a per diem basis. The District will pay the ~~GSA~~ prevailing per diem rate as allowed for State employees and officials for meal/incidental expenses when District employees are on an authorized ~~travel~~ business trip. No receipts are required for these reimbursements.

<http://www.gsa.gov/portal/category/21287>

b. No reimbursement shall be allowed for any meal which is provided or made available to an employee as part of the cost of a meeting, class, or other function, regardless of whether the employee partakes of the provided meal or purchases the meal elsewhere.

c. In order to be reimbursed for meals, travel must begin or end as follows:

- ~~i.~~ *Breakfast:* Leave before 7:00 a.m. and returns after 9:00 a.m.
- ~~ii.~~ *Lunch:* Leave before 11:~~0~~30 a.m. ~~or~~ and returns after 1:00 p.m.
- ~~iii.~~ *Dinner:* ~~Return after~~ Leave before 6:~~5~~30 p.m. and returns after 7:00pm.

d. For same day work related travel, meals will only be reimbursed if travel exceeds 100 miles from the normal work site and if staff are away from their normal work site longer than 12 hours.

#### 5. Mileage Expenses

a. Mileage is reimbursed at the per mile rate set by the ~~GSA~~ Internal Revenue Service (IRS).

- ~~i.~~ A District vehicle should be used when traveling for District related business and employees should ~~rideshare~~ carpool.
- ~~ii.~~ An employee using his own personal vehicle when a District vehicle is unavailable will be reimbursed at the standard mileage reimbursement rate. Verification of unavailability of a district vehicle from the transportation department is required.
- ~~iii.~~ An employee who chooses to use his own personal vehicle for the employee's convenience will not be reimbursed for mileage or vehicle use.

b. Only actual miles driven will be reimbursed. A mileage log or a detailed map should be included to justify miles traveled.

- c. Mileage begins from the normal work site or the traveler's home whichever is closest to the destination.
- d. When the cost of mileage for an employee to attend a conference exceeds the cost of airline transportation, the District will provide reimbursement for the lesser amount.

#### 6. Rental Car Expenses

- a. Rental cars must be approved in advance on the Travel Request form. Employees must use the vehicle for District related business only and have receipts to be reimbursed for rental cars.
- b. Rental insurance should be declined from the rental company as District employees are covered under the District insurance policies.

#### 7. Other Expenses

- a. Necessary business expenses will be reimbursed with valid receipts. Examples of other expenses can include, but is not limited, to the following:
  - i. Telephone calls at a meeting or training site,
  - ii. Parking charges,
  - iii. Internet charges if required for business purposes, or
  - iv. Ground transportation

#### 8. Incidental Expenses

- a. Incidental expenses are reimbursed with the daily per diem rate set by GSA as defined by the Federal Travel Regulations. Examples include the following:
  - i. Fees and tips given to porters, baggage carriers, bellhops, and hotel maids.
  - ii. Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the site.

#### 9. Unallowable Expenses

- a. The District will not reimburse for fines or parking tickets, towing or impounding fees, traffic violations, alcoholic beverages, personal entertainment, tobacco or smoking products, or extravagant costs of any kind.
- b. The District discourages combining personal travel with business travel due to the public's perception regarding use of District funds. Employees must clearly disclose any personal travel and/or vacation time annual leave to be taken in conjunction with District travel. An employee's family or guest may accompany the employee on District business provided travel is not in a District vehicle. The District will not, however, pay any additional expenses so incurred. 200-474-2-Travel costs for dependents are unallowable.

#### 10. Reimbursement

- a. A Travel Claim form and all required receipts must be submitted to the Business Office for payment.
  - i. ~~Conference schedule of events should be included with travel claims.~~
- b. Monies will not be issued from ~~pupil~~ student funds to reimburse schools for travel expenses of employees.
- c. Employees should submit travel expenses within five (5) working days following any trip.

#### 11. Travel Report

- a. A Staff Travel Report must be completed within two weeks of returning from a conference and will be submitted to the Board of Trustees.
- b. It should be neatly typed, grammatically correct, and give a detailed description of the overall conference, ~~whether good or bad~~ and how it will positively impact student learning/achievement.

#### *Work Related Travel – Same Day*

##### 1. Meal Expenses – same rates as set for overnight travel

- a. ~~Meals will only be reimbursed if same day travel exceeds 100 miles from the normal work site or if staff are away from their normal work site longer than 12 hours.~~
- b. ~~In order to be reimbursed for meals, travel must begin or end as follows:~~
  - i. ~~Breakfast: Leave before 7:00 a.m.~~
  - ii. ~~Lunch: Leave before 11:00 a.m. or return after 1:00 p.m.~~
  - iii. ~~Dinner: Return after 6:00 p.m.~~

##### 2. Mileage Expenses – same rates as set for overnight travel

- a. ~~Only actual miles driven will be reimbursed. A mileage log or a detailed map should be included to justify miles traveled.~~
  - i. ~~A District vehicle should be used when traveling for District related business and employees should rideshare.~~
  - ii. ~~An employee using his own personal vehicle when a District vehicle is unavailable will be reimbursed at the standard mileage reimbursement rate. Verification of unavailability of a district vehicle from the transportation department is required.~~
  - iii. ~~An employee who chooses to use his own personal vehicle for the employee's convenience will not be reimbursed for mileage or vehicle use.~~
- b. ~~Mileage begins from the normal work site or home whichever is closest.~~
- c. ~~Whenever possible, a District vehicle should be used and employees should rideshare.~~

##### 3. Other Expenses – same requirements as set for overnight travel

4. Reimbursement

a. For meals and mileage:

i. A Travel Claim form and all required receipts must be submitted to the Business Office for payment.

b. For mileage only:

i. A Mileage Reimbursement Claim form with mileage documentation.

e. Employees should submit travel expenses within five (5) working days following any trip. The following forms are used as part of the School District Staff Travel Policy:

1. Travel Request

2. Staff Travel Report

3. Travel Reimbursement Claim (Overnight and Same Day forms)

4. Monthly Mileage Reimbursement Claim

For information regarding current GSA reimbursements amounts, please visit its website at <http://www.gsa.gov>.

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** Revisions to LCSD Board Policy GBCG: Leave for Parents of Children Enrolled in School

### **Recommendation**

That the Board of Trustees approve revisions to LCSD Board Policy GBCG: Leave for Parents of Children Enrolled in School 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.

This Policy GBCG applies to employees who are legal guardians of a child enrolled in a public or private school. Employees who have worked twenty or more calendar weeks in a year are entitled to unpaid leave for each child enrolled in such a school as long as it is mutually agreed between the employee and the district.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

December 17, 2024

### **Attachment(s)**

Lyon County School District Board Policy GBCG: Leave for Parents of Children Enrolled in School

## LEAVE FOR PARENTS OF CHILDREN ENROLLED IN SCHOOL

### 1. Policy

Employees of Lyon County School District employed for twenty (20) or more calendar weeks per year, and who are parents/legal guardians of children enrolled in public or private school (K-12) are entitled to four (4) hours of unpaid leave, per school year, for each child enrolled in school. The employee may use the entitled leave time to:

- a. Attend parent-teacher conferences;
- b. Attend school-related activities during regular school hours;
- c. Volunteer or otherwise be involved at the school in which the child is enrolled during regular school hours; and
- d. Attend school-sponsored events.

The time for the leave must be mutually agreed upon by the employee and the District. The employee must request the leave in writing at least five (5) school days prior to the date on which the leave is to be taken. The employee may also be required to furnish documentation demonstrating that s/he was they were present at the school activity for which the leave was provided.

### 2. Prohibition Against Retaliation

An employee shall not be retaliated against for utilizing the leave described in this section. Any eEmployee who believes s/he has they have been retaliated against as a result of having taken leave under this section may file a claim with the Nevada Labor Commissioner. The District shall provide the employee with all of the forms necessary for the claim filing.

**Reference:** NRS 392.4577

Policy #GBCG  
Revised 10/12/10 1/28/25

## Lyon County School District Board Memo

**Date:** January 28, 2025  
**To:** Board of School Trustees  
**From:** BillieJo Hogan, Executive Director of Human Resources  
**Re:** New LCSD Board Policy GBCH: Leave for Nursing Mothers

### **Recommendation**

That the Board of Trustees approve new LCSD Board Policy GBCH: Leave for Nursing Mothers 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.

The new Policy GBCH follows the guidelines of the Nevada Pregnant Workers' Fairness Act. This policy demonstrates the District's commitment to supporting nursing mothers in balancing their work responsibilities and personal health needs while complying with legal requirements to foster an inclusive and accommodating work environment.

### **Budget Considerations**

None

### **Discussed at Previous Meeting**

December 17, 2024

### **Attachment(s)**

Lyon County School District Board Policy GBCH: Leave for Nursing Mothers

**LEAVE FOR NURSING MOTHERS**

**1. Policy**

As required by federal law, NRS 281 and the NPWEA, the District will provide paid or unpaid reasonable breaks each time an employee needs to express breast milk for her nursing infant who is up to one-year old. Employees may elect to use their paid break times for this purpose. The District will furnish a private space, other than a bathroom, that is reasonably free from dirt or pollution, protected from the view of others and free from intrusion by others where the employee may express breastmilk.

**2. Prohibition Against Retaliation**

The District will not tolerate any retaliation by management or by any other employee against an employee who exercises rights under this policy. An employee who believes they have been retaliated or discriminated against in any manner whatsoever should immediately notify the EEO Officer or the alternate. The District will promptly investigate and deal appropriately with any allegation of retaliation.

**References: NRS 281 and Nevada Pregnant Workers' Fairness Act**

Policy #GBCH  
Created 1/28/25