SCHOOL BOARD MEETING

LOCATION OF MEETING: Robert Crowell Board Room
Community Center
851 E. William Street
Carson City, Nevada

CALL BOARD MEETING TO ORDER – 5:30 P.M.

1. Adoption of the Agenda, as submitted – for possible action (public comment will be taken prior to any action).
   Please Note: The Board reserves the right to (1) take items in a different order, (2) combine two or more Agenda items for consideration, and (3) to remove an item from the Agenda or delay discussion relating to an item on the Agenda at any time, in or to accomplish the business on the Agenda in the most efficient manner.

2. Adjournment to Closed Session per NRS 288.220(4) to discuss Labor Relations with the District’s Management Representatives – for discussion only.

3. RECONVENE TO PUBLIC SESSION – 6:30 P.M.

4. Flag Salute: Joe Cacioppo

5. Superintendent’s Report – for information only.
   *Follow-up on inquiries made to the Superintendent
   • Announcements

6. Board Reports/Board Member Comments – for information only.
   • Nevada Association of School Boards (NASB) Update
   • Announcements

7. Association Reports – for discussion only.

8. Public Comment – Comments will be accepted in person, or through virtual participation via email; publiccomment@carson.k12.nv.us no later than 12:30 p.m. the day of the meeting. Email for public comment must include the submitting party’s full name. Email for public comment will be posted as a supplemental document and copies will be provided to the board members. The names of those who have provided virtual public comment will be read during public comment and the emails will be included in the record, but the virtual public comment will not be read during the meeting. Comments may be made by members of the public on any matter within the authority of this Board. Please note that public comment will be taken on items marked “for possible action” before action is taken on such items, and members of the public are encouraged to comment on such items at the time they are being considered. Although members of the Board may respond to questions and discuss issues raised during
public comment, no action may be taken on such a matter until the matter is placed on an agenda for action at a meeting of the Board. In making public comment, speakers are asked to come to the table or podium, sign in, speak into the microphone, and identify themselves for the record. Commenters are instructed to limit their comments to no more than three (3) minutes, and not simply repeat comments made by others. – for discussion only.

9. Presentation of Award for Excellence in Enterprise Risk Management Excellence Program (ERMEP) from Nevada POOL/PACT – for discussion only. Ann Cyr
   Marshall Smith

10. Discussion and Possible Action on a Resolution regarding the Financing of School Improvements; directing the Director of Fiscal Services to notify the Carson City Debt Management Commission of the Carson City School District’s proposal to issue General Obligation Bonds in the maximum aggregate principal amount of $40,000,000; authorizing the Director of Fiscal Services or the Superintendent to arrange for the sale of bonds; and providing the effective date – for possible action. Marty Johnson
    Ryan Henry
    Spencer Winward


12. Presentation of the Civics Test Results for the Carson City School District Class of 2023 – for discussion only. Brittany Witter

13. Discussion and Possible Action to Approve Proposed Material Reviewed by the Family Life Advisory Committee during the 2022-2023 school year to be included in the Family Life Curriculum for the Carson City School District – for possible action. Cheryl Macy
    Sheila Story

14. Discussion on Proposed Changes to CCSD Policy 405, Employment Status: First Reading – for discussion only. Dan Sadler

15. Discussion and Possible Action on Recommended Approval of the July 1, 2023 to June 30, 2025 Tentative Agreement with the following Carson City School District Bargaining Group; Ormsby County Education Association (OCEA) with a possible Fiscal Impact of $6,558,688, as budgeted – for possible action. Andrew Feuling

16. Discussion and Possible Action on Recommended Approval of the July 1, 2023 to June 30, 2025 Tentative Agreement with the Carson City School District Bargaining Group; Carson Educational Support Association (CESA) with a possible Fiscal Impact of $3,228,537, as budgeted – for possible action. Andrew Feuling
17. Discussion and Possible Action to Approve a Salary Increase in FY2024 and FY2025 for Associate Superintendents, Directors, Managers, and other Employees not Covered by Association Contracts with a possible Fiscal Impact of $416,181, as budgeted – for possible action.

Andrew Feuling

18. Approval of Consent Agenda – for possible action (public comment will be taken prior to any action).

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED ROUTINE AND MAY BE ACTED UPON BY THE CARSON CITY BOARD OF SCHOOL TRUSTEES WITH ONE ACTION AND WITHOUT EXTENSIVE HEARING. ANY MEMBER OF THE CARSON CITY SCHOOL DISTRICT BOARD OF TRUSTEES MAY REQUEST THAT AN ITEM BE TAKEN FROM THE CONSENT AGENDA, DISCUSSED AND ACTED UPON SEPARATELY DURING THIS MEETING.

a. Approval and Ratification of Purchase Orders and Payables, and Authorization for Signing of Warrant Registers, Payroll Journals and other orders for goods and services for Processing and Payment

b. Approval of Offers of Employment to Certified Staff, Notice of Non-Hires and Notice of Terminations

c. Approval of Board Meeting Minutes; June 27, 2023

d. Approval of Quarterly Class Size Reduction Report

e. Approval of Quarterly Discipline Data Report

f. Approval of Nevada Department of Taxation Quarterly Economic Survey

19. Informational Items – for discussion only; no action will be taken.

ALL MATTERS LISTED UNDER INFORMATIONAL ITEMS ARE CONSIDERED ROUTINE NON-ACTION ITEMS. ANY MEMBER OF THE CARSON CITY SCHOOL DISTRICT BOARD OF TRUSTEES MAY REQUEST THAT AN ITEM BE TAKEN FROM INFORMATIONAL ITEMS AND DISCUSSED DURING THIS MEETING.

a. Notification of Changes in the Classified and Nursing Staff, including New Hires and Terminations

b. Monday, August 14, 2023, First Day of School for Students in Grades 1-12

c. Thursday, August 17, 2023, First Day of School for Pre-K and Kindergarten Students

20. Requests for Future Agenda Topics

21. Adjournment

A copy of the Agenda of this meeting has been posted before 9:00 AM on Thursday, July 20, 2023, at the following locations: 1) School Administration Office, 1402 W. King Street; 2) District Website: www.carsoncityschools.com; 3) State of Nevada website: https://notice.nv.gov.

Copies of supporting material may be requested from Mrs. Renae Cortez, Executive Administrative Assistant, at 1402 W. King Street, Carson City, NV 89703; by mail addressed to Mrs. Cortez at Carson City School District, Administrative Offices, P.O. Box 603, Carson City, NV 89702; by phone at (775) 283-2100 or by email to rcortez@carson.k12.nv.us. Copies of supporting material are available to the public at the District Office, 1402 W. King Street, Carson City, NV 89703, on the District website, www.carsoncityschools.com, and at the meeting on the date and place listed on the first page of this document.

Carson City School District is pleased to provide accommodations for individuals with disabilities. If you have a disability, please contact us at 775-283-2100, and we will provide assistance or accommodate you in any way that we possibly can.

The meeting can be accessed at the following website: http://carson.org/index.aspx?page=6204
EXECUTIVE SUMMARY

9. Presentation of Award for Excellence in Enterprise Risk Management Excellence Program (ERMEP) from Nevada POOL/PACT
At the time of this writing and after the agenda was posted, a scheduling conflict was identified; therefore, this item will be postponed to a future meeting.

10. Discussion and Possible Action on a Resolution regarding the Financing of School Improvements; directing the Director of Fiscal Services to notify the Carson City Debt Management Commission of the Carson City School District’s proposal to issue General Obligation Bonds in the maximum aggregate principal amount of $40,000,000; authorizing the Director of Fiscal Services or the Superintendent to arrange for the sale of bonds; and providing the effective date
The Carson City School District will have its next round of potential bond funding available in September of 2023. Before any formal action may be taken to incur general obligation debt, the District must notify the Carson City Debt Management Commission for consideration and approval of the proposed financing. Approval by the Debt Management Commission allows the District to issue Bonds in one series or more, at some time over the next three years, in an aggregate principal amount not to exceed what the Commission has approved. The specific Resolution presented this evening is the first step in the authorization process and directs the Director of Fiscal Services to notify the Debt Management Commission to consider any bond financing to be issued, in one series or more over the next three years, in an aggregate principal amount not to exceed $40 million. The Resolution does not obligate the District to issue bonds in any determined principal amount. If the Resolution is approved, the Debt Management Commission is expected to consider approval on August 22, 2023. The Resolution also authorizes the Director of Fiscal Services or Superintendent to arrange for a bond sale (executing any sale would require additional authorization proceedings including the adoption of a separate bond resolution by the Board of Trustees containing the terms of the bonds). This Resolution also contains a declaration of official intent under the Internal Revenue Code, which authorizes the District to reimburse costs incurred prior to the bond proceeds being available, but related to new construction/acquisition, for which bond proceeds are intended to fund.

11. Discussion and Possible Action to Approve the Workplace Health and Safety Plan for the Carson City School District
The CCSD written Workplace Health & Safety Plan, an OSHA requirement, is intended to address identified hazards in the workplace and bring awareness to employees. The plan references applicable OSHA regulations and the steps taken to prevent accidents. In the event of an incident, audit, or inspection, it is vital to have the documentation as a reference. Safety and health training is built from the information that is contained in the written programs, and having written safety and health program helps to build the school district's safety culture by prioritizing safety. The plan was last reviewed in 2011; a recent review and update was conducted by POOL/PACT in cooperation with Ann Cyr, Risk Manager and Steve West, Director of Operations. Staff recommends adoption of the updated plan as presented.

12. Presentation of the Civics Test Results for the Carson City School District Class of 2023
Senate Bill 322, passed in the 79th Nevada Legislative Session (2017), states that a pupil in any public high school must take an examination containing a number of questions, determined by the district, which are identical to the civics portion of the naturalization test adopted by the United States Citizenship and Immigration Services of the Department of Homeland Security. This presentation will cover Carson City School District's results for the Class of 2023.
13. Discussion and Possible Action to Approve Proposed Material Reviewed by the Family Life Advisory Committee during the 2022-2023 School Year to be included in the Family Curriculum for the Carson City School District
Per NRS 389.036, materials (textbooks, movies, handouts, presentations, etc.) that are presented as part of the family life curriculum need to be officially proposed by the Family Life Advisory Committee and approved by the board before adoption and use. Over the course of the 2022-23 school year, the committee evaluated and approved seven resources found in the attached document. This presentation will cover these seven resources.

14. Discussion on Proposed Changes to CCSD Policy 405, Employment Status: First Reading
CCSD policy 405 was adopted in 1979 and has never been updated. The current policy states that classified employees must serve a twelve 12-month probationary period with the completion of an evaluation after six months. After serving as a probationary employee for 12 months in a satisfactory manner, employees are classified as permanent employees. It is suggested that the District update the probationary period for classified employees to six (6) months with an initial evaluation after the completion of three (3) months. Additionally, after serving as a probationary employee for six (6) months in a satisfactory manner, employees would be classified as permanent employees.

15. Discussion and Possible Action on Recommended Approval of the July 1, 2023 to June 30, 2025 Tentative Agreement with the following Carson City School District Bargaining Group; Ormsby County Education Association (OCEA) with a possible Fiscal Impact of $6,558,688, as budgeted
Certified (OCEA)
- Term: July 1, 2023 – June 30, 2025;
- Salary: FY24 $7,000 per staff increase; FY25 $1,200 per staff increase;
- Revised Longevity categories and pays to 10 year = $1,000, 15 year = $1,500, 20 year = $2,000, 25 year = $4,000 (from 10 year = $750, 15 year = $1,000, 20 year = $1,700, 25 year = $2,000);
- Some additional or revised supplemental positions;
- Language cleanup and clarification;
- Fiscal Impact $6,558,688
Staff recommends approval.

16. Discussion and Possible Action on Recommended Approval of the July 1, 2023 to June 30, 2025 Tentative Agreement with the following Carson City School District Bargaining Group; Carson Educational Support Association (CESA) with a possible Fiscal Impact of $3,228,537, as budgeted
Classified (CESA)
- Term: July 1, 2023 – June 30, 2025;
- Salary: FY24 14.0% per staff increase; FY25 0% per staff increase;
- Language cleanup and clarification;
- Fiscal Impact $3,228,537
Staff recommends approval.

17. Discussion and Possible Action to Approve a Salary Increase in FY2024 and FY2025 for Associate Superintendents, Directors, Managers and other Employees not covered by Association Contracts with a possible Fiscal Impact of $416,181, as budgeted
With approval of the Administrative, Certified and Classified Contracts, the collective bargaining process will be completed for this cycle. This agenda item is a request for consideration to provide a salary increase for FY2024 and FY2025 for staff members in the District not governed by an association contact. In our District, it has been a traditional practice to provide the same salary increase to the employees not covered by an employee group that has already been given to those groups who have gone through the collective bargaining process, in
this case an 11% increase for FY2024 and a 2% increase for FY2025. Employees who will be affected are the Associate Superintendents, District-wide Directors, Managers, Confidential Staff, and any other At-Will employees not covered by an employee group contract. This proposed increase has been budgeted and staff recommends approval.
Summary - a resolution directing notice to the Debt Management Commission of the District’s proposal to issue general obligation bonds.

RESOLUTION

A RESOLUTION CONCERNING THE FINANCING OF SCHOOL IMPROVEMENTS; DIRECTING THE DIRECTOR OF FISCAL SERVICES TO NOTIFY THE CARSON CITY DEBT MANAGEMENT COMMISSION OF THE DISTRICT’S PROPOSAL TO ISSUE GENERAL OBLIGATION BONDS IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF $40,000,000; AUTHORIZING THE DIRECTOR OF FISCAL SERVICES OR THE SUPERINTENDENT TO ARRANGE FOR THE SALE OF BONDS; PROVIDING CERTAIN DETAILS IN CONNECTION THEREWITH; AND PROVIDING THE EFFECTIVE DATE HEREOF.

WHEREAS, the Board of Trustees (the “Board”), of the Carson City School District, Nevada (the “District”), proposes to issue general obligation bonds of the District; and

WHEREAS, the Board has submitted the following question to the qualified electors of the District at the November 2, 2010 general election and the qualified electors approved the following question at such election:

CARSON CITY SCHOOL DISTRICT BOND QUESTION:

Shall Carson City School District be authorized to issue general obligation school bonds to finance the acquisition, construction, improvement and equipping of school facilities? Taxes generated by the District’s existing school bond property tax rate may be used for capital projects if they are not needed for the payment of the bonds and purposes related to bonds, including the required reserves. District projections at the time the bonds are issued must indicate that issuance of the bonds will not result in an increase of the existing school bond property tax rate of 43 cents per $100 of assessed value. If approved, this authorization will expire November 2, 2020. (the “Question”); and

WHEREAS, pursuant to Nevada Revised Statutes (“NRS”) 350.0201 and NRS 350.0203, such approval of the Question shall be deemed to constitute approval of the qualified electors for the issuance of general obligation bonds by the Board pursuant to subsection 4 of NRS 350.020 for a period through March 3, 2035, and no other approval of the qualified electors is
required for such issuance of general obligation bonds pursuant to the provisions of NRS 350.020 by the Board for that period; and

WHEREAS, pursuant to NRS 350.014(1) and NRS 350.020(4), the Board proposes to incur general obligation debt (subject to the approval of the Carson City Debt Management Commission) in accordance with the Question approved by the qualified electors of the District, NRS 350.0201, NRS 350.0203 and the following proposal:

GENERAL OBLIGATION SCHOOL BOND PROPOSAL:

Shall the Board of Trustees of Carson City School District, Nevada, be authorized to incur a general obligation indebtedness on behalf of the District by the issuance at one time, or from time to time, of the District’s general obligation school improvement bonds, in one series or more, in the maximum aggregate principal amount of $40,000,000 for the purpose of acquiring, constructing, improving and equipping school facilities within the District until March 3, 2035, such bonds to mature not later than thirty (30) years from the date or respective dates of the bonds, payable from general (ad valorem) taxes, and to be issued on or before March 3, 2035 and sold at, above, or below par at an effective interest rate not exceeding the statutory maximum rate, if any, as shall be determined at the time of the sale thereof, and otherwise to be issued in such manner, upon such terms and conditions, with such covenants and agreements, and with such other detail as the Board of Trustees may determine, including at its option but not necessarily limited to provisions for the redemption of bonds prior to maturity without or with the payment of a premium?

(the “Proposal”); and

WHEREAS, subsection 1 of NRS 350.014 provides, in relevant part, as follows:

“1. Before any proposal to incur a general obligation debt . . . may be submitted to the electors of a municipality, before any issuance of general obligations bonds pursuant to subsection 4 of NRS 350.020 or before any other formal action may be taken preliminary to the incurrence of any general obligation debt, the proposed incurrence or levy must receive the favorable vote of two-thirds of the members of the commission of the county in which it is situated.”

; and

WHEREAS, subsection 1 of NRS 350.0145 provides, in relevant part, as follows:
“1. The governing body of the municipality proposing to incur
general obligation debt . . . shall notify the secretary of each
appropriate commission, and shall submit a statement of its proposal
in sufficient number of copies for each member of the commission.”

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES
OF CARSON CITY SCHOOL DISTRICT, NEVADA:

Section 1. All action, proceedings, matters and things heretofore taken, had and
done by the Board, and the officers thereof (not inconsistent with the provisions of this resolution)
concerning the proposed issuance of general obligation school improvement bonds, in one or more
series, in the maximum aggregate principal amount set forth in the Proposal (the “Bonds”) be, and
the same hereby is, ratified, approved and confirmed.

Section 2. The Board hereby finds and determines (i) in accordance with NRS
350.020(4) that, pursuant to the revenue study provided to the Board and attached hereto, the existing
tax for debt service in the District (43 cents per $100 assessed value) will at least equal the amount
required to pay the principal and interest on the outstanding general obligations of the District and
the Bonds for the term thereof, and (ii) that no increase in the rate of an ad valorem tax is anticipated
to be necessary for the payment of such Bonds for the term thereof (the “Finding”).

Section 3. The Director of Fiscal Services hereby is authorized and directed to
immediately cause the notification of the Secretary of the Carson City Debt Management
Commission (the “Debt Management Commission”) of the District’s Proposal and the Finding and
to cause to be submitted to said Secretary a statement of the Proposal in sufficient number of copies
for each member of the Commission.

Section 4. The Director of Fiscal Services of the District or the Superintendent is
hereby authorized to amend the statement of current and contemplated general obligation debt, the
debt management policy and the capital improvement plan of the District in accordance with the
provisions of this resolution and NRS 350.013; file the statement, policy and plan with the State of
Nevada Department of Taxation and the Debt Management Commission; and to notify the Debt
Management Commission that, upon approval of the Proposal and the Finding by the Debt
Management Commission, the Board intends to issue the Bonds.
Section 5. This is a declaration of official intent under Section 1.150-2 of the Regulations promulgated under the Internal Revenue Code of 1986, as amended.

Section 6. In order to permit the Board to reimburse itself for prior expenditures relating to the projects financed with the proceeds of one or more series of the Bonds (the “Project”), the interest on which will be excluded from gross income for federal income tax purposes, the Board hereby determines and declares that:

(a) The maximum aggregate principal amount of the Bonds expected to be issued for the Project is as set forth in the Proposal;

(b) The Board reasonably expects to incur expenditures with respect to the Project prior to the issuance of one or more series of the Bonds and to reimburse those expenditures from the issuance of the Bonds;

(c) The payment of costs related to the Project and the reimbursement of such costs from the proceeds of the Bonds is consistent with the Board’s budgetary and financial circumstances as of the date of this resolution. The Board does not currently have moneys which are, nor does the Board reasonably expect moneys to be, allocated on a long-term basis, reserved or otherwise available pursuant to the Board’s budget to pay the expenditures which the Board intends to reimburse.

Section 7. The officers of the District are authorized and directed to take all action necessary or appropriate to effectuate the provisions of this resolution, including without limitation, if determined by the Superintendent or the Director of Fiscal Services to be necessary: providing financial information regarding the District to municipal bond insurers; (b) assembling financial and other information concerning the District and the Bonds, and (c) preparing and circulating official statements, preliminary official statements, and notices of bond sale for the Bonds, in the forms specified by the Director of Fiscal Services or the Superintendent. If applicable, the Director of Services or the Superintendent is authorized to deem the preliminary official statement to be “final” official statement on behalf of the District for the purposes of Rule 15c2-12 of the Securities and Exchange Commission.
Section 8. The Director of Fiscal Services or the Superintendent shall, after arranging for the sale of the Bonds, present the proposed terms of the sale to the Board for its approval by adoption of one or more bond resolutions.

Section 9. All resolutions, or parts thereof, in conflict with the provisions of this resolution, are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any resolution, or part thereof, heretofore repealed.

Section 10. If any section, paragraph, clause or other provision of this resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or other provision shall not affect any of the remaining provisions of this resolution.

Section 11. This resolution shall become effective and be in force immediately upon its adoption.

Passed and adopted this July 25, 2023.

______________________________
President

Attest:

______________________________
Clerk
I am the duly chosen and qualified Clerk of the Board of Trustees (the “Board”) of Carson City School District (herein “District”), Nevada (the “State”), and in the performance of my duties as Clerk and do hereby certify:

1. The foregoing pages constitute a true, correct and compared copy of a resolution of the Board adopted at a meeting held on July 25, 2023; and the original of such resolution has been approved and authenticated by the signature of the President of the Board and myself as Clerk, and has been recorded in the minute book of the Board kept for that purpose in the office of the District, which record has been duly signed by such officers and properly sealed.

2. The members of the Board were present at such meeting and voted on the passage of such resolution as follows:

   Ayes: Joe Cacioppo
          Matt Clapham
          Laurel Crossman
          Lupe Ramirez
          Richard Varner
          Mike Walker
          Molly Walt

   Nays: _______________________________________

   Absent: ________________________________

3. All members of the Board were given due and proper notice of such meeting.

4. Public notice of such meeting was given and such meeting was held and conducted in full compliance with the provisions of NRS 241.020. A copy of the notice of meeting is attached as Exhibit A.

5. At least 3 working days before such meeting, such notice given to each member of the Board and to each person, if any, who has requested notice of meetings of the Board in accordance with the provisions of chapter 241 of NRS.
6. A copy of the revenue study provided to the Board is attached hereto as Exhibit “B”.

IN WITNESS WHEREOF, I have hereunto set my hand this July 25, 2023.

________________________________________
Clerk
EXHIBIT “A”

(Attach Copy of Notice of Meeting)
EXHIBIT “B”

(Attach Revenue Study)
## Preliminary, Subject to Change

### Carson City School District

School Improvement Bonds, Series 2023

#### Debt Service Coverage

<table>
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<tr>
<th>Fiscal Year</th>
<th>Proposed Fall 2023 Issue</th>
<th>Proposed Spring 2026 Issue</th>
<th>Proposed Grand Total</th>
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| Total       | 206,829,158| 66,581,000| 16,349,578| 25,000,000| 13,982,020| 15,000,000| 9,912,250| 63,894,270| 146,824,848|

1/ DOT FY23 and FY24 revenues with 3% growth through FY26
2/ Interest estimated @ 4.09%
3/ Interest estimated @ 5.00%
### Carson City School District
#### School Improvement Bonds

#### Debt Service Reserve Account

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<th>FY22 actual</th>
<th>FY23 estimated</th>
<th>FY24 budgeted</th>
<th>FY25 projected</th>
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<td>Debt Service</td>
<td>6,636,314</td>
<td>7,057,149</td>
<td>7,264,626</td>
<td>8,348,948</td>
<td>8,607,042</td>
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<td>Other</td>
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<td><strong>Total</strong></td>
<td>6,667,805</td>
<td>7,057,149</td>
<td>7,264,626</td>
<td>8,348,948</td>
<td>8,607,042</td>
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<td>50% of Next Year's Debt Service</td>
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<td>4,174,474</td>
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<td><strong>Required Reserve</strong></td>
<td>3,528,575</td>
<td>3,632,313</td>
<td>4,174,474</td>
<td>4,303,521</td>
<td>4,315,865</td>
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<td>1/ Includes Required Reserve amount</td>
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CARSON CITY SCHOOL DISTRICT

WRITTEN WORKPLACE HEALTH AND SAFETY PROGRAM

Carson City School District Offices
1402 West King Street, Carson City, Nevada 89703

This document was prepared by POOL/PACT as a resource for its members using information from staff, Occupational Safety and Health Administration (OSHA) standards, government entities, and/or other authoritative sources. It is intended to serve as a guide to assist POOL/PACT members in complying with OSHA requirements. A member will need to add information relevant to its work processes to develop an effective, comprehensive program. BEFORE IMPLEMENTING A WRITTEN WORKPLACE SAFETY PLAN BASED UPON THIS GUIDE OR INFORMATION WITHIN THIS GUIDE, AN ENTITY MUST HAVE LEGAL COUNSEL AND GOVERNING BODY REVIEW AND APPROVE THE PLAN.

GUIDE ONLY – must be reviewed by entity's legal counsel and governing board.
**Table of Contents**

SECTION 1: POLICY STATEMENT ............................................................................................ 4
SECTION 2: ASSIGNMENT OF RESPONSIBILITIES ............................................................. 5
SECTION 3: SAFETY COMMITTEE ......................................................................................... 8
SECTION 4: HAZARD IDENTIFICATION, ANALYSIS, AND CONTROL .............................. 10
SECTION 5: SAFETY TRAINING ............................................................................................ 13
SECTION 6: INCIDENT INVESTIGATION AND CORRECTIVE ACTION .............................. 15
SECTION 7: PROGRAM COMPLIANCE .................................................................................. 19
SECTION 8: EMERGENCY OPERATIONS OF SCHOOLS .................................................. 20
SECTION 9: PORTABLE FIRE EXTINGUISHERS ................................................................. 21
SECTION 10: PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM ............................ 22
SECTION 11: MEDICAL AND FIRST AID ............................................................................. 27
SECTION 12: BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN ......................... 31
SECTION 13: ERGONOMICS AND WORKPLACE SAFETY ................................................. 42
SECTION 14: COMPRESSED GASES .................................................................................... 43
SECTION 15: SCISSOR LIFTS ............................................................................................... 50
SECTION 16: EXCAVATION AND TRENCHING .................................................................. 58
SECTION 17: WELDING, CUTTING, AND BRAZING (HOT WORK) ...................................... 71
SECTION 18: CONFINED SPACE PLAN ............................................................................... 80
  Section 18, Appendix A: Permit-Required Confined Space Decision Flow Chart ........... 87
  Section 18, Appendix B: Inventory of Confined Spaces .................................................. 88
SECTION 19: CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT) ...................... 89
SECTION 20: SCAFFOLDING ............................................................................................... 97
  Section 20, Appendix A: Plank and Platform Guidelines ................................................. 111
  Section 20, Appendix B: Guardrails for Platforms .......................................................... 113
  Section 20, Appendix C: Guardrails for Ramps and Walkways ...................................... 114
SECTION 21: REQUIREMENTS AND DEFINITIONS ............................................................ 115
SECTION 22: FORMS & CHECKLISTS .................................................................................. 118
  Safety-related eLearning Courses .................................................................................. 120
  1st Reporting Application Instructions .......................................................................... 121
  Incident Investigation Form ............................................................................................ 122
  Safety Concern and Near-miss Form .............................................................................. 125
  Nevada Workers Compensation Forms ........................................................................... 127
  Nevada OSHA Forms ...................................................................................................... 127
  Safety Committee Organization Template ...................................................................... 128
  Safety Committee Meeting Agenda Template ............................................................... 129
  Safety Committee Meeting Minutes Template .............................................................. 130
  Hazard Assessment for Personal Protective Equipment (PPE) Use ................................. 131
  Hepatitis B Vaccination Request/Declination Form ....................................................... 133
SECTION 1: POLICY STATEMENT

Carson City School District (CCSD) has established the following safety plan to provide safe and healthful working conditions for our employees and to promote safety awareness through education and training.

Carson City School District recognizes its responsibility for maintaining the highest level of occupational safety and health standards. Employees are neither expected nor required to work at a job that is not healthy and safe. To assure these goals are met, Carson City School District established this Written Workplace Safety Plan and designated the Risk Manager as the Safety Director with overall responsibility for this Plan. Although this Plan reflects the policy and procedures of the district generally, sites or departments with specific hazards may be required to develop plans to address those hazards.

Safety is everyone’s responsibility. Employees must follow the responsibilities outlined in this Plan and must especially report any safety concern that may be beyond their ability or authority to correct. Likewise, administrators and supervisors must follow the responsibilities outlined in this Plan and must especially ensure that employees receive proper health and safety training and communicate expectations under this Plan. Just as an employee may be disciplined for failure to follow a safety rule or procedure, administrators and supervisors may be disciplined for failure to properly train employees whom they directly supervise. To ensure all employees are aware of this Plan and its contents, the Plan and any training required herein will be provided in other languages and/or formats understandable to all employees if needed.

While this Plan is based upon Nevada Revised Statutes, Nevada Administrative Code, and Occupational Safety and Health Administration (OSHA) standards, its success depends upon the conscientious support of every Carson City School District employee. The cooperation and commitment of all employees will help provide a safe and healthy environment for employees, students, and members of the public.

Carson City School District

Andrew Feuling, Superintendent
SECTION 2: ASSIGNMENT OF RESPONSIBILITIES

The following section describes the general responsibilities of the district to ensure successful implementation of the Carson City School District (CCSD) Written Workplace Safety Program (WWSP). More specific responsibilities may be assigned in other sections of this Plan.

1. Superintendent

A. Ensure that financial, material, and personnel resources are provided to achieve the goals and objectives of the health and safety program, by informing and working closely with the Carson City School District Board of Trustees.

B. Ensure accountability; set high standards with respect to health and safety and lead by example.

2. Safety Director

A. Implement and annually review the CCSD WWSP to ensure effectiveness.

B. Serve as Chairperson of the Safety Committee.

C. When requested or as appropriate, work with supervisors and employees to (1) assess knowledge of safety practices; (2) identify any need for, and ensure proper use of, appropriate safety devices and safeguards; and (3) ensure duty or job specific standards, practices, and procedures establish the safest method of accomplishing the duty or job.

D. Investigate incidents resulting in death or serious injury following the procedure in this WWSP and prepare a written Incident Investigation Report.

E. Review each Incident and Near-miss Report with the Safety Committee, while observing applicable confidentiality requirements.

F. Report all reportable occupational injuries to OSHA; maintain OSHA 300 Log data and prepare annual summary of work-related injuries.

G. Monitor, review, and evaluate incidents to identify trends and develop policies and procedures to prevent recurrence.

3. Departmental Directors

A. Adopt, implement, and administer approved district safety standards, plans, policies, and/or procedures.

B. Ensure site safety records are kept.

C. Maintain a safe and healthy working environment.

D. Assist supervisors and/or the Safety Director in investigating incidents, near-misses, and reported safety concerns to determine root causes and identify appropriate corrective measures.
E. Ensure appropriate, prompt, and reasonable corrective action is taken to resolve hazards identified by assessments, inspections, or other methods of identification.

4. Supervisors

A. Ensure that relevant health and safety standards, policies, and procedures are posted in a prominent location of the work area, communicated to all employees, and understood by all employees.

B. Ensure that employees are adequately trained in the proper and accepted way each duty or job must be accomplished upon initial assignment and any change in standard, policy, procedure, or assignment. Advise the Safety Director of the training needs of employees under their supervision.

C. Before assigning the operation of any equipment or machinery, ensure that employees are trained in the proper and accepted method of operating the equipment or machinery.

D. Ensure that safety devices, safeguards, and Personal Protective Equipment (PPE) for each duty or job are available and functional.

E. Ensure employees can identify where PPE is required and are trained in its proper and accepted use.

F. Conduct daily, visual inspections of the department or work area and any equipment or machinery used. Ensure that maintenance required for equipment or machinery is current.

G. Stop or shut down any activity or operation considered to be an imminent danger to employees or the public. Remove employees from potentially hazardous duties or jobs where appropriate safety devices, safeguards, and/or protective equipment is not properly used.

H. Investigate incidents, injuries, and near-misses for potential corrective action. Ensure investigation reports are provided to the Safety Director in a reasonably prompt fashion.

I. Take appropriate, prompt, and reasonable corrective action whenever hazards are identified, or unsafe acts found or observed.

J. If a member of the Safety Committee, attend and participate in Committee meetings. Ensure that health and safety suggestions and/or comments from employees are encouraged and where appropriate, forwarded to the Safety Director for consideration.

6. Employees

A. Be an active participant in the health and safety program and training.

B. Perform his/her duty or task in accordance with health and safety standards, policies, procedures, and other relevant work practices.

C. Report to work wearing appropriate clothing and footwear for assigned job duties.

D. Visually evaluate the health and safety of his/her workspace daily.
E. Inspect and ensure that all safety devices and safeguards on equipment or property are properly adjusted and in good working order. Operate equipment or machinery only if trained and authorized to do so. Do not attempt repairs of equipment or machinery unless trained and authorized to do so.

F. Inspect and ensure that PPE is functional and in good working order. Use and/or wear PPE where it is necessary. Do not use PPE unless trained to do so. Do not attempt repairs of PPE unless trained and authorized to do so.

G. Immediately, or as soon as circumstances reasonably allow, report any hazards to the Safety Director, departmental director, or supervisor.

H. Immediately, or as soon as circumstances reasonably allow, report any incident, injury, illness, or property damage to a supervisor.

I. Cooperate fully with any investigation concerning incidents, injury, illnesses, or property damage.

J. Offer or make suggestions and/or comments regarding the health and safety of the work area, duty, or job.

K. If a member of the Safety Committee, attend and participate in Committee meetings.
SECTION 3: SAFETY COMMITTEE

1. Purpose

The Safety Committee will establish safety and health policy and provide the Safety Director with direction and guidance for the adoption, implementation, and revision of the CCSD WWSP. The Safety Committee shall foster on-going communication and cooperation between employees and management on all issues related to safety and health.

2. Membership

A. The Safety Committee shall be comprised of the following:
   
   (1) One certified employee, appointed by the OCEA;
   (2) One administrator, appointed by the CCAA;
   (3) One classified employee, appointed by CESA; and
   (4) Operations, Nutrition, Chief Nurse, Safety Director, Transportation, and Human Resources supervisors.

B. The Safety Committee will be chaired by the Safety Director.

C. The Safety Committee will select a Secretary from the membership of the Committee.

3. Responsibilities

A. The Safety Committee will:

   (1) Review all occupational incidents, near-misses, and investigation reports occurring since the last meeting and recommend corrective measures that address the root cause of incidents and near-misses.
   (2) Review occupational safety assessments, inspections, and reports and recommend corrective measures to eliminate or control identified hazards.
   (3) Update safety policy based on the review of occupational incidents, near-misses, investigations, and safety-related assessments, inspections, and reports.
   (4) Assist the Safety Director in implementing, reviewing, and updating the WWSP. Review of the WWSP should occur annually and consider the previous year’s occupational incident, near-misses, investigations, assessments, inspections, and reports.
   (5) Lead by example in promoting safety and health awareness and WWSP participation.
   (6) Participate in safety training and be responsible for assisting administrators and supervisors by ensuring effective safety training is provided and documented.
(6) Participate in safety and health assessments and inspections of their department or work area.

B. Safety Committee Positions.

(1) Chairperson. The Chairperson will:

(a) Attend and conduct each Safety Committee meeting;

(b) Develop the meeting agenda;

(c) Ensure the agenda and minutes of the Safety Committee are effectively communicated to CCSD employees, and

(d) Inform the Superintendent and/or Board of Trustees of safety concerns and projects.

(2) Secretary. The Secretary will:

(a) Attend Safety Committee meetings regularly;

(b) Record minutes of meetings;

(c) Distribute minutes to committee members;

(d) Post or distribute the agenda and minutes for other employees; and

(e) Assume the chairperson’s duties if required.

4. Meetings

A. Safety Committee meetings shall be held at least quarterly and more often if needed. A quorum will consist of simple majority of membership.

B. The meeting agenda and minutes of the preceding meeting will be posted or made available in conspicuous and accessible locations at each site or department. Notice of meetings must be provided in accordance with Chapter 241 of Nevada Revised Statutes.

C. Templates for Safety Committee organization, agendas, and minutes are in Section 15: Forms and Checklists, of this WWSP.

5. Records

The agenda, minutes, and attendance of those participating in the committee meeting will be retained by the Safety Director for at least three (3) years and must be available for review by the Division of Industrial Relations, employees, or employee representatives upon request.
SECTION 4: HAZARD IDENTIFICATION, ANALYSIS, AND CONTROL

1. Identification & Analysis

CCSD is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. To that end, hazards will be identified and analyzed using some or all the following programs/tools:

A. Building, facility, or site assessments or inspections.

(1) Nevada Safety and Health Consultation and Training Section (SCATS) Assessments, conducted in association with POOL/PACT, may perform worksite hazard assessments on an as needed basis.

(2) Partner Alliance for Safer Schools Safety and Security Self-Assessment Checklist performed.

(3) Hazard and Vulnerability Assessments.

(4) Job Hazard Analysis (JHA)

B. Employee Occupational Safety and Health Concerns. All employees are not only encouraged, but responsible for notifying their supervisor and/or the Safety Director regarding conditions they believe to be a safety, health, or environmental hazard without fear of reprisal.

(1) The 1st Reporting application is used to report incidents, injuries, hazards, or other safety concerns. See Section 15: Forms and Checklists for further instructions. Employees are advised that reporting unsafe or hazardous conditions or practices is protected by law. It is illegal for an employer to act against an employee in reprisal for communicating safety issues or concerns.

C. Equipment and/or Machinery Inspections and Maintenance Records.

(1) The Transportation Department is responsible for regular inspection and maintenance of bus and vehicle fleets. Drivers will perform safety inspections before and after vehicle use. Maintenance will be conducted in accordance with manufacturer service specifications and as needed. Inspection and maintenance records will be maintained by Transportation until the vehicle is removed from fleet service.

(2) The Operations/Building Maintenance Department is responsible for building and equipment inspections.

(a) Visual building safety inspections will be performed quarterly. These inspections will address obvious defects, damages, safety hazards, and seasonal weatherization.

(b) Equipment operators will perform a visual safety inspection before and after each use. Maintenance will be conducted in accordance with the manufacturer service specifications and as needed.
(c) Records of building and equipment inspections, maintenance, and other repairs will be maintained by the Operations/Building Maintenance Department for the life of the equipment or building.

D. Record Review. Review of incident reports, accident reports, near-miss reports, incident investigation reports, property and casualty claims, and workers' compensation claims will be reviewed by the Safety Committee at least annually to identify hazards and/or injury trends that may be indicative of workplace hazards.

E. Job Hazard Analysis (JHA). When appropriate for jobs or tasks involving exposure to increased, significant, or unique hazards, JHAs should be performed. A JHA provides a process for analyzing work activities to develop controls for accomplishing the job or task safely. The process will identify existing and potential hazards, assess risk, and identify methods to eliminate or protect against the hazard. A JHA will be updated whenever the job or task changes or deficiencies in the controls are discovered. Affected employees should be involved in the JHA process to minimize oversights in the analysis. JHAs will be maintained by the Safety Director. Information gathered from a JHA may be used in training, reasonable accommodations, job descriptions, and return-to-work programs.

2. Elimination & Control of Workplace Hazards

A. Hazard elimination or control is triggered by determination that a hazard or potential hazard exists. Hazards are addressed based on whether they are imminent or non-imminent.

(1) Imminent Hazard. An imminent hazard is any condition that is reasonably certain to cause death or serious physical harm immediately, or before the danger can be eliminated through regular procedures.

(a) If an imminent hazard is discovered, the employee must report it using the 1st Reporting application unless the severity of the hazard requires otherwise.

(b) Corrective action should be taken at once to abate the hazard including, but not limited to, use of out-of-service tags, signage, or barriers as a temporary means of warning employees. If an imminent hazard cannot be immediately abated, all personnel will be removed from the area.

(2) Non-imminent Hazards. Non-imminent hazards will be reported using the 1st Reporting application. Corrective action will be taken in a timely manner considering the nature of the hazard.

B. Corrective action, or controls, will be applied using the following hierarchy:

(1) Elimination. Elimination ensures a hazard no longer exists.

(2) Engineering controls prevent access to, or contact with, a hazard. Work practice controls change processes, procedures, or practices to avoid a hazard. Any one or a combination of these controls may be used as appropriate.

(a) Some controls may include written plans in the form of CCSD Board of Trustee policy or regulation, or as sections to this plan. They include:
(i) Emergency Operations of Schools, Section 8.

(ii) Portable Fire Extinguishers, Section 9.

(iii) Medical and First Aid, Section 10.

(iv) Bloodborne Pathogen Exposure Control Plan, Section 11.

(v) Ergonomics and Workplace Safety, Section 13.

(3) Personal protective equipment (PPE) will be used as a last option or as an interim measure. Section #10 contains the written PPE Plan.

(C) The Safety Director is responsible for determining, implementing, and evaluating the effectiveness of corrective action or controls.

(D) The Director of Operations or his/her designee will communicate safety standards, policies, and procedures to any vendors and/or subcontractors working within a particular site, building, or facility.

3. Basic Safety Rules

A. Never do anything that is unsafe to get the job done. If you are unsure about whether you are engaging in an unsafe activity, ask your supervisor.

B. If a job is unsafe, stop and report it to your supervisor.

C. Always keep safety devices or safeguards in place.

D. Operate equipment and/or machinery only if you have been trained and authorized to do so.

E. Obey all safety warning signs.

F. Use personal protective equipment when required, but only after being trained in proper PPE use.

G. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.

H. Do not bring firearms or explosives onto CCSD property.

I. Horseplay, running, and fighting are prohibited.
SECTION 5: SAFETY TRAINING

1. General Safety Training

A. CCSD will provide safety training prior to any employee performing their work duties. If substitute teachers, staff, or other temporary employees are used, CCSD will ensure they are provided safety training before they begin work.

B. When necessary, training will be conducted in the language and format needed to ensure employee understanding.

C. Supervisory Training, at a minimum, will include:

   (1) The need to establish and maintain healthy and safe working conditions in the area supervised.

   (2) The dangers associated with a specific duty, task, or job; the potential effect on employees; and the standards, policies, and/or procedures for control of the hazard.

   (3) How to relate this information by example and instruction to employees, to ensure that they understand and follow safe procedures.

   (4) Incident investigation such as OSHA Course #7505, Introduction to Incident Investigation, or a substantially similar incident investigation training.

   (5) Emergency Operations of Schools.

D. General Orientation Training.

   (1) All new hires must attend a general orientation safety training. It is the supervisor’s responsibility to ensure that each new hire receives safety training prior to beginning job duties. At minimum, general orientation safety training will include:

       (a) Review and explanation of this WWSP, including how to access relevant documents and forms.

       (b) Disciplinary procedures for non-compliance with the WWSP.

       (c) Emergency Evacuation, and where appropriate, Emergency Operations Plans.

       (d) Incident, near-miss, and hazardous condition reporting through the 1st Reporting application.

       (e) NV OSHA Employee Rights and Responsibility (NRS 618.376). A signed employee acknowledgement must be placed in the employee’s file.

E. Training may be conducted in a classroom, eLearning, or informal (safety briefings or tailgate training, for example) settings. A full list of available safety-related eLearning courses is in Section
15: Forms and Checklists. These courses may be assigned to all or some employees depending on applicability to job duties.

2. Job Specific Training

In addition to general orientation training, employees may receive additional, specific training depending upon work assignments. Supervisors for every department are responsible for being aware of job hazards in their area and ensuring that those under their supervision receive in-house or outside-source training. The training must be consistent with the specific hazards to which employees are exposed. Some job specific training may be provided through the eLearning system. See, Section 15: Forms and Checklists.

3. Retraining/Evaluation

A. The following OSHA general industry rules include annual retraining or employee information requirements:
   
   (1) Access to employee exposure and medical records related to exposure.
   
   (2) Bloodborne Pathogens.
   
   (3) Portable Fire Extinguishers.
   
   (4) Welding, Cutting, and Brazing.

B. Retraining or additional will also be required when:

   (1) Processes, procedures, equipment, or materials are changed; or

   (2) Employee performance or behavior indicates that additional training or retraining is needed.

4. Training Record Retention

Records of training attendance shall be kept in employee files and will include who was trained, the instructor, the date of training, and the training topic. Records are maintained for at least three (3) years from the date of training and will be made available for inspection or review, upon request, by the employee, the employee’s supervisor, the Safety Director, and/or the Nevada Division of Industrial Relations (NV OSHA).
SECTION 6: INCIDENT INVESTIGATION AND CORRECTIVE ACTION

1. Purpose

Incident investigation is an integral part of our workplace safety and health program. It is a fact-finding function – incident investigations are not fault finding. The purpose is to promote safety by identifying root causes and any shortcomings in the overall safety plan to prevent the incident from happening again. To that end, the CCSD will investigate all incidents, including near-misses, for prevention or reduction controls.

2. Training

All persons performing incident or near-miss investigations shall complete OSHA Course #7505, *Introduction to Incident Investigation*, the eLearning course *Accident Investigation*, or a substantially similar incident investigation training, prior to conducting an investigation.

3. Occupational Injury Reporting and Investigation

A. Responsibilities

   (1) Employee Responsibilities

       (a) For occupational injuries, seek appropriate medical care.

           (i) For emergency medical care, go to the nearest emergency room or call 911.

           (ii) For non-emergency care, go to a district approved workers compensation provider.

           (iii) For minor injuries only requiring first aid, consult the school’s health professional. First aid supplies are stored in all school health offices.

       (b) Report the injury or near-miss.

           (i) Injured employees must provide written notice to his/her supervising administrator by completing a C1 form the day of the injury, but no later than seven (7) days after the accident or exposure. A link to C1 form is available in Section 15: Forms and Checklists. Injuries reported on the 1st Incident Reporting app. will populate an electronic C-1 form. The C1 form must be fully completed by the injured employee, including a signature and date as required by the form.

           (ii) The signed C1 form is submitted to the Safety Director the day of the injury, but no later than seven (7) days after the accident or exposure.

       (c) Contact the Safety Director to coordinate return to work and any restrictions.
(i) Refer to CCSD Board of Trustees Regulation 1050-R, Section II, Placement of Employees with Occupational Injury or Disease, and Section III, Occupational Injury or Disease Benefits and Workers Compensation Leave of Absence.

(2) Supervisor Responsibilities

(a) Ensure proper medical treatment is received.

(b) Investigate and Report the Injury/Illness.

(i) Upon receipt of the injured employee’s fully complete C1 form, the site administrator or supervisor is mandated by law to sign and date it. The signature of the supervisor is an acknowledgement of the receipt of the C1 form and is not deemed to be an admission of liability on the part of the district, site administrator, or supervisor.

(ii) If the injury involves death, serious injury, urgent medical care, or otherwise prevents the employee from reporting it, report the injury to the Safety Director. Ensure that 911 or emergency medical services are alerted and, if necessary, secure the accident scene.

(iii) Investigate or assist in the investigation of any injury or near-miss occurring within his/her area of responsibility. When conducting the investigation, complete the Investigation Form and provide it to the Risk Manager.

(iv) Where possible, immediately correct any hazard identified through the investigation.

(c) Assist the Safety Director, Human Resources, and/or the employee with enforcement of return-to-work restrictions.

(3) Safety Director

(a) Responsible for investigating incidents resulting in serious injury or death.

(b) If appropriate, assist in alerting emergency medical services and/or securing the scene.

(c) Upon completion of the investigation, complete an Incident Investigation Form and follow-up with corrective action as necessary.

(d) Notify OSHA (within 8 hours for work-related deaths and within 24 hours for work-related inpatient hospitalizations, amputations, and any losses of an eye). These reports must contain:

(i) The name of the employer;

(ii) The location and time of the incident resulting in death or serious injury;
(iii) The number and names of employees hospitalized as inpatients or who suffered fatalities, amputations, or loss of an eye as a result of the incident;

(iv) A brief description of the incident; and

(v) The name and contact information of the Safety Director.

(e) Comply with Nevada OSHA Injury and Illness Recordkeeping and Reporting Requirements.

(f) Refer to CCSD Board of Trustees Regulation 1050-R, Placement of Employees with Occupational Injury or Disease, and Section III, Occupational Injury or Disease Benefits and Workers Compensation Leave of Absence, for responsibilities related to the provision of modified duty or vocational rehabilitation.

B. Incident Investigations and Corrective Measure

(1) The following steps will serve as a guide for investigating. The primary purpose of investigations is to identify root causes and develop corrective actions to prevent future occurrence, not to determine or assign blame.

(a) Secure the Scene. The primary goal is to secure and preserve the scene as quickly as possible to protect the well-being of the affected employee, prevent further injury, and protect information from being destroyed. Use of caution tape, cones, or other barricades may be necessary.

(b) Collect Information. Document facts using the Incident Investigation Form. Take photos, video, or draw diagrams of the area. Interview witnesses as quickly as possible. Review relevant records such as equipment manuals, maintenance schedules/logs, policies, procedures, training records, audits, assessments, previous corrective action recommendations, etc.

(c) Determine Root Causes. Use the data collected to determine the sequence of events. Analyze the facts and sequence of events to determine the root cause. The “Five Whys” technique, or other similar analytical tool, should be used to determine the root cause. The main goal is to understand how and why existing hazard controls failed or proved insufficient, not to find blame.

(d) Recommend or Implement Corrective Measures. Recommendations and corrective action should directly address root causes to the greatest extent possible. After reviewing the Incident and/or Investigation Report, the Safety Director will identify who is responsible for the corrective action and the time in
which it will be implemented. The Safety Director is responsible for follow-up to ensure corrective actions or controls are implemented.
SECTION 7: PROGRAM COMPLIANCE

1. Violations of health and safety rules, standards, policies, and/or procedure may result in discipline of the employee, in accordance with CCSD Board of Trustees policies and regulations 318-P, 409-P, and 409-R, up to and including termination depending upon the circumstances of the violation.

2. Each supervisor will be responsible for administering this policy within his/her area of control and to his/her subordinates. Violations of health and safety rules, standards, policies, and/or procedures may result in discipline of the supervisor, in accordance with CCSD Board of Trustees policies and regulations 318-P, 409-P, and 409-R, up to and including termination depending upon circumstances of the violation.

3. All records pertaining to compliance issues will be maintained in the employee’s personnel file.
SECTION 8: EMERGENCY OPERATIONS OF SCHOOLS

The Carson City School District Board of Trustees has directed the Superintendent to appoint an emergency operation plan development committee in accordance with Nevada Revised Statute (NRS) 388.241 – 388.266. See, CCSD Board of Trustees Policy 0805-P. The committee has developed a multi-hazard plan to address natural, chemical, and man-made hazards. The plan is reviewed annually and includes a hazard specific annex for inclement weather. For more information, please contact the CCSD Safety Director or Emergency Operation Plan Development Committee.

CCSD wants to ensure every staff member can arrive at school safely; therefore, the inclement weather plan includes procedures for the delay or cancellation of school. See, CCSD Board of Trustees Regulation 0805-R. The purpose of the regulation is to provide information about how the school community will be informed of school delays, closures, and other weather-related considerations.
SECTION 9: PORTABLE FIRE EXTINGUISHERS

1. Intended Operation. CCSD maintains portable fire extinguishers at its premises. Portable fire extinguishers are provided to combat incipient, or early-stage, fires only. Employees are not required to use portable fire extinguishers in the event of any fire. If an employee decides to use a fire extinguisher to combat a fire, the employee must:

   A. Ensure the fire department has been called or notified by calling 911 or triggering a monitored fire alarm system.

   B. Ensure other occupants are alerted to the fire.

   C. Ensure other occupants have begun evacuating the building.

   D. Ensure the fire is small and not spreading.

   E. Only operate a portable fire extinguisher if the employee has received appropriate training.

   F. Ensure that there is a safe means of escape that is not obstructed by the fire or other hazards.

   *** If there is any doubt that one of the above conditions is not satisfied, evacuate. ***

2. Location and Type.

   A. Location. Portable fire extinguishers are generally located at intervals of 75 feet in every CCSD building.

   B. Type(s) of portable fire extinguisher(s). Generally, extinguishers are rated for class A, B, and C fires. Extinguishers rated for class K fires are in kitchen facilities. Extinguishers using Purple-K dry chemical agent are utilized for fuel pumps.

3. Inspection, Maintenance, and Testing

   A. Inspection. The Safety Director, or designee, shall conduct monthly visual inspections of all portable fire extinguishers.

   B. Maintenance and Testing. The Safety Director, or designee, shall ensure that all portable fire extinguishers are subject to annual maintenance, six (6) year internal maintenance, and twelve (12) year hydrostatic testing. Additionally, hydrostatic testing will be performed whenever the portable fire extinguishers show new evidence of corrosion or mechanical injury.

   C. Removal and Replacement. Whenever a portable fire extinguisher fails visual inspection, annual maintenance, internal maintenance, or hydrostatic testing it will be removed from the workplace and replaced with a functioning unit.

4. Training. All employees will take Fire Extinguisher Training upon initial employment and annually thereafter.
SECTION 10: PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM

1. Purpose

A. Personal protective equipment (PPE), including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

B. This PPE Program is intended to:

   (1) Assist departments/sites in completing hazard assessments for PPE selection.

   (2) Provide resources for employee information and training.

2. Responsibilities

A. Safety Director

   (1) In accordance with this program, make available the necessary and appropriate PPE and training for each job duty or task where PPE is required.

   (2) Ensure that the PPE Program is properly implemented across CCSD.

   (3) Empower the designated Departmental Directors and supervisors to implement the PPE Program.

B. Departmental Director

   (1) Will perform a hazard assessment for the site/department to which he/she is designated to determine the necessity of PPE. Upon completion, the hazard assessment will be provided to the Safety Director.

   (2) Based on the hazard assessment, assist in the selection of the necessary and appropriate PPE for each job duty or task where PPE is required.

   (3) Ensure that the PPE program is properly implemented within the designated site/department.

C. Supervisor

   (1) Will assist the Departmental Director in conducting, and/or conduct, a hazard assessment for their area of responsibility to determine the necessity of PPE.

   (2) Ensure employees that must use PPE are appropriately and adequately trained according to this program. Where necessary, ensure employees receive any required retraining.
(3) Ensure that PPE is appropriately maintained in a sanitary and reliable condition. Where PPE is damaged or defective, properly dispose of and replace PPE.

(4) Verify the adequacy, proper maintenance, and sanitation of any employee purchased PPE.

D. Employee

(1) Will not use PPE unless he/she has been trained in the proper use and limitations of the PPE according to this program.

(2) Where PPE is used, assist in the proper care and maintenance of reusable PPE and the proper disposal of single-use, damaged, or defective PPE.

(3) Notify the supervisor where PPE is damaged, defective, or otherwise needs replacement.

3. Hazard Assessment

A. Each site/department will perform, document, and certify that a PPE hazard assessment is conducted to identify hazards for each job or task.

B. Each site/department will also review the PPE hazard assessment when changes occur to the job, task, or work environment. A PPE hazard assessment will also be conducted for new equipment, processes, and tasks where new hazards may be introduced.

C. The hazard assessment should begin with a walk-through survey of the site/department to develop a list of potential hazards in the following basic hazard categories: (1) impact, (2) penetration, (3) compression (roll-over), (4) chemical, (5) heat/cold, (6) harmful dust, (7) light (optical) radiation, and (8) biologic.

D. In addition to noting the basic site/department layout and reviewing any history of occupational illnesses or injuries, things to look for during the walk-through include:

(1) Sources of electricity.

(2) Sources of motions, such as machines or processes where movement may exist that could result in an impact between personnel and equipment.

(3) Sources of high temperature that could result in burns, eye injuries or fire.

(4) Types of chemicals used in the workplace.

(5) Sources of harmful dust.

(6) Sources of light radiation such as welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.

(7) The potential for falling or dropping objects.

(8) Sharp objects that could poke, cut, stab, or puncture.
(9) Biologic hazards such as blood or other potentially infectious material.

4. Selection

A. The Safety Director, Departmental Director, and/or designee will select appropriate PPE based upon any uncontrolled, recognized hazard.

B. General Requirements

(1) Selected PPE should be of safe design and construction.

(2) Consideration should be given to the appropriate fit and comfort of selected PPE. If multiple types of PPE must be used together, PPE compatibility should be considered to ensure effective coverage.

(3) Selected PPE must meet ANSI standards (Z87.1 eye and face protection, Z89.1 head protection, Z41.1 foot protection).

(4) The site/department will consider the following when evaluating PPE:

(a) **Eye and face protection** when there is potential to encounter hazards such as flying debris, chemical splashes, chemical fumes, molten metal, potentially infectious material, and harmful light. Face shields used for splash protection must be used in conjunction with either safety glasses or goggles. NOTE: Affected employees wearing prescription lenses must wear eye protection that incorporates the prescription in its design or protection that can be worn over.

(b) **Head protection** may be required when there is a danger from falling objects from above, fixed objects (i.e. low clearance), or electrical shocks and burns.

(c) **Hand and arm protection** may be required when skin may be exposed to harmful substances, chemical or thermal burns, electrical dangers, bruises, abrasions, cuts, punctures, fractures, or amputations.

(d) **Foot and leg protection** may be required when hazards such as falling or rolling objects, crushing or penetrating materials, exposure to hot or corrosive materials, and electrical are present in the workplace.

(e) **Body protection** may be required when exposed to hot splashes from molten metals or other hot liquids, impact from tools or machines, or hazardous chemicals.

(f) **Hearing protection** may be required when an employee is exposed to industrial noise above 85dBA or electrical work involving an arc flash hazard (in conjunction with hearing protection program).
(5) CCSD will provide PPE at no cost to employees that is required to comply with provisions in 29 CFR 1910.¹ When employees provide their own PPE, the supervisor will verify its adequacy, proper maintenance, and sanitation.

5. Maintenance

A. Defective and/or damaged PPE shall not be used. Notify a supervisor if PPE is defective and/or damaged.

B. Reusable PPE should be kept in plastic bags or other storage to promote cleanliness and prevent contamination or degradation.

C. Manufacturers’ instruction should be followed in cleaning and maintaining reusable PPE.

6. Training

A. Before starting a job or task that requires PPE use, each employee that uses PPE must be trained to at least know the following:

   (1) When PPE is necessary.
   (2) What PPE is necessary.
   (3) How to properly put on, take off, adjust, and wear the PPE.
   (4) The limitations of the PPE.
   (5) The proper care, maintenance, useful life, and disposal of PPE.

B. Supervisors should ensure that employees required to use PPE can demonstrate an understanding of the PPE training as well as the ability to properly wear and use PPE before they perform work requiring PPE use.

C. Retraining will be provided where:

   (1) A supervisor believes that a previously trained employee is not demonstrating proper understanding or skill in use of PPE.
   (2) Changes in the workplace or in the type of PPE required for the job that makes prior training obsolete.

D. Training must be documented to certify the name of each employee trained, the date of the training, and the subject of the certification.

7. Program Availability

A copy of this program will be made available, upon request, to workers, their designated representatives, and OSHA.
SECTION 11: MEDICAL AND FIRST AID

1. FIRST AID KITS

A. Contents

(1) Each department shall be equipped with a standard first aid kit suitable for the size of the workforce. The minimally acceptable number and type of first aid supplies for first aid kits adequate for small work sites may be found at https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.266AppA.

(2) All first aid supplies shall be inspected at least monthly and replenished as needed using the checklist located with each kit.

B. Location

First aid kits are clearly marked “FIRST AID” and are located at:

(1) In school health offices
(2) On school buses
(3) On building maintenance vehicles

Bleeding control kits are mounted on walls next to AED’s.

2. AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

A. Location

(1) AED must be located so that they can be utilized within three (3) to five (5) minutes of report of an incident or injury.

(2) AED Stations are located throughout school buildings; there is also a minimum of one AED in each of the additional district facilities. An electronic listing of all AED locations is available through Safety Services.

B. Inspections

(1) AED units must be inspected, tested, and maintained in accordance with the manufacturers’ specifications.

(2) The Safety Director, or designee, should ensure that AED units are routinely inspected, tested, and maintained.

C. Training

(1) Employees that may use an AED should receive training, and if applicable, retraining, in accordance with the manufacturers’ specifications.
(2) Employees that may use an AED should receive training, and if applicable retraining, in basic emergency care of a person in cardiac arrest that includes training in the operation and use of an AED and conducted in accordance with the standards of the American Heart Association, the American National Red Cross, or any similar organization.

3. FOLLOWING AN INJURY:

A. The employee’s injury will be evaluated and if appropriate, first aid rendered.

(1) All CCSD coaches and nurses are trained in, and responsible for administering, first aid.

(2) In the event of a serious injury, contact 911 for emergency medical assistance.

B. If the injury requires medical attention and is not an emergency, the employee will be escorted to the nearest appropriate medical facility. Further evaluation and treatment will be rendered.

C. The procedures for Incident Investigation and Report found in Section 6 of the WSP will be followed to appropriately document, report, and investigate the injury for hazard elimination to minimization.

D. The facts and circumstances of each incident will be reviewed by the Safety Director to assess the root cause of the incident. The safety training provided by the involved employee’s supervisor will also be assessed.

4. FIRST AID TRAINING

A. Teaching Methods. Teaching methods which incorporate the following principles:

(1) Basing a curriculum on a consensus of scientific evidence;

(2) Developing “hands-on” skills;

(3) Having appropriate first-aid supplies;

(4) Using visual aids to expose trainees to various situations;

(5) Including resources for both during and after training;

(6) Allowing enough time for emphasis on common situations;

(7) Emphasizing skills training and confidence-building; and

(8) Emphasizing quick response.
B. Responding to a Health Emergency. The training program should instruct trainees in the following areas:

1. Prevention as a strategy;
2. Interacting with EMS;
3. Maintaining emergency telephone numbers that are accessible to all;
4. Understanding the legal aspects of first-aid care;
5. Understanding the effects of stress, fear, and panic on a situation; and
6. Learning the importance of precautions, such as body substance isolation to protect from bloodborne pathogens and other infectious materials.

C. Assessing the Injury. The training program should include:

1. Instruction in assessing the scene;
2. Prioritizing care when several people are injured;
3. Assessing each victim for responsiveness;
4. Taking a victim’s history at the scene;
5. Performing head-to-toe check for injuries;
6. Continuously monitoring the victim; and
7. Providing methods for safely moving and rescuing victims and repositioning victims to prevent further injury.

D. Responding to Life-Threatening Emergencies. First-aid instruction should be given in the following areas:

1. Establishing responsiveness;
2. Establishing and maintaining an open and clear airway;
3. Performing rescue breathing;
4. Treating airway obstruction; performing CPR;
(5) Using an AED;

(6) Recognizing signs and symptoms of shock and addressing the correct first-aid;

(7) Controlling bleeding;

(8) Dealing with poisons;

(9) Recognizing and treating asphyxiation; and

(10) Responding to other medical emergencies such as chest pain, stroke, breathing problems, seizures, impaled object, pregnancy complications, and more.

E. Responding to Non-Life-Threatening Emergencies. The training program should include instruction on:

(1) Wound care.

(2) Burn care.

(3) Temperature extremes.

(4) Musculoskeletal injuries.

(5) Mouth and teeth injuries.

(6) Bites and stings.

F. Trainee Assessment. The training program should include instructor observation of acquired skills and a written performance assessment.

G. Retraining. Instructor led retraining for life-threatening emergencies should occur annually. Retraining for non-life-threatening emergencies should occur periodically.
SECTION 12: BLOODBORNE PATHOGENS EXPOSURE CONTROL
PLAN

1. Policy

It is the policy of Carson City School District (CCSD) to offer appropriate protections deemed necessary to shield at-risk employees from hazards associated with Hepatitis B and other bloodborne pathogens. The following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with 29 CFR 1910.1030.

2. Roles and Responsibilities

A. The Safety Director is responsible for implementing, maintaining, reviewing, and updating the ECP at least annually and whenever necessary to include new or modified tasks or procedures.

B. The Safety Director is responsible for maintaining and providing all necessary Personal Protective Equipment (PPE), engineering controls, labels, and red bags as required by 29 CFR 1910.1030, as well as ensuring adequate supplies of equipment are available in appropriate sizes.

C. The Safety Director is responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained.

D. The Safety Director is responsible for training, documentation of training, and making the written ECP available to employees and OSHA representatives.

E. Those employees determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

3. Employee Exposure Determination

A. The following list contains job classifications at CCSD in which all employees have occupational exposure:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Department/Location</th>
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<tbody>
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</tbody>
</table>

B. The following list contains job classifications in which some employees at CCSD have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Department/Location</th>
<th>Task/Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

4. Methods of Implementation and Control

A. Universal Precaution

(1) All employees will utilize universal precautions. Under the concept of Universal Precautions, all human blood and other potentially infectious material (OPIM) shall be treated as known to be infectious for HIV, HBV, and other bloodborne pathogens. When differentiation between body fluid types is difficult or impossible, all body fluids shall be considered OPIM.

B. Exposure Control Plan

(1) Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their new-hire training. It will also be reviewed in annual refresher training. All employees can review this plan at any time during their shifts by contacting the Safety Director.

(2) Safety Director is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified standards, policy, or procedure that affects occupational exposure and to reflect new or revised employee positions with occupational exposure.

C. Engineering and Work Practice Controls.

(1) Engineering and Work Practice Controls used to prevent or minimize exposure to bloodborne pathogens.

(a) Engineering Controls.

(i) Handwashing Facilities: hot water and soap is available in all bathrooms, health offices, science labs, locker rooms and kitchens.

(ii) Sharps Disposal Containers: located in health offices, the school nurse is responsible for inspection and maintenance, and checking for overfilling on a weekly basis.

(b) Workplace Controls.

(i) Employees must wash their hands immediately or as soon as feasible after removal of gloves or other PPE.

(ii) Employees must wash hands and any other skin with soap and water, or flush mucous membranes with water, immediately or as soon as feasible following contact of such body area with blood of OPIM.
(iii) Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas with a reasonable likelihood of occupational exposure.

(iv) Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops where blood or OPIM are present.

(v) Mouth pipetting or suctioning of blood or OPIM is prohibited.

D. Personal Protective Equipment (PPE)

(1) CCSD provides PPE to employees at no cost whenever there is potential for occupational exposure. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the Safety Director.

(2) PPE available to employees consists of:

<table>
<thead>
<tr>
<th>PPE</th>
<th>Location</th>
<th>Specific Training Needed</th>
</tr>
</thead>
</table>

(3) All employees using PPE must observe the following precautions:

(a) Wash hands immediately or as soon as feasible after removing PPE.

(b) Remove PPE after it becomes contaminated and before leaving the work area.

(c) Used PPE may be disposed of in [list appropriate containers for storage, laundering, decontamination, or disposal].

(d) Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, or contaminated, or if their ability to function as a barrier is compromised.

(e) Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.

(f) Never wash or decontaminate disposable gloves for reuse.

(g) Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.

(h) Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.
(4) The procedure for handling used PPE is as follows: [include how and where to decontaminate or dispose of used PPE.]

**E. Housekeeping**

(1) Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following paragraph, “Labels”), and closed prior to removal to prevent spillage or protrusion of contents during handling.

(2) Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded (see the paragraph, “Labels”). Sharps disposal containers are available at [provide locations of sharps disposal containers; must be easily assessable and as close as feasible to immediate area where sharps are used.].

(3) Procedure for handling sharps disposal containers: [Provide procedure or refer to specific procedure by title or number and date of last review.].

(4) Procedure for handling other regulated waste: [Provide procedure or refer to specific procedure by title or number and date of last review.].

(5) Bins, pails, and/or basins are cleaned and decontaminated as soon as feasible after visible contamination.

(6) Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

**F. Laundry**

(1) The following contaminated articles will be laundered: [provide list of items to be laundered.].

(2) Laundering will be performed by: [provide who will be responsible for laundry and when it occurs.].

(3) Contaminated laundry will be handled as little as possible, with minimal agitation.

(4) Do not sort or rinse contaminated laundry at the location of use.

(5) Wet, contaminated laundry will be placed in leak-proof, labeled or color-coded containers before transport.

(6) The following PPE must be used when handling and/or sorting contaminated laundry: [provide list of appropriate PPE.].

**G. Labels**

(1) The following labeling methods are used by CCSD:
(2) The Operations Director is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into [Entity].

(3) Employees are to notify the Operations Director as soon as possible if regulated waste containers, contaminated equipment is discovered without proper labels or color-coding.

5. Hepatitis B Vaccination

A. The Chief Nurse will provide training to employees on hepatitis B vaccinations addressing safety, benefits, efficacy, methods of administration, and availability.

B. The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless (1) documentation exists that the employee has previously received the series; (2) antibody testing reveals that the employee is immune; or (3) medical evaluation shows that the vaccinations are contraindicated.

C. If an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination later at no cost. Documentation of refusal of the vaccination is kept in the employee’s medical file.

D. Vaccinations will be provided by licensed healthcare professional(s).

E. Following vaccinations, a copy of the licensed healthcare professional’s written opinion will be obtained and provided to the employee within fifteen (15) days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

6. Post-Exposure Evaluation and Follow Up

A. Should an exposure incident occur, immediately contact the Safety Director.

B. An immediately available confidential medical evaluation and follow up will be conducted by a licensed healthcare professional(s) contracted by CCSD.

C. Following the initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will occur:

(1) Document the routes of exposure and how the exposure occurred.

(2) Identify and document the source individual (unless the employer can establish that identification is not feasible or prohibited by state or local law).
(3) Obtain consent and arrange to have the source individual tested as soon as possible to
determine HIV, HCV, and HBV infectivity; document that the source individual’s test results
were conveyed to the employee’s healthcare provider. If the source individual is already
known to be HIV, HCV, and/or HBV positive, new testing need not be performed.

(4) Assure that the exposed employee is provided with source individual’s test results and
with information about applicable disclosure laws and regulations concerning the identity and
infectious status of the source individual (e.g., laws protecting confidentiality).

(5) After obtaining consent, collect exposed employee’s blood as soon as feasible after
exposure incident and test blood for HBV and HIV serological status.

(6) If the employee does not give consent for HIV serological testing during collection of blood
for baseline testing, preserve the baseline blood sample for 90 days. If the exposed employee
elects to have the baseline sample tested during this waiting period, perform testing as soon
as feasible.

7. Administration of Post-Exposure Evaluation and Follow Up

A. The Safety Director ensures that the licensed healthcare professional(s) responsible for
employee’s hepatitis B vaccination and post-exposure evaluation and follow up are given a copy
of OSHA’s bloodborne pathogen standard.

B. The Safety Director ensures that the licensed healthcare professional evaluating an employee
after an exposure incident receives the following:

   (1) A description of the employee’s duties related to the incident.

   (2) Documentation of the route of exposure and exposure circumstances.

   (3) Available source blood testing results.

   (4) A copy of, or information regarding, all available medical records relevant to the treatment
       of the employee, including vaccination status which are the employer’s responsibility to
       maintain.

C. The Safety Director will provide the employee with a copy of the evaluating licensed healthcare
professional’s written opinion within 15 days after completion of the evaluation. The opinion for
post-exposure evaluation and follow-up must be limited to: (1) that the employee has been
informed of the results of the evaluation, and (2) that the employee has been told about any
medical conditions resulting from the exposure to blood or OPIM that require further evaluation
or treatment. All other findings or diagnoses shall remain confidential and shall not be included
in the written report.

8. Procedures for Evaluating the Circumstances Surrounding an Exposure Incident
A. The Safety Director will review the circumstances of all exposures and complete a Bloodborne Pathogen Exposure Report. The investigation and report will seek to determine:

1. Engineering controls in use at the time.
2. Work practice controls in place and followed at the time.
3. A description of the device being used (including type and brand).
4. PPE or clothing that was used at the time of the exposure incident (i.e. gloves, eye shields, etc.).
5. Location of the incident.
6. Procedure being performed when the incident occurred.
7. Employee training.

B. If revisions to this ECP are needed, the Safety Director will ensure that appropriate changes are made (i.e., evaluation and consideration of safer devices, adding employees to exposure determination list, etc.).

9. Employee Training

A. All employees who have occupational exposure to bloodborne pathogens will receive initial and annual training conducted the CCSD Learning Management System. Safety Services will keep and make available training materials.

B. Training will consist of epidemiology, symptoms, and transmission of bloodborne pathogen diseases. Additionally, training will cover the following elements:

1. A copy and explanation of the OSHA bloodborne pathogen standard.
2. An explanation of the ECP and how to obtain a copy.
3. An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure event.
4. An explanation of the use and limitations of engineering controls, work practice controls, and PPE.
5. An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE.
6. An explanation of the basis of PPE selection.
7. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.
(8) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other OPIM.

(9) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow up that will be made available.

(10) Information on the post-exposure evaluation and follow up that the employer is required to provide for the employee following an exposure incident.

(11) An explanation of the signs and labels and/or color-coding required by the standard and used at this facility.

(12) An opportunity for interactive questions and answers with the person conducting the training session.

10. Recordkeeping

A. Training Records

(1) Training records are completed for each employee upon completion of training and will be maintained for at least three (3) years by Safety Services.

(2) Training records include dates of the training session, contents or summary of the training, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training.

(3) Training records are provided upon request to the employee or the employee’s authorized representative.

B. Medical Records

(1) Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, “Access to Employee Exposure and Medical Records.”

(2) Medical records for each employee must include

   (a) The name of the employee;

   (b) A copy of the employee’s hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee’s ability to receive vaccination as required;

   (c) A copy of all results of examinations, medical testing, and follow-up procedures as required;

   (d) A copy of the licensed, healthcare professional’s written opinion that CCSD received; and

   (e) A copy of the information we provided to the licensed healthcare professional.
(3) Human Resources is responsible for maintaining required medical records. These confidential records are kept in a secure file room at the district offices for at least the duration of employment plus 30 years.

(4) Medical records are provided upon request to the employee or the employee’s authorized representative.

C. OSHA Recordkeeping

(1) An exposure incident is evaluated to determine if the case meets OSHA’s Recordkeeping Requirements (29 CFR 1904). This determination and recording activities are done by the Safety Director.

D. Sharps Injury Log

(1) In addition to 29 CFR 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidents must include at least:

   (a) Date of injury.

   (b) Type and brand of the device involved.

   (c) Department or work area where the incident occurred.

   (d) Explanation of how the incident occurred.

(2) This log is reviewed as part of the annual program evaluation and maintained for at least five (5) years following the end of the calendar year covered. If a copy is requested by anyone, or used by the Safety Committee, any personal identifying information must be removed.

11. Definitions


Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). 29 CFR 1910.1030(b).

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface. 29 CFR 1910.1030(b).

Contaminated Laundry means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps. 29 CFR 1910.1030(b).

Contaminated Sharps means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires. 29 CFR 1910.1030(b).
**Decontamination** means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal. 29 CFR 1910.1030(b).

**Engineering Control** means a physical change to the workplace that removes a hazard or creates a barrier between an employee and a hazard. See NRS 618.7304; The National Institute for Occupational Safety and Health (NIOSH), https://www.cdc.gov/niosh/engcontrols/ (as viewed Nov. 19, 2021).

**Exposure Incident** means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. 29 CFR 1910.1030(b).

**Handwashing Facilities** means a facility providing an adequate supply of running potable water, soap, and single-use towels or air-drying machines. 29 CFR 1910.1030(b).

**Licensed Healthcare Professional** is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up. 29 CFR 1910.1030(b).

**HBV** means hepatitis B virus. 29 CFR 1910.1030(b).

**HIV** means human immunodeficiency virus. 29 CFR 1910.1030(b).

**Occupational Exposure** means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. 29 CFR 1910.1030(b).

**Other Potentially Infectious Materials** means:

1. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;

2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and

3. HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV. 29 CFR 1910.1030(b).

**Source Individual** means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. 29 CFR 1910.1030(b).
**Work Practice Control** means a practice, procedure, or rule that is used to reduce the risk of a hazard in the workplace. See NRS 618.7310; Occupational Safety and Health Administration (OSHA), https://www.osha.gov/ergonomics/control-hazards (as viewed Nov. 19, 2021).

**Universal Precautions** is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. 29 CFR 1910.1030(b).
SECTION 13: ERGONOMICS AND WORKPLACE SAFETY

1. Learn to lift and handle materials safely. Do not hesitate to ask for help in lifting heavy loads. Always push rather than pull a load.

2. Keep walking surfaces free from tripping hazards. Keep work areas dry, clean and orderly.

3. Do not leave desk and file cabinet drawers open.

4. Open one file drawer at a time. Place heavier items in drawers at the bottom of the cabinet.

5. The top of the computer monitor should not be higher than the user's eyes for normal vision. Bifocal and trifocal users may prefer their monitor at a lower position.

6. The computer screen and any document holder should be the same distance from the eye and at the same level to avoid constant changes in focus and close enough together so the operator can look from one to the other without excessive movement of the neck or back.

7. The preferred viewing distance for computer monitors ranges between 18” and 24”.

8. The preferred working position for most computer keyboard operators is with the forearms parallel to the floor and elbows at the sides.

9. The computer mouse should be positioned at the operator's side with his or her arm close to the body for support, while maintaining a straight line between the hand and forearm.

10. If you have a concern relating to your workstation, please contact your supervisor.
SECTION 14: COMPRESSED GASES

1. Policy

A. It is the policy of Carson City School District (CCSD) to permit only trained and authorized employees to handle, store, use, and inspect compressed gases and equipment at any time. This policy is applicable to those who use compressed gases and equipment on both a daily and occasional basis.


2. Responsibilities

A. The Safety Director is responsible for developing and maintaining this written Compressed Gas Plan. This person is solely responsible for all facets of the plan and has full authority to make necessary decisions to ensure the success of this plan. The Safety Director is also qualified, by appropriate training and experience that is commensurate with the complexity of the plan, to administer or oversee our compressed gas safety program and conduct the required evaluations.

B. The Safety Director is responsible for maintaining and providing all necessary Personal Protective Equipment (PPE), as well as ensuring adequate supplies of equipment are available in appropriate sizes.

C. The Safety Director is responsible for training, documentation of training, and making the written Compressed Gas Plan available to employees and OSHA representatives.

D. Employees who use compressed gases and equipment must comply with the procedures and work practices outlined in this plan.

3. List of Compressed Gases and Equipment

A. The compressed gases used at CCSD include the following:

   (1) Acetylene, and

   (2) Oxygen.

B. The compressed gas equipment used at this company includes the following:

Compressed gas cylinders used in science labs and portable oxygen tanks stores in school health offices.

4. Personal Protective Equipment

A. CCSD will provide all Personal Protective Equipment (PPE) necessary for using compressed gases and related equipment according to the PPE Program. See, Section 10: Personal Protective Equipment (PPE) for details about hazard assessment, PPE selection, employee training, PPE cleaning and maintenance, and other PPE-specific information.
B. PPE specific to this Compressed Gases Plan includes:

(1) Shatterproof safety goggles whenever any connection is made or broken to a compressed gas cylinder.

(2) Fabric or leather work gloves and adequate foot protection will be worn whenever a compressed gas cylinder is moved or transported.

(3) Face shields, insulated gloves, protective clothing, or respirators may be required depending on the hazards of the gas used.

3. Inspection Procedures

A. The Director of Operations is qualified to determine that compressed gas cylinders at the company are in a safe condition to the extent that can be determined by visual inspection.

B. Inspections of cylinders are conducted quarterly.

C. If a cylinder is found to be unfit in its present condition, the Director of Operations must determine whether it can be repaired or must be condemned. If a cylinder is repaired, it can only go back into service if the defect is corrected as specified according to the requirements listed above.

4. Labeling

A. Each compressed gas cylinder will be clearly labeled with information about its contents and physical and health hazards. Identification will be stenciled or stamped on the cylinder or label. Three-part tag systems may be used for identification and inventory.

B. Cylinders that are unlabeled, mislabeled, or do not legibly identify their contents will not be accepted or used. If the labeling is unclear, the cylinder will be marked “CONTENTS UNKNOWN” and returned to the supplier. If labeling becomes worn over time, the supplier will be contacted for replacement labeling.

C. Employees will not rely on the color of the cylinder or valve cap labels to identify the gas. The primary identifier is the container label.

D. Labels or markings must never be removed from a cylinder.

E. Empty cylinders will be identified with the word “EMPTY” or the letters “MT.”

5. Safe Work Practices

A. General Precautions

(1) Compressed gases shall only be handled and used by employees trained in their safe handling and use.

(2) Employees shall wear appropriate PPE while working with compressed gases.
(3) Cylinders shall not be used as rollers, supports, or for any other purpose than to contain and use contents as received.

(4) Containers shall not be placed where they may become part of an electrical circuit. When compressed gas cylinders are used in conjunction with electric welding, they shall not be grounded or used for grounding.

(5) Containers shall not be exposed to temperature extremes. Never apply a flame or heat directly to any part of a compressed gas cylinder or allow it to come into contact with an electrically energized system. If ice or snow accumulates on a cylinder, thaw at room temperature or with water that does not exceed 125˚ F. Cylinders shall not be subjected to artificially created low temperatures without the approval of the supplier.

(6) If cylinders are exposed to fire, contact the supplier immediately. Do not ship the containers unless authorized by the supplier.

(7) If cylinders have leaking or defective components, remove the cylinder to an isolated, well-ventilated area if it is safe to do so. Post warnings about the hazard and tag the leaking cylinder as unserviceable. Contact the supplier for instructions on returning leaking cylinders.

(8) When a cylinder or valve is noticeably corroded, dented, cut, damaged, or involved in an accident such as dropping, being struck, etc., notify the supplier and follow provided instructions.

(9) Compressed gas streams should not be directed toward any person.

(10) The cylinder shall not be used unless the valve is connected to equipment designed and prepared for use.

B. Valve Protection Caps

(1) Valve protection caps must be in place and hand-tight except when cylinders are in process or connected for use.

(2) Do not switch valve protection caps from one cylinder to another.

(3) If the valve protection cap is cracked, dented, or otherwise damaged, notify the gas supplier.

(4) Do not use tools, such as screwdrivers, to remove valve protection caps by inserting the tool through the vent hole. Only use tools identified by the manufacturer or gas supplier to remove valve protection caps that are stuck or difficult to remove.

(5) Gas-tight valve outlet caps, plugs, or valve outlet dust caps shall be kept on the valve outlet except when cylinders are secured and connected to dispensing equipment. The gas-tight valve outlet cap or plug will be checked and hand-tightened before returning to supplier.

C. Safe Handling of Cylinders
(1) Do not roll or drag cylinder from one location to another. Do not lift or carry cylinders using the valve, valve handwheel, or valve protection cap. Use a hand truck or cart designed for cylinders.

(2) Do not drop or allow cylinders to strike against other cylinders or surfaces. Dropped containers that impact the valve shall be removed from service, marked “DROPPED” and returned to the supplier.

(3) Do not suspend cylinders with ropes, chains, or slings unless the cylinder was originally designed and manufactured with lifting attachments. Do not weld lifting attachments or other attachments to cylinders.

D. Connecting a Cylinder and Withdrawing Content

(1) Do not use excessive force when connecting a cylinder. Do not force valve connections that do not fit. Threads on regulator connections must match those on the cylinder. The use of adapters is not permitted.

(2) Use only regulators, pressure relief devices, valves, hoses, and other auxiliary equipment that is designed for the specific container and compressed gas to be used. Ensure hoses, connectors, and regulators are in good condition before use.

(3) Use pressure relief devices and safety devices to help maintain cylinder or system pressure at the desired levels. Do not open valves until regulators are drained of gas and pressure-adjusting devices are released.

(4) Cylinder valves must be closed except when the cylinder is in use. Valve outlets must be pointed away from the employee and others when the valve is being opened. Do not attempt to open a damaged valve.

(5) Open the container valve slowly. Do not use tools such as wrenches or hammers when opening or closing a cylinder valve handwheel. Use only wrenches provided or recommended by the supplier for wrench-operated valves and avoid overtightening. Wrenches will remain on wrench-operated valves while the cylinder is in use.

E. Storage

(1) Hazard warnings identifying the name of the stored gas or hazard class shall be prominently posted in cylinder storage areas.

(2) Cylinders must be separated into hazard classes when in storage. Oxidizing gases must be separated from flammable gases, and empty cylinders must be isolated from filled cylinders. Oxygen cylinders will be stored 20 feet away from fuel sources and flammable gases or separated by a 5-foot-tall, 1/2-hour fire wall.

(3) The compressed gas cylinder storage area will be cool, dry, well-ventilated, fire-resistant, and protected from weather such as rain, snow, and direct sunlight. Cylinders will not be exposed to temperatures above 125°F.
(4) Cylinders will not be stored in areas that would allow them to become part of an electrical current. Sparks, open flames, or flammable liquids are not allowed near cylinder storage areas. Combustibles such as wood, paper, cardboard, oil, and grease will be kept away from the storage area.

(5) The compressed gas cylinder storage area will be protected from tampering and damage. Cylinders will not be stored where they may obstruct exits, walkways, elevators, or stairwells near unprotected platform edges; or where heavy moving objects may strike or fall on them.

(6) Cylinders will be stored upright and secured by cable, chain, or similar restraint. When cylinders are in storage, valves will be closed and valve protection caps will be hand tight.

(7) Adequate, portable fire extinguishers that are appropriate for the gases stored will be available for fire emergencies at storage areas.

6. Gas-Specific Safety Procedures

A. Acetylene

(1) Handling and use

(a) In addition to procedures in paragraphs (5)(A) and (C) of this section, the following procedures will be followed when handling and using acetylene cylinders:

(i) Do not use manifolds for acetylene cylinders unless constructed and installed under the supervision of qualified persons familiar with the proper practices for their construction and use.

(ii) Do not attempt to repair or alter acetylene cylinders or valves.

(iii) Do not tamper with fusible metal pressure relief devices in valves or cylinders. Do not allow a torch flame to come into contact with fusible metal pressure relief devices.

(iv) Do not attempt to transfer acetylene from one cylinder to another, refill acetylene cylinders, or mix any other gas with acetylene in a cylinder.

(v) Do not allow acetylene cylinders to come in contact with an electric welding apparatus or electrical circuit.

(2) Withdrawing acetylene from cylinders

(a) In addition to procedure in paragraph (5)(D) of this section, the following procedures will be followed when withdrawing acetylene from cylinders:

(i) Do not use acetylene through torches or other devices equipped with shut-off valves on the acetylene supply connections without reducing the pressure through a suitable acetylene regulator attached to the cylinder valve.

(ii) Do not use acetylene at a pressure exceeding 15 psig.
(iii) Only open an acetylene cylinder valve the minimum amount required to deliver acceptable flow. One and one-half turns is usually sufficient to provide adequate flow.

(iv) Do not apply a torch to the side of a cylinder to raise pressure.

(v) Do not open a valve without proper attachments such as regulator and torch or regulator flow restriction of some type.

(vi) Do not test points of suspected leakage with an open flame.

(3) Storage

(a) In addition to the procedures in paragraph (5)(E) of this section, the following procedures will be observed for the storage of acetylene:

(i) Acetylene cylinders stored inside a building shall be limited to a total capacity of 2500 ft³ of acetylene exclusive of cylinders in use or attached for use. Buildings and rooms housing acetylene operations will be ventilated and no open flame for heating or lighting is permitted.

(ii) Valve protection caps, if provided for in cylinder design, shall be mechanically attached except when cylinders are in actual use.

(iii) Conspicuous signs will be posted in the storage area prohibiting smoking or open flame.

(iv) Acetylene cylinders, particularly small cylinders, will not be stored in small, confined spaces such as drawers, closets, unventilated cabinets, trunks, or toolboxes.


7. Emergency Response

A. The Carson City School District Board of Trustees has directed the Superintendent to appoint an emergency operation plan development committee in accordance with Nevada Revised Statute (NRS) 388.241 – 388.266. See, CCSD Board of Trustees Policy 0805-P. The committee has developed a multi-hazard plan to address natural, chemical, and man-made hazards. The plan is reviewed annually and includes a hazard specific annex for hazardous materials. For more information, please contact the CCSD Safety Director.

8. Training

A. Employees who use compressed gases and equipment shall receive training in the safe handling, use, and storage of compressed gases. The [Department Director] is responsible for ensuring employees using compressed gases and equipment receive training.

B. Training will be provided:
(1) Upon hire, before an employee begins work duties;
(2) Whenever there is a change in operations or procedure that affects the handling, use, and/or storage of compressed gases and equipment; and
(3) Whenever an employee demonstrates a deficiency, or the need for refresher training, in the safe handling, use, or storage of compressed gases and equipment.

C. Training elements will include:

(1) Compressed gases and equipment used;
(2) Hazards of compressed gases and equipment;
(3) Required PPE;
(4) Inspection procedures;
(5) Labeling;
(6) Handling, use, and storage procedures; and
(7) Emergency response procedures.

D. Training records will be maintained according to Section 5: Safety Training.

9. Recordkeeping and Program Evaluation

A. The [Director of Operations/Maintenance] shall maintain records of inspections, maintenance, and the gas supplier used.

B. The [Risk Manager and Director of Operations/Maintenance] are responsible for reviewing this plan annually and, if necessary, updating the plan to ensure effectiveness. Review of the plan may include analysis of reported incidents; near misses; inspection of facilities where compressed gases and equipment are handled, used, and stored; and employee feedback.

C. Suggested improvements to this plan may be made directly to the [Director of Operations/Maintenance], the Safety Director, and/or the [Safety Committee]; or anonymously using the reporting method described in Section 4: Hazard Identification, Analysis, and Control.
SECTION 15: SCISSOR LIFTS

1. Policy

A. It is the policy of Carson City School District (CCSD) to permit only trained and authorized employees to operate scissor lifts. This program is established to (1) ensure the safe operation of scissor lifts, (2) ensure that employees understand and comply with safety standards pertaining to scissor lifts, and (3) assign responsibilities to personnel which are necessary for successful implementation.

2. Responsibilities

A. The Safety Director is responsible for:

   (1) Assisting departments in implementing this plan.

   (2) Assisting with scissor lift training.

   (3) Periodically reviewing, and if necessary, updating this plan.

   (4) Periodically evaluating work site use of scissor lifts.

   (5) Investigating incidents, injuries, and damage resulting from scissor lift use.

B. The Director of Operations/Maintenance is responsible for:

   (1) Ensuring employees are properly trained according to this plan.

   (2) Ensuring employees comply with provisions of this plan and maintain documentation.

   (3) Ensuring employees are provided with and use appropriate Personal Protective Equipment (PPE).

   (4) Taking reasonably prompt corrective or disciplinary action when unsafe conditions or acts are observed.

C. Employees are responsible for:

   (1) Attending all required training.

   (2) Adhering to the manufacturer’s operating manual and provisions of this plan.

   (3) Immediately reporting any unsafe acts, equipment, or conditions to their supervisor.
3. Procedures

A. General Requirements

(1) Scissor lift operators shall review and follow the manufacturer’s operating manual. A copy of the manual must be located on the equipment.

(2) Only trained employees shall operate scissor lifts. Employees may only operate scissor lifts on which they were trained.

(3) Employees will follow Safe Work Practices when operating scissor lifts. Safe Work Practices pertaining to scissor lifts are found in paragraph 6 of this plan, below.

B. Personal Protective Equipment (PPE)

(1) The scissor lift guardrail system provides fall protection. If the manufacturer has installed an anchorage point, a fall protection system designated by the manufacturer’s operating manual must be used.

(2) Tying a lanyard off to an adjacent pole, structure, or equipment while working from a scissor lift is prohibited.

(3) Other forms of PPE such as head, eye, and hand protection, shall be worn according to task specific PPE hazard assessments.

C. Pre-Use Inspections

(1) Each scissor lift must undergo a pre-use inspection prior to use. If used for multiple shifts, a pre-use inspection shall be performed prior to use on each shift.

(2) Criteria for pre-use inspections include checking for visual damage, ensuring controls are clearly marked, ensuring safety devices are functional, and a test of range capabilities.

(3) Pre-use inspections must be documented using the Scissor Lift Pre-Use Inspection Checklist. The checklist may be found in Section #: Forms and Checklists. Refer to the manufacturer’s operating manual for complete inspection details.

(4) The pre-use inspection will identify conditions that could affect the safe use of the scissor lift. If an unsafe condition exists, the scissor lift will be removed from service. To remove a scissor lift from service, the employee will remove the keys and place an “Out of Service” tag on or near the operator control panel in a visible location.
(5) Employees must immediately report an unsafe scissor lift to their supervisor. When a scissor lift is removed from service, the employee will provide the keys to the supervisor for safe keeping. The supervisor and the [Director of Operations/Maintenance] are responsible for ensuring the appropriate repair.

(6) Only authorized personnel shall repair or adjust a scissor lift. Replacement parts shall be the same design as the original or an equivalent design designated by the manufacturer.

D. Worksite Inspections

(1) Employees will inspect the worksite before and during scissor lift use. Hazards include:

(a) Overhead obstructions and high voltage hazards;

(b) Slopes, ditches, bumps, debris, drop-offs, and floor obstructions;

(c) Wind and weather conditions;

(d) Other hazardous locations and atmospheres;

(e) Inadequate support (for example, the intended working surface cannot support the weight of the lift, employee, and/or equipment needed for the task).

E. Annual Inspections

(1) Annual inspections must be performed by a person qualified as a mechanic on the specific type of scissor lift or one having similar design characteristics.

(2) Scissor lifts must be labeled when the periodic inspection was performed or when the next inspection is due.

(3) Documentation of the annual inspection must be maintained for five (5) years.

F. Maintenance

(1) Maintenance instructions in the manufacturer’s operating manual must be followed.

(2) Maintenance performed by trained employees will be limited to disconnecting/connecting/replacing batteries, changing fuel cylinders, adding water to batteries, replacing light bulbs, and replacing stickers and/or decals.
(3) Other maintenance shall be performed by the manufacturer, authorized representative, or personnel qualified as a mechanic on the specific type of scissor lift or one having similar design characteristics.

(4) Scissor lifts will not be operated if they are out of compliance with manufacturer specifications. Modification or disabling of safety devices, guards, or interlocks is prohibited.

4. Training

A. General Requirements

(1) Training must be completed prior to any use of a scissor lift. Training consists of classroom instruction, hands-on training, and hands-on evaluation.

(2) Classroom instruction, hands-on training, and hands-on evaluation must be conducted by a competent trainer in the department or from the equipment manufacturer, safety professional, or vendor specializing in scissor lift training.

(3) Training must be specific to the scissor lift used.

(4) Trainees must successfully complete hands-on training and a hands-on evaluation before being allowed to operate a scissor lift.

(5) Trainee hands-on evaluation must be documented.

(6) Employees must be re-evaluated at least every three (3) years.

(7) Re-training or refresher training will be provided when:

(a) The employee is observed using the scissor lift in an unsafe manner;

(b) The employee is involved in an incident, accident, or near-miss;

(c) The employee evaluation indicates unsafe operation;

(d) The employee is assigned to different equipment; and/or

(e) A condition in the workplace changes in a manner that could affect safe operation of the scissor lift.

(8) Employees shall not use rented equipment unless they are trained on the same or similar equipment. Employees are required to review the manufacturer’s operating manual and shall be given ample time to become familiar with rented equipment and its controls before
operation is permitted. The vendor is required to review the equipment when the operator is not familiar with the scissor lift.

B. Training Content

Scissor lift training must include:

(1) The purpose and use of the manufacturer’s operating manual/instructions;

(2) That the manufacturer’s operating manuals are integral parts of the scissor lift and must be stored on the lift;

(3) Pre-use inspection;

(4) Responsibilities associated with problems of malfunctions affecting operation of the lift;

(5) Factors affecting stability;

(6) The purpose of placards and decals;

(7) Workplace inspection;

(8) Applicable safety rules and regulations;

(9) Authorization to operate;

(10) Operator warnings and instructions;

(11) Proper use of fall protection equipment; and

(12) Hands-on operation.

5. Recordkeeping

A. The [Director of Operations/Maintenance] is responsible for maintaining the following records in order to meet requirements of the plan:

(1) A list of all scissor lifts used to include:

   (a) Make and model of scissor lift;

   (b) Copies of pre-use inspections for at least one (1) year after completion;
(c) Copies of annual inspections for at least three (3) years after completion; and
(d) Copies of maintenance/repair records for at least (3) years after completion.

(2) A training record for each employee operator that includes:

(a) Name of the employee;

(b) Date of classroom training;

(c) Date of hands-on training;

(d) Date of hands-on evaluation; and

(e) Identity of the person(s) performing the training and evaluation.

B. **[Human Resources]** will retain training records with the employee personnel file.

6. Safe Work Practices

A. Ensure the guardrail system is in place and operational before working on a scissor lift. Gates or openings must be closed before raising the platform.

B. Only stand on the work platform; never sit, climb, or stand on guardrails.

C. Keep work within easy reach to avoid leaning away from the scissor lift.

D. Follow the manufacturer’s operating manual for safe movement. Do not move the lift while in an elevated position unless the manufacturer’s operating instructions allow such movement.

E. Isolate the scissor lift or implement traffic control measures to ensure that other equipment cannot contact the lift.

F. Select work locations with firm, level surfaces away from hazards that can cause instability (for example, drop-offs, holes, slopes, bumps, ground obstructions, or debris). Do not operate the scissor lift on grades, slopes, or ramps, that exceed manufacturer’s recommendations.

G. Use scissor lifts outside only when equipment is rated for outdoor use and weather conditions are good. Do not use scissor lifts when windspeeds are more than 20 miles per hour unless the equipment is rated for higher windspeeds.

H. Ensure safety systems designed to prevent collapse are operational and not bypassed. Never bypass safety systems.
I. Never allow the weight on the work platform to exceed the manufacturer’s load rating.

J. Never allow equipment other than the scissor mechanism to raise the work platform (for example, using a forklift to raise the work platform).

K. Keep the scissor lift from being struck by other moving equipment on the worksite.

L. Verify that brakes, once set, will hold the scissor lift in position.

M. Ladder, planks, or other devices to increase height or reach shall not be used on the work platform.

N. Speed of the scissor lift shall be limited according to conditions of the ground surface, congestion, visibility, slope, location of personnel, or other factors that cause hazards to others nearby. Stunt driving and horseplay is not permitted.

O. The area surrounding the elevated platform shall be cleared of personnel prior to lowering.

P. Operators are to call for assistance if the platform or any part of the equipment becomes entangled.

Q. Ensure adequate clearance from overhead obstructions. The following approach distances to energized electrical lines must be maintained:

<table>
<thead>
<tr>
<th>Voltage (nominal, kV, alternating current)</th>
<th>Minimum clearance distance (feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 50</td>
<td>10</td>
</tr>
<tr>
<td>Over 50 to 200</td>
<td>15</td>
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<tr>
<td>Over 200 to 350</td>
<td>20</td>
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<tr>
<td>Over 350 to 500</td>
<td>25</td>
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<tr>
<td>Over 500 to 750</td>
<td>35</td>
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<tr>
<td>Over 750 to 1000</td>
<td>45</td>
</tr>
<tr>
<td>Over 1000</td>
<td>As established by the utility owner/operator or registered profession engineer who is a qualified person with respect to electrical power transmission and distribution.</td>
</tr>
</tbody>
</table>

R. Safe shut down shall be achieved by using a suitable parking area, lowering and stowing the platform, placing controls in neutral, turning off power, and taking steps to prevent unauthorized use.
7. Definitions

**Scissor Lift** means any powered, mobile device that has a personnel work platform which is mechanically raised vertically above the carriage by means of controls on the work platform.

**Anchorage** means a secure point of attachment to be used with personal fall protection equipment.

**Trained employee** means successful completion of classroom instruction, hands-on instruction, and hands-on evaluation.

**Competent trainer** means an employee who has successfully completed a Train-the-Trainer program or equivalent program and is familiar with the type of scissor lift used. A contractor or vendor with experience training scissor lift safety and operation and is familiar with the equipment used is also a competent trainer.

**Stabilizer** means devices that increase the stability of the scissor lift platform but are not capable of lifting or leveling the scissor lift platform.
SECTION 16: EXCAVATION AND TRENCHING

1. Policy
It is the policy of Carson City School District to ensure that employees are trained in the hazards pertaining to work in trenches and excavations. This program is established to ensure (1) communication of responsibilities and safe work practices; (2) all employees involved with excavation and trenching operations receive appropriate training; and (3) compliance with this program and related occupational safety standards.

2. Responsibilities
A. The Safety Director is responsible for:
   (1) Monitoring the overall effectiveness of this program.
   (2) Providing atmospheric testing and equipment when necessary.
   (3) Providing Personal Protective Equipment (PPE) when necessary.
   (4) Providing protective systems when necessary.
   (5) Ensuring that appropriate training is available for affected employees.
   (6) Reviewing and updating this program when necessary but at least annually.
B. The [Director of Operations/Maintenance] acts as the competent person for CCSD and is responsible for:
   (1) Ensuring employees are properly trained according to this plan.
   (2) Ensuring safe work practices outlined herein are followed.
   (3) Ensuring that affected employees receive proper training and are equipped to safely perform their duties.
   (4) Inspections, testing, and recordkeeping as required by this plan.
   (5) Designating the Responsible Person for excavation and trenching operation oversight.
C. Employees are responsible for:
   (1) Attending all required training.
   (2) Adhering to the provisions of this plan.
   (3) Immediately reporting any unsafe acts, equipment, or conditions to their supervisor.
3. Excavation Requirements

A. Prior to Excavation or Trenching
   (1) Inspection. Prior to excavation, [Responsible Person] must thoroughly inspect the site to determine if all excavation requirements are met.

   (2) Removal of Surface Encumbrances. Any surface encumbrances will be removed or supported as needed. Surface encumbrances include, but are not limited to, materials, supplies, equipment, permanent installations, buildings, roadways, trees, brush, boulders, or other surface objects that may present a hazard to employees working in the excavation.

   (3) Identify Underground Utilities.
      (a) The location of underground installations and wire must be determined before opening an excavation by using [811].
      (b) [Responsible Person] must arrange removal, shut down, or relocation of underground installations as needed to protect employees working in the excavation.
      (c) If it is not possible to find the exact location of underground installation and utilities are left in place, the work may proceed with caution if:
         (i) Detection equipment or other safe and acceptable means are used to locate utilities;
         (ii) The excavation does not endanger underground installations or employees; and
         (iii) Utilities are protected by barricades, suspension, or other means to protect employees.

B. Entry, Exit, Walkways, Guardrails, and Ladders
   (1) In excavations deeper than four (4) feet, ladders, steps, or ramps must be kept within 25 feet of workers to ensure safe ingress and egress.

   (2) Ramps and Runways
      (a) All ramps used by employees to enter or exit excavations must be designed by the competent person.
      (b) A person qualified in structural design must plan and oversee the construction of all ramps used for equipment ingress and egress.
      (c) Ramps and runways constructed of two or more structural members must be connected and of uniform thickness to prevent displacement or movement.
      (d) Structural ramps used in place of steps must have cleats or other surface treatments on the top surface to prevent slipping.
      (e) Cleats or other appropriate means used to connect runways structural members must be attached to the bottom of the runway or in a manner that prevents others from tripping.
(3) Walkways and Guardrails
   (a) Walkways, guardrails, barricades, lighting, and signage must be provided before the beginning of the excavation.

   (b) Guardrails, fences, or barricades must be provided on walkways, driveways, and other pedestrian or vehicle thoroughfares beside the excavation.

   (c) Guardrails on walkways are provided where employees and the public are permitted to cross excavations.

   (d) Warning lights or other lighting are maintained from sunset to sunrise and as needed for the public and employees.

   (e) Standard guardrails and toe boards are provided to prevent falling object hazards in areas where employees may pass under walkways.

   (f) Hazardous excavations, such as wells, holes, pits, and shafts are barricaded or covered to prevent unauthorized access. Warning signs must be posted.

   (g) Any temporary excavation is backfilled as soon as possible.

(4) Ladders
   (a) When portable ladders are used, the ladder side rails must extend at least three (3) feet above the upper surface of the excavation.

   (b) Ladders must have nonconductive siderails when performing work near exposed energized equipment or systems.

   (c) Two (2) or more ladders, or a double cleated latter, must be provided when 25 or more employees work in an excavation where ladders serve two-way traffic or as the primary means of egress.

   (d) Ladders will be inspected before each use for signs of damage or defects. Damaged ladders will be removed from service and marked with “DO NOT USE” until repaired.

   (e) Ladders will only be used on stable and level surfaces unless secured. All ladders placed in any location where displacement from work-related activities or traffic can occur must be secured or barricaded.

   (f) Non-self-supporting ladders must be positioned so the foot of the ladder is one-quarter of the working length away from the support.

   (g) Carrying objects or loads that may cause a loss of balance while on a ladder is prohibited.

C. Mobile Equipment and Vehicle Traffic
(1) Employees will be provided and must wear reflective or high-visibility warning vests or other suitable garments when working near traffic. Red or orange reflective material will be used if working at night.
(2) Emergency lighting such as spotlights or portable lights will be provided as needed to perform work safely.

(3) When mobile equipment is operated beside the edge of an excavation, a warning system will be utilized if the operator does not have a clear and direct view of the edge of the excavation. Warning systems will consist of barricades, hand or mechanical signals, or stop logs.

(4) If possible, grade away from the excavation.

(5) Employees are prohibited from standing or working underneath lifted loads or digging equipment.

(6) Employees will stand away from any vehicle during loading or unloading to prevent exposure to fall hazards. Vehicle operators will remain in the cab while loading or unloading.

D. Testing for Hazardous Atmospheres

(1) The [Responsible Person] must test air in excavations over four (4) feet deep if a hazardous atmosphere exists or may exist. Toxic atmospheres may exist near landfills, gas pipelines, or hazardous material storage areas.

(2) Proper respiratory protection or forced ventilation must be taken to prevent employee exposure to hazardous atmospheres including those with less than 19.5% oxygen.

(3) Forced ventilation or other effective means must also be used to prevent employee exposure to an atmosphere containing a flammable gas above 20% of the lower flammability limit of the gas.

(4) The [Responsible Person] must perform continuous air monitoring when controls are used to reduce atmospheric contaminants.

(5) Devices used for atmospheric monitoring must be equipped with an audible and visual alarm and must be properly calibrated according to the manufacturer’s recommendations at least every six (6) months, or every 30 days if the instrument has not been used in that time. Instruments must be field tested immediately before use to ensure proper operation.

E. Personal Protective Equipment (PPE)

(1) PPE shall be worn as determined by the [Responsible Person] and may include:

(a) Hard hats and steel-toed boots/shoes for employees working in excavations or trenches.

(b) Safety glasses with side shields if employees are exposed to flying fragments, dust, or other materials produced by drilling, sawing, sanding, grinding, or similar operations.
(c) Welding shields, helmets, or goggles for employees engaged in hot work.

(d) Gloves or other suitable hand protection.
(e) Hearing protection if using or working near hammer drills, masonry saws, jackhammers, or other high-noise producing equipment.

(f) Fall protection for employees working at the edge of excavations six (6) feet or deeper. Fall protection may include guardrail systems, fences, barricades, or covers meeting OSHA requirements.

[NOTE: Emergency rescue equipment is required for deep and confined footing excavations or where hazardous atmospheric conditions exist or are reasonably anticipated. See, 29 CFR 1926.651(g)(2).]

F. Water Hazards

(1) Employees are not permitted to work in excavations that contain or are collecting water unless precautions are provided to protect against water hazards. Precautions may include support or shield systems to prevent cave-ins, water removal, or the use of harnesses and lifelines.

(2) If water is controlled using water removal equipment, the water removal equipment and operation shall be monitored by a person trained in the use of such equipment.

(3) If excavation work interrupts the natural drainage of surface water, diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation.

(4) The [Responsible Person] must reinspect excavations subject to runoff from heavy rains after each rain incident. The [Responsible Person] must determine if additional precautions, as noted above, are needed.

(5) The [Responsible Person] shall inform all affected employees of precautions or procedures used if water collects or is collecting in an excavation.

G. Stability of Nearby Structures

(1) The [Responsible Person] shall determine if the excavation work may affect the stability of adjoining buildings, sidewalks, or other structures.

(2) Support systems such as shoring, bracing, or underpinning to strengthen structures and protect employees must be used when operations may affect the stability of nearby or adjoining structures.

(3) Excavation below the base or footing of any foundation or retaining wall that may pose a hazard to employees is prohibited unless:

   (a) A support system is provided to ensure employee safety and structural stability;

   (b) The excavation is in stable rock;
(c) A registered professional engineer has determined and approved that the structure is far enough away to be unaffected by operations; or

(d) A registered professional engineer has determined and approved that the excavation will not pose a hazard to employees.

(4) Sidewalks, pavements, and other nearby buildings shall not be undermined unless a support system or other method of protection is provided to protect employees.

(5) When a support system requires a registered professional engineer’s review or approval, the [Responsible Person] must obtain the findings in writing before work begins.

G. Falling Objects, Loose Soil and Rocks

(1) Employees must be protected from loose rock or soil that may fall or roll from an excavation. Protection shall include:

   (a) Scaling to remove loose material;

   (b) Installation of protective barricades at appropriate intervals along the face of the slope; or

   (c) Benching to contain falling material.

(2) Employees shall not work above another where the danger of falling rock or earth exists.

(3) Materials and equipment shall be kept at least two (2) feet from the excavation edge, restraining devices to prevent materials or equipment from falling or rolling into excavations, or a combination of both shall be used as determined by the [Responsible Person].

H. Inspections

(1) The [Director of Operations/Maintenance] must conduct daily inspections of excavations, adjacent areas, and protective systems for possible dangers of cave-ins, failure of protective systems, hazardous atmospheres, or other hazardous conditions.

(2) The [Responsible Person] must inspect the excavation before the start of work, as needed throughout the shift, and after all precipitation, and as needed after any other possible hazardous occurrence. These inspections are only required when the trench will be or is occupied by employees.

(3) If an inspection finds a hazardous condition, exposed employees must be removed from the area until precautions have been taken to ensure their safety.

(4) The [Director of Operations/Maintenance] must maintain a written log of all inspections. The log must include the date, location, inspection results, and a summary of actions taken to correct found hazards.
4. Protective System Requirements

A. Cave-ins

(1) Sloping and benching systems, support systems, or other protective systems shall be used unless:

(a) Excavations are entirely in stable rock, or

(b) Excavations less than five (5) feet deep indicate no cave-in potential after inspection by the [Responsible Person].

(2) The [Responsible Person] shall ensure that protective systems can resist all loads that could reasonably be expected to be applied to the system.

B. Sloping and Benching Systems

(1) The angle and configuration of sloping and benching systems shall be selected by the [Responsible Person] and must be:

(a) At an angle no steeper than 34 degrees from the horizontal edge (1.5 horizontal to 1 vertical), unless designed according to other tabulated data, and

(b) Designed according to OSHA regulations that outline configuration and maximum allowable slope for specific soil types. See, 29 CFR 1926, Subpart P, App A.

(2) Sloping or benching system designs may be selected using other tabulated data. Tabulated data must:

(a) Be in written form;

(b) Identify the factors that led to the selection of the sloping or benching system;

(c) Identify the maximum safe height and angles of the slopes; and

(d) Provide any other information needed by the user to make correct selection of a protective system.

(3) Sloping and benching systems designed and approved by a registered professional engineer must:

(a) Be designed in a manner other than those described in the preceding options;

(b) Be in written form; and

(c) Include the maximum height and angle of the slopes that were determined to be safe for a particular project.

(4) When using paragraphs (2) and (3), above, at least one copy of the tabulated data or design of a registered professional engineer must be maintained at the job site throughout the
construction of the protective system. It must also identify the registered professional
engineer that approved the tabulated data or designed and approved the system. After
completion of the protective system, the [Director of Operations/Maintenance] is responsible
for maintaining the record off-site.

C. Support, Shield, and Other Protective Systems

(1) The design of support systems, shield systems, and other protective systems must be
selected and constructed by the [Responsible Person] based upon OSHA guidelines,
manufacturer’s tabulated data, other tabulated data, or approval from a registered
professional engineer.

(2) OSHA Guidelines

(a) Timber shoring in trenches shall be designed per OSHA guidelines in 29 CFR 1926,
Subpart P, Appendices A and C.

(b) Aluminum hydraulic shoring shall be designed using the manufacturer’s tabulated data
or OSHA requirements in 29 CFR 1926, Subpart P, Appendix D.

(3) Manufacturer’s Tabulated Data. Supportive systems, shield systems, and other protective
systems designed using manufacturer’s tabulated data must:

(a) Be constructed and used according to the manufacturer’s recommendations and
limitations; and

(b) Only deviate from the manufacturer’s recommendations and limitations if the
manufacturer provides specific written approval. Such approval must be kept at the jobsite
during construction of the protective system(s). After completion of the protective system,
the [Director of Operations/Maintenance] is responsible for maintaining the record off-site.

(4) Other Tabulated Data

(a) If other tabulated data is used to design support systems, shield systems, or protective
systems, the data must:

(i) Be in written form,

(ii) Identify the data that led to the selection of the protective system;

(iii) Identify the limits of the use of such data; and

(iv) Provide the information needed by the user to make a correct protective system
selection by the data.

(b) At least one copy of the tabulated data must be maintained at the job site throughout
the construction of the protective system. It must also identify the registered professional
engineer that approved the tabulated data. After completion of the protective system, the
[Director of Operations/Maintenance] is responsible for maintaining the record off-site.

(5) Approval of a Register Profession Engineer
(a) A registered professional engineer must approve support and protective systems designed in a manner other than the preceding options. The design must:

(i) Be in written form;

(ii) Include a plan indicating the sizes, types, and configuration of the materials to be used in the protective system; and

(iii) Identify the registered professional engineer who approved the design.

(b) At least one copy of the design must be kept at the job site during the construction of the protective system. After completion of the protective system, the [Director of Operations/Maintenance] is responsible for maintaining the record off-site.

(6) Other General Requirements for Protective Systems

(a) Employees may not work above other employees in the faces of sloped or benched systems, except when employees at lower levels are protected from falling, rolling, or sliding materials or equipment.

(b) Shield systems shall not be subjected to loads that are greater than those they are designed to withstand.

(c) Shields must be installed in a manner that restricts lateral or other hazardous movements during unexpected soil shifting or cave-ins.

(d) Shields must be used to protect employees from cave-ins when entering or exiting the excavation.

(e) Employees shall not be in trenches while shields are being installed, removed, or moved vertically.

(f) Excavation of material to a level no greater than two (2) feet below the bottom of the shield system is allowed, but only if the system is designed to resist the forces calculated for the full depth of the trench.

(g) No signs of possible loss of soil from behind or below the bottom of the shield system are allowed while the trench is open.

D. Equipment and Material Maintenance

(1) Materials and equipment used for protective systems must be free from damage or defect that might affect their proper function.

(2) Manufactured materials and equipment used for protective systems must be used and maintained according to the manufacturer’s recommendation, and in a manner that prevents employee exposure to hazards.
(3) When materials or equipment used for protective systems are damaged, the [Responsible Person] must ensure that these systems are examined by a competent person before returning them to use. If the competent person cannot assure that the material or equipment can support the intended loads or is otherwise suitable for safe use, then these items must be removed from service. The material or equipment shall then be evaluated by a registered professional engineer before returning to service.

E. Installation and Removal of Supports

(1) All support systems members must be securely connected.

(2) Support systems shall be installed in such a way that protects employees from cave-ins, structural collapse, or struck-by accidents.

(3) Installation of support systems will be coordinated closely with trench excavation.

(4) Individual support system members will not be subjected to loads exceeding those that they were designed to support.

(5) Before temporary removal of individual support begins, the [Responsible Person] must take any additional precautions needed to ensure the safety of employees. For example, installation of other structural members to carry loads imposed on the support system.

(6) Support systems will be removed starting from the bottom of the excavation moving upward. Members will be released slowly. If any indication of cave-in is present, work will be halted immediately until it can be examined by the [Responsible Person].

(7) Backfilling will occur while removing support systems to help prevent cave-ins.

(8) Excavation of material is allowed no more than two (2) feet from the bottom of the support system members, but only if the system’s design:

   (a) Resists the forces calculated for the full depth of the trench and

   (b) Indicates that no possible oil loss behind or below the bottom of the support system while the trench is open.

5. Training

A. The [Director of Operations/Maintenance] must ensure that all employees involved in trenching or excavation work receive training before assigned duties in excavations.

B. Retraining will occur when worksite inspections indicate that an employee does not have the knowledge or skills to safely work in or around excavations, or when changes to this program are made.

C. All employees who perform work in excavations will receive training in:

   (1) Required safe work practices during excavations;
(2) Use of required PPE during excavation including, but not limited to safety shoes, hard hats, and fall protection devices;

(3) Procedures required when hazardous atmospheres exist or could develop during excavation work;

(4) Emergency and non-entry methods and the procedure for calling rescue services;

(5) CCSD policy on reporting incidents that cause injuries; and

(6) Responsibilities and duties of all affected by this program.

D. Training records will be maintained by [Director of Operations/Maintenance]. Records must include:

   (1) The date of the training program;

   (2) The names of the instructors who conducted the training;

   (3) A copy of written material presented; and

   (4) Names of employees who received training.

6. Definitions

Accepted engineering practices means those requirements which are compatible with standards of practice required by a registered professional engineer.

Aluminum Hydraulic Shoring means a pre-engineered shoring system comprised of aluminum hydraulic cylinders (crossbraces) used in conjunction with vertical rails (uprights) or horizontal rails (wales). Such system is designed specifically to support the sidewalls of an excavation and prevent cave-ins.

Bell-bottom pier hole means a type of shaft or footing excavation, the bottom of which is made larger than the cross section above to form a belled shape.

Benching (Benching system) means a method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.

Cave-in means the separation of a mass of soil or rock material from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding, in sufficient quantity so that it could entrap, bury, or otherwise injure and immobilize a person.

Competent person means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
Cross braces mean the horizontal members of a shoring system installed perpendicular to the sides of the excavation, the ends of which bear against either uprights or wales.

Excavation means any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

Faces or sides means the vertical or inclined earth surfaces formed as a result of excavation work.

Failure means the breakage, displacement, or permanent deformation of a structural member or connection so as to reduce its structural integrity and its supportive capabilities.

Hazardous atmosphere means an atmosphere which by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, oxygen deficient, toxic, or otherwise harmful, may cause death, illness, or injury.

Kickout means the accidental release or failure of a cross brace.

Protective system means a method of protecting employees from cave-ins, from material that could fall or roll from an excavation face or into an excavation, or from the collapse of adjacent structures. Protective systems include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protection.

Ramp means an inclined walking or working surface that is used to gain access to one point from another, and is constructed from earth or from structural materials such as steel or wood.

Registered Professional Engineer means a person who is registered as a professional engineer in the state where the work is to be performed. However, a professional engineer, registered in any state is deemed to be a "registered professional engineer" within the meaning of this standard when approving designs for "manufactured protective systems" or "tabulated data" to be used in interstate commerce.

Sheeting means the members of a shoring system that retain the earth in position and in turn are supported by other members of the shoring system.

Shield (Shield system) means a structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees within the structure. Shields can be permanent structures or can be designed to be portable and moved along as work progresses. Additionally, shields can be either premanufactured or job-built in accordance with §1926.652(c)(3) or (c)(4). Shields used in trenches are usually referred to as "trench boxes" or "trench shields."

Shoring (Shoring system) means a structure such as a metal hydraulic, mechanical or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

Sides. See "Faces."

Sloping (Sloping system) means a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-
ins. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.

**Stable rock** means natural solid mineral material that can be excavated with vertical sides and will remain intact while exposed. Unstable rock is considered to be stable when the rock material on the side or sides of the excavation is secured against caving-in or movement by rock bolts or by another protective system that has been designed by a registered professional engineer.

**Structural ramp** means a ramp built of steel or wood, usually used for vehicle access. Ramps made of soil or rock are not considered structural ramps.

**Support system** means a structure such as underpinning, bracing, or shoring, which provides support to an adjacent structure, underground installation, or the sides of an excavation.

**Tabulated data** means tables and charts approved by a registered professional engineer and used to design and construct a protective system.

**Trench** (Trench excavation) means a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet (4.6 m) or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.

**Trench box.** See "Shield."

**Trench shield.** See "Shield."

**Uprights** means the vertical members of a trench shoring system placed in contact with the earth and usually positioned so that individual members do not contact each other. Uprights placed so that individual members are closely spaced, in contact with or interconnected to each other, are often called "sheeting."

**Wales** means horizontal members of a shoring system placed parallel to the excavation face whose sides bear against the vertical members of the shoring system or earth.
SECTION 17: WELDING, CUTTING, AND BRAZING (HOT WORK)

1. Policy

A. It is the policy of Carson City School District (CCSD) to train employees on the hazards of welding, cutting, brazing, and to ensure such operations are performed safely. This program is established to (1) ensure the safe conduct of hot work equipment and operations, (2) ensure that employees understand and comply with hot work safety standards, and (3) assign responsibilities to personnel which are necessary for successful implementation.

2. Responsibilities

A. [Administration] is responsible for:

   (1) Ensuring that responsibilities assigned within this plan are carried out.

   (2) Actively supporting this plan to demonstrate overall safety culture,

   (3) Ensuring adequate funding is available to support this program.

B. The Safety Director is responsible for:

   (1) Assisting departments in implementing this plan.

   (2) Ensuring that appropriate hot work training is available.

   (3) Periodically reviewing, and if necessary, updating this plan.

   (4) Periodically evaluating hot work worksites.

   (5) Investigating incidents, injuries, and damage resulting from hot work.

C. The [Director of Operations/Maintenance] is responsible for:

   (1) Ensuring employees are properly trained according to this plan.

   (2) Establishing designated areas for cutting and welding based on fire potential of facilities.

   (3) Authorizing permits for cutting and welding operations in areas not designated for those operations.

   (4) Ensuring employees comply with provisions of this plan and maintaining documentation.
(5) Ensuring employees are provided with and use appropriate Personal Protective Equipment (PPE).

(6) Taking reasonably prompt corrective or disciplinary action when unsafe conditions or acts are observed.

(7) Advising contractors about flammable or hazardous conditions of which they may not be aware.

D. Employees are responsible for:

(1) Attending all required training.

(2) Adhering to the provisions of this plan.

(3) Immediately reporting any unsafe acts, equipment, or conditions to their supervisor.

3. Procedures

A. General Requirements

(1) Prior to each hot work operation, equipment shall be inspected. Equipment in poor condition shall not be used until replaced or repaired. Examples include cracked hoses and/or leads, taped hoses and/or leads, damaged sealing surfaces on fittings, regulators with inoperable gauges or other damage, missing backflow prevention devices, etc.

(2) The work area shall be inspected for flammable materials. Flammable materials shall be moved to a safe place. Where relocation of object to be welded or cut cannot be moved and if all fire hazards cannot be removed, then guards shall be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards. If the above requirements cannot be met, the cutting or welding shall not be performed.

(3) Confirm that fire protection equipment, including fire extinguishers and sprinkler systems, are in working order.

(4) Confirm that exhaust systems, where needed, are operating.

(5) Complete and obtain a Hot Work Permit, if required. Post the permit at the job site until hot work is completed.

(6) Know when a fire watch is required. If required, do not start hot work until the fire watch is present.

(7) Obtain and wear the necessary Personal Protective Equipment (PPE).
(8) Welding screens shall be used where others in the area may be exposed to [arc flash and/or] cutting or welding splatter.

(9) Where a hot work area is accessible to persons other than the operator of hot work equipment, signs shall be posted to warn others before they enter the hot work area. Signs shall display the following, or substantially similar, warning:

CAUTION – HOT WORK IN PROGRESS – STAY CLEAR.

(10) First-aid equipment shall be available at all times. All injuries shall be reported as soon as possible for medical attention. First aid shall be rendered until medical attention can be provided.

B. Hot Work Permits

(1) A Hot Work permit is required for all hot work operations performed outside designated welding and cutting areas.

(2) Employees and contractors are required to obtain a Hot Work permit before beginning the work. A Hot Work Permit and checklist can be found in [Section 21: Forms and Checklists].

(3) A hot work permit must:

(a) Certify that, before beginning work, there has been compliance with requirements for fire prevention and protection;

(b) Identify the equipment or facility on which the work is to be done; and

(c) Be kept at the work site until the work is completed.

(4) A permit for hot work remains valid as long as the work continues without interruption. If work is interrupted for more than 90 minutes, a new permit must be issued before work is resumed. If work is interrupted for 90 minutes or less, the person to whom the permit is issued shall inspect the area for any hazardous condition before resuming work. If any such condition exists, it must be corrected before work is resumed.

C. Prohibited Areas. Cutting and welding is prohibited in the following circumstances:

(1) Areas not designated as a Hot Work area or authorized by permit.

(2) In buildings with impaired sprinkler systems.
(3) Areas with explosive atmospheres or where explosive atmospheres may develop.

(4) Areas near the storage of large quantities of exposed, readily ignitable materials.

(5) Used drums, barrels, tanks, bins, ductwork, other containers until they have been cleaned so thoroughly as to make absolutely certain that there are no flammable materials present or any substances such as greases tars, acids, or other materials which when subject to heat, might produce flammable or toxic vapors.

D. Fire Prevention and Protection

(1) Combustible/Flammable Materials. If an object to be cut or welded cannot be moved to a designated hot work area, all moveable fire hazards must be relocated at least 35 feet from the hot work area. Where relocation of combustible materials is impracticable, combustibles shall be protected with flame-proof covers. If fire hazards cannot be removed, then guards shall be used to confine heat, sparks, and slag and to protect immovable fire hazards.

(2) Openings/Floors/Walls/Sprinkler Detection

(a) Openings or cracks in walls, floors, ducts, or shafts within the hot work area shall be tightly covered to prevent sparks from passing to adjacent combustible areas.

(b) Floors shall be swept clean of all combustible materials in a radius of 35 feet from the hot work area. Combustible floors shall be kept wet, covered with damp sand, or protected by fire resistant shields. [Where floors have been wet down, personnel operating arc welding or cutting equipment shall be protected from possible shock.]

(c) Cutting or welding pipes or other metal in contact with combustible walls, partitions, ceiling, or roofs shall not be undertaken if the work is close enough to cause ignition by conduction.

(d) Where cutting or welding is done near walls, partitions, ceiling, or roof of combustible construction, fire-proof shields or guards shall be provided to prevent ignition. If welding or cutting is to be performed on a metal wall, partition, ceiling, or roof, precautions shall be taken to prevent ignition of combustibles on the other side, preferably by relocation.

(e) Automatic sprinkler protection shall not be shut off while hot work is performed.

(3) Fire Watch

(a) Fire watchers are required whenever welding and cutting operations are performed in locations where other than a minor fire might develop, or any of the following circumstances:
(i) Appreciable combustible material, in building construction or contents, are closer than 35 feet to the operation.

(ii) Appreciable combustible materials are more than 35 feet away but are easily ignited by sparks.

(iii) Wall or floor openings within a radius of 35 feet expose combustible materials in adjacent areas including concealed spaces in walls or floors.

(iv) Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to be ignited by conduction or radiation.

(b) Fire watchers shall have fire extinguishing equipment readily available and be trained in its use. They shall be familiar with facilities for sounding an alarm in the event of a fire. Fire watchers shall watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of available equipment, or otherwise sound the alarm.

(c) A fire watch shall be maintained for at least 30 minutes after completion of welding or cutting operations to detect and extinguish possible smoldering fires.

E. Personal Protective Equipment (PPE)

(1) Protective Clothing

(a) Employees exposed to hazards created by hot work shall be protected by PPE in accordance with Section 10: Personal Protective Equipment. Fire resistant gloves and aprons shall be worn during cutting and welding operations.

(b) Appropriate protective clothing required for any welding operation will vary with the size, nature, and location of the work to be performed. Employees performing hot work shall avoid synthetic fibers that may melt and adhere to skin when in contact with flames/sparks.

(c) Keep clothing clean, or free of grease, oil, and solvents. Sleeves must be buttoned at the wrist and collars kept buttoned. Safety shows should be worn to protect the operator from spark hazards.

(2) Eye Protection

(a) Goggles or other suitable eye protection shall be used during all gas welding or oxygen cutting operations. [Helmets or hand shield shall be used during all arc welding or arc cutting operations. Helmets and hand shields shall be arranged to protect the face, neck,]
and ears from direct radiant energy from the arc. Helmets shall be provided with filter plates and cover plates designed for easy removal. All parts shall be constructed of a material which will not readily corrode or discolor the skin.) Helpers and attendants shall be provided with proper eye protection.

(b) All operators and attendants of resistance welding or resistance brazing equipment shall use transparent face shields or goggles, depending on the job.

(c) Goggles shall be ventilated to prevent fogging of the lenses as much as practicable.

(d) Lenses shall bear some permanent distinctive marking by which the source and shade may be readily identified. The following chart is a guide for the selection of proper shade numbers. These recommendations may be varied to suit individual needs.

<table>
<thead>
<tr>
<th>Welding Operation</th>
<th>Shade Number</th>
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<tbody>
<tr>
<td>Shielded metal-arc welding</td>
<td>10</td>
</tr>
<tr>
<td>(1/16, 3/32, 1/8, 5/32-inch electrodes)</td>
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<tr>
<td>Gas-shielded arc welding (nonferrous)</td>
<td>11</td>
</tr>
<tr>
<td>(1/16, 3/32, 1/8, 5/32-inch electrodes)</td>
<td></td>
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<tr>
<td>Gas-shielded arc welding (ferrous)</td>
<td>12</td>
</tr>
<tr>
<td>(1/16, 3/32, 1/8, 5/32-inch electrodes)</td>
<td></td>
</tr>
<tr>
<td>Shielded metal-arc welding</td>
<td>12</td>
</tr>
<tr>
<td>(3/16, 7/32, 1/4-inch electrodes)</td>
<td></td>
</tr>
<tr>
<td>Shielded metal-arc welding</td>
<td>14</td>
</tr>
<tr>
<td>(3/16, 3/8-inch electrodes)</td>
<td></td>
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<tr>
<td>Atomic hydrogen welding</td>
<td>10-14</td>
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<tr>
<td>Carbon arc welding</td>
<td>14</td>
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<tr>
<td>Soldering</td>
<td>2</td>
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<tr>
<td>Torch brazing</td>
<td>3-4</td>
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<tr>
<td>Light cutting (up to 1-inch)</td>
<td>3-4</td>
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<tr>
<td>Medium cutting (1-6-inches)</td>
<td>4-5</td>
</tr>
<tr>
<td>Heavy cutting (6-inches and over)</td>
<td>5-6</td>
</tr>
<tr>
<td>Light gas welding (up to 1/8-inch)</td>
<td>4-5</td>
</tr>
<tr>
<td>Medium gas welding (1/8 to 1/2-inch)</td>
<td>5-6</td>
</tr>
<tr>
<td>Heavy gas welding (1/2-inch and over)</td>
<td>6-8</td>
</tr>
</tbody>
</table>

(3) Ventilation

(a) Ventilation must be adequate during general welding and cutting operations.

(b) Mechanical ventilation must be provided when welding or cutting occur in the following conditions:

(i) In a space less than 10,000 cubic feet per welder;

(ii) In a room having a ceiling height of less than 16 feet;

(iii) In a confined space; or
(iv) In a space containing partitions, balconies, or other structural barriers which may significantly obstruct ventilation.

(c) Ventilation shall be at the minimum rate of 2,000 cubic feet per minute, per welder unless local exhaust hoods, booths, or supplied breathing air are provided in the work area.

(d) Natural ventilation shall be considered sufficient for welding or cutting operations where restrictions in paragraph (3)(E)(3)(b) of this section, above, are not present.

[(e) Where local exhaust hoods or booths are provided to each welder, such local exhaust ventilation will provide a rate of air flow sufficient to maintain a velocity in the direction of the hood or, if a booth, away from the welder of not less than 100 linear feet per minute.]

[NOTE: specific ventilation and respirator requirements are needed if welding or cutting operations involve fluorine compounds, zinc, lead, beryllium, cadmium, mercury, or stainless steels. See, 29 CFR 1910.252(c)(5) – (12).]

(4) Railing. A welder or helper working on platforms, scaffolds, or runways shall be protected against falling. This will be accomplished using railings, safety belts, lifelines, or other equally effective means. See, [Sections 15: Scissor Lifts and 20: Scaffolding] for more information.

(5) Welding Cable. Welding cable and equipment shall be located so that it is clear of passageways, ladders, and stairways.

F. Hot Work Completion

(1) If permitted, return the permit to the [Director of Operations/Maintenance] when hot work is completed.

(2) Inspect the area after work is completed for weld splatter or sparks that may start a fire.

(3) Clean up cutting or welding residue and place in a clean metal container.

(4) Store cutting and welding equipment properly.

4. Training

A. General Requirements

(1) Training will be provided prior to initial use of cutting or welding equipment or work assignment. Re-training, or refresher training, shall be provided annually or when:
(a) There is a change in initial job assignment,
(b) There is a change in cutting and/or welding equipment or processes, or
(c) There is reason to believe there are deviations from or inadequacies in the employee’s knowledge of known hazards, use of equipment, or use of equipment or procedures.

B. Training Content. Depending upon the hazards of the hot work assignment, training will include:

(1) Recognition of hazards associated with hot work operations.
(2) Safe work practices for hot work operations.
(3) The importance and requirements of hot work permits.
(4) The requirements to establish and maintain hot work areas.
(5) The use of appropriate PPE.
(6) The proper use of equipment used to perform hot work.
(7) The proper use of fire extinguishers equipment provided for fire watch use.
(8) The proper use of any protective equipment or procedures necessary to protect hot work operators and other personnel in the area and facility.

5. Recordkeeping and Program Review

A. The Director of Operations is responsible for maintaining the following records to meet requirements of the plan:

(1) Completed and denied hot work permits.
(2) A training record for each employee operator that includes:

(a) Name of the employee;
(b) Date of the training;
(c) Name of the instructor;
(d) Location of the training; and
(e) A brief description or outline of training content.

B. Human Resources will retain training records with the employee personnel file.

C. The Safety Director will review this program at least annually and update as necessary.
SECTION 18: CONFINED SPACE PLAN

1. Policy

A. It is the policy of Carson City School District (CCSD) to provide training and awareness pertaining to non-permit confined spaces and prohibit entry to any space determined to be a permit-required confined space. The following Confined Space Plan is provided to ensure that (1) non-permit and permit-required confined spaces are identified; (2) appropriate signage clearly identifying non-permit and permit-required confined spaces is prominently displayed; (3) appropriate measures are taken to prevent employee access to permit-required confined spaces; (4) potential hazards within non-permit confined spaces are monitored to ensure these spaces do not become permit-required confined spaces; and (5) employees receive appropriate training pertaining to non-permit and permit-required confined spaces.

2. Responsibilities

A. Safety Director

(1) Establish the written Confined Space Plan.

(2) At least annually, review, evaluate, and update the overall effectiveness of the Confined Space Plan. As part of the review, consult with affected employees on the development and implementation of the Confined Space Plan.

(3) Evaluate spaces to determine if they are a non-permit confined space or a permit-required confined space.

(4) Maintaining a list of all non-permit confined spaces and, if necessary, permit-required confined spaces.

(5) Ensuring that non-permit confined space and, if necessary, permit-required confined space training is available to employees.

(6) Ensuring that this Confined Space Plan and the results of any testing or determination required by this plan are available to affected employees.

B. Departmental Directors

(1) Identifying any confined spaces in which employees are required to enter and providing a current list to the Safety Director.
(2) Ensuring appropriate signage is posted identifying non-permit and permit-required confined spaces and, if necessary, rendering permit-required confined spaces inaccessible to employees until a permit and entry program is developed.

(3) Informing employees and contractors of the existence, location, and hazards of confined spaces and ensuring permit-required confined spaces are not entered until a permit and entry system is developed.

(4) Ensuring that employees receive appropriate confined space training.

(5) Ensuring employees use any Personal Protective Equipment (PPE) necessary for the confined space.

(6) Ensuring employee and contractor compliance with the Confined Space Program.

C. Employees

(1) Comply with procedures and work practices outlined in this plan.

(2) Attend training related to non-permit confined spaces and, if necessary, permit-required confined spaces.

(3) Report hazards associated with a confined space, particularly those that may render a non-permit confined space a permit-required confined space.

3. Identification and Evaluation of Confined Spaces

A. Identification. Confined spaces will be provided to the Safety Director for evaluation by inventory from Departmental Directors, employee reports, and/or district hazard assessments.

B. Evaluation.

(1) Potential confined spaces will be evaluated by the Safety Director using the Permit-Required Confined Space Decision Flow Chart provided by 29 C.F.R. 1910.146, App. A. See Section 18, Appendix A. When performing confined space evaluations, air monitoring and inspection will be conducted from outside the space. If an evaluation cannot be performed outside the space, the space will not be entered until a permit and entry system is developed.

(2) Where changes to the use or configuration of non-permit confined space increase hazards to entrants, the Safety Director will re-evaluate the space and, if necessary, reclassify it as a permit-required confined space.
(3) If a permit-required confined space poses no actual or potential atmospheric hazard and if all hazards within the space are eliminated without entry into the space, the space may be reclassified as a non-permit confined space for so long as the non-atmospheric hazards remain eliminated. CCSD will document the basis for determining that hazards are eliminated through a certification that contains the date, location of the space, method used, and signature of the Safety Director. The certification will be retained by the Safety Director and made available to any employee entering the space.

(4) If it is necessary to enter a permit-required confined space to eliminate hazards, such entry will not be made unless and until permit and entry procedures are developed and training provided.

(5) If hazards arise within a space classified or re-classified as a non-permit confined space, employees must exit the space and the space will be re-evaluated following this paragraph.

C. Inventory of Confined Spaces. An inventory of identified confined spaces can be found in See Section 18, Appendix B. The inventory provides the space’s location, a brief description of the space, associated hazards inside the space, and classification as a non-permit or permit-required confined space.

4. Notice and Prevention of Unauthorized Entry

A. Postings.

(1) All non-permit confined spaces that can be readily labeled will be posted in a manner designed to inform employees of the existence/location of the dangerous space. Postings will use the following, or substantially similar, language:

   CAUTION: NON-PERMIT REQUIRED CONFINED SPACE. AUTHORIZED PERSONNEL ONLY.

(2) All permit-required confined spaces that can be readily labeled will be posted in a manner designed to inform employees of the existence/location of the dangerous space. Postings will read as follows:

   DANGER! PERMIT-REQUIRED CONFINED SPACE. DO NOT ENTER!

B. If posting danger signs cannot be used to inform exposed employees, any other equally effective means will be used to warn of the existence, location, and danger posed by the space.

C. In addition to notice, any permit-required confined space will be rendered inaccessible to employees by covers, guardrails, fences, locks, barricades, or other methods of restricting access.
D. **NO ENTRY POLICY.** CCSD employees will not enter any space designated as a permit-required confined space unless and until an appropriate permit and entry system is developed and training provided.

5. **Training**

A. **Content.**

(1) Training will be provided so that all employees whose work is regulated by the program acquire the understanding, knowledge, and skills necessary for the safe performance of duties assigned. The training will establish proficiencies in the duties of the program and shall include new or revised procedures as necessary.

(2) At a minimum, training will include Confined Space Awareness provided by the Nevada Safety, Consultation, and Training Section, or substantially similar courses.

(3) If permit-required confined spaces are identified, training will include associated hazards, permit procedures, acceptable entry conditions, entry procedures, entry supervisor duties, attendant duties, rescue operations, and the equipment necessary for safe entry and rescue.

B. Training will be provided to each affected employee:

(1) Before the employee is first assigned duties in a confined space.

(2) Before there is a change in assigned duties.

(3) Whenever there is a change in confined space operations that presents a hazard about which the employee has not been trained.

(4) Whenever the employer has reason to believe that there are deviations from the confined space entry procedures or there are inadequacies in the employee’s knowledge or use of these procedures.

C. CCSD shall certify the training has been accomplished. The certification will contain the employee’s name, signature of the trainers, and dates of the training. The certification will be available for inspection by employees. Records of completed training will be kept by the Safety Director for a period of three (3) years and will be made available for inspection or review, upon request, by the employee, the employee’s authorized representative, the employee’s supervisor, and/or the Division of Industrial Relations.

6. **Contractor Entry of Permit-Required Confined Spaces**
Where CCSD uses contractors to perform work involving a permit-required confined space, CCSD will:

A. Inform the contractor that the work area contains a permit-required confined space, and that entry is only allowed through compliance with a permit-required confined space program meeting the requirements of 29 CFR 1910.146.

B. Inform the contractor of the elements and hazards that make the relevant space and permit-required confined space.

C. Describe the precautions or procedures that CCSD has implemented to protect employees in or near permit-required confined spaces where the contractor will be working.

D. Coordinate entry operations with the contractor when CCSD employees are working near the permit-required confined space in which the contractor is working so that employees of one do not endanger employees of the other.

E. At the conclusion of the contractor’s entry operations, debrief the contractor regarding the permit-required confined space program followed and any hazards confronted or created in the permit-required confined space during entry operations.

7. Definitions

**Acceptable entry conditions** mean the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

**Attendant** means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant’s duties assigned in the employee’s permit space program.

**Authorized entrant** means an employee who is authorized by the employer to enter a confined space or permit-required confined space.

**Confined space** means a space that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and

2. Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and

3. Is not designed for continuous employee occupancy.
**Emergency** means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

**Engulfment** means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

**Entry** means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant’s body breaks the plane of an opening into the space.

**Entry permit** means the written or printed document that is provided by the employer to allow and control entry into a permit-required space and that contains the information specified by 29 CFR 1910.146(f).

**Entry Supervisor** means the person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing and overseeing entry operations, and for terminating entry as required by this section. An entry supervisor may also serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role they fill. Also, the duties of entry supervisor may be passed from one person to another during the course of an entry operation.

**Hazardous atmosphere** means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue, injury, or acute illness from one or more of the following causes:

1. Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
2. Airborne combustible dust at a concentration that meets or exceeds its LFL or a condition in which the dust obscures vision at a distance of five feet or less;
3. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
4. Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in 29 CFR 1910 Subpart G or Subpart Z, and which could result in employee exposure in excess of its dose or permissible exposure limit; or
5. Any other atmospheric condition that is immediately dangerous to life or health.
Immediately dangerous to life or health (IDLH) means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual’s ability to escape unaided from a permit space.

Non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious bodily harm.

Permit-required confined space means a confined space that has one or more of the following characteristics:

(1) Contains or has the potential to contain a hazardous atmosphere;

(2) Contains a material that has the potential for engulfing an entrant;

(3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or

(4) Contains any other recognized serious safety or health hazard.

Rescue service means the personnel designated to rescue employees from permit spaces.

Testing means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.
Section 18, Appendix A: Permit-Required Confined Space Decision
Flow Chart

Does the workplace contain Confined Spaces as defined by §1910.146 (b)? NO

Consult other applicable OSHA standards STOP

Does the workplace contain Permit-required Confined Spaces as defined by §1910.146(b)? NO

Inform employees as required by §1910.146 (c)(2).

Prevent employee entry as required by §1910.146 (c)(3). Do task from outside of space.

Will permit spaces be entered? NO

Prevent unauthorized entry. STOP

Will contractors enter? YES

Test will be done by contractors' employees. Inform contractor as required by §1910.146 (c)(3)(i), (ii) and (iii). Contractor obtains information required by §1910.146 (c)(9)(i), (ii) and (iii) from host.

Both contractors and host employees will enter the space? NO

 coordinate entry operations as required by §1910.146 (c)(8)(iv) and (d)(11). Prevent unauthorized entry.

Will host employees enter to perform entry tasks? YES NO

Prevent unauthorized entry. STOP

Does space have known or potential hazards? NO

Not a permit-required confined space. 1910.146 does not apply. Consult other OSHA standards.

Can the hazards be eliminated? YES Employer may choose to reclassify space to non-permit required confined space using §1910.146 (c)(7). STOP

NO

Can the space be maintained in a condition safe to enter by continuous forced air ventilation only? YES Space may be entered under §1910.146 (c)(5). STOP

NO

Prepare for entry via permit procedures.

Verifiy acceptable entry conditions (Test results recorded, space isolated if needed, rescuers/means to summon available, entrants properly equipped, etc.) YES

Permit issued by authorizing signature. Acceptable entry conditions maintained throughout entry. YES

Entry tasks completed. Permit returned and canceled. V

Audit permit program and permit based on evaluation of entry by entrants, attendants, testers and preparers, etc. CONTINUE

Emergency exists (prohibited condition). Entrants evacuated entry aborts. (Call rescuers if needed). Permit is void. Reevaluate program to correct/prohibit prohibited condition. Occurrence of emergency (usually) is proof of deficient program. No re-entry until program (and permit) is amended. (May require new program.)

Spaced may have to be evacuated and re-evaluated if hazards arise during entry.
## Section 18, Appendix B: Inventory of Confined Spaces

<table>
<thead>
<tr>
<th>Location</th>
<th>Brief Description</th>
<th>Potential Hazards</th>
<th>Classification</th>
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*Use additional pages as necessary.*
SECTION 19: CONTROL OF HAZARDOUS ENERGY
(LOCKOUT/TAGOUT)

1. Policy

A. It is the policy of Carson City School District (CCSD) to train employees on the hazards of servicing and maintaining machines and equipment in which the unexpected startup or release of energy could cause injury to employees. This program establishes the minimum requirements for lockout or tagout of energy isolating devices whenever maintenance or servicing is performed on equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out or tagged out before employees perform any servicing or maintenance where the unexpected energization or start-up or release of stored energy could cause injury.

2. Responsibilities

A. The Director of Operations shall be responsible for:

   (1) Periodic inspection of this program, at least annually. The inspection must be conducted to correct any deviations or inadequacies identified. The inspection must include a review between the Director of Operations and each authorized employee of the employee’s lockout and/or tagout responsibilities under this program. Inspections will be certified in writing and identify the machine/equipment on which the procedure was used, the date of inspection, the employee’s name, and inspector’s name.

B. Employees

   (1) Employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout or tagout.

   (2) The authorized employees are required to perform the lockout or tagout in accordance with this procedure.

   (3) All employees, upon observing a machine or piece of equipment which locked or tagged out to perform serving or maintenance shall not attempt to start, energize, or use that machine or equipment.

   (4) Violation of this plan may result in disciplinary actions as provided in Section 7: Compliance.
3. Procedures

NOTE: There is an exception for documenting procedures for individual equipment or machines in 29 CFR 1910.147(c)(4)(i). To be applicable, all eight (8) elements must be present.

A. These lockout/tagout procedures shall be performed only by the authorized employee who is performing the servicing or maintenance.

B. Lockout or Tagout

(1) If an energy isolating device is capable of being locked out, it shall be locked out using the procedures in Sequence of Lockout, below.

NOTE: Tagout may be used even where an energy isolating device can be locked out if the employer can demonstrate the tagout system will provide “full employee protection.” 29 CFR 1910.147(c)(2)(ii). “Full employee protection” means that the tag is applied to the same location a lockout device would have been attached and the employer must demonstrate that the tagout system provides a level of safety equivalent to lockout. 29 CFR 1910.147(c)(3).

(2) If an energy isolating device is not capable of being locked out, it shall be tagged out using the procedures in Sequence of Tagout, below.

C. Sequence of Lockout

(1) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

(a) List of affected employees and how to notify (per machine/equipment).

(2) The authorized employee shall refer to the operator’s manual to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

(a) Types and magnitudes of energy, its hazards, and the methods to control the energy (per machine/equipment).

(3) If the machine or equipment is operating, shut it down by the normal stopping procedure.

(a) Type and location of machine or equipment operating controls (per machine/equipment).
(4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

[(a) Type and location of energy isolating device(s) (per machine/equipment).]

(5) Lock out the energy isolating device(s) with assigned individual lock(s).

(6) Stored or residual energy must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

[(a) Type of stored energy and methods to dissipate or restrain (per machine/equipment).]

(7) Ensure that the equipment is disconnected from the energy course by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the normal operating controls or testing to make certain the equipment will not operate.

[(a) Method of verifying the isolation of the equipment (per machine/equipment).]

(b) CAUTION: Return operating control to “neutral” or “off” position after verifying the isolation equipment.

(8) Restoring the Equipment to Service from Lockout

(a) Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

(b) Check the work area to ensure that all employees have been positioned or removed from the area.

(c) Verify that the controls are in “neutral” or “off” position.

(d) Remove the lockout device(s) and re-energize the machine or equipment.

(e) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

D. Sequence of Tagout

(1) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and tagged out to perform the servicing or maintenance.
(a) List of affected employees and how to notify (per machine/equipment).

(2) The authorized employee shall refer to the operator’s manual to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

(a) Types and magnitudes of energy, its hazards, and the methods to control the energy (per machine/equipment).

(3) If the machine or equipment is operating, shut it down by the normal stopping procedure.

(a) Type and location of machine or equipment operating controls (per machine/equipment).

(4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

(a) Type and location of energy isolating device(s) (per machine/equipment).

(5) Tag out the energy isolating device(s) with assigned individual tag(s).

(a) Tags must be fastened in a manner that clearly indicates operation or movement of the energy isolating device from the “neutral” or “off” position is prohibited. Tags will be located as closely as safely possible to the energy isolating device such that it will be immediately obvious to anyone trying to operate the device.

(6) Stored or residual energy must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

(a) Type of stored energy and methods to dissipate or restrain (per machine/equipment).

(7) Ensure that the equipment is disconnected from the energy course by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the normal operating controls or testing to make certain the equipment will not operate.

(a) Method of verifying the isolation of the equipment (per machine/equipment).

(b) CAUTION: Return operating control to “neutral” or “off” position after verifying the isolation equipment.

(8) Restoring the Equipment to Service from Tagout
(a) Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

(b) Check the work area to ensure that all employees have been positioned or removed from the area.

(c) Verify that the controls are in “neutral” or “off” position.

(d) Remove the tagout device(s) and re-energize the machine or equipment.

(e) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

[NOTE: If servicing or maintenance is provided by a crew, department, or other group, additional procedures may be required. See, 29 CFR 1910.147(f)(3).]

4. Training

A. Training will be provided:

(1) Before an employee begins an assignment in which this program may be used;

(2) Whenever there is a change in job assignment, machine/equipment, or process that presents a new hazard;

(3) Whenever there is a change in the energy control procedures; and

(4) Whenever a periodic inspection reveals, or when the employer has reason to believe, that there are deviations or inadequacies in an employee’s knowledge or use of energy control procedures.

B. Training Contents

(1) Authorized employees will be trained in recognition of applicable hazardous energy sources, the type and magnitude of energy available in the workplace, and the methods and means necessary for energy isolation and control.

(2) Affected employees will be trained in the purpose and use of energy control devices.

(3) All other employees shall be instructed about the procedure and prohibition of attempting to restart or re-energize locked out or tagged out machines or equipment.
(4) All employees will receive training in the following limitations of tags:

(a) Tags are warning devices only and do not provide the physical restraint provided by a lockout device.

(b) Tags are not to be removed without authorization of the authorized person responsible for the tag and it is never to be bypassed, ignored, or otherwise defeated.

(c) Tags must be legible and understandable by all employees whose work operations are or may be in the area in order to be effective.

(d) Tags and their means of attachment must be made of materials capable of withstanding the environmental conditions of the workplace.

(e) Tags may provide a false sense of security.

(f) Tags must be securely attached to energy isolating devices to as not to be inadvertently or accidentally removed.

C. Training Records

(1) Safety Services will maintain employee training records.

(2) Training records will include employee name, date of training, the instructor’s name, and a summary of the training.

5. Contractors

A. When contractors are servicing or maintaining equipment/machines covered by this plan, CCSD and the contractor shall inform each other of their respective lockout and tagout procedures.

B. CCSD will ensure that CCSD employees understand and comply with restriction and prohibitions of the contractor’s energy control program.

6. Definitions

Affected employee means an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized employee means a person who locks out or tags out machines or equipment in...
order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee’s duties include performing servicing or maintenance covered under this section.

**Capable of being locked out** means an energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

**Energized** means connected to an energy source or containing residual or stored energy.

**Energy isolating device** means a mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

**Energy source** means any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

**Lockout** means the placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Lockout device** means a device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

**Normal production operations** means the utilization of a machine or equipment to perform its intended production function.

**Servicing and/or maintenance** means workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

**Setting up** means any work performed to prepare a machine or equipment to perform its normal production operation.
**Tagout** means the placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

**Tagout device** means a prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

7. Requirements for Lockout/Tagout Devices

A. Lockout/tagout devices shall be singularly identified, the only devices used for controlling energy, and shall not be used for other purposes.

B. Lockout/tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time exposure is expected.

C. Tagout devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the

D. Tagout devices shall not deteriorate when used in corrosive environments.

E. Lockout/tagout devices shall be standardized within the facility in at least one of the following criteria: color, shape, size and, in case of tagout devices, print and format shall be standardized.

F. Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques.

G. Tagout devices, including means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. The means of attachment shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum strength of no less than 50 pounds and have the general design and characteristics of being at least equivalent to a one-piece, all-environment-tolerant nylon cable tie.

H. Lockout/tagout devices shall indicate the identity of the employee applying the device.

I. Tagout devices shall warn against hazardous conditions if the machine or equipment energized and shall include a legend such as the following: *Do Not Start, Do Not Close, Do Not Energize, Do Not Operate.*
SECTION 20: SCAFFOLDING

1. Policy

It is the policy of Carson City School District to ensure that employees are trained in the hazards pertaining to the scaffolds used within the district. This program is established to ensure (1) the safe design, erection, movement, use, alteration, and dismantling of scaffolds; (2) that employees are trained in hazard recognition and proper use of scaffolds; and (3) assign responsibilities to personnel necessary for successful implementation.

2. Responsibilities

A. The Qualified Person is responsible for scaffolding design as provided in this plan.

B. The Competent Person is responsible for scaffold inspections; ensuring components made by different manufacturers are not intermixed; erection and dismantling operations, and training as provided in this plan.

C. The Safety Director is responsible for:

   (1) Assisting departments in implementing this plan.
   
   (2) Ensuring that appropriate scaffold training is available.
   
   (3) Periodically reviewing, and if necessary, updating this plan.
   
   (4) Investigating incidents, injuries, and damage resulting from scaffold use.

D. The Director of Operations/Maintenance is responsible for:

   (1) Ensuring employees are properly trained according to this plan.
   
   (2) Ensuring scaffolding is designed by the qualified person and inspected by the competent person.
   
   (3) Ensuring employees are provided with and use appropriate Personal Protective Equipment (PPE).
   
   (4) Periodically evaluating worksites where scaffolds are used to ensure compliance with this plan.
   
   (5) Taking reasonably prompt corrective or disciplinary action when unsafe conditions or acts are observed or reported.
E. Employees are responsible for:

(1) Attending all required training.

(2) Adhering to the provisions of this plan.

(3) Immediately reporting any unsafe acts, equipment, or conditions to their supervisor.

3. Procedures

A. General Requirements

(1) Design. Scaffolding will be designed by a qualified person and will be loaded according to that design.

(2) Capacity

(a) Each scaffold and scaffold component must support its own weight and at least four (4) times the maximum intended load applied or transmitted to it.

(b) Scaffolds and scaffold components must not be loaded more than their maximum intended loads or rated capacities, whichever is less.

(3) Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each work shift and after any occurrence which could affect the scaffold’s structural integrity.

(4) Any part of the scaffold that is damaged or weakened such that it cannot maintain capacity requirements shall be immediately repaired, replaced, braced, or removed from service.

(5) Scaffolds shall not be moved horizontally while employees are on them unless designed by a registered professional engineer specifically for such movement.

(6) Any swinging load hoisted onto or near scaffolding must be controlled by tag lines or equivalent measures.

(7) Work on or from scaffolding in high winds is prohibited unless a competent person has determined it is safe for employees to be on the scaffold and those employees are protected by a personal fall arrest system or wind screens. If wind screens are used, the scaffold must be secured against the anticipated wind force.

(8) Platforms will be kept clean and orderly, free of debris or other tripping hazards.
(9) Ladders and other devices, such as boxes or barrels, shall not be used on scaffolds to increase the working height of an employee. [NOTE: There is an exception for ladders on large area scaffolds, if the employer has met three criteria with respect to securing and stabilizing the ladder. See, 29 CFR 1926.451(f)(15) if this applies to scaffolding used.]

(10) Scaffold components manufactured by different manufacturers shall not be intermixed unless the components fit together without force and the scaffold's structural integrity is maintained by the user. Scaffold components manufactured by different manufacturers shall not be modified to intermix them unless a competent person determines the resulting scaffold is structurally sound.

(11) Shore and lean-to scaffolds are prohibited.

(12) Employees are prohibited from working on scaffolds covered with snow, ice, or other slippery materials except as necessary to remove such conditions.

B. Supported Scaffolds

(1) Supported scaffolds with a height to base width ratio of more than four to one (4:1) shall be restrained from tipping by guying, tying, bracing, or equivalent means as follows:

   (a) Guys, ties, and braces shall be installed according to manufacturer recommendation or at the closest horizontal member to the 4:1 height and be repeated vertically with the top restraint no further than 4:1 from the top.

   (b) Vertical placement will be every 20 feet or less for scaffolds less than three (3) feet wide or every 26 feet or less for scaffolds more than three (3) feet wide.

   (c) Horizontal placement will be at each end and intervals not to exceed 30 feet from one end.

(2) Supported scaffold poles, legs, posts, frames, and uprights shall bear on base plates and mud sills or other adequate firm foundation and shall be plumb and braced to prevent swaying and displacement.

(3) Footings shall be level, sound, rigid, and capable of supporting the loaded scaffold without settling or displacement. Unstable objects shall not be used to support scaffolds.

(4) Front-end loaders and similar pieces of equipment shall not be used to support scaffold platforms unless they have been specifically designed by the manufacturer for such use.
(5) Fork-lifts shall not be used to support scaffold platforms unless the entire platform is attached to the fork and the fork-lift is not moved horizontally while the platform is occupied.

[NOTE: This plan template only includes Supported Scaffolding. There are other additional requirements for suspension and other scaffolds. See, 29 CFR 1926.451(d), 29 CFR 1926.452.]

C. Platforms

(1) Each platform must be planked and decked as fully as possible with space between the platform and uprights not more than one (1) inch wide. The space must not exceed nine and a half (9.5) inches when side brackets or odd-shaped structures result in wider opening between the platform and uprights.

(2) Scaffolding planks must be able to support, without failure, their own weight and at least four (4) times the intended load. Sawn wood, fabricated planks, and fabricated platforms may be used following the grading and allowable span guidelines in 29 CFR Subpart L, App A(1)(a) – (c), attached to this plan as Section 20, Appendix A.

(3) Platforms must not deflect (bend or sag) more than 1/60 of the span when fully loaded.

(4) Platforms and walkways must be at least 18 inches wide. Where platforms cannot be at least 18 inches wide due to the narrowness of the work area, employees will be protected from fall hazards using guardrails and/or personal fall arrest systems.

(5) Where planks are abutted to create a long platform, each abutted end shall rest on a separate support unless common support members designed to support abutting planks, such as “T” sections, or hook-on platforms, designed to rest on common supports, are used.

(6) Where the platform changes direction, any platform resting on a bearer at an angle other than a right angle shall be laid first. Platforms resting at right angles over the same bearer shall be laid second, on top of the first platform.

(7) Unstable objects shall not be used as working platforms.

D. Guardrails/Fall Protection

(1) The front edge of all platforms shall not be more than 14 inches from the face of the work unless guardrail systems are used along the front edge and/or personal fall arrest systems are used to protect employees from fall hazards. [NOTE: There are exceptions to this maximum distance from the face of the work requirement if outrigger scaffolds are used or in plastering and lathing operations. See, 29 CFR 1926.451(b)(3)(i) – (ii).]
(2) Guardrails must be used on a scaffold more than 10 feet above a lower level. Guardrail systems shall be installed along all open sides and ends of platforms before the scaffold is released for use by employees other than erection/dismantling crews.

(3) Guardrail systems shall meet the load/force requirements of 29 CFR Subpart L, App A(1)(d), attached to this plan as Section 20, Appendix B.

(4) Guardrails shall be surfaced to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.

(5) Steel or plastic banding must not be used as a top-rail or mid-rail. If manila, plastic, or other synthetic rope is used for top- or mid-rails, it shall be inspected by a competent person as frequently as necessary to ensure that it continues to meet strength requirements, above.

[NOTE: This plan template only includes Fall Protection for supported scaffolding. There are other, additional requirements for suspension scaffolds, boatswains’ chairs, catenary scaffolds, float scaffolds, needle beam scaffolds, ladder jack scaffolds, crawling boards, and self-contained adjustable scaffolds. See, 29 CFR 1926.451(g)((1)(i) – (iv).]

E. Platform Access

(1) Platform access will be provided when a scaffold platform is more than two (2) feet above or below a point of access. Cross braces must not be used as a means of access.

(2) Where portable, hook-on and attachable ladders are used to provide access, they will be positioned so as not to tip the scaffold.

(3) Hook-on and attachable ladders must be specifically designed for use with the type of scaffold used. Hook-on and attachable ladders will be positioned so that the bottom rung is no more than 24 inches above the scaffold supporting level, have a minimum rung depth of 11.5 inches, and uniformly spaced rungs no more than 16.75 inches apart.

(4) Stairway-type ladders shall be positioned so that the bottom step is no more than 24 inches above the scaffold supporting level, have a minimum step width of 16 inches, and have slip-resistant treads on steps and landings. Rest platforms must be provided at 12-foot maximum vertical intervals.

(5) Stair Towers/Scaffold Stairways

(a) Stair Towers shall be positioned so that the bottom step is no more than 24 inches above the scaffold supporting level.
(b) Stair rails consisting of a top-rail and mid-rail will be provided on each side of each scaffold stairway.

(i) The top-rail will be capable of serving as a handrail unless a separate handrail is provided.

(ii) Handrails and tip-rails serving as handrails must provide an adequate handhold for employees to grasp to prevent falling and be at least three (3) inches from other objects.

(iii) Stair rails will be at least 28 inches, but not more than 37 inches, from the upper surface of the stair rail to the surface of the tread.

(c) Stairways must be at least 18 inches wide between stair rails and installed between 40 and 60 degrees from the horizontal. Treads and landings must have slip resistant surfaces. Riser height and tread depth shall be uniform, within a quarter inch for each flight of stairs.

(d) Stair rail systems and handrails must be surfaced to prevent injury from punctures or lacerations, to prevent snagging of clothing, and ends must be constructed to not present a projection hazard.

(e) A landing platform at least 18 inches by 18 inches will be provided at each level. Guardrails, meeting the requirements in paragraph 3(D) of this section, above, must be provided on open sides and ends of each landing.

(6) Prefabricated Scaffold Access Frames must be:

(a) Specifically designed and constructed for use as ladder rungs.

(b) Have a rung length of at least 8 inches.

(c) Not be used as work platforms when rungs are less than 11.5 inches in length.

(d) Be uniformly spaced within each frame section.

(e) Have a maximum spacing between rungs of 16.75 inches. Non-uniform rung space is permitted when caused by joining end frames together, provided the spacing is not greater than 16.75 inches.

(f) Where the scaffold is more than 35 feet high, rest platforms will be provided at no more than 35-foot intervals.
(7) Ramps and Walkways

(a) Ramps and walkways six (6) feet or more above lower levels shall have guardrails systems that comply with 29 CFR 1926 Subpart M, App B, attached to this plan as Section 20, Appendix C.

(b) Ramps and walkways shall not be inclined more than a slope of one (1) vertical to three (3) horizontal unless securely fastened cleats spaced no more than 14 inches apart are used.

F. Erecting and Dismantling

(1) Scaffolds must be erected, moved, dismantled, or altered only under the supervision and direction of competent person qualified in such activities. Only experienced and trained employees selected by the competent person may erect, move, dismantle, or alter scaffolding.

(2) Fall protection shall be provided for employees erecting or dismantling supported scaffolds where the installation and use of such protection is feasible and does not create a greater hazard, as determined by the competent person.

(3) For employees erecting and dismantling scaffolding, safe access will be provided where it is feasible and does not create a greater hazard, as determined by the competent person. The determination will be based upon site conditions and the type of scaffold being erected or dismantled.

(4) Hook-on ladders will be installed as soon as scaffold erection has progressed to a point the permits safe installation and use.

(5) End frames of tubular welded frame scaffolds may be used as climbing devices for access provided that the end frame has horizontal members that are parallel, not more than 22 inches apart vertically, and erected in a manner that creates a usable ladder.

(6) Scaffolds shall not be erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come closer to exposed and energized power lines that as follows:
### Insulated lines voltage

<table>
<thead>
<tr>
<th>Voltage Range</th>
<th>Minimum Distance</th>
<th>Alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 300 volts</td>
<td>3 feet</td>
<td></td>
</tr>
<tr>
<td>300 volts to 50 kv</td>
<td>10 feet</td>
<td></td>
</tr>
<tr>
<td>More than 50 kv</td>
<td>10 feet plus 0.4 inches for each 1 kv over 50 kv</td>
<td>2 times the length of the line insulator, but never less than 10 feet</td>
</tr>
</tbody>
</table>

### Uninsulated lines voltage

<table>
<thead>
<tr>
<th>Voltage Range</th>
<th>Minimum Distance</th>
<th>Alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 50 kv</td>
<td>10 feet</td>
<td></td>
</tr>
<tr>
<td>More than 50 kv</td>
<td>10 feet plus 0.4 inches for each 1 kv over 50 kv</td>
<td>2 times the length of the line insulator, but never less than 10 feet</td>
</tr>
</tbody>
</table>

### G. Falling Object Protection

(1) In addition to hardhats, the following safety measures shall be used to protect from falling objects:

   (a) The area below the scaffold to which objects may fall will be barricaded and employees prohibited from entering the area; or

   (b) A toe board, meeting the requirements of Section 19, Appendix B, shall be erected along the edge of platforms more than 10 feet above lower levels.

(2) If tools, materials, or equipment are piled higher than the edge of the toe board, other means of falling object protection shall be implemented such as screens, debris nets, catch platforms, canopy structures, or guardrail systems.

(3) When the potential falling object is too large, heavy or massive to be contained/deflected by the measures above, the object will be placed away from the edge of the platform and appropriately secured to prevent falling.

### 4. Training

A. CCSD shall train each employee that performs work while on a scaffold by a person qualified to recognize hazards associated with the type of scaffold used and to understand procedures to control or minimize those hazards. Training will include:

   (1) The nature of electrical, fall, and falling object hazards in the work area;
(2) The correct procedures for dealing with electrical hazards and for erecting, maintaining, and disassembling the fall protection systems and falling object protections used;

(3) The proper use of the scaffold and the proper handling of materials on the scaffold;

(4) The maximum intended load and load-carrying capacity of the scaffold use; and

(5) Any other relevant requirements of this plan.

B. CCSD shall train each employee involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold by a competent person to recognize hazards associated with the work. Training shall include:

(1) The nature of scaffolding hazards;

(2) The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting, and maintaining the scaffold used;

(3) The design criteria, maximum intended load-carrying capacity, and intended use of the scaffold; and

(4) Any other relevant requirements of this plan.

C. Retraining shall be provided where:

(1) Changes in the workplace present a new hazard;

(2) Changes in the type of scaffold, fall protection, falling object protection, or other equipment present a new hazard;

(3) Inadequacies in an employee’s work indicate the employee has not retained training; or

(4) CCSD has reason to believe that an employee lacks the skill or understanding needed for safe working involving scaffolding.

5. Definitions

Adjustable suspension scaffold means a suspension scaffold equipped with a hoist(s) that can be operated by an employee(s) on the scaffold.

Bearer (putlog) means a horizontal transverse scaffold member (which may be supported by ledgers or runners) upon which the scaffold platform rests and which joins scaffold uprights, posts, poles, and similar members.
**Boatswains' chair** means a single-point adjustable suspension scaffold consisting of a seat or sling designed to support one employee in a sitting position.

**Body belt (safety belt)** means a strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

**Body harness** means a design of straps which may be secured about the employee in a manner to distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders, with means for attaching it to other components of a personal fall arrest system. **Brace** means a rigid connection that holds one scaffold member in a fixed position with respect to another member, or to a building or structure.

**Carpenters' bracket scaffold** means a supported scaffold consisting of a platform supported by brackets attached to building or structural walls.

**Catenary scaffold** means a suspension scaffold consisting of a platform supported by two essentially horizontal and parallel ropes attached to structural members of a building or other structure. Additional support may be provided by vertical pickups.

**Cleat** means a structural block used at the end of a platform to prevent the platform from slipping off its supports. Cleats are also used to provide footing on sloped surfaces such as crawling boards.

**Competent person** means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

**Coupler** means a device for locking together the tubes of a tube and coupler scaffold.

**Crawling board (chicken ladder)** means a supported scaffold consisting of a plank with cleats spaced and secured to provide footing, for use on sloped surfaces such as roofs.

**Deceleration device** means any mechanism, such as a rope grab, rip-stitch lanyard, specially-woven lanyard, tearing or deforming lanyard, or automatic self-retracting lifeline lanyard, which dissipates a substantial amount of energy during a fall arrest or limits the energy imposed on an employee during fall arrest.

**Double pole (independent pole) scaffold** means a supported scaffold consisting of a platform(s) resting on cross beams (bearers) supported by ledgers and a double row of uprights independent of support (except ties, guys, braces) from any structure.

**Equivalent** means alternative designs, materials or methods to protect against a hazard which
the employer can demonstrate will provide an equal or greater degree of safety for employees than the methods, materials or designs specified in the standard.

Exposed power lines means electrical power lines which are accessible to employees and which are not shielded from contact. Such lines do not include extension cords or power tool cords.

Fabricated decking and planking means manufactured platforms made of wood (including laminated wood, and solid sawn wood planks), metal or other materials.

Fabricated frame scaffold (tubular welded frame scaffold) means a scaffold consisting of a platform(s) supported on fabricated end frames with integral posts, horizontal bearers, and intermediate members.

Failure means load refusal, breakage, or separation of component parts. Load refusal is the point where the ultimate strength is exceeded.

Form scaffold means a supported scaffold consisting of a platform supported by brackets attached to formwork.

Guardrail system means a vertical barrier, consisting of, but not limited to, toprails, midrails, and posts, erected to prevent employees from falling off a scaffold platform or walkway to lower levels.

Hoist means a manual or power-operated mechanical device to raise or lower a suspended scaffold.

Horse scaffold means a supported scaffold consisting of a platform supported by construction horses (saw horses). Horse scaffolds constructed of metal are sometimes known as trestle scaffolds.

Ladder jack scaffold means a supported scaffold consisting of a platform resting on brackets attached to ladders.

Landing means a platform at the end of a flight of stairs.

Large area scaffold means a pole scaffold, tube and coupler scaffold, systems scaffold, or fabricated frame scaffold erected over substantially the entire work area. For example: a scaffold erected over the entire floor area of a room.

Lean-to scaffold means a supported scaffold which is kept erect by tilting it toward and resting it against a building or structure.
Lifeline means a component consisting of a flexible line that connects to an anchorage at one end to hang vertically (vertical lifeline), or that connects to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

Lower levels means areas below the level where the employee is located and to which an employee can fall. Such areas include, but are not limited to, ground levels, floors, roofs, ramps, runways, excavations, pits, tanks, materials, water, and equipment.

Maximum intended load means the total load of all persons, equipment, tools, materials, transmitted loads, and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.

Mobile scaffold means a powered or unpowered, portable, caster or wheel-mounted supported scaffold.

Needle beam scaffold means a platform suspended from needle beams.

Open sides and ends means the edges of a platform that are more than 14 inches (36 cm) away horizontally from a sturdy, continuous, vertical surface (such as a building wall) or a sturdy, continuous horizontal surface (such as a floor), or a point of access. Exception: For plastering and lathing operations the horizontal threshold distance is 18 inches (46 cm).

Outrigger means the structural member of a supported scaffold used to increase the base width of a scaffold in order to provide support for and increased stability of the scaffold.

Outrigger beam (Thrustout) means the structural member of a suspension scaffold or outrigger scaffold which provides support for the scaffold by extending the scaffold point of attachment to a point out and away from the structure or building.

Outrigger scaffold means a supported scaffold consisting of a platform resting on outrigger beams (thrustouts) projecting beyond the wall or face of the building or structure, the inboard ends of which are secured inside the building or structure.

Personal fall arrest system means a system used to arrest an employee’s fall. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or combinations of these.

Platform means a work surface elevated above lower levels. Platforms can be constructed using individual wood planks, fabricated planks, fabricated decks, and fabricated platforms.

Pole scaffold (see definitions for "Single-pole scaffold" and "Double (independent) pole scaffold").
Qualified means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.

Rated load means the manufacturer's specified maximum load to be lifted by a hoist or to be applied to a scaffold or scaffold component.

Runner (ledger or ribbon) means the lengthwise horizontal spacing or bracing member which may support the bearers.

Scaffold means any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage), used for supporting employees or materials or both.

Self-contained adjustable scaffold means a combination supported and suspension scaffold consisting of an adjustable platform(s) mounted on an independent supporting frame(s) not a part of the object being worked on, and which is equipped with a means to permit the raising and lowering of the platform(s). Such systems include rolling roof rigs, rolling outrigger systems, and some masons' adjustable supported scaffolds.

Single-point adjustable suspension scaffold means a suspension scaffold consisting of a platform suspended by one rope from an overhead support and equipped with means to permit the movement of the platform to desired work levels.

Single-pole scaffold means a supported scaffold consisting of a platform(s) resting on bearers, the outside ends of which are supported on runners secured to a single row of posts or uprights, and the inner ends of which are supported on or in a structure or building wall.

Stair tower (Scaffold stairway/tower) means a tower comprised of scaffold components and which contains internal stairway units and rest platforms. These towers are used to provide access to scaffold platforms and other elevated points such as floors and roofs.

Supported scaffold means one or more platforms supported by outrigger beams, brackets, poles, legs, uprights, posts, frames, or similar rigid support.

Suspension scaffold means one or more platforms suspended by ropes or other non-rigid means from an overhead structure(s).

System scaffold means a scaffold consisting of posts with fixed connection points that accept runners, bearers, and diagonals that can be interconnected at predetermined levels.

Top plate bracket scaffold means a scaffold supported by brackets that hook over or are attached to the top of a wall. This type of scaffold is similar to carpenters' bracket scaffolds and
form scaffolds and is used in residential construction for setting trusses.

**Tube and coupler scaffold** means a supported or suspended scaffold consisting of a platform(s) supported by tubing, erected with coupling devices connecting uprights, braces, bearers, and runners.

**Tubular welded frame scaffold** (see "Fabricated frame scaffold").

**Unstable objects** means items whose strength, configuration, or lack of stability may allow them to become dislocated and shift and therefore may not properly support the loads imposed on them. Unstable objects do not constitute a safe base support for scaffolds, platforms, or employees. Examples include, but are not limited to, barrels, boxes, loose brick, and concrete blocks.

**Walkway** means a portion of a scaffold platform used only for access and not as a work level.

*[NOTE: Definitions included are those relevant to the template. Additional definitions may be required depending upon scaffolding used. See, 29 CFR 1926.450(b).]*
Section 20, Appendix A: Plank and Platform Guidelines

Appendix A to Subpart L of Part 1926—Scaffold Specifications (selected provisions)

Paragraph (1)(a) – (c), Load-carrying timber members; plank and platform guidelines.

1926 Subpart L App A(1) – General Guidelines and Tables

1926 Subpart L App A(1)(a)
The following tables, and the tables in part 2—Specific guidelines and tables, assume that all load-carrying timber members (except planks) of the scaffold are a minimum of 1,500 lbf/in² (stress grade) construction grade lumber. All dimensions are nominal sizes as provided in the American Softwood Lumber Standards, dated January 1970, except that, where rough sizes are noted, only rough or undressed lumber of the size specified will satisfy minimum requirements.

1926 Subpart L App A(1)(b)
Solid sawn wood used as scaffold planks shall be selected for such use following the grading rules established by a recognized lumber grading association or by an independent lumber grading inspection agency. Such planks shall be identified by the grade stamp of such association or agency. The association or agency and the grading rules under which the wood is graded shall be certified by the Board of Review, American Lumber Standard Committee, as set forth in the American Softwood Lumber Standard of the U.S. Department of Commerce.

1926 Subpart L App A(1)(b)(i)
Allowable spans shall be determined in compliance with the National Design Specification for Wood Construction published by the National Forest Products Association; paragraph 5 of ANSI A10.8–1988 Scaffolding-Safety Requirements published by the American National Standards Institute; or for 2 × 10 inch (nominal) or 2 × 9 inch (rough) solid sawn wood planks, as shown in the following table:

<table>
<thead>
<tr>
<th>Maximum intended nominal load (lb/ft²)</th>
<th>Maximum permissible span using full thickness undressed lumber (ft)</th>
<th>Maximum permissible span using nominal thickness lumber (ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>50</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>75</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

1926 Subpart L App A(1)(b)(ii)
The maximum permissible span for 1 ¼ × 9-inch or wider wood plank of full thickness with a maximum intended load of 50 lb/ft² shall be 4 feet.
Fabricated planks and platforms may be used in lieu of solid sawn wood planks. Maximum spans for such units shall be as recommended by the manufacturer based on the maximum intended load being calculated as follows:

<table>
<thead>
<tr>
<th>Rated load capacity</th>
<th>Intended load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light duty</td>
<td>25 pounds per square foot applied uniformly over the entire span area.</td>
</tr>
<tr>
<td>Medium duty</td>
<td>50 pounds per square foot applied uniformly over the entire span area.</td>
</tr>
<tr>
<td>Heavy duty</td>
<td>75 pounds per square foot applied uniformly over the entire span area.</td>
</tr>
<tr>
<td>One person</td>
<td>250 pounds placed at the center of the span (total 250 pounds).</td>
</tr>
<tr>
<td>Two person</td>
<td>250 pounds placed 18 inches to the left and right of the center of the span (total 500 pounds).</td>
</tr>
<tr>
<td>Three person</td>
<td>250 pounds placed at the center of the span and 250 pounds placed 18 inches to the left and right of the center of the span (total 750 pounds).</td>
</tr>
</tbody>
</table>

Note: Platform units used to make scaffold platforms intended for light-duty use shall be capable of supporting at least 25 pounds per square foot applied uniformly over the entire unit-span area, or a 250-pound point load placed on the unit at the center of the span, whichever load produces the greater shear force.
Section 20, Appendix B: Guardrails for Platforms

Appendix A to Subpart L of Part 1926—Scaffold Specifications (selected provisions)

Paragraph (1)(d), Guardrails as fall protection systems for scaffolding platforms. See, 29 CFR 1926.451(g)(4).

1926 Subpart L App A(1)(d)
Guardrails shall be as follows:

1926 Subpart L App A(1)(d)(i)
Toprails shall be equivalent in strength to 2 inch by 4 inch lumber; or

- 1 ¼ inch × ⅛ inch structural angle iron; or
- 1 inch × .070 inch wall steel tubing; or 1.990 inch × .058 inch wall aluminum tubing.

1926 Subpart L App A(1)(d)(ii)
Midrails shall be equivalent in strength to 1 inch by 6 inch lumber; or

- 1 ¼ inch × 1¼ inch × ⅛ inch structural angle iron; or
- 1 inch × .070 inch wall steel tubing; or
- 1.990 inch × .058 inch wall aluminum tubing.

1926 Subpart L App A(1)(d)(iii)
Toeboards shall be equivalent in strength to 1 inch by 4 inch lumber; or

- 1 ¼ inch × 1¼ inch structural angle iron; or
- 1 inch × .070 inch wall steel tubing; or
- 1.990 inch × .058 inch wall aluminum tubing.

1926 Subpart L App A(1)(d)(iv)
Posts shall be equivalent in strength to 2 inch by 4 inch lumber; or

- 1¼ inch x 1¼ inch x ⅛ structural angle iron; or
- 1 inch × .070 inch wall steel tubing; or
- 1.990 inch × .058 inch wall aluminum tubing.

1926 Subpart L App A(1)(d)(v)
Distance between posts shall not exceed 8 feet.
Section 20, Appendix C: Guardrails for Ramps and Walkways

Appendix B to Subpart M of Part 1926 - Guardrail Systems

Guardrails as fall protection systems on ramps and walkways. See, 29 CFR 1926.451(e)(5)(i).

The standard requires guardrail systems and components to be designed and built to meet the requirements of § 1926.502(b) (3), (4), and (5). This appendix serves as a non-mandatory guideline to assist employers in complying with these requirements. An employer may use these guidelines as a starting point for designing guardrail systems. However, the guidelines do not provide all the information necessary to build a complete system, and the employer is still responsible for designing and assembling these components in such a way that the completed system will meet the requirements of § 1926.502(b) (3), (4), and (5). Components for which no specific guidelines are given in this appendix (e.g., joints, base connections, components made with other materials, and components with other dimensions) must also be designed and constructed in such a way that the completed system meets the requirements of § 1926.502.

(1) For wood railings: Wood components shall be minimum 1500 lb-ft/in² fiber (stress grade) construction grade lumber; the posts shall be at least 2-inch by 4-inch (5 cm × 10 cm) lumber spaced not more than 8 feet (2.4 m) apart on centers; the top rail shall be at least 2-inch by 4-inch (5 cm × 10 cm) lumber, the intermediate rail shall be at least 1-inch by 6-inch (2.5 cm × 15 cm) lumber. All lumber dimensions are nominal sizes as provided by the American Softwood Lumber Standards, dated January 1970.

(2) For pipe railings: posts, top rails, and intermediate railings shall be at least one and one-half inches nominal diameter (schedule 40 pipe) with posts spaced not more than 8 feet (2.4 m) apart on centers.

(3) For structural steel railings: posts, top rails, and intermediate rails shall be at least 2-inch by 2-inch (5 cm × 10 cm) by 3/8-inch (1.1 cm) angles, with posts spaced not more than 8 feet (2.4 m) apart on centers.
SECTION 21: REQUIREMENTS AND DEFINITIONS

STATUTORY AND REGULATORY REQUIREMENTS

The following sections must be in all WWSPs. NRS 618.383(4) requires that a WWSP and required training programs must be conducted and made available in a language and format understandable to each employee.

(1) Responsibility: A WWSP must include statement explaining that the managers, supervisors, and employees are responsible for carrying out the program. NAC 618.540(1)(a).

(2) Hazard Identification, Analysis & Control: A WWSP must include an explanation of the methods used to identify, analyze, and control new and existing hazards. NAC 618.540(1)(b).

(3) Training: A WWSP must include an explanation of the methods used to ensure that employees receive the appropriate safety and health training before performing work duties. NAC 618.540(1)(c).

(4) Incident Investigation & Corrective Action: A WWSP must include procedures that must be followed to investigate an incident which has occurred and the corrective actions to be initiated. NAC 618.540(1)(d).

(5) Program Compliance: A WWSP must include a method for ensuring that employees comply with the safety rules and work practices. NAC 618.540(1)(e).

(6) Reporting of incidents resulting in death, in-patient hospitalization, amputation, or loss of eye must be reported to OSHA within eight (8) hours if the incident results in death to one or more employees, or twenty-four (24) hours if the incident results in an in-patient hospitalization, amputation, or loss of an eye. NRS 618.378. For reporting, Nevada OSHA may be reached at (702) 486-9020 in Southern Nevada or (775) 688-3700 in Northern Nevada.

(7) Harmful Exposure and Corrective Action: Each employer shall promptly notify any employee who has been or is being exposed to toxic materials or harmful physical agents in concentrations or at levels which exceed those prescribed by an applicable occupational safety and health standard adopted under this chapter and shall inform such employee of any action being taken to correct the condition. NRS 618.380.

(8) Safety Committee Recordkeeping. The entity must keep written record of (1) the safety and health issues discussed at Safety Committee meetings, (2) attendance of Safety Committee meetings, and (3) attendance of employees in training programs. NAC 618.542.

(9) Other Requirements: Nevada enforces the federal OSHA General Industry and Construction Standards found in 29 CFR 1910 and 29 CFR 1926, respectively. NRS 618.295(8). Plans/programs other than your WWSP may need to be developed on the activities of your entity. Examples include Bloodborne Pathogen Exposure Control, Hazardous Communications, Lock-Out, Tag-Out; Personal Protective Equipment; Indoor Air Quality; Chemical Spill Controls; etc.²

² For assistance in identifying other requirements of your WSP, consult the OSHA Compliance Assistance Quick Start at https://www.osha.gov/complianceassistance/quickstarts.
(10) **District Emergency Operations Plan (NRS 388.251, 388.243, 388.259).** The CCSD *School District Emergency Operations Plan Development Committee* (SDEOPDC) is responsible for developing the Emergency Operations Plan (EOP). Similarities and differences between a Development Committee and a Workplace Safety Plan include:

1. **Similarities:**
   a. Both are statutorily required
      i. Development Committee: NRS 388.241.
      ii. WWSP: NRS 618.383.
   b. The objective of both is to promote employee and public safety and eliminate/reduce workplace (school property) accidents and injuries.

2. **Differences:**
   a. The board of trustees shall establish the SDDC.
   b. Membership is specifically defined by statute.
   c. The SDEOPDC is not subject to the requirements of the Open Meeting Law.
   d. The SDEOPDC emergency and crisis plans are confidential.
   e. The public should not be aware of the districts emergency management and crisis plans (i.e. EOP evacuation procedures and meeting areas).
   f. Unlike a WWSP, which should be updated and reviewed at least annually, the SDEOPDC plan is required to undergo annual plan review and submission to the Nevada Department of Education on or before July 1, of each year.

**DEFINITIONS**

**Employee** means every person who is required, permitted or directed by any employer to engage in any employment, or to work or be at any time in any place of employment, under any appointment or contract of hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed. NRS 618.085.

**Employer** in the context of this template, means: (1) any county, city, town, school district or other unit of local government; (2) any public or quasi-public corporation; and (3) any officer or management official having direction or custody of any employment or employee. NRS 618.095.

**Employment** means any trade, work, business, occupation or process of manufacture, or any method of carrying on such trade, work, business, occupation, or process of manufacture, including construction work, in which any person may be engaged. NRS 618.105.

**Engineering control** means a physical change to the workplace that removes a hazard or creates a barrier between an employee and a hazard. See NRS 618.7304; The National Institute for Occupational Safety and Health (NIOSH), [https://www.cdc.gov/niosh/engcontrols/](https://www.cdc.gov/niosh/engcontrols/) (as viewed Nov. 19, 2021).
**Near-miss** means an incident that could have caused serious injury, illness, or property damage but did not; also called a “close call.” See OSHA, *Incident [Accident] Investigations: A Guide for Employers* (Dec. 2015).

**Place of employment** means any place, whether indoors or out or elsewhere, and the premises appurtenant thereto, where, either temporarily or permanently, any industry, trade, work, or business is carried on, including all construction work, and where any person is directly or indirectly employed by another for direct or indirect gain or profit. NRS 618.155.

**Safety Device** or **Safeguard** means any practicable method of mitigating or preventing a specific danger. NRS 618.165.

**Safety Director** means the person assigned by an employer to be in charge of occupational safety and health. NRS 618.375(4). A Safety Director may be a position title within an entity or a responsibility of an existing job or position.

**Serious injury** means injury resulting in inpatient hospitalization, amputation, or loss of an eye. See NRS 618.378.

**Work practice control** means a practice, procedure, or rule that is used to reduce the risk of a hazard in the workplace. See NRS 618.7310; Occupational Safety and Health Administration (OSHA), [https://www.osha.gov/ergonomics/control-hazards](https://www.osha.gov/ergonomics/control-hazards) (as viewed Nov. 19, 2021).

**Written Workplace Safety Plan** or **WWSP** means the document prepared by an employer that creates a workplace safety training program and explains

1. How employers and employees are responsible for carrying out the plan;
2. How hazards are identified, analyzed, and controlled;
3. How employees will receive workplace safety training prior to beginning work duties; and
4. The procedures of incident investigation, including corrective action, pursuant to NRS 618.383(2) and NAC 618.540.
SECTION 22: FORMS & CHECKLISTS

1. Safety-related eLearning Courses

2. 1st Reporting Application Instructions

3. Incident Investigation Form.

4. Safety Concern and Near-miss Form.

5. Nevada Workers’ Compensation Forms. (Links to Forms).
   A. C-1 Notice of Injury or Occupational Disease
   B. C-3 Employer’s Report of Industrial or Occupational Disease
   C. C-4 Employee’s Claim for Compensation
   D. C-4A Release of Medical and Other Information for Nevada Workers’ Compensation Claims

6. Nevada OSHA Forms. (Links to Forms).
   A. OSHA Injury and Illness Recordkeeping & Reporting Requirements (Federal OSHA).
   B. Injury and Illness Recordkeeping Instructions
   C. Injury and Illness Recordkeeping Forms (300, 300A, and 301)
   D. Employee Rights & Responsibilities (English).
   E. Employee Rights & Responsibilities (Spanish).
   F. Nevada Safety and Health Protection on the Job (Poster).
   G. Emergency Phone Numbers (Poster).

7. Safety Committee Form 1 – Organizational Template.

8. Safety Committee Form 2 – Agenda Template.

9. Safety Committee Form 3 – Minutes Template

10. Hazard Assessment Form for PPE Use

11. Hepatitis B Vaccination Request/Declination Form

12. Bloodborne Pathogen Incident Exposure Form

13. Scissor Lifts Pre-use Inspection Checklist
14. [Scissor Lift Hands-On Training Evaluation Form](#)

15. [Hot Work Permit](#)
### Safety-related eLearning Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Investigation</td>
<td>Fall Protection</td>
</tr>
<tr>
<td>Active Shooter for Administrators</td>
<td>Fire Extinguisher Training</td>
</tr>
<tr>
<td>Active Shooter for Staff</td>
<td>First Aid</td>
</tr>
<tr>
<td>Acute Respiratory Illness Pandemic Training: Prevention and Response</td>
<td>GHS – Hazard Communication</td>
</tr>
<tr>
<td>AED (Automated External Defibrillators)</td>
<td>Heat-related Illness</td>
</tr>
<tr>
<td>Aerial Lift Safety</td>
<td>Incident Command Systems</td>
</tr>
<tr>
<td>Asbestos Awareness Training</td>
<td>Ladder Safety</td>
</tr>
<tr>
<td>Aversive Interventions</td>
<td>Lock Out, Tag Out</td>
</tr>
<tr>
<td>Back Safety in the Workplace</td>
<td>Lock Out, Tag Out: Energy Release</td>
</tr>
<tr>
<td>Bloodborne Pathogen</td>
<td>Office Ergonomics</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation (CPR)</td>
<td>OSHA Rights and Responsibilities</td>
</tr>
<tr>
<td>City Driving</td>
<td>Personal Protective Equipment: General Overview</td>
</tr>
<tr>
<td>Commercial Mower Safety</td>
<td>Safe and Sober Workplace for Employees</td>
</tr>
<tr>
<td>Common Illness Prevention</td>
<td>Safe and Sober Workplace for Supervisors</td>
</tr>
<tr>
<td>Controlling Exposure to Bloodborne Pathogens</td>
<td>Safety Basics for Security Staff</td>
</tr>
<tr>
<td>COVID Quick tips by the CDC</td>
<td>Safety Data Sheets</td>
</tr>
<tr>
<td>COVID-19: Protecting Yourself and Others</td>
<td>Scaffolding Safety</td>
</tr>
<tr>
<td>COVID-19: Your Workplace</td>
<td>Severe Bleeding Response: Wound Packing and Tourniquet Use</td>
</tr>
<tr>
<td>Crossing Guard Safety</td>
<td>Slips, Trips and Falls (Custodians, Maintenance and Facilities)</td>
</tr>
<tr>
<td>Defensive Driving</td>
<td>Slip, Trip, and Fall Prevention</td>
</tr>
<tr>
<td>Distracted Driving</td>
<td>Slips, Trips and Falls (Nutrition Services)</td>
</tr>
<tr>
<td>Earthquake Preparedness</td>
<td>Special Education: Lifts and Transfers</td>
</tr>
<tr>
<td>Earthquake Safety – If There is No Sturdy Desk or Table</td>
<td>Special Education: Safety in the Classroom</td>
</tr>
<tr>
<td>Earthquake Safety – Mobility Disabilities</td>
<td>Special Education Aides: Safety and Injury Prevention</td>
</tr>
<tr>
<td>Emergency Operations Planning: Building the Plan</td>
<td>Stress Management</td>
</tr>
<tr>
<td>Emergency Operations Planning: Implementing the Plan</td>
<td>Winter Driving</td>
</tr>
<tr>
<td>Evacuation Planning for Students with Special Needs</td>
<td>Workplace Violence Awareness</td>
</tr>
</tbody>
</table>
1st Reporting Application Instructions

1. Accident, incident, injury, near-miss, hazard, or other safety concerns may be reported using the 1st Reporting application. To access the application, use the highlighted link on the CCSD Safety Services page:

2. You will be redirected to the 1st Reporting sign-in page.
## Incident Investigation Form

### Section A: Information

<table>
<thead>
<tr>
<th>Entity Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigator or Team Name(s) and Title(s)</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section B: Incident Description/Injury Information

1. **Injured Employee Information**
   - (a) Name & Age of Injured Employee:
   - (b) Employee’s first language:
   - (c) Employee Job Title:
   - (d) Job at time of injury:
   - (e) Type of Employment:
   - (f) Length of Time with Entity:
   - (g) Length of Time in Current Position:
   - (h) Description and Severity of Injury:

2. **Incident Information**
   - (a) Date and Time of Incident:
   - (b) Location of Incident:
(c) Detailed description of incident. Include relevant events leading up to, during, and after the incident. [It is preferred that the information is provided by the injured employee.]

Use additional pages if needed.

(d) Description of incident from eye witnessed, including relevant events leading up to, during, and after the incident. Include names of persons interviewed, job titles, and date/time of interviews.

Use additional pages if needed.

(e) Description of incident from additional employees with knowledge, including relevant events leading up to, during, and after the incident. Include names of persons interviewed, job titles, and date/time of interviews.

Use additional pages if needed.
## Section C: Identify Root Causes

The Root Causes are the underlying reasons the incident occurred and are the factors that need to be addressed to prevent future incidents. If safety procedures were not being followed, **why** were they not being followed? If a machine was faulty or a safety device failed, **why** did it fail? It is common to find factors that contributed to the incident in several of these areas: equipment/machinery, tools, procedures, training or lack of training, and work environment. If these factors are identified, you must determine **why** these factors were not addressed before the incident.

*Use additional pages if needed.*

## Section D: Recommend Corrective Action to Prevent Future Incidents

Recommend any corrective actions necessary to prevent future incidents and if relevant, identify who should implement the corrective action and the time frame in which the corrective action should be implemented.

*Use additional pages if needed.*

## Section E: Corrective Actions Taken/Root Causes Addressed

Document the corrective action taken, who implemented the corrective action, when the corrective action was implemented, and when provided to the Safety Committee.

*Use additional pages if needed.*
Safety Concern and Near-miss Form

This form allows employees to describe a safety concern or near-miss, note the location, and provide a report to a manager/supervisor and/or the Safety Director. Reporting safety concerns and near-misses allows [Entity] the opportunity to evaluate the condition to either eliminate the hazard or provide workplace or administrative controls.

*Employees are advised that the use of this form or other reports of unsafe practices or conditions are protected by law. It is illegal for the employer to take any action against any employee in reprisal for exercising rights to participate in communications involving safety.*

### Section A: Safety Concern or Near-miss Information

<table>
<thead>
<tr>
<th>Entity Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date &amp; Time of Report:</td>
</tr>
<tr>
<td>Location of potential incident/hazard/concern:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Report:</th>
<th>Type of Concern:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Concern</td>
<td>o Unsafe act</td>
</tr>
<tr>
<td>Near-miss</td>
<td>o Unsafe condition or area</td>
</tr>
<tr>
<td>Safety Suggestion</td>
<td>o Unsafe use of equipment</td>
</tr>
<tr>
<td>Other (describe):</td>
<td>o Unsafe condition of equipment</td>
</tr>
<tr>
<td>Other (describe):</td>
<td>o Other (describe):</td>
</tr>
</tbody>
</table>

Describe the potential incident/hazard/concern and possible outcome in as much detail as possible:

Safety Suggestions:

Name (Optional):

Phone Number (Optional):

Email Address (Optional):

*The remainder of this form will be completed by your manager/supervisor or Safety Director. Please send all Safety Concern & Near-miss Report Forms to your manager/supervisor or Safety Director for further action.*

[Safety Director Contact Number: ]

[Safety Director email: ]
### Section B: Identify Root Causes

Review the safety concern or near-miss. The Root Causes are the underlying reasons the near-miss occurred and are the factors that need to be addressed to prevent future incidents. If safety procedures were not being followed, why were they not being followed? If a machine was faulty or a safety device failed, why did it fail? It is common to find factors that contributed to the near-miss in several of these areas: equipment/machinery, tools, procedures, training or lack of training, and work environment. If these factors are identified, you must determine why these factors were not addressed before the near-miss.

*Use additional pages if needed.*

### Section C: Recommend Corrective Action to Prevent Future Incidents

Recommend any corrective actions necessary to prevent future incidents and if relevant, identify who should implement the corrective action and the time frame in which the corrective action should be implemented.

*Use additional pages if needed.*

### Section D: Corrective Actions Taken/Root Causes Addressed

Document the corrective action taken, who implemented the corrective action, when the corrective action was implemented, and when provided to the Safety Committee.

*Use additional pages if needed.*
Nevada Workers Compensation Forms

C-1 Notice of Injury or Occupational Disease (Incident Report):
https://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/c-1.pdf.

C-3 Employer’s Report of Industrial Injury or Occupational Disease:
https://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/c-3.pdf.

C-4 Employee’s Claim for Compensation:
https://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/C-4%20revised%208-12-2021%20.pdf.

C-4A Release of Medical and Other Information for Nevada Workers’ Compensation Claims:
https://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/PM%20MEDICAL%20RELEASE%20C-4A%208-12-21.pdf.

Nevada OSHA Forms

OSHA Injury and Illness Recordkeeping & Reporting Requirements (Federal OSHA):

Injury & Illness Recordkeeping Instructions:
https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/300%20Logs%20(Instructions).pdf.

Injury & Illness Recordkeeping Forms (300, 300A, & 301):
https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/300%20Logs%20(Forms%20300, 300A%20and%20301).xls.

Employee Rights & Responsibilities (English):

Employee Rights & Responsibilities (Spanish):
https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/Rights%20and%20Responsibilities%20(Spanish).pdf.

Nevada Safety and Health Protection on the Job (Poster):

Emergency Phone Numbers (Poster):
### Carson City School District Safety Committee

**Chairperson:** [Name of Chairperson]

**Secretary:** [Name of Secretary]

#### Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Management Rep.] [Employee Rep.]</td>
<td>[Member Department]</td>
</tr>
<tr>
<td>[Management Rep.] [Employee Rep.]</td>
<td>[Member Department]</td>
</tr>
<tr>
<td>[Management Rep.] [Employee Rep.]</td>
<td>[Member Department]</td>
</tr>
<tr>
<td>[Management Rep.] [Employee Rep.]</td>
<td>[Member Department]</td>
</tr>
<tr>
<td>[Management Rep.] [Employee Rep.]</td>
<td>[Member Department]</td>
</tr>
</tbody>
</table>
Safety Committee Meeting Agenda Template

Date: [Date]
Time: [Time]
Location: [Location]

1. ATTENDANCE
   A. Members Present:
   B. Members Absent:
   C. Guests/Visitors:

2. CALL TO ORDER

3. REVIEW AND APPROVE MINUTES OF PREVIOUS MEETING

4. DEPARTMENT REPORTS
   A. Incidents/Near-misses
   B. Corrective Actions
   C. Claims
   D. Job Hazard Analyses
   E. Projects/Training

5. REVIEW OLD BUSINESS, COMMITTEE TRAINING, PROJECTS, PLANNING

6. NEW BUSINESS, SUGGESTIONS, RECOMMENDATIONS, OR COMMENTS

7. SCHEDULE NEXT MEETING
   A. Date:
   B. Time:
   C. Location:
   D. Assignments:
Safety Committee Meeting Minutes Template

Date: [Date]
Time: [Time]
Location: [Location]
Who Conducted Meeting: [Name of Person Conducting Meeting]

1. ATTENDANCE (List each member present, each member absent, and include any guests or visitors.)

2. APPROVAL MINUTES OF [Date] MEETING (Include who introduced the minutes, any corrections, who moved for approval, who seconded the motions, and votes for and against approval.)

4. DEPARTMENT REPORTS (List each Incident, Near-miss, Claims, and/or Project discussed by Department.)

5. REVIEW COMMITTEE TRAINING, PROJECTS, PLANNING (List each Committee Training, Project, or Plan discussed and the results of any motions related to trainings, projects, and planning.)

6. NEW SUGGESTIONS, RECOMMENDATIONS, OR GENERAL COMMENTS (List each suggestion, recommendation, or general comment discussed and the results of any motions for action based upon a suggestion, recommendation, or general comment.)

7. SCHEDULE NEXT MEETING
   A. Date:
   B. Time:
   C. Location:
   D. Assignments:
Hazard Assessment for Personal Protective Equipment (PPE) Use

To be reviewed annually or upon changes to the workplace, work process, or introduction of machinery or equipment.

OSHA requires the employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment. 29 CFR 1910.132(d)(1). The Employer shall verify the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment. 29 CFR 1910.132(d)(2). This form may be used to document your hazard assessment. Keep it on permanent file in your department.

PERFORMED BY (Name & Title): _______________________________  DEPARTMENT: _______________________________

LOCATION: _______________________________  DATE: _______________________________

☐ NONE. Hazards requiring PPE are not present or not likely to be present.

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>ASSESSMENT OF HAZARD</th>
<th>PPE REQUIRED</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use or handling of:</td>
<td>Eye or face injury</td>
<td>Safety glasses</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>☐ Chemicals</td>
<td>☐ Impact from flying particles</td>
<td>☐ With side shields</td>
<td></td>
</tr>
<tr>
<td>☐ Biological agents, human blood, or OPIM</td>
<td>☐ Chemical splash in eyes</td>
<td>☐ Safety goggles</td>
<td>Chemical splash goggles</td>
</tr>
<tr>
<td>☐ Radioactive materials</td>
<td>☐ Facial/skin chemical contact</td>
<td>☐ Face shield</td>
<td></td>
</tr>
<tr>
<td>☐ Nose/mouth contact with blood/OPIM</td>
<td>☐ Lab coat/gown</td>
<td>☐ Latex gloves</td>
<td></td>
</tr>
<tr>
<td>☐ Body/Skin/Hand contact</td>
<td>☐ Biological agents</td>
<td>☐ Apron</td>
<td>Double latex gloves</td>
</tr>
<tr>
<td>☐ ☐ Sharps</td>
<td>☐ Chemical splash goggles</td>
<td>☐ Scrubs</td>
<td>Rubber gloves</td>
</tr>
<tr>
<td>☐ Radioactive materials</td>
<td>☐ Face mask for blood/OPIM only</td>
<td>☐ Tyveks</td>
<td>Chemical resistant gloves</td>
</tr>
<tr>
<td>☐ Chemical</td>
<td>☐ Other: _______________________________</td>
<td>☐ Other: _______________________________</td>
<td></td>
</tr>
<tr>
<td>☐ Hot/Cold objects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Operations generating airborne fiber, dust, fumes, mist, or vapor</td>
<td>☐ Required: inhalation exposure &gt; exposure standards</td>
<td>Respirator</td>
<td>Contact Safety Director for initial inhalation assessment.</td>
</tr>
<tr>
<td>☐ ☐ Voluntary: inhalation exposure &lt; exposure standards</td>
<td>☐ Filter or cartridge E1 SCBA or airline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ Other: _______________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ High noise levels from equipment or operation</td>
<td>☐ Required: noise exposure &gt; standards</td>
<td>☐ Muff</td>
<td>Contact Safety Director for initial noise assessment.</td>
</tr>
<tr>
<td>☐ ☐ Voluntary: noise exposure &lt; standards</td>
<td>☐ Ear plugs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ Other: _______________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Non-ionizing radiation sources</td>
<td>Radiation burns to:</td>
<td>☐ Shaded safety glasses</td>
<td>With side shields</td>
</tr>
<tr>
<td>☐ ☐ Eyes</td>
<td>☐ Shaded safety goggles</td>
<td>Welding helmet</td>
<td></td>
</tr>
</tbody>
</table>

GUIDE ONLY – must be reviewed by entity’s legal counsel and governing board.
| ☐ Lasers | ☐ Body | ☐ Protective clothing |
| ☐ Welding | ☐ Skin | ☐ Barriers, shields |
| ☐ Infrared | ☐ Ultraviolet | ☐ Other: ________________________________ |
| ☐ General Safety: physical hazards from equipment, process, or material | ☐ Foot injury: equipment/object that can fall or roll onto feet | ☐ Safety shoes |
| | ☐ Impact or penetration to eye, face, head, body, or soles of feet | ☐ Safety glasses | ☐ With side shields |
| | ☐ Electrical contact | ☐ Safety goggles | ☐ Face shield |
| | | ☐ Safety shoes | ☐ Hard hat |
| | | ☐ Cut resistant gloves | ☐ Coveralls |
| | | ☐ Other: ________________________________ | |
| | ☐ Other: extreme heat or cold | ☐ Thermal gloves | ☐ Face shield |
| | | ☐ Thermal clothing | ☐ Safety glasses |
| | | ☐ Barrier/shield | ☐ Other: ________________________________ |
Hepatitis B Vaccination Request/Declination Form

Employee Name:________________________________________________________

Employee Email:________________________________________________________

As an employee of Carson City School District, I understand and hereby acknowledge that I have received Bloodborne Pathogens Training and am being offered participation in the hepatitis B series immunization which is wholly voluntary. I have been offered the hepatitis B series at no cost to myself.

Check the applicable statement below:

○ I decline participation in the hepatitis B series of vaccinations. I understand that due to my occupational exposure to blood and other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given an opportunity to be vaccinated with the hepatitis B vaccine at no charge to myself. However, I decline the hepatitis B vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the hepatitis B vaccine, I can receive the vaccination series at no cost to me.

○ I desire to be inoculated for hepatitis B.

You must complete the following section regardless of whether you decline or accept vaccination.

Job Title:______________________________________________________________

Department:____________________________________________________________

Supervisor’s Name:_______________________________________________________

Please sign and date to indicate that the information on this form is accurate.

Signature:______________________________________________________________

Date:______________________________________________________________
Bloodborne Pathogen Incident Exposure Form

In the event of an incident involving the exposure of a staff person, student and/or infant/toddler to blood or other potentially infectious materials, this form, as required by the Occupational Safety and Health Administration (OSHA), shall be completed as soon as possible. The information collected below is intended to assist with evaluating the control methods used and with preventing future exposures.

Name of Person(s) Exposed:____________________________________________________________

Location:__________________________________________________________________________

Incident Date:___________  Time:______________

Incident: Mark in each column, as appropriate:

Exposure:                     Injury Type/Exposure Route:                      Body Part Injured:

☐Blood                         ☐Abrasion                                      ☐Finger

☐Other Body Fluids            ☐Laceration                                     ☐Hand

Specify: ________________

☐Puncture                      ☐Mucous Membrane                                ☐Eye

Was blood seen in body fluid?  ☐Human Bite                                     ☐Other: ___________

Yes _____ No ____

☐Infectious Material          ☐Other______________

Specify: ________________

☐Other______________

Description of Incident:_______________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Protective equipment in use at time of incident:

☐Gloves                         ☐Protective Sleeves                       ☐Other:

☐Goggles                        ☐Lab Coat

☐Face Mask/shield              ☐Gown

Referred to:__________________________

☐No Medical Treatment sought    ☐Emergency Treatment Center
“Universal Precautions, Infection Control and Post-Exposure Management”:
___ All staff are trained and familiar with policy. - or - Number of staff not currently trained: ___

**Engineering controls in place at the time of the exposure incident:**
The term "engineering controls" includes all control measures that isolate or remove a hazard from the workplace, encompassing not only sharps with engineered sharps injury protections and needleless systems but also other medical devices designed to reduce the risk of percutaneous exposure to bloodborne pathogens. Examples include blunt suture needles and plastic or mylar-wrapped glass capillary tubes, as well as controls that are not medical devices, such as sharps disposal containers and biosafety cabinets.

**The work practices and protective equipment or clothing used at the time of the exposure incident:**

**Notation of any “failures to control” at the time of the exposure incident:**

**What changes need to be made to prevent reoccurrence?**

Report prepared by (Name and Title):

Date:
Scissor Lifts Pre-use Inspection Checklist

Equipment Make/Model: _________________________________________________________

Serial Number: ________________________________________________________________

☐ Manufacturer’s operating manual legible and stored on equipment.
☐ All decals are legible and in place.
☐ Fluid levels check (hydraulic oil, engine oil, coolant, etc.)
☐ Structural and other critical components present all associated fasteners and pins in place.
☐ Battery packs in place, properly connected, and not leaking.
☐ Compartment covers in place.

Check the following components/areas for damage, modification, and improperly installed or missing parts:

☐ Electrical components, wiring, and electrical cables.
☐ Hydraulic power unit, reservoir, hoses, fittings, cylinders, and manifolds.
☐ Drive and turntable motors and torque hubs.
☐ Tire and wheels.
☐ Limit switches, warning alarms, and horn.
☐ Nuts, bolts, and other fasteners.
☐ Gauges.
☐ Beacon and lights.
☐ Fall Protection Devices (guardrails, toe boards, anchorages).

Check entire machine for:

☐ Cracks in welds or structural components.
☐ Dents or damages to machine equipment operation.
☐ Test all controls for proper operation.

DATE: ______________________________________________________________________

PRINT NAME: ________________________________________________________________

SIGANTURE OR INITIALS: _____________________________________________________
# Scissor Lift Hands-On Training Evaluation Form

<table>
<thead>
<tr>
<th>Trainee Name:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluator Name:</td>
<td>Equip. Manufacturer:</td>
</tr>
<tr>
<td>Date:</td>
<td>Equip. Model:</td>
</tr>
</tbody>
</table>

**HANDS-ON TRAINING MUST BE COMPLETED FOR EACH TYPE OF SCISSOR LIFT USED.**

<table>
<thead>
<tr>
<th>STEP</th>
<th>EVALUATION</th>
<th>PASS</th>
<th>FAIL</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pre-use Inspection.</td>
<td>Including, but not limited to: safety devices, air/hydraulic/fuel system leaks, cable/wiring harnesses for damage, loose/missing parts, placards/warnings/control markings, tires and wheels, stabilizers, guardrail system, other items specified in manufacturer’s operating manual.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Inspect worksite.</td>
<td>Including, but not limited to: drop-offs or holes, slopes, bumps, floor obstructions, debris, overhead obstructions and electrical hazards, inadequate surface to withstand load, wind/weather conditions, presence of bystanders, and other unsafe conditions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Function test of lower control station.</td>
<td>Determine if there are any malfunctions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Utilize fall protection equipment.</td>
<td>Guardrails in place and operation; personal fall protection equipment if anchorage point, maintain 3 points of contact with ladder/platform/guardrails.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Function test of platform control.</td>
<td>Determine if there are any malfunctions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Turn vehicle 360 degrees left and right.</td>
<td>Minimum disturbance of platform. Verify balance and stability.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STEP</td>
<td>EVALUATION</td>
<td>PASS</td>
<td>FAIL</td>
<td>N/A</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>------------</td>
<td>------</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>9. Turn off machine using emergency stop function.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Park and shutdown scissor lift.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Comments</td>
<td>Must be included for failed tasks. If task is failed, the evaluator must explain what was done incorrectly and have the trainee repeat the task until it is completed correctly.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trainee Signature</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluator Signature</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BEFORE INITIATING ANY HOT WORK, ENSURE PRECAUTIONS ARE IN PLACE.
MAKE SURE AN APPROPRIATE FIRE EXTINGUISHER IS READILY AVAILABLE.

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks. This includes any work involving welding, cutting, brazing, grinding or any similar activity that produces a flame or a spark.

<table>
<thead>
<tr>
<th>INSTRUCTIONS</th>
<th>REQUIRED PRECAUTIONS CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Verify precautions listed at right (or do not proceed with the work).</td>
<td>□ Available sprinkler, hose streams, and extinguishers are in service/operable.</td>
</tr>
<tr>
<td>B. Completed permit must be maintained on site while operation is performed.</td>
<td>□ Hot work equipment in good repair.</td>
</tr>
<tr>
<td>C. Return permit to supervisor when complete.</td>
<td>Requirements within 35 ft. of work:</td>
</tr>
<tr>
<td>□ Employee</td>
<td>□ Flammable liquids, dust, lint, and oil deposits removed.</td>
</tr>
<tr>
<td>□ Contractor ________________</td>
<td>□ Explosive atmosphere in area eliminated.</td>
</tr>
<tr>
<td></td>
<td>□ Floors are swept clean.</td>
</tr>
<tr>
<td></td>
<td>□ Combustible floors wet down, covered with damp sand, or fire-proof shields/covers.</td>
</tr>
<tr>
<td></td>
<td>□ Remove other combustibles where possible. Otherwise protect with fire-proof shields/covers.</td>
</tr>
<tr>
<td></td>
<td>□ All wall and floor openings are covered.</td>
</tr>
<tr>
<td></td>
<td>□ Fire-proof shields/covers beneath work.</td>
</tr>
</tbody>
</table>

HOT WORK BEING PERFORMED BY:

- □ Employee
- □ Contractor ________________

DATE: _______________ JOB NO: _______________

LOCATION/BUILDING & FLOOR:

NATURE OF JOB/OBJECT:

NAME OF PERSON PERFORMING HOT WORK:

I verify the above location has been examined, the precautions checked on Required Precautions Checklist have been taken to prevent fire, and permission is authorized for hot work.

SIGNED (Authorized Permit Individual):

______________________________

PERMIT EXPIRES

DATE: _______________ TIME: _______________

IN THE EVENT OF A FIRE, IMMEDIATELY DIAL 911 AND REPORT THE SITUATION.

□ Area protected with smoke/heat detection.
□ Ample ventilation to remove/vapor from work area.
□ Lockout/tagout required.
□ Confined space entry permit required.
This document was prepared by POOL/PACT as a resource for its members using information from staff, Occupational Safety and Health Administration (OSHA) standards, government entities, and/or other authoritative sources. It is intended to serve as a guide to assist POOL/PACT members in complying with OSHA requirements. A member will need to add information relevant to their work processes to develop an effective, comprehensive program. **BEFORE IMPLEMENTING A WRITTEN WORKPLACE SAFETY PLAN BASED UPON THIS GUIDE, YOU MUST HAVE YOUR ENTITY’S LEGAL COUNSEL AND GOVERNING BODY REVIEW AND APPROVE THE PLAN.**
# CCSD Family Life Advisory Committee

**Materials Approved for Submission to the School Board**

**July 2023**

<table>
<thead>
<tr>
<th>Material Approved</th>
<th>Grade Level</th>
</tr>
</thead>
</table>

This was requested because we have materials for breast cancer prevention, and the gap for testicular screening had been noted.

What the committee liked:
- Video is factual without being fear-driven
- Fills a gap in materials related to male testicular screening
- Video is short and accessible to the age group

<table>
<thead>
<tr>
<th>Material Approved</th>
<th>Grade Level</th>
</tr>
</thead>
</table>

What the committee liked:
- Thorough content
- Scientific explanation

Concerns:
- Uses the word *baby* in place of *fetus*

<table>
<thead>
<tr>
<th>Material Approved</th>
<th>Grade Level</th>
</tr>
</thead>
</table>

What the committee liked:
- Clear and scientific
- Well-produced
- Short

Concerns:
- Includes technical terminology outside the scope of the standards
<table>
<thead>
<tr>
<th>Material Approved</th>
<th>Grade Level</th>
</tr>
</thead>
</table>

Previously approved for grades 9 and up. Committee approved for grades 6 and up, though it will likely only be used by high school.

What the committee liked:
- Easy to follow
- Diagrams explain content well
- Diagrams are clear without being inappropriate for the age group

<table>
<thead>
<tr>
<th>Material Approved</th>
<th>Grade Level</th>
</tr>
</thead>
</table>

This video was chosen to fill a gap in materials illustrating the outer female genitalia.

What the committee liked:
- Variation of images
- Black and white images allow for representation of diverse populations
- Credible source
- Useful resource

Concerns:
- Committee members discussed age appropriateness at length.

<table>
<thead>
<tr>
<th>Material Approved</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varshavski, M. [Dr. Mike YouTube username]. (2020, Sept. 30). <em>Female Reproductive System by Dr. Mike</em> [Video File]. Retrieved from <a href="https://www.youtube.com/watch?v=LPvqphgIYXE">https://www.youtube.com/watch?v=LPvqphgIYXE</a></td>
<td>6th and Up</td>
</tr>
</tbody>
</table>

What the committee liked:
- Good visual of both internal and external anatomy
- Dr. Mike has a PhD in Anatomy and Physiology
- Easy to follow

Concerns:
- Uses technical terms without much explanation
- Though content is appropriate for middle school, the length and technical vocabulary of the video might overwhelm that age group. Ultimately, the committee decided to make the video available to middle school and allow the teachers to use their professional judgement on whether or not to use it.
<table>
<thead>
<tr>
<th>Material Approved</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proctor &amp; Gamble. (2019). Always Changing and Growing Up: Puberty Education Program (instructor’s guide). Rochester, NY: Proctor &amp; Gamble. (This material is copyrighted and attached.)</td>
<td>4th through 6th</td>
</tr>
</tbody>
</table>

These materials, requested by an elementary school, accompany a video that has already been approved.

What the committee liked:
- Includes a pre-test and post-test, discussion questions, and a letter that can be sent to parents
- Includes an instructional guide
- Includes modules with activities for students
- Materials available in Spanish

Concerns:
- Includes a lot of content
<table>
<thead>
<tr>
<th>Date Approved</th>
<th>Resource</th>
<th>Grade Levels</th>
<th>Date for Review</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 5, 2016</td>
<td>Animation Education Video on Testicular Self-Exams by Testicular Cancer Foundation – YouTube Video</td>
<td>9th and Up</td>
<td>2023</td>
<td>Reapproved Jan. 2023</td>
</tr>
<tr>
<td>February 13, 2017</td>
<td>High Cost of Free Love by Pam Stenzel</td>
<td>9th and Up</td>
<td>2023</td>
<td>Removed March 2023</td>
</tr>
<tr>
<td>November 27, 2017</td>
<td>Making Proud Choices video - “STD” by ETR</td>
<td>8th and Up</td>
<td>2023</td>
<td>Reapproved May 2023</td>
</tr>
<tr>
<td>December 21, 2017</td>
<td>Medical-Female Reproductive System in 3D - YouTube Video</td>
<td>9th and Up</td>
<td>2023</td>
<td>Removed Jan. 2023</td>
</tr>
<tr>
<td>April 10, 2017</td>
<td>Carson City Health and Human Services Tours</td>
<td>9th and Up</td>
<td>2023</td>
<td>Reapproved by FLAC and CCSD SB Fall 2023</td>
</tr>
<tr>
<td>November 5, 2018</td>
<td>Making Proud Choices video - “Subject is Puberty” by ETR</td>
<td>5th and Up</td>
<td>2023</td>
<td>Reapproved by FLAC and CCSD SB Fall 2023</td>
</tr>
<tr>
<td>November 5, 2018</td>
<td>Making Proud Choices – “The Subject of HIV” by ETR</td>
<td>7th and Up</td>
<td>2023</td>
<td>Reapproved by FLAC and CCSD SB Fall 2023</td>
</tr>
<tr>
<td>November 5, 2018</td>
<td>Making Proud Choices – “Tanisha and Shay” by ETR</td>
<td>7th and Up</td>
<td>2023</td>
<td>Reapproved by FLAC and CCSD SB Fall 2023</td>
</tr>
<tr>
<td>March 9, 2020</td>
<td>Handling Bullies When You’re LGBTQ by Human Relations Media</td>
<td>6th</td>
<td>2023</td>
<td></td>
</tr>
<tr>
<td>February 10, 2020</td>
<td>Always Changing and Growing for Boys Puberty Education Video by P&amp;G</td>
<td>4th - 6th</td>
<td>2023</td>
<td>Reapproved May 2023</td>
</tr>
<tr>
<td>February 10, 2020</td>
<td>Always Changing and Growing for Girls Puberty Education Video by P&amp;G</td>
<td></td>
<td>2023</td>
<td>Reapproved May 2023</td>
</tr>
<tr>
<td>February 8, 2021</td>
<td>Blue Campaign on Human Trafficking &amp; the Introductory Video on What Human Trafficking Is - Jason Mouannes with Department of Homeland Security</td>
<td>5th and Up</td>
<td>February 2024</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Title</td>
<td>Grade</td>
<td>Availability</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>----------------------------------------------------------------------</td>
<td>-------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>February 8, 2021</td>
<td>How Do Contraceptives Work? – NW Hunter, YouTube Video</td>
<td>6th and Up</td>
<td>February 2024</td>
<td></td>
</tr>
<tr>
<td>April 12, 2021</td>
<td>Male Reproductive System Slides</td>
<td>9th and Up</td>
<td>April 2024</td>
<td></td>
</tr>
<tr>
<td>April 12, 2021</td>
<td>Female Reproductive Slides</td>
<td>9th and Up</td>
<td>April 2024</td>
<td></td>
</tr>
<tr>
<td>April 12, 2021</td>
<td>Female Reproductive Slides: [Link]</td>
<td>9th and Up</td>
<td>April 2024</td>
<td></td>
</tr>
<tr>
<td>November 28, 2022</td>
<td>HIV, How to Protect Yourself and Others</td>
<td>9th and Up</td>
<td>November 2024</td>
<td></td>
</tr>
<tr>
<td>November 28, 2022</td>
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<td>9th and Up</td>
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<td>Contraceptives 101</td>
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</tbody>
</table>
Contents

Teaching Materials ........................................... 1
Classroom Activities for Teaching Puberty ....................... 2
Overview of Growth and Development at Puberty ............... 3
Changes During Puberty ......................................... 4
Dealing With all These Changes............................ 6
Changes to a Boy's Reproductive System ...................... 7
Changes to a Girl's Reproductive System .................... 8
Their Period ...................................................... 8
An Overview of Period Protection ........................ 11
Toxic Shock Syndrome .................................... 18
Caring for the Environment ................................. 19
Premenstrual Syndrome and Period Cramps .............. 20
Period Tracker .................................................. 21
Staying Confident and Healthy ...................... 22
Sex, Gender & Society .................................... 24
Healthy Choices ................................................. 25
Healthy Relationships ....................................... 26
Continue the Conversation .................................. 26
Video Discussion Guide ..................................... 27
Reproducing Pretests and Posttests ...................... 28
Sample Permission Letter to Parents .................... 32
Other Resources ................................................. 33

Over 35 years of puberty education

Dear Educator:

Thank you for choosing the Always Changing® and Growing Up Program as part of your puberty education curriculum. If you're teaching puberty education for the first time, the experience of health educators who have used Always Changing® and Growing Up may be useful.

Here's their advice:

**Inform** your school administration of your plans and review the Always Changing® and Growing Up Program with them, including the student take-home materials.

**Inform** parents of the date(s) you will be teaching the program. Follow your school's policy for obtaining parents' written permission. (A sample letter to parents is on page 32.)

**Choose** how you will teach the program that will be most effective for your students. Make arrangements with your colleagues if all or part of the program will be taught with all classes and students together or if you will teach by class or by girls and boys separately.

**Gather** teaching materials, arrange for a DVD player or computer for viewing from Always’ YouTube channel, make copies of the tests on pages 28-31 and create a question box as appropriate for your lesson plan.

**Plan** how much time you will need for each activity or section. Be sure to leave time for discussion and questions.

**Inform** students in advance.

We care deeply about the health of students and their families, and we are grateful to you for inviting us into your classroom. Educator feedback is an essential part of our ongoing efforts to improve our programs. We welcome your questions or comments.

Sincerely,

Mary Baldwin Morris
Always Changing® and Growing Up Program
Procter & Gamble

Learning objectives

This program is designed to be used either in co-ed or single-sex classes. Using the complete Always Changing® and Growing Up Program will help students identify:

- The physical and emotional changes they experience during puberty and acknowledge these changes as a normal part of growth and development.
- That personal hygiene is each individual's responsibility.
- The physiology of their bodies and the correct terminology for parts of the reproductive system.
- The menstrual cycle, what to expect during a period and how to manage periods while continuing with normal activities.
Always Changing and Growing Up

Puberty Education Program
The Always Changing® and Growing Up Program has been a trusted curriculum source for puberty education among school nurses and health educators for over 35 years. It has been taught to millions of students nationwide. The look of the program has been updated, but the information and educational goal remain the same—to teach preteens about their changing bodies and the beginning stages of puberty.

This program is provided as a free educational service by P&G’s brands: Always®, Tampax® and Old Spice®.

Program content is based on national research and consultation with school nurses, health educators, parents, fifth grade students and medical professionals. It is designed to provide fifth grade students with a broad overview of the beginning stages of puberty. Program materials include:

Instructor’s Materials
- Downloadable instructor’s Guide
- Student DVD or YouTube videos with girls-only, boys-only and co-ed segments
- Demonstration guide and products

Female Student Materials
- Guidebook for girls about growing up
- Parents’ conversation card and coupons

Male Student Materials
- Guidebook for boys about growing up
- Parents’ conversation card and coupons
- May receive Old Spice® sample

Always Changing® and Growing Up Videos

Girls only
- Contains: Hygiene
- Contains: Female Growth & Development

Boys only
- Contains: Hygiene
- Contains: Male Growth & Development

Co-ed
- Contains: Hygiene
- Contains: Female and Male Growth & Development

Videos are available on Always’ YouTube channel.
Program Organization

The Always Changing® and Growing Up Program is designed to be adaptable to each instructor’s individual needs and preferences. It is appropriate for co-ed classes, and it can also be taught effectively to girls-only or boys-only classes. Some instructors choose to distribute the students’ guides as take-home materials at the end of the program; others use them as classroom texts throughout the program. Choose the format and specific activities you prefer to make your puberty lessons and reminders interesting, informative and effective for your students.

<table>
<thead>
<tr>
<th>PROGRAM ACTIVITY</th>
<th>LEARNING OBJECTIVE</th>
<th>MATERIALS</th>
<th>LESSON TIME</th>
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<tbody>
<tr>
<td>Pretest (girls and boys) Answers</td>
<td>Instructor and students will assess the level of current knowledge the students already have about the subject of puberty.</td>
<td>Reproduce masters on pages 28 and 30</td>
<td>15 minutes to complete</td>
</tr>
<tr>
<td>Video and Video Discussion Guide</td>
<td>Students will develop a base of knowledge about the puberty experience. The Video Discussion Guide will help the instructor lead students through the topics raised in the video.</td>
<td>Video Discussion Guide on page 27</td>
<td></td>
</tr>
<tr>
<td>Reproductive Systems</td>
<td>Students will be able to identify and explain the major components of the male and female reproductive systems.</td>
<td>Reproduce masters on pages 7 (male) and 8 (female)</td>
<td>20 minutes for instruction and discussion</td>
</tr>
<tr>
<td>Product Demonstration and Distribute Student Kits</td>
<td>Students will be able to discuss products they can use for hygiene and feminine protection (girls only)</td>
<td>Pages 11–18 and on pgschoolprograms.com</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Period Tracker (for girls)</td>
<td>Students will be able to explain the reasons for and process of keeping a menstrual calendar.</td>
<td>Reproduce master on page 21</td>
<td>10 minutes to complete example and discussion</td>
</tr>
<tr>
<td>Question and Answer Time</td>
<td>Students will receive answers to many of their questions and concerns.</td>
<td>Frequently Ask Questions (FAQs) are included on page 7 and page 10</td>
<td>Instructor’s discretion</td>
</tr>
<tr>
<td>Posttest (girls and boys) Answers</td>
<td>Instructor and students will understand how much knowledge the students have gained from the puberty lesson.</td>
<td>Reproduce masters on page 29 and 31</td>
<td>15 minutes to complete</td>
</tr>
</tbody>
</table>
2020 Nevada Academic Content Standards (NVACS) for Health
Table of Contents

Table of Contents ........................................................................................................................................ 2
Acknowledgments .......................................................................................................................................... 3
Introduction: .................................................................................................................................................. 5
Cultural and Diversity Statement: ............................................................................................................. 5
Defining Standards, Curriculum, & Instruction: ....................................................................................... 5
NVACS for Health Legislative Requirements: ......................................................................................... 6
Overview: .................................................................................................................................................... 7
Coding of the Standards: ........................................................................................................................... 7
Rationale Statements for each Foundational Content Standard: ............................................................... 8
Rationale Statements for each Strand: ....................................................................................................... 9
Content Standard 1: Core Concepts ....................................................................................................... 11
  Personal, Community, and Environmental Health Strand ................................................................. 11
  Mental and Emotional Health Strand ................................................................................................. 14
  Nutrition and Physical Activity Strand ............................................................................................... 15
  Substance Use and Abuse Strand ....................................................................................................... 16
  Safety Practices, Injury Prevention, and CPR/AED Strand ............................................................... 17
  Personal Safety Strand ...................................................................................................................... 18
  Human Reproductive System, HIV/AIDS, Related Communicable Diseases, & Sexual Responsibility Strand .......................................................................................................................... 20
Content Standard 2: Analyze Influences ............................................................................................... 24
Content Standard 3: Access Information ............................................................................................... 24
Content Standard 4: Interpersonal Communication ............................................................................ 25
Content Standard 5: Decision Making .................................................................................................. 26
Content Standard 6: Goal Setting ........................................................................................................... 27
Content Standard 7: Self-Management .................................................................................................. 28
Content Standard 8: Advocacy ................................................................................................................ 29
Appendix A ................................................................................................................................................ 30
Permissions ................................................................................................................................................. 31
The development of the 2020 Nevada Academic Content Standards for Health was a collaborative effort facilitated by the Office of Standards and Instructional Support at the Nevada Department of Education. On behalf of the Nevada Department of Education, we would like to recognize the following members who shared their time and expertise in the framing of the 2020 NVACS for Health for our state. We appreciate your dedication and continued support for the students in Nevada.

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<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Organization</th>
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</thead>
<tbody>
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<td>Teacher</td>
<td>Carson City School District</td>
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<td>Associate Professor</td>
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<td>Assistant Professor</td>
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<td>Carson City School District</td>
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<td>Teacher</td>
<td>Clark County School District</td>
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Introduction:

The 2020 Nevada Academic Content Standards (NVACS) for Health were developed by stakeholders from across the State of Nevada with guidance provided by the Nevada Department of Education Office of Standards and Instructional Support. This committee began the re-writing process in January of 2019 which consisted of examining a variety of health standards from other states along with national standards. In addition, the Committee reviewed national and local data to inform the creation of this document. The 2020 NVACS for Health also went through an internal and external/public review.

The 2020 NVACS for Health characterize what students should know and be able to do by the end of each grade or grade band. The standards provide the necessary concepts, practices, and skills students need to achieve personal wellness and academic success.

Cultural and Diversity Statement:

The 2020 NVACS for Health are a broad reflection of the main concepts that should be taught in the area of health promotion and disease prevention. It is imperative that teachers deliver the information in a manner that is inclusive and responsive to the diversity of all youth. Inclusive instruction should be reflected in the implementation of these standards. The learning needs of every student are supported in an environment where all students are valued, respected, and see themselves in the standards while experiencing academic success without regard to the differences in age, gender, socio-economic status, religion, race, ethnicity, sexual orientation, ability, native language, national origin, or citizenship status, as stated in the Nevada Department of Education's definition of equity.

Defining Standards, Curriculum, & Instruction:

The 2020 NVACS for Health are designed to be taught in conjunction with one another and not in isolation. It is important to note that standards are neither curriculum, instructional practices or strategies; standards serve as a foundation for curriculum. See below for the distinction between standards, curriculum, and instruction:

- **Standards**: the concepts, content, and skills students should master by the end of a certain grade or grade band.
- **Curriculum**: materials and resources used for teaching the standards.
- **Instruction**: practices teachers use to deliver academic content to students. Teachers should utilize a variety of instructional techniques and strategies to ensure students master academic standards.
The following Nevada Revised Statutes (NRS) govern the development and implementation of the 2020 NVACS for Health:

**NRS 389.018**  Section 4: Instruction in health and physical education provided pursuant to subsection 3 must include, without limitation, instruction concerning the importance of annual physical examinations by a provider of health care and the appropriate response to unusual aches and pains.

**NRS 389.021**  Establishment of courses of study; provisions governing cardiopulmonary resuscitation and automated external defibrillator for health course in middle school, junior high school and high school. *Includes instruction in organ and tissue donation and suicide prevention.

**NRS 389.031**  Development of standards for teaching personal safety of children.

**NRS 389.036**  Establishment of course or unit of course of instruction concerning acquired immune deficiency syndrome, human reproductive system, related communicable diseases and sexual responsibility; appointment of advisory committee; notice to parent or guardian; consent of parent or guardian required; materials to be made available to parents or guardians of pupils.

**NRS 389.520**  Section 4: Standards established for such courses to include mental health and the relationship between mental health and physical health.

*Please see Appendix A to view the standards that comply with each NRS.*
Overview:

The 2020 NVACS for Health are divided into eight foundational Content Standards which are aligned to the National Health Education Standards. Content Standard 1 consists of “Core Concepts” that are vital for health promotion and disease prevention. Content Standards 2 through 8 include practices and skills that are essential to achieve overall wellness. There are seven core ideas, which will collectively be referred to as strands from this point forward. Please see below for a breakdown of each Content Standard concept and Strand:

Content Standards:

- Content Standard 1: Core Concepts
- Content Standard 2: Analyze Influences (AF)
- Content Standard 3: Access Information (AI)
- Content Standard 4: Interpersonal Communication (IC)
- Content Standard 5: Decision Making (DM)
- Content Standard 6: Goal Setting (GS)
- Content Standard 7: Self-Management (SM)
- Content Standard 8: Advocacy (AV)

Strands:

The strands are specified throughout Content Standard 1 but should be integrated throughout ALL other Content Standards. Content Standards 2 through 8 were written broadly so that they can be taught in conjunction with all strands:

1. Personal, Community, and Environmental Health (PCE)
2. Mental and Emotional Health (ME)
3. Nutrition and Physical Activity (NP)
4. Substance Use and Abuse (SUA)
5. Safety Practices, Injury Prevention, and CPR/AED (SIC)
6. Personal Safety (PS)

Coding of the Standards:

1. The first number in each code indicates Content Standard.
2. The letters in each code identify the Strand or Concept (see above for abbreviations).
3. The number immediately following the letters represent the grade level or grade band; K indicates kindergarten, 1-5 indicates the elementary grade level, MS indicates the middle school grade band, and HS indicates the high school grade band.
4. The last character in the code is the standard number; the standard number will restart when moving from strand to strand.

In Figure A below, 1.PCE.5.3 indicates that this standard is located under Content Standard 1: Core Concepts, within the Personal, Community, and Environmental Health (PCE) strand, which is to be taught in grade 5, and is the third standard.
Rationale Statements for each Foundational Content Standard:

**Content Standard 1: Core Concepts (see strands for abbreviations)**
The acquisition of basic health concepts and functional health knowledge provides a foundation for promoting health-enhancing behaviors among youth. This standard includes essential concepts that are based on established health behavior theories and models. Concepts that focus on both health promotion and risk reduction are included in the performance indicators. ¹

**Content Standard 2: Analyze Influences (AF)**
Health is affected by a variety of positive and negative influences within society. This standard focuses on identifying and understanding the diverse internal and external factors that influence health practices and behaviors among youth, including personal values, beliefs, and current social expectations. ¹

**Content Standard 3: Access Information (AI)**
Access to valid health information and health-promoting products and services is critical in the prevention, early detection, and treatment of health problems. This standard focuses on how to identify and access valid health resources and how to reject unproven sources. Application of the skills of analysis, comparison, and evaluation of health resources empowers students to achieve health literacy. ¹

**Content Standard 4: Interpersonal Communication (IC)**
Effective communication enhances personal, family, and community health. This standard focuses on how responsible individuals use verbal and nonverbal skills to develop and maintain healthy personal relationships. The ability to organize and convey information and feelings is the basis for strengthening interpersonal interactions and reducing or avoiding conflict. ¹

**Content Standard 5: Decision Making (DM)**
Decision-making skills are needed to identify, implement, and sustain health enhancing behaviors. This standard includes the essential steps that are needed to make healthy decisions as prescribed in the performance indicators. When applied to health issues, the decision-making process enables individuals to collaborate with others to improve their quality of life. ¹

**Content Standard 6: Goal Setting (GS)**
Goal-setting skills are essential to help students identify, adopt, and maintain healthy behaviors. This standard includes the critical steps that are needed to achieve both short-term and long-term health goals. These skills make it possible for individuals to have aspirations and plans for the future. ¹

**Content Standard 7: Self-Management (SM)**
Research confirms that the practice of health-enhancing behaviors can contribute to a positive quality of life. In addition, many diseases and injuries can be prevented by reducing harmful and risk-taking behaviors. This standard promotes the acceptance of personal responsibility for health and encourages the practice of healthy behaviors. ¹

**Content Standard 8: Advocacy (AV)**
Advocacy skills help students promote healthy behaviors. This standard helps students develop important skills to target their health-enhancing messages and to encourage others to adopt healthy behaviors. ¹
Rationale Statements for each Strand:

**Personal, Community, and Environmental Health (PCE)**
Everyone’s wellness is determined by a variety of factors in our world. Children need to know and understand how their behaviors impact personal, community, and environmental health. When there is a sound understanding of how behaviors impact self and others, individuals are more likely to make better health decisions. This strand will allow students to explore the importance of practicing healthy behaviors and those behaviors have influences on the community and environment. This strand will also educate children on how the community and environment impact personal health.

**Mental and Emotional Health (ME)**
Mental and emotional health are foundations for achieving life-long wellness. Children who can effectively express their feelings, thoughts, and emotions are better able to cope with stress, develop and maintain healthy relationships, and practice empathy. Teaching mental and emotional health skills will help improve self-esteem, reduce violence and self-harm, and lead to higher levels of academic achievement.

**Nutrition and Physical Activity (NP)**
Making good choices in nutrition and physical activity can help reduce the development of certain cancers, chronic disease, stroke, and many other illnesses. Nutrition and physical activity education give children the knowledge and skills necessary to establish healthy practices that contribute to overall wellness. Research has proven that students who are properly nourished and exercise regularly have higher rates of academic achievement.

**Substance Use and Abuse (SUA)**
Substance use and abuse among adolescents can have lasting implications on overall health. It is essential that our students are educated on how substances can affect the body and mind. Children need to know the negative consequences surrounding substance use and abuse in order to fully grasp the implications it can have on life-long wellness. Prevention of substance use and abuse through effective education will help equip children with the appropriate knowledge and skills to avoid substances.

**Safety Practices, Injury Prevention, and CPR/AED (SIC)**
Unintentional injuries are the leading cause of death for adolescents. It is imperative to educate children how to recognize when an activity could cause harm and how to take the necessary safety precautions to eliminate or reduce the risk of injury or death. This strand also offers education on how to perform cardiopulmonary resuscitation (CPR) and use an automated external defibrillator (AED) in the event of a medical emergency.

**Personal Safety (PS)**
Personal safety is a priority for all children. It is important for students to recognize unsafe individuals and situations. Giving students the necessary skills to navigate through unsafe situations is key to keeping them away from injury, danger, and other unintentional risks. Developing personal boundaries/space is an important component of personal safety. Children need their own personal boundaries/space and respect the personal boundaries/space of others in order to have healthy and safe relationships.
Human Reproductive System, HIV/AIDS, Related Communicable Diseases, & Sexual Responsibility (HRS)
It is important for children to know how their bodies will change and grow throughout puberty along with how to care for and protect their bodies. Individuals who know and understand the changes that occur during puberty will be better equipped to cope with those changes.

At different points in their lifetime, most individuals will become sexually active and it is important to provide education on how to prevent unwanted pregnancies and reduce or prevent contracting sexually transmitted diseases/infections (STDs/STIs) or human immunodeficiency virus (HIV)/acquired immune deficiency syndrome (AIDS). Educating individuals on the signs and symptoms of STDs/STIs and HIV/AIDS is also important so that individuals know when to seek treatment and avoid spreading the related communicable diseases.
**Content Standard 1: Core Concepts**

Students will comprehend concepts related to health promotion and disease prevention to enhance health.  

**Personal, Community, and Environmental Health Strand**

<table>
<thead>
<tr>
<th>Grade K</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Middle School</th>
<th>High School</th>
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<tr>
<td>1.PCE.K.1</td>
<td>1.PCE.1.1</td>
<td>1.PCE.2.1</td>
<td>1.PCE.3.1</td>
<td>1.PCE.4.1</td>
<td>1.PCE.5.1</td>
<td>1.PCE.MS.1</td>
<td>1.PCE.HS.1</td>
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<tr>
<td>Identify a variety of healthy practices and behaviors to maintain or improve personal, community, and environmental health.</td>
<td>Describe a variety of healthy practices and behaviors to maintain or improve personal, community, and environmental health.</td>
<td>Explain a variety of healthy practices and behaviors to maintain or improve personal, community, and environmental health.</td>
<td>Compare a variety of healthy practices and behaviors to maintain or improve personal, community, and environmental health.</td>
<td>Compare and contrast a variety of healthy practices and behaviors that maintain or improve personal, community, and environmental health.</td>
<td>Examine the impact of a variety of healthy practices and behaviors to maintain or improve personal, community, and environmental health.</td>
<td>Evaluate the impact of a variety of healthy practices and behaviors to maintain or improve personal, community, and environmental health.</td>
<td>Evaluate the impact of a variety of healthy practices and behaviors to maintain or improve personal, community, and environmental health.</td>
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<td>1.PCE.4.2</td>
<td>1.PCE.5.2</td>
<td>1.PCE.MS.2</td>
<td>1.PCE.HS.2</td>
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<tr>
<td>Grade K</td>
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<td>High School</td>
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<tr>
<td>1.PCE.K.3 Identify traits that make a person or community unique.</td>
<td>1.PCE.1.3 Describe the importance of accepting self and others.</td>
<td>1.PCE.2.3 Recognize similarities and differences between individuals and communities.</td>
<td>1.PCE.3.3 Summarize the importance of treating individuals and communities with respect.</td>
<td>1.PCE.4.3 Assess the importance of accepting the similarities and differences of self and others as it relates to personal, community, and environmental health.</td>
<td>1.PCE.5.3 Investigate the importance of accepting the similarities and differences of self and others as it relates to personal, community, and environmental health.</td>
<td>1.PCE.MS.3 Connect the importance of accepting the similarities and differences of self and others as it relates to personal, community, and environmental health.</td>
<td>1.PCE.HS.3 Analyze the importance of accepting the similarities and differences of self and others as it relates to personal, community, and environmental health.</td>
</tr>
<tr>
<td>1.PCE.K.4 Identify your family structure.</td>
<td>1.PCE.1.4 List different kinds of family structures.</td>
<td>1.PCE.2.4 Identify different kinds of family structures.</td>
<td>1.PCE.3.4 Describe different kinds of family structures.</td>
<td>1.PCE.4.4 Describe how individuals interact within family structures.</td>
<td>1.PCE.5.4 Examine how individuals interact within family structures and the community.</td>
<td>1.PCE.MS.4 Recognize an individual's personal role within the family structure and within the community.</td>
<td>1.PCE.HS.4 Evaluate how an individual's family structure impacts other families and the community.</td>
</tr>
<tr>
<td>1.PCE.3.5 Define genetics and its relationship to family history and personal health.</td>
<td>1.PCE.4.5 Examine genetics and its relationship to family history and personal health.</td>
<td>1.PCE.5.5 Analyze the impact genetics and family history have on personal health.</td>
<td>1.PCE.5.5 Interpret personal susceptibility to injury, illness, or death based on genetics, family history, and health behaviors.</td>
<td>1.PCE.MS.5 Evaluate the impact genetics, family history, health behaviors, and stress have on individual health.</td>
<td>1.PCE.HS.5 Evaluate the impact genetics, family history, health behaviors, and stress have on individual health.</td>
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<td>Describe how to register as a donor and the rules governing donor gifts pursuant to Nevada Law.</td>
<td>Explain how to register as an organ and tissue donor.</td>
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<td>Explain the individual and societal benefits of organ and tissue donation.</td>
<td>Summarize individual and societal benefits of organ and tissue donation.</td>
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<td>List facts about organ and tissue donation.</td>
<td>Analyze factual information about organ tissue and donation.</td>
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<td>Identify different emotions.</td>
<td>Recognize the relationship between emotions and actions.</td>
<td>Describe how the body responds to emotions physically and behaviorally.</td>
<td>Define stress, eustress, and distress.</td>
<td>Identify physical and psychological responses to stressors.</td>
<td>Compare the causes, symptoms, and effects among stress, anxiety, sadness, and depression.</td>
<td>Connect the relationship between mental health and physical health.</td>
<td>Investigate the relationship between mental health and physical health.</td>
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<td>List ways a person shows emotions.</td>
<td>Demonstrate how to express emotions in healthy ways.</td>
<td>Describe how the expression of emotions can influence actions.</td>
<td>Identify how a person expresses stress.</td>
<td>Recognize how the expression of emotions can vary across individuals and situations.</td>
<td>Relate how the expression of emotions can be triggered by a crisis or a trauma situation.</td>
<td>Identify how loss, grief, trauma, and emotional distress may influence self-injurious or suicidal behaviors.</td>
<td>Analyze ways to decrease the risk of self-injurious or suicidal behaviors.</td>
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<td>1.NP.K.1 Explain why the body needs food and water.</td>
<td>1.NP.1.1 Identify the food groups.</td>
<td>1.NP.2.1 Describe how each food group contributes to a healthy body.</td>
<td>1.NP.3.1 List the six essential nutrients and the sources of each.</td>
<td>1.NP.4.1 Identify how each nutrient contributes to a healthy body.</td>
<td>1.NP.5.1 Examine how the six essential nutrients contribute to health promotion and disease prevention.</td>
<td>1.NP.MS.1 Connect how healthy eating patterns, in accordance to the current federal Dietary Guidelines for Americans, lead to health promotion and disease prevention.</td>
<td>1.NP.HS.1 Investigate how personal healthy eating patterns, in accordance to the current federal Dietary Guidelines for Americans, lead to health promotion and disease prevention.</td>
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<td>1.NP.K.2 Describe physical activity.</td>
<td>1.NP.1.2 Explain why the body needs daily physical activity.</td>
<td>1.NP.2.2 Identify types of physical activity and their health benefits.</td>
<td>1.NP.3.2 Understand the daily recommendations of physical activity.</td>
<td>1.NP.4.2 Recognize the mental, social, and physical benefits of physical activity.</td>
<td>1.NP.5.2 Identify the mental, social, and physical benefits of daily moderate to vigorous physical activity.</td>
<td>1.NP.MS.2 Compare the mental, social and physical benefits of daily moderate to vigorous physical activity.</td>
<td>1.NP.HS.2 Analyze the mental, social and physical benefits of daily moderate to vigorous physical activity.</td>
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<td>1.NP.MS.3 Explain the importance of annual physical health examinations and responding appropriately to unusual aches and pains.</td>
<td>1.NP.MS.3 Evaluate the importance of annual physical health examinations and responding appropriately to unusual aches and pains.</td>
<td>1.NP.HS.3 Evaluate the importance of annual physical health examinations and responding appropriately to unusual aches and pains.</td>
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<td>1.SUA.K.1 Define medication and ways they can be helpful or harmful.</td>
<td>1.SUA.1.1 Identify different types of medications.</td>
<td>1.SUA.2.1 Explain the differences between over-the-counter and prescription medications.</td>
<td>1.SUA.3.1 Identify the purpose of over-the-counter and prescription medications.</td>
<td>1.SUA.4.1 Summarize why people use over-the-counter and prescription medications in relation to health promotion and disease prevention.</td>
<td>1.SUA.5.1 Compare how over-the-counter and prescription medication use and abuse can affect family and friends.</td>
<td>1.SUA.MS.1 Critique the pros and cons of using over-the-counter and prescription medications.</td>
<td>1.SUA.HS.1 Analyze the effects of long-term use and abuse of over-the-counter and prescription medications.</td>
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<td>1.SUA.K.2 Identify alcohol, tobacco, marijuana and other drugs and ways they can be harmful.</td>
<td>1.SUA.1.2 Identify the effects of alcohol, tobacco, marijuana, and other drugs have on the body.</td>
<td>1.SUA.2.2 Describe the effects of alcohol, tobacco, marijuana, and other drugs have on the body.</td>
<td>1.SUA.3.2 Discuss ways alcohol, tobacco, marijuana, and other drugs can harm an individual’s physical, mental, and social health.</td>
<td>1.SUA.4.2 Relate the positive and negative factors that influence a person’s physical, social and emotional health when using alcohol, tobacco, marijuana, and other drugs.</td>
<td>1.SUA.5.2 Investigate how alcohol, tobacco, marijuana, and other drugs can affect the health of an individual, family, and friends.</td>
<td>1.SUA.MS.2 Assess how alcohol, tobacco, marijuana, and other drugs impact health and disease prevention.</td>
<td>1.SUA.HS.2 Analyze the effects of long-term use and abuse of alcohol, tobacco, marijuana, and other drugs as they relate to health and disease prevention.</td>
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<td>1.SIC.K.1 List emergency</td>
<td>1.SIC.1.1 Memorize emergency</td>
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<td>1.SIC.3.1 Identify ways to</td>
<td>1.SIC.4.1 Categorize safe and</td>
<td>1.SIC.5.1 Assess the level of</td>
<td>1.SIC.MS.1 Examine how health</td>
<td>1.SIC.HS.1 Critique how health</td>
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<td>contacts and safety rules for</td>
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<td>prevent injuries at home, at</td>
<td>unsafe situations at home, school, and in the community.</td>
<td>danger at home, school, and in the community.</td>
<td>risk behaviors influence safety and injury prevention practices.</td>
<td>risk behaviors influence safety and injury prevention practices.</td>
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<td>preventing injury at home, school, and community.</td>
<td>preventing injury at home, school, and community.</td>
<td>emergency contacts and when it is appropriate to use them in order to prevent injury.</td>
<td>school, and in the community.</td>
<td>and in the community.</td>
<td>1.SIC.MS.2a Perform the psychomotor skills required for the administration of hands-only cardiopulmonary resuscitation (CPR) according to the guidelines of the American Heart Association.</td>
<td>1.SIC.HS.2a Perform the psychomotor skills required for the administration of hands-only cardiopulmonary resuscitation (CPR) according to the guidelines of the American Heart Association.</td>
<td>1.SIC.HS.2b Explain the purpose, operation, and safe use of an automated external defibrillator (AED).</td>
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<td>1.PS.K.1 Define personal space.</td>
<td>1.PS.1.1 Recognize safe personal space of self and others.</td>
<td>1.PS.2.1 Describe safe personal space of self and others.</td>
<td>1.PS.3.1 Explain a person’s right to feel comfortable, safe, and respected.</td>
<td>1.PS.4.1 Describe ways personal space of self and others can be violated.</td>
<td>1.PS.5.1 Explain the importance of not violating a person’s safe personal space.</td>
<td>1.PS.MS.1 Define personal boundaries and clear limits for self and recognize personal boundaries of others.</td>
<td>1.PS.HS.1 Develop personal boundaries and clear limits for self and recognize the importance of not violating the personal boundaries of others.</td>
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<td>1.PS.K.2 Define abuse.</td>
<td>1.PS.1.2 List abusive behaviors and actions including various hazards and dangers particular to children and ways to get help.</td>
<td>1.PS.2.2 Recognize abusive behaviors and actions including various hazards and dangers particular to children and ways to get help.</td>
<td>1.PS.3.2 Describe abusive behaviors and actions and ways to get help.</td>
<td>1.PS.4.2 Categorize various forms of abuse and ways to get help.</td>
<td>1.PS.5.2 Examine patterns of abusive behavior and ways to get help.</td>
<td>1.PS.MS.2 Investigate the impact of various abusive and coercive behaviors including mental, physical, social, economic, and legal consequences.</td>
<td>1.PS.HS.2 Analyze the impact related to various abusive and coercive behaviors including mental, physical, social, economic, and legal consequences.</td>
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<td>1.PS.K.3 Define safe/trusted adult.</td>
<td>1.PS.1.3 List examples of unsafe situations that impact children and ways to report to a safe/trusted adult.</td>
<td>1.PS.2.3 Recognize when to report an unsafe situation to a safe/trusted adult.</td>
<td>1.PS.3.3 Identify the steps to report an unsafe situation to a safe/trusted adult when you or someone else needs help.</td>
<td>1.PS.4.3 Describe how to report to a safe/trusted adult when you or someone else needs help.</td>
<td>1.PS.5.3 Explain the reporting process and include where, when, and to whom to report unsafe situations.</td>
<td>1.PS.MS.3 Summarize the reporting process and include where, when, and to whom to report unsafe situations.</td>
<td>1.PS.HS.3 Diagram the reporting process and include where, when, and to whom to report unsafe situations.</td>
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<td>1.PS.K.4 List ways to avoid becoming separated from parent, guardian, or caregiver.</td>
<td>1.PS.1.4 Recall steps to take if separated or lost from a parent, guardian, or caregiver.</td>
<td>1.PS.2.4 Identify various steps to take if separated or lost from a parent, guardian, or caregiver.</td>
<td>1.PS.3.4 Explain various steps to take if separated or lost from a parent, guardian, or caregiver.</td>
<td>1.PS.4.4 Investigate the hazards and dangers of becoming separated or lost from a parent, guardian, or caregiver.</td>
<td>1.PS.5.4 Summarize the hazards and dangers of becoming separated or lost from a parent, guardian, or caregiver.</td>
<td>1.PS.MS.5 Define human trafficking and ways to get help.</td>
<td>1.PS.HS.5 Discuss laws regarding human trafficking.</td>
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<td>1.PS.3.6 Identify the advantages and disadvantages of communicating using technology and social media.</td>
<td>1.PS.4.6 Categorize the advantages and disadvantages of communicating using technology and social media.</td>
<td>1.PS.5.6 Explain the advantages and disadvantages of communicating using technology and social media.</td>
<td>1.PS.MS.6 Compare the advantages and disadvantages of communicating using technology and social media.</td>
<td>1.PS.HS.6 Evaluate the potentially positive and negative roles of technology and social media in relationships.</td>
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<td>1.HRS.3.1 Identify the functions of the major body parts using correct anatomical terms.</td>
<td>1.HRS.4.1 Identify the body parts of the human reproductive systems using correct anatomical terms.</td>
<td>1.HRS.5.1 Identify the structures and functions of the human reproductive systems using correct anatomical terms.</td>
<td>1.HRS.MS.1 Explain the structures and functions of the human reproductive systems using correct anatomical terms.</td>
<td>1.HRS.HS.1 Analyze the role hormones play within the structures and functions of the human reproductive systems.</td>
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<td>1.HRS.4.3 Explain that all living things reproduce.</td>
<td>1.HRS.5.3 Describe how puberty prepares human bodies for the potential to reproduce.</td>
<td>1.HRS.MS.3 Explain the scientific process of human reproduction.</td>
<td>1.HRS.HS.3 Analyze the scientific process of human reproduction.</td>
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1.HRS.5.2a Explain the physical, social and emotional changes that occur during puberty and adolescence. 2
1.HRS.5.2b Explain how the timing of puberty and adolescent development varies considerably and can still be healthy. 2
1.HRS.MS.2 Describe the physical, social, cognitive and emotional changes of adolescence. 2
1.HRS.HS.2 Analyze how brain development has an impact on cognitive, social and emotional changes of adolescence and early adulthood. 2
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<td>1.HRS.5.5a</td>
<td>1. HRS.MS.5a</td>
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<td>Identify how HIV/AIDS and related communicable diseases (STDs/STIs) are and are not transmitted. ²</td>
<td>Classify the related communicable diseases (STDs/STIs), including HIV/AIDS, by signs and symptoms, treatments, and modes of transmission.</td>
<td>Describe signs and symptoms, treatments, and modes of transmission of related communicable diseases (STDs/STIs), including HIV/AIDS.</td>
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<td>Identify current preventative approaches, including, but not limited to, HPV vaccinations to combat HIV/AIDS and related communicable diseases (STDs/STIs).</td>
<td>Discuss current preventative approaches, including, but not limited to, HPV vaccinations to combat HIV/AIDS and related communicable diseases (STDs/STIs).</td>
<td>Describe current preventative approaches, including, but not limited to, HPV vaccinations to combat HIV/AIDS and related communicable diseases (STDs/STIs).</td>
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<td>Describe the laws related to sexual health care services, including related communicable diseases (STD/STIs) and HIV/AIDS testing and treatment. ²</td>
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<td>1.HRS.MS.5d</td>
<td>Evaluate the effectiveness of abstinence, condoms and other safer sex methods in preventing the spread of related communicable diseases (STDs/STIs), including HIV/AIDS. ²</td>
<td>1.HRS.HS.5d</td>
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<td>Compare and contrast behaviors, including abstinence, to determine the potential transmission risk of related communicable diseases (STDs/STIs) and HIV/AIDS. ²</td>
<td>1.HRS.HS.5d</td>
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<td>1.HRS.MS.6</td>
<td>Describe the characteristics of healthy relationships. ²</td>
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<td>Compare and contrast the characteristics of healthy and unhealthy relationships. ²</td>
<td>1.HRS.HS.6</td>
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<td>1.HRS.MS.7a</td>
<td>Define sexual consent and explain its implications for sexual decision-making. ²</td>
<td>1.HRS.HS.7a</td>
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<td>Discuss laws relating to the sexual conduct of minors, including consent, and criminal sexual conduct.</td>
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<td>1.HRS.MS.7b</td>
<td>Analyze factors that can affect the ability to give or recognize consent to sexual activity.</td>
<td>1.HRS.HS.7b</td>
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<td>Discuss laws relating to the sexual conduct of minors, including consent, and criminal sexual conduct.</td>
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</table>
### Content Standard 2: Analyze Influences
Students will analyze the influences of family, peers, culture, media, technology, and other factors have on health behaviors.  

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<th>Grade K</th>
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<tbody>
<tr>
<td>2.AF.K.1</td>
<td>2.AF.1.1</td>
<td>2.AF.2.1</td>
<td>2.AF.3.1</td>
<td>2.AF.4.1</td>
<td>2.AF.5.1</td>
<td>2.AF.MS.1</td>
<td>2.AF.HS.1</td>
</tr>
<tr>
<td>Identify various sources that influence health behaviors.</td>
<td>Recognize various sources that influence health behaviors.</td>
<td>Discuss sources of family, peers, culture, media technology and other factors that influence health behaviors.</td>
<td>Explain healthy and unhealthy ways family, peers, culture, media technology and other factors influence health behaviors.</td>
<td>Compare how various sources of family, peers, culture, media technology and any other factors influence health behaviors.</td>
<td>Describe how other factors such as school, community, and extracurricular activities influence health behaviors.</td>
<td>Explain how the perceptions of current social expectations influence healthy and unhealthy behaviors.</td>
<td>Analyze how the perceptions of current social expectations influence healthy and unhealthy behaviors.</td>
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</tbody>
</table>

### Content Standard 3: Access Information
Students will demonstrate the ability to access reliable health information, products, and services to enhance health.  

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<tr>
<th>Grade K</th>
<th>Grade 1</th>
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<tbody>
<tr>
<td>Identify safe/trusted adults and professionals who can help promote health.</td>
<td>Identify ways to locate school and community health helpers.</td>
<td>Identify safe/trusted adults in the school and community who can assist with accessing reliable health information, products, and services.</td>
<td>Identify characteristics of reliable health information, products, and services.</td>
<td>Locate home, school, and community resources that provide reliable health information, products, and services.</td>
<td>Compare health information, products, and services that promote health.</td>
<td>Analyze the validity of health information, products and services.</td>
<td>Evaluate the validity of health information, products and services.</td>
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</tbody>
</table>
## Content Standard 4: Interpersonal Communication

Students will demonstrate the ability to use interpersonal communication skills to enhance health and to avoid or reduce health risks.¹

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<th>Grade K</th>
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<tbody>
<tr>
<td><strong>4.IC.K.1</strong> Name healthy ways to express needs, wants, and feelings to enhance health and to avoid or reduce health risks.</td>
<td><strong>4.IC.1.1</strong> Discuss healthy ways to express needs, wants, and feelings to enhance health and to avoid or reduce health risks.</td>
<td><strong>4.IC.2.1</strong> Demonstrate healthy ways to express needs, wants and feelings to enhance health and to avoid or reduce health risks.¹</td>
<td><strong>4.IC.3.1</strong> Practice appropriate verbal and nonverbal communication to enhance health and to avoid or reduce health risks.¹</td>
<td><strong>4.IC.4.1</strong> Interpret verbal and nonverbal communication skills to enhance health and to avoid or reduce health risks.</td>
<td><strong>4.IC.5.1</strong> Demonstrate effective verbal and non-verbal communication skills to enhance health and to avoid or reduce health risks.¹</td>
<td><strong>4.IC.MS.1</strong> Apply effective verbal and nonverbal communication skills to enhance health.¹</td>
<td><strong>4.IC.HS.1</strong> Utilize skills for communicating effectively with family, peers, and others to enhance health.¹</td>
</tr>
<tr>
<td><strong>4.IC.K.2</strong> Define refusal skills.</td>
<td><strong>4.IC.1.2</strong> Identify refusal skills.</td>
<td><strong>4.IC.2.2</strong> Identify different types of refusal skills to enhance health.</td>
<td><strong>4.IC.3.2</strong> Determine which refusal skills to use to avoid or reduce health risks.¹</td>
<td><strong>4.IC.4.2</strong> Demonstrate refusal skills to avoid or reduce health risks.¹</td>
<td><strong>4.IC.5.2</strong> Practice refusal skills to avoid or reduce health risks.</td>
<td><strong>4.IC.MS.2</strong> Demonstrate refusal and negotiation skills to avoid or reduce health risks.¹</td>
<td><strong>4.IC.HS.2</strong> Demonstrate refusal, negotiation, and collaboration skills to enhance health and avoid or reduce health risks.¹</td>
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## Content Standard 5: Decision Making

Students will demonstrate the ability to use decision-making skills to enhance health. 

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<tr>
<td>5.DM.K.1</td>
<td>5.DM.1.1</td>
<td>5.DM.2.1</td>
<td>5.DM.3.1</td>
<td>5.DM.4.1</td>
<td>5.DM.5.1</td>
<td>5.DM.MS.1</td>
<td>5.DM.HS.1</td>
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<tr>
<td>Identify healthy and unhealthy situations.</td>
<td>Recognize decisions regarding healthy and unhealthy situations.</td>
<td>Describe decisions regarding healthy and unhealthy situations.</td>
<td>Identify the steps of the decision making process as related to a health issue.</td>
<td>Apply the steps of the decision making process to an identified health-related situation to avoid or reduce health risks.</td>
<td>Choose a healthy option when making a decision.</td>
<td>Predict the potential short-term impact of healthy and unhealthy decisions on self and others.</td>
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<td>5.DM.K.2</td>
<td>5.DM.1.2</td>
<td>5.DM.2.2</td>
<td>5.DM.3.2</td>
<td>5.DM.4.2</td>
<td>5.DM.5.2</td>
<td>5.DM.MS.2</td>
<td>5.DM.HS.2</td>
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<tr>
<td>Identify individuals that can aid in healthy decision making.</td>
<td>Identify situations when a health-related decision is needed.</td>
<td>Differentiate between situations when a health-related decision can be made individually or when assistance is needed.</td>
<td>Determine how health-related decisions have consequences for self and others.</td>
<td>Predict the potential outcomes of health-related decisions for self and others.</td>
<td>Describe the outcomes of a health-related decision.</td>
<td>Analyze the outcomes of a health-related decision.</td>
<td>Evaluate the effectiveness of health-related decisions.</td>
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<td>Choose healthy alternatives over unhealthy alternatives when making a decision.</td>
<td>Defend the healthy choice when making a decision.</td>
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## Content Standard 6: Goal Setting

Students will demonstrate the ability to use goal-setting skills to enhance health.  

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<tr>
<td>Define goal.</td>
<td>Identify a short-term health goal.</td>
<td>Identify a short-term health goal and take action toward achieving the goal.</td>
<td>Differentiate between short- and long-term health goals.</td>
<td>Formulate short- and long-term health goals.</td>
<td>Set a health goal and track progress toward its achievement.</td>
<td>Apply strategies and skills needed to attain a health goal.</td>
<td>Implement strategies and monitor progress in achieving a health goal.</td>
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<td>6.GS.2.2</td>
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<td>6.GS.3.2</td>
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<td>Identify who can help when assistance is needed to achieve a health goal.</td>
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<td>Describe how a person can help when assistance is needed to achieve a health goal.</td>
<td>Identify resources to assist in achieving a health goal.</td>
<td>Describe how resources can assist in achieving a health goal.</td>
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<td>6.GS.3.2</td>
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<td>Describe how a person can help when assistance is needed to achieve a health goal.</td>
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<td>Identify resources to assist in achieving a health goal.</td>
<td>Describe how resources can assist in achieving a health goal.</td>
<td>Describe how health goals can vary with changing abilities, priorities, and responsibilities.</td>
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<td>6.GS.4.2</td>
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<td>6.GS.5.2</td>
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<tr>
<td>Identify resources to assist in achieving a health goal.</td>
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<td>Describe how resources can assist in achieving a health goal.</td>
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<td>6.GS.5.2</td>
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<td>6.GS.MS.2</td>
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<td>Describe how health goals can vary with changing abilities, priorities, and responsibilities.</td>
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<td>6.GS.MS.2</td>
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<td>Formulate an effective long-term health plan.</td>
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Content Standard 7: Self-Management
Students will demonstrate the ability to practice health-enhancing behaviors and to avoid or reduce health risks.  

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<tbody>
<tr>
<td>7.SM.K.1 Identify personal health behaviors. ¹</td>
<td>7.SM.1.1 Classify behaviors as healthy or unhealthy.</td>
<td>7.SM.2.1 Describe a variety of healthy practices and behaviors to maintain or improve personal health.</td>
<td>7.SM.3.1 Demonstrate healthy practices and behaviors to maintain or improve personal health.</td>
<td>7.SM.4.1 Develop a variety of healthy practices and behaviors to maintain or improve personal health.</td>
<td>7.SM.5.1 Demonstrate a variety of healthy practices and behaviors to maintain or improve personal health. ¹</td>
<td>7.SM.MS.1 Demonstrate healthy practices and behaviors that will maintain or improve the health of self and others. ¹</td>
<td>7.SM.HS.1 Demonstrate a variety of healthy practices and behaviors that will maintain or improve the health of self and others. ¹</td>
</tr>
<tr>
<td>7.SM.K.2 Identify behaviors to avoid or reduce health risks.</td>
<td>7.SM.1.2 Explain behaviors to avoid or reduce health risks.</td>
<td>7.SM.2.2 Demonstrate behaviors that avoid or reduce health risks. ¹</td>
<td>7.SM.3.2 Describe a variety of behaviors to avoid or reduce health risks.</td>
<td>7.SM.4.2 Develop a variety of behaviors to avoid or reduce health risks.</td>
<td>7.SM.5.2 Demonstrate a variety of behaviors that avoid or reduce health risks to self and others. ¹</td>
<td>7.SM.MS.2 Demonstrate behaviors that avoid or reduce health risks to self and others. ¹</td>
<td>7.SM.HS.2 Demonstrate a variety of behaviors that avoid or reduce health risks to self and others. ¹</td>
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<td>7.SM.MS.3 Explain the importance of assuming responsibility for personal health behaviors. ¹</td>
<td>7.SM.HS.3 Analyze the role of individual responsibility in enhancing health. ¹</td>
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## Content Standard 8: Advocacy

Students will demonstrate the ability to support/promote personal, family, and community health.  

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<tbody>
<tr>
<td>8.AV.K.1</td>
<td>8.AV.1.1</td>
<td>8.AV.2.1</td>
<td>8.AV.3.1</td>
<td>8.AV.4.1</td>
<td>8.AV.5.1</td>
<td>8.AV.MS.1</td>
<td>8.AV.HS.1</td>
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<tr>
<td>List ways to encourage peers to make positive health choices.</td>
<td>Identify ways to encourage peers to make positive health choices.</td>
<td>Encourage peers to make positive health choices.</td>
<td>Demonstrate advocacy for self to make positive health choices.</td>
<td>Demonstrate advocacy for family members to make positive health choices.</td>
<td>Demonstrate advocacy within the community to make positive health choices.</td>
<td>Demonstrate how to influence and support others to make positive health choices.</td>
<td>Demonstrate advocacy for improving personal, family, and community health.</td>
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</tbody>
</table>
Appendix A

**NRS 389.018** Section 4: Instruction in health and physical education provided pursuant to subsection 3 must include, without limitation, instruction concerning the importance of annual physical examinations by a provider of health care and the appropriate response to unusual aches and pains.

- The following standards were developed to comply with NRS 389.018:
  - 1.NP.MS.3 and 1.NP.HS.3

**NRS 389.021** Establishment of courses of study; provisions governing cardiopulmonary resuscitation and automated external defibrillator for health course in middle school, junior high school and high school. *Includes instruction in organ and tissue donation and suicide prevention.

- The following standards were developed to comply with NRS 389.021:
  - 1.PCE.MS.6a, 1.PCE.MS.6b, 1.PCE.MS.6c, 1.PCE.HS.6a, 1.PCE.HS.6b, 1.PCE.HS.6c, 1.ME.MS.2, 1.ME.HS.2, 1.SIC.MS.2a, 1.SIC.MS.2b, 1.SIC.HS.2a, and 1.SIC.HS.2b

**NRS 389.031** Development of standards for teaching personal safety of children.

- The following standards were developed to comply with NRS 389.031:
  - 1.PS.K.1, 1.PS.1.1, 1.PS.2.1, 1.PS.3.1, 1.PS.4.1, 1.PS.5.1, 1.PS.MS.1, 1.PS.HS.1, 1.PS.K.2, 1.PS.1.2, 1.PS.2.2, 1.PS.3.2, 1.PS.4.2, 1.PS.5.2, 1.PS.MS.2, 1.PS.HS.2, 1.PS.K.3, 1.PS.1.3, 1.PS.2.3, 1.PS.3.3, 1.PS.4.3, 1.PS.5.3, 1.PS.MS.3, 1.PS.HS.3, 1.PS.K.4, 1.PS.1.4, 1.PS.2.4, 1.PS.3.4, 1.PS.4.4, 1.PS.5.4, 1.PS.MS.5, 1.PS.HS.5, 1.PS.3.6, 1.PS.4.6, 1.PS.5.6, 1.PS.MS.6, and 1.PS.HS.6

**NRS 389.036** Establishment of course or unit of course of instruction concerning acquired immune deficiency syndrome, human reproductive system, related communicable diseases and sexual responsibility; appointment of advisory committee; notice to parent or guardian; consent of parent or guardian required; materials to be made available to parents or guardians of pupils.

- The following standards were developed in alignment to NRS 389.036:
  - 1.HRS.3.1, 1.HRS.4.1, 1.HRS.5.1, 1.HRS.MS.1, 1.HRS.HS.1, 1.HRS.5.2a, 1.HRS.5.2b, 1.HRS.MS.2, 1.HRS.HS.2, 1.HRS.4.3, 1.HRS.5.3, 1.HRS.MS.3, 1.HRS.HS.3, 1.HRS.MS.4a, 1.HRS.MS.4b, 1.HRS.MS.4c, 1.HRS.MS.4d, 1.HRS.HS.4a, 1.HRS.HS.4b, 1.HRS.HS.4c, 1.HRS.HS.4d, 1.HRS.5.5a, 1.HRS.5.5b, 1.HRS.MS.5a, 1.HRS.MS.5b, 1.HRS.MS.5d, 1.HRS.HS.5a, 1.HRS.HS.5b, 1.HRS.HS.5c, 1.HRS.HS.5d, 1.HRS.5.6, 1.HRS.MS.6, 1.HRS.HS.6, 1.HRS.MS.7a, 1.HRS.MS.7b, 1.HRS.HS.7a, and 1.HRS.HS.7b.

**NRS 389.520** Section 4: Standards established for such courses to include mental health and the relationship between mental health and physical health.

- The following standards were developed to comply with NRS 389.520:
  - 1.ME.1.1, 1.ME.2.1, 1.ME.4.1, 1.ME.5.1, 1.ME.MS.1, 1.ME.HS.1, 1.NP.4.2, 1.NP.5.2, 1.NP.MS.2, and 1.NP.HS.2
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To recognize the content that has been reprinted, please see the endnote indicators which are marked throughout the 2020 Nevada Academic Standards for Health where content has been reprinted.

Reprinted content throughout this document is recognized as follows:

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EMPLOYMENT STATUS

The employment of all classified employees shall be probationary for a period of six (6) months from the time of initial employment. After the completion of six (3) months, an evaluation report is required. No employee, unless on a trainee basis, can be advanced on the salary schedule until they have completed the probationary period. Thereafter, an evaluation is required for any advancement on the salary schedule. Any classified employee on probationary status may be demoted, suspended, or dismissed at any time during the probationary period.

Any classified employee who serves the required probationary period in a satisfactory manner shall be classified as a permanent employee and shall be subject to dismissal in accordance with all Carson City School District policy and regulations.

Adopted: August 29, 1979

Revised: ??
COMPREHENSIVE AGREEMENT

BETWEEN THE

CARSON CITY SCHOOL DISTRICT

AND THE

ORMSBY COUNTY EDUCATION ASSOCIATION

2023-2025
# Table of Contents

ARTICLE 1--AGREEMENT ........................................................................................................... 7

ARTICLE 2--PHILOSOPHY ....................................................................................................... 7

ARTICLE 3--PRINCIPLES ......................................................................................................... 7

3.1 Professional Teaching Personnel ..................................................................................... 7

3.2 Right to Join or Not Join .................................................................................................. 8

3.3 Purpose ............................................................................................................................ 8

3.4 Joint Advisory Committee .............................................................................................. 8

3.5 Building Advisory Committees ...................................................................................... 9

3.6 Non-Discrimination Clause ........................................................................................... 9

ARTICLE 4—DEFINITIONS ..................................................................................................... 9

4.1 Association ....................................................................................................................... 9

4.2 School Board ................................................................................................................... 9

4.3 School District ................................................................................................................ 9

4.4 School Year ..................................................................................................................... 10

4.5 Superintendent ................................................................................................................ 10

4.6 NRS 288 ........................................................................................................................ 10

4.7 Teachers .......................................................................................................................... 10

4.8 Days ................................................................................................................................ 10

ARTICLE 5—RECOGNITION .................................................................................................. 10

5.1 Official Representation .................................................................................................... 10

5.2 Association Privileges ..................................................................................................... 11

ARTICLE 6—THE ELEMENTARY AND SECONDARY EDUCATION ACT ......................... 11

ARTICLE 7—GRIEVANCE PROCEDURE .............................................................................. 11

7.1 Purpose ............................................................................................................................ 11

7.2 Definitions ....................................................................................................................... 11

7.3 Rights to Representation ................................................................................................ 12

7.4 Individual Rights ............................................................................................................ 12

7.5 Procedure ....................................................................................................................... 12

7.6 Arbitration Costs ............................................................................................................. 15

7.7 Jurisdiction of the Arbitrator ......................................................................................... 15

7.8 Exceptions to Time Limits ............................................................................................. 15

7.9 No Reprisals ................................................................................................................... 16
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.10</td>
<td>Cooperation of the Employer and OCEA</td>
<td>16</td>
</tr>
<tr>
<td>7.11</td>
<td>Personnel Files</td>
<td>16</td>
</tr>
<tr>
<td>7.12</td>
<td>General Provisions</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td><strong>ARTICLE 8--USE OF FACILITIES</strong></td>
<td>17</td>
</tr>
<tr>
<td>8.1</td>
<td>Use of School Mail</td>
<td>17</td>
</tr>
<tr>
<td>8.2</td>
<td>Use of School Buildings</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td><strong>ARTICLE 9--DUES DEDUCTIONS</strong></td>
<td>17</td>
</tr>
<tr>
<td>9.1</td>
<td>Paycheck Deduction of Dues</td>
<td>17</td>
</tr>
<tr>
<td>9.2</td>
<td>Current Dues Rate</td>
<td>18</td>
</tr>
<tr>
<td>9.3</td>
<td>Deduction Procedure</td>
<td>18</td>
</tr>
<tr>
<td>9.4</td>
<td>Dues Deductions</td>
<td>18</td>
</tr>
<tr>
<td>9.5</td>
<td>Termination Deductions</td>
<td>18</td>
</tr>
<tr>
<td>9.6</td>
<td>Hold Harmless</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td><strong>ARTICLE 10--TEACHER PROTECTION</strong></td>
<td>18</td>
</tr>
<tr>
<td>10.1</td>
<td>CCSD Legal Assistance</td>
<td>18</td>
</tr>
<tr>
<td>10.2</td>
<td>Protection from Physical Harm</td>
<td>19</td>
</tr>
<tr>
<td>10.3</td>
<td>Notification of Complaints</td>
<td>19</td>
</tr>
<tr>
<td>10.4</td>
<td>Breach of Professional Ethics</td>
<td>19</td>
</tr>
<tr>
<td>10.5</td>
<td>Parent Complaints</td>
<td>20</td>
</tr>
<tr>
<td>10.6</td>
<td>Critical Letters or Reports</td>
<td>20</td>
</tr>
<tr>
<td>10.7</td>
<td>Teacher Evaluation</td>
<td>20</td>
</tr>
<tr>
<td>10.8</td>
<td>Letters of Admonition</td>
<td>20</td>
</tr>
<tr>
<td>10.9</td>
<td>Mentors</td>
<td>20</td>
</tr>
<tr>
<td>10.10</td>
<td>Teacher’s Personal Life</td>
<td>21</td>
</tr>
<tr>
<td>10.11</td>
<td>Progressive Discipline</td>
<td>21</td>
</tr>
<tr>
<td>10.12</td>
<td>Suspensions and Dismissals</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td><strong>ARTICLE 11--TEACHER’S HOURS</strong></td>
<td>22</td>
</tr>
<tr>
<td>11.1</td>
<td>Definitions</td>
<td>22</td>
</tr>
<tr>
<td>11.2</td>
<td>Other Assigned Duties</td>
<td>23</td>
</tr>
<tr>
<td>11.3</td>
<td>Teacher’s Regular School Day</td>
<td>24</td>
</tr>
<tr>
<td>11.4</td>
<td>Compensation for Mandatory Participation</td>
<td>24</td>
</tr>
<tr>
<td>11.5</td>
<td>Leaving Campus</td>
<td>24</td>
</tr>
<tr>
<td>11.6</td>
<td>Administrative Approval</td>
<td>24</td>
</tr>
<tr>
<td>11.7</td>
<td>Teacher Contracts</td>
<td>24</td>
</tr>
</tbody>
</table>
ARTICLE 12--PROFESSIONAL COMPENSATION ................................................................. 25
  Salary Schedules – Appendix A-1 thru A-4 ................................................................. 25
  12.1 Longevity ............................................................................................................. 25
  12.2 Employer Paid Retirement .................................................................................. 25
  12.3 Teaching an Additional Class ............................................................................ 26
  12.4 Terms and Date of Payment .............................................................................. 26
  12.5 Deductions ....................................................................................................... 27
  12.6 Movement of Non-Degree Teachers on Salary Schedule .............................. 27
  12.7 Undergraduate Credit ....................................................................................... 27

ARTICLE 13--SUPPLEMENTAL COMPENSATION ......................................................... 27
  13.1 Supplemental Salary Schedule ......................................................................... 28
  13.2 Licensed Hourly Rate ....................................................................................... 31
  13.3 Inclusion in PERS ............................................................................................ 31
  13.4 Credits Earned After BA or BS but before Licensure ...................................... 32
  13.5 Hazard Pay for Teaching at the Prison ............................................................... 32
  13.6 Provisions Applicable to Supplemental Compensation .................................. 32

ARTICLE 14--CURRICULUM AND INSTRUCTION ..................................................... 33
  14.1 Textbooks ........................................................................................................ 33
  14.2 Supplies and Equipment .................................................................................. 33
  14.3 Excessive Noise ............................................................................................... 33
  14.4 Field Maintenance Stipends ............................................................................ 33
  14.5 Team Teaching .................................................................................................. 33

ARTICLE 15--NOTIFICATION OF VACANCIES AND PROMOTIONS ................. 33
  15.1 Supplemental Vacancies .................................................................................. 33
  15.2 Vacancies during Vacation Periods .................................................................... 34
  15.3 Promotional Vacancies ..................................................................................... 34
  15.4 Notification of Vacancies and Promotions ....................................................... 34
  15.5 Voluntary Transfer or Reassignment ............................................................... 35
  15.7 Restructure/Reorganization ............................................................................. 38
  15.8 Internships ....................................................................................................... 38
  15.9 Teachers on Special Assignment ..................................................................... 39

ARTICLE 16--LEAVE .................................................................................................. 39
  16.1 Sick Leave ........................................................................................................ 39
  16.2 Family Illness/Bereavement Leave ................................................................. 40
16.3 Maternity Leave and Child Adoption Leave .................................................. 40
16.4 Leave without Pay ......................................................................................... 41
16.5 Military Leave ............................................................................................. 42
16.6 Sabbatical Leave ......................................................................................... 42
16.7 Absence for Professional Purposes .............................................................. 43
16.8 Absence for Jury Duty .................................................................................. 43
16.9 Paid Leave for Personal Business ................................................................. 43
16.10 Absence for Personal Business ................................................................. 44
16.11 Leave Policy for Negotiations ..................................................................... 45
16.12 Payment for Unused Sick Leave ................................................................. 45
16.13 Leave for OCEA President .......................................................................... 46
16.14 Leave for NSEA President ......................................................................... 46
16.15 Sick Leave Bank: Long Term Disability ...................................................... 47

ARTICLE 17--INSURANCE .................................................................................. 48

17.1 Group Health Insurance .................................................................................. 48
17.2 Group Life Insurance .................................................................................... 49
17.3 Schedule 125 Flexible Benefit Plan ............................................................... 49
17.4 Section 457 Plan .......................................................................................... 49
17.5 Insurance Sales ........................................................................................... 49

ARTICLE 18--CALENDAR .................................................................................... 49

ARTICLE 19--GENERAL SAVINGS CLAUSE .................................................... 50

ARTICLE 20--PROCEDURES FOR REDUCTION IN WORK FORCE (RIF) ................. 50

20.1 Reasons for RIF .......................................................................................... 50
20.2 Post-Probationary RIF ................................................................................ 50
20.3 Procedures for RIF of Probationary Teachers ............................................. 50
20.4 Procedures for RIF of Post-Probationary Teachers ..................................... 51
20.5 Seniority Definition for RIF ....................................................................... 51
20.6 RIF Lottery .................................................................................................. 52
20.7 Recall ........................................................................................................... 52

ARTICLE 21--TENTATIVE AGREEMENT PROCEDURE ..................................... 52

21.1 Signing Off of Tentative Agreements ............................................................ 53
21.2 Re-Opening of Tentative Agreements .......................................................... 53
21.3 Ratification .................................................................................................. 53
21.4 Request for Information .............................................................................. 53
ARTICLE 22—TERM OF AGREEMENT

22.1 Effective Dates

22.2 Continuing Contract Provisions

22.3 Reproduction of Agreement

22.4 Teacher's Contract of Employment

22.5 Fiscal Emergency
COMPREHENSIVE AGREEMENT BETWEEN
THE CARSON CITY SCHOOL DISTRICT
AND THE
ORMSBY COUNTY EDUCATION ASSOCIATION
2023-2025

ARTICLE 1--AGREEMENT

This Agreement is made and entered into this 1st day of July 2023, by and between the Board of
Trustees of the Carson City School District, hereinafter referred to as the "School Board" and the
Ormsby County Education Association, hereinafter referred to as the "Association."

ARTICLE 2--PHILOSOPHY

The School Board and the Association firmly believe that the primary function of the School Board
and its professional staff is to assure each student attending the Carson City schools the highest
level of educational opportunities attainable. The School Board recognizes that teaching is a
profession and the School Board and the Association believe that the objectives of the educational
programs are realized to the highest degree when mutual understanding, cooperation and effective
communication exist between the School Board and its professional staff.

ARTICLE 3--PRINCIPLES

3.1 Professional Teaching Personnel

a. It is recognized that the members of the professional staff have specialized qualifications
and that the success of the educational program in Carson City depends upon the maximum
utilization of the abilities of teachers who are reasonably well satisfied with the conditions
under which their services are rendered. It is recognized also that because members of the
professional staff have specialized qualifications they are particularly qualified to assist in
developing educational policy in the Carson City School District.

b. At the end of each school year, a questionnaire developed by the Joint Advisory Committee
will be distributed by the District to every teacher in order to obtain their viewpoints and
suggestions regarding educational programs and administrative practices and policies. The
purpose of the reports is to give the District a means of understanding the concerns of the
teachers and to provide for the continual upgrading of all segments of the educational
program. The reports shall be for informational purposes only and shall not be placed in
the personnel file of any employee. The Joint Advisory Committee shall prepare
summaries of the reports to present to the School Board.

c. Instructional discretion is defined as the discretion to teach about controversial issues
which have economic, political, scientific, or social significance within the adopted
curriculum standards and guidelines of the School District. Subject to the discretionary
review and approval by the District, teachers shall have the discretion to use supplemental
materials relevant to the level of maturity and ability of the student. Specific techniques are left to the discretion of the teachers so long as they are consistent with the adopted curriculum and instructional standards.

3.2 Right to Join or Not Join

It is further recognized that the teachers have the right to join or not join the Association, and membership shall not be a consideration for employment, promotion or continuation of employment.

3.3 Purpose

This Agreement is an attempt to reach mutual understanding regarding matters related to terms and conditions of employment. The School Board and the Association recognize that the School Board is the legally constituted body responsible for policies covering all aspects of the Carson City School District.

3.4 Joint Advisory Committee

Both parties agree that the principles of Article 3.1 are an important recognition of the value and quality of the professional staff of the District. It is also agreed that both parties to the Agreement benefit when communications between the parties are increased to a level that mutual understanding of each other's needs and desires are reached. Lastly, it is agreed that the totality of the quality of education is served when the parties mutually investigate, discuss, and exchange ideas, and that a need exists to enhance and intensify that exchange.

Therefore, a standing committee is hereby created and hereinafter referred to as the Joint Advisory Committee. It shall be the purpose of this committee to meet on a regular basis and to provide a forum for discussion, study, and recommendations to appropriate administration or Board level, of those issues that serve the good of the District, the professional staff, and the goals of delivering quality education to the citizens of the District.

Recommendations from this committee shall be advisory only and shall not be binding upon the District or the OCEA.

The committee shall consist of four (4) teachers selected by the OCEA, one (1) School Board member, one (1) District administrator and one (1) building administrator each from elementary, middle and high school levels. When issues discussed may impact other bargaining units, a representative from the impacted units may be included in the discussion but shall have no voting rights.

The chairperson will be selected by the committee. The committee will meet as needed but at least four times during the school year. The chairman will convene the committee at the request of any two members.
This committee may be assigned special study problems by the Board or it may investigate or study issues agreed to by the majority of the committee.

3.5 Building Advisory Committees

a. Each school site shall establish a standing committee to be known as the "Building Advisory Committee." The purpose of these committees is to increase communication between building administration and faculty at each individual school.

b. Recommendations from these committees shall be advisory only.

c. The committee shall consist of a representative number of teachers elected from each grade level or departmental area and a member of the building administration.

d. The committee may investigate or study building site issues which the majority of the committee deem important to the educational environment of the school, and make recommendations to the building administrator.

e. All meetings are to be held outside of the student contact day.

3.6 Non-Discrimination Clause

The District and the Association agree not to discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups.

ARTICLE 4—DEFINITIONS

4.1 Association

"Association" means the Ormsby County Education Association, an affiliate of the Nevada State Education Association and the National Education Association, and is the entity known as the Employee Organization in NRS 288.

4.2 School Board

"School Board" or "Board" as used in this Agreement means the Board of School Trustees of the Carson City School District, and is the entity known as the Local Government Employer in NRS 288.

4.3 School District

"School District" or "District" means the Carson City School District.
4.4 School Year

"School Year" means the period of time from the first contract day through the last contracted day and includes 183 days for returning staff and 184 days for new staff. The school year includes 180 instructional days, 1 teacher work day at the beginning of the school year, where the teacher is at his/her assigned work site and remain without administrative/district meetings and/or professional development, 2 orientation/professional development days for returning staff or 3 orientation/professional development days for new staff. The School Year calendar will also include 3 additional days for emergency/weather closures, if needed. The 180 instructional days may be exceeded when the increase is affected through a contract expressing said increase in the number of instructional days and an adjustment in the salary to compensate for the additional days.

4.5 Superintendent

"Superintendent" means the superintendent of schools or his/her designee.

4.6 NRS 288

"NRS 288" means Chapter 288 of the Nevada Revised Statutes, enacted by the Nevada legislature, also known as the Local Government Employee-Management Relations Act.

4.7 Teachers

"Teachers" means all contractual, non-administrative, licensed personnel of the Carson City School District, the majority of whose working time is devoted to the rendering of direct educational services to the students of the Carson City School District, represented exclusively by the Association. Teachers shall be referred to in this Agreement as teachers, licensed employees or certified employees.

4.8 Days

"Days" means regular working days, unless otherwise indicated.

ARTICLE 5—RECOGNITION

5.1 Official Representation

The School Board recognizes the local Association and its state and national affiliates as the exclusive representative of all teachers in the District who are members of the Association, and acknowledges the receipt of: (a) a copy of its constitution and by-laws; (b) a roster of its representatives and officers; (c) a pledge not to strike as required in NRS 288, and (d) a verified membership list. Prior to the first day of employment, if permitted by law, the District will make available to the Association a written list of all newly hired licensed personnel including home address, position and building assignment.
5.2 Association Privileges

All rights and privileges granted to the Association under the terms and provisions of this Agreement shall be for the exclusive use of the Association.

ARTICLE 6—THE ELEMENTARY AND SECONDARY EDUCATION ACT

The District and the Association recognize that the passage of the federal law "The Elementary and Secondary Education Act," including the "Every Student Succeeds Act" of 2015 and related Nevada law, hereinafter the "Acts," do not supersede or negate the obligation of the parties to employee wages, hours, or other mandatory subject(s) of bargaining set forth in this agreement. Therefore, the parties agree that when there is an impact on employee wages, hours, or other mandatory subject(s) of bargaining set forth in this agreement due to the implementation of any of the components of the Acts, negotiations will commence promptly by the request of either party, if the parties were not already meeting or scheduled to meet.

ARTICLE 7--GRIEVANCE PROCEDURE

7.1 Purpose

The purpose of the procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise, affecting the welfare or working conditions of teachers. Both parties agree that grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

7.2 Definitions

a. A "grievance" shall mean a complaint by a teacher, a group of teachers, or the Ormsby County Education Association (OCEA): (1) that he/she, they, or it has/have been treated inequitably by reason of any act or condition which is contrary to any agreement that is arrived at through the collective bargaining procedure under the Local Government Employee Management Relations Act, and/or (2) any other complaints such as unfair treatment or treatment which differs from the customary practice will be handled through managerial discretion. However, such complaints may, after review by the superintendent, be appealed to the Board of Trustees whose decision shall be final. Also excluded from the grievance procedure will be matters which have their review methods specified by law or complaints about rules, regulations, and/or policy having the force or effect of the law.

b. A "grievant" is a teacher, group of teachers, or the OCEA filing a grievance.

c. A "party of interest" means: (1) any person or persons filing a grievance; (2) any person or persons who might be required to take action relative to the grievance; (3) any person or persons against who action might be taken in order to resolve the grievance; or (4) the OCEA.
Rights to Representation

a. Any party of interest may be represented at all stages of the grievance procedure by a person of his own choosing, except that he/she may not be represented by a representative or an officer of any competing teacher organization. When a teacher is not represented by OCEA, OCEA shall have the right to be present and to state its view at all stages.

b. If, in the judgment of the OCEA, a grievance affects a group of teachers or the Association, the Association may initiate and submit such grievance in writing to the superintendent directly, and the processing of such grievance shall be commenced at Step II. The OCEA may process such a grievance through all levels of the procedure. Grievances involving more than one supervisor and grievances involving the administration above the building level may be filed by the OCEA at Step II. Information copies of the grievance shall be sent to the administrator(s) involved.

c. Every effort will be made by all parties to avoid interruption of classroom activities and to avoid the involvement of students in all phases of the grievance procedure. The time for a grievance meeting must be approved by the Association and the grievant and be scheduled outside of the regular workday.

Individual Rights

a. Nothing contained herein shall be construed as limiting the right of any teacher having a complaint to discuss the matter with the appropriate supervisor and to have the problem adjusted without the intervention of the OCEA.

b. The act of filing a grievance is not to be construed as insubordination.

Procedure

a. Step I

1. The parties acknowledge that it is usually desirable for a teacher and immediately involved supervisor to resolve problems through free and informal communications. Within ten (10) days of the occurrence of the act or condition which is the basis of the grievance, the grievant shall discuss with his/her immediate supervisor either individually or through the OCEA representative with the objective of resolving the matter informally.

The immediate supervisor shall dispose of the grievance, and respond to the grievant within ten (10) days after the discussion.
2. If the teacher is not satisfied with the disposition of his/her grievance, he/she may file a written grievance with the principal within fifteen (15) days following the response of the immediate supervisor. The principal shall arrange for a meeting to take place within (5) days after receipt of the grievance. The grievant, the OCEA at its option, and the supervisor shall be present for the meeting. The principal shall provide the grievant and the OCEA with a written answer to the grievance within five (5) days after the meeting. Such answer shall include the reasons upon which the decision was based.

3. The immediate supervisor has the option of involving another administrator as a witness to the proceedings.

b. Step II

1. If the grievant or the OCEA is not satisfied with the disposition of the grievance at Step I, or if no decision has been rendered within five (5) days after presentation of the grievance, then the grievance may be appealed to the superintendent. The appeal shall be in writing, dated, and the receipt of the appeal initialed by the superintendent by date. It shall also state the name of all persons officially present at the prior hearing and such persons shall receive a copy of the appeal.

2. The superintendent shall arrange for a hearing with the grievant and the OCEA to take place within ten (10) days after receipt of the appeal. Written notice of the time and place of the hearing shall be given by the superintendent five (5) days prior thereto to the grievant and the OCEA. The parties shall have the right to include in the presentation such witnesses and counselors as they deem necessary to develop facts pertinent to the grievance.

3. Upon conclusion of the hearing, the superintendent will have twenty (20) days to provide the grievant and the OCEA a written decision, together with the reasons for the decision.

c. Step III

1. If the grievant and/or OCEA is not satisfied with the disposition of the grievance by the superintendent or if no disposition has been made within the period above provided, the grievance may be submitted to mediation by informing the superintendent within five (5) days after the superintendent's twenty (20) days to respond, whichever is later. The superintendent and the OCEA president would have to consent to mediation. The mediator shall be appointed by the Federal Mediation and Conciliation Service. The mediation shall be conducted within thirty (30) days of the appointment of the mediator. The mediator has no binding authority. Any mediated
agreement voluntarily agreed to by both parties will be final and binding and not subject to further appeal or court action. Any fees or costs imposed by FMCS will be equally split by the parties.

d. Step IV

1. If the grievant is not satisfied with the disposition of the grievance by the FMCS and/or the superintendent or if no disposition has been made within the period above provided, the grievance may be submitted before an impartial arbitrator. The OCEA shall exercise its right of arbitration by giving the superintendent written notice of its intent to arbitrate within five (5) days after it has received the superintendent's decision at Step II and/or Step III. If any questions arise as to arbitrability, such question will first be ruled upon by the arbitrator selected to hear the dispute.

2. Within ten (10) days after such written notice of submission to arbitration, the superintendent and the OCEA will attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the ten (10) day period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. Within ten (10) days of receipt of the list, each party shall alternately strike names from the list, and the name remaining shall be the arbitrator. In striking names, the OCEA shall strike first.

3. Arbitration shall take place under the rules of the American Arbitration Association.

4. All hearings held by the arbitrator shall be in closed sessions and no party to or in any way associated with the arbitration shall comment outside the arbitration itself until the arbitrator renders a decision.

5. Expedited Arbitration – If both the District and the Association agree in writing to Expedited Arbitration within five (5) days of any request for arbitration pursuant to this Article, the arbitration will be held under the then existing Expedited Labor Arbitration Rules of the American Arbitration Association. Within ten (10) days after such written notice of submission to arbitration and written agreement to expedited arbitration, the District and OCEA will agree to an arbitrator from the list of seven (7) arbitrators in Appendix A to this agreement. Each party shall alternatively strike names from the list, and the name remaining shall be the arbitrator. In striking names, the OCEA shall strike first. The list of arbitrators shall be effective for the term of the agreement and shall automatically expire unless extended in writing by mutual agreement of the parties.
7.6 Arbitration Costs

The expenses of arbitration, including the arbitrator's fee, cost, and expenses, and the cost of the arbitrator's transcript shall be borne exclusively by the party that has not prevailed. All other expenses incurred by either party in the preparation or presentation of its case are to be borne solely by the party incurring such expenses.

7.7 Jurisdiction of the Arbitrator

a. The arbitrator shall not have the authority to modify, amend, alter, add to, or delete from any provisions of this Agreement. An arbitrator in the absence of the expressed written agreement of both parties shall have no authority to rule on any dispute between the parties other than the dispute which was originally processed.

b. Neither party may submit new evidence to the arbitrator that was not submitted to the superintendent unless such evidence can be proved as unavailable and unknown at the time the superintendent heard the grievance. If the arbitrator decides that such new evidence was in fact unavailable and unknown by the parties then ample time will be given to the other party to study and respond to such evidence. If the arbitrator decides the new evidence was purposely withheld by the presenting party or should have been known then such evidence shall be ignored in the decision or the grievance may be remanded back to Step II.

c. The arbitrator's decision shall be submitted in writing to both parties and shall be final and binding on the parties to this Agreement unless he exceeds the powers specified herein, or is guilty of procedural error prejudicing the rights of either party as defined by Federal labor law decisions.

7.8 Exceptions to Time Limits

a. The time limits provided in this Article shall be strictly observed unless extended by written agreement of the parties or for good cause. If the grievant misses a deadline during the processing of a grievance without written agreement by both parties, the grievance shall be automatically dropped.

b. In the event a grievance is filed that cannot be processed before the end of the school term, and that if left unresolved until the beginning of the following school year could result in irreparable harm to a party of interest, the parties agree to make a good faith effort to reduce the time limits set forth herein so that the grievance procedure shall be exhausted prior to the end of the school term or as soon thereafter as practicable.

c. In the event a grievance is filed so that sufficient times stipulated under all levels of the procedure cannot be provided before the last day of the school year, and should it be necessary to pursue the grievance to all levels of the appeals, the parties may agree to continue the grievance into the summer months. If the parties cannot
agree to such continuation then said grievance shall be resolved in the new school term in September under the terms of the Agreement and grievance procedure in effect at the time the grievance was filed and not under the succeeding Agreement procedure.

d. Grievances filed during the vacation periods will have time limits which begin the first day school resumes. This does not preclude the ability of all parties to resolve the grievance during the vacation period if accomplished by mutual agreement. The grievance will be resolved according to the Agreement and grievance procedure in effect at the time the alleged grievance occurred.

7.9 No Reprisals

No reprisals of any kind will be taken by the School Board or by any members of the administration against any party because of filing a grievance or because they participated in an orderly manner in the grievance procedure on behalf of the grievant and/or OCEA.

7.10 Cooperation of the Employer and OCEA

The administration will cooperate with the OCEA in its investigation of any grievance and upon request, will furnish the OCEA with such information that is pertinent and available for the processing of the grievance.

7.11 Personnel Files

All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants. These files are to be available to the grievant upon request.

7.12 General Provisions

a. Members of the negotiating unit will follow all written and verbal directives, even if such directives are allegedly in conflict with the provisions of this Agreement. Compliance with such directives will not in any way prejudice the employee's right to file a grievance within the time limits contained herein, nor shall compliance affect the ultimate resolution of the grievance. The single exception to the above is a situation where the health or safety of persons involved may be adversely affected.

b. Forms for processing grievances shall be jointly prepared by the superintendent and OCEA. The forms shall be printed by the School Board and given to OCEA for appropriate distribution so as to facilitate operations of the grievance procedure. All written grievances shall be filed on the official form.

c. The OCEA agrees that it will not continue and that it will not represent any employee in any grievance which is substantially similar to a grievance denied by the decision of an arbitrator, and the School Board agrees that it will apply to substantially similar situations the decision of an arbitrator sustaining a grievance.
d. The sole administrative remedy available to any teacher for any alleged breach of this Agreement or any alleged violation of his/her rights hereunder will be pursuant to the grievance procedure. Any teacher who has made a complaint or charge under the Professional Practices Act (NRS 391) or pursued any administrative remedy other than that provided under this grievance procedure should not be entitled to proceed under this grievance procedure. However, nothing contained herein shall deprive a teacher of pursuing his/her legal right in our state or federal courts.

e. The parties hereby recognize the existence of policies and administrative regulations of the School District to which the employees covered by this Agreement are bound, and which are subject to change by the School Trustees. The parties agree that any disputes arising under the application and/or administration of such policies or regulations relating to subject matter not covered by the provisions of this Agreement shall be processed as a complaint on policy.

ARTICLE 8--USE OF FACILITIES

8.1 Use of School Mail

The Ormsby County Education Association shall have the right to use school mailboxes and the inter-school mail service for organizational material, provided that all such material is clearly identified and the Association accepts the responsibility for such material. Copies of all such material shall be given to the building principal.

8.2 Use of School Buildings

The Association shall be allowed the use of school buildings for Association meetings on regular school days so long as arrangements have been made with the superintendent of schools or an authorized representative. Such meetings shall not conflict with any regular or special educational activities and such use shall not involve additional or extra custodial services and/or other unusual expense to the District. Use of buildings on other than school days requires the approval of the superintendent in addition to the school principal. Any added expense resulting from Association use shall be paid by the Association.

8.3 Providing CCSD Policies and Regulations

The School District will provide a complete and regularly updated copy of the School District's written policies and regulations in a location at each building site which is accessible to all employee organizations.

ARTICLE 9--DUES DEDUCTIONS

9.1 Paycheck Deduction of Dues

The School Board agrees to deduct from the salaries of its employees dues for the OCEA, NSEA and NEA as teachers individually, voluntarily, authorize the School Board to deduct, and to
transmit the monies promptly to the Nevada State Education Association. Teacher authorization will be written on forms provided by the Association.

9.2 Current Dues Rate

The Association will certify to the School Board in writing the current rate of membership dues. The School Board will be notified of any change in the rate of membership dues thirty (30) days prior to the effective date of such change.

9.3 Deduction Procedure

Deductions referred to in Section 9.1 above will be made in equal installments once each month during the year. Deductions will be made effective the date the membership form is signed, and the dues for the sign-up pay period shall be deducted from the following month’s salary on a pro rata basis (unless the District Office can conveniently make the pro rata deduction from the sign-up pay period). The OCEA shall supply the District Office with pro rata schedules for each deduction showing the daily rate to be deducted.

9.4 Dues Deductions

No later than October 15th of each year, the Association will provide the School Board with a list of those employees who have voluntarily authorized the School Board to deduct dues for the organizations named in Section 9.1 above.

The Association will notify the School Board monthly of any change in said list. Any teacher desiring to have the School District discontinue deductions he/she has previously authorized must first notify the Association in writing within the NSEA designated drop periods for that year.

9.5 Termination Deductions

Upon termination of any employee, prior to end of the membership year of August 31, the remaining amount of dues for the Associations, as set out in 9.1 above, will be deducted from the final check or automatic payroll deduction.

9.6 Hold Harmless

The Association shall indemnify and save harmless the employer from any and all claims, demands, suits, attorney’s fees and costs, incurred in connection with any such claim, demand and suit, resulting from any action taken by the employer for the purpose of complying with the provisions of this Article.

ARTICLE 10–TEACHER PROTECTION

10.1 CCSD Legal Assistance

The School District will provide legal assistance to the extent required by NRS Chapter 41, and/or within the limits of any insurance policy the School District may have for such purposes for any...
teacher who is sued for any alleged incident which occurs in the pursuance of his/her duties and within the limits of his/her assigned responsibility, as may be determined by any court of competent jurisdiction.

10.2 Protection from Physical Harm

a. A teacher while acting in pursuance of his/her duties may use physical force as it is reasonable and necessary to protect himself/herself or for the protection of others or the property of the School District from possible injury or damage or to quell a disturbance threatening physical injury.

b. Licensed employees may expect an administrator or his/her designee to react in a reasonable amount of time if there is an expectation of physical injury to an employee or student of the District, or physical damage to District property is occurring or imminent.

c. A teacher will not be required to perform any duty or act which unreasonably threatens the teachers' or students' physical safety or well-being.

d. The District agrees to assist a teacher who is assaulted while acting within the scope of his/her employment in accordance with District policies and direction. Administrative leave may be authorized by the superintendent, upon request, without deductions to sick leave.

c. Criminal charges or civil complaints filed against a teacher shall not be the basis of disciplinary action by the District where the teacher is acquitted or found not guilty of the allegations contained in the court documents.

f. Reasonable efforts will be made to insure that each classroom has a working communication system which gives teachers emergency contact with the main office.

10.3 Notification of Complaints

Except for criminal or welfare investigations, no formal action shall be taken upon any complaint directed toward a teacher, nor shall any notice thereof be included in said teacher's personnel file unless such matter has been reported in writing to the teacher within seven (7) working days of said complaint. Notice shall be deemed adequate if it is mailed to the address provided by the teacher.

Any complaint which is not acted upon after investigation by the District shall not be considered in the teacher's evaluation and shall not become part of the teacher's personnel file and shall not be used against the employee in any action by the District.

10.4 Breach of Professional Ethics
If any question of breach of professional ethics is involved, the Association and the School Board shall be notified within seven (7) days of the initiation of formal action.

10.5 Parent Complaints

Teachers shall be provided copies of any written parent complaints prior to being placed in the personnel file. Teachers shall have the right to be present during parent conferences that bear upon the teacher's responsibilities and shall be given prior notification of the nature of the meeting. The notification can occur immediately prior to the meeting, e.g. a telephone call from the administrator, and should give the teacher an opportunity to bring any relevant materials to the meeting. A principal may confer with the parents without teacher attendance when such meetings are strictly for the purpose of securing factual evidence to substantiate or refute the complaint.

10.6 Critical Letters or Reports

Letters or reports from the District, other than evaluations or letters of admonition, that are critical of a teacher's performance will not be placed in the teacher's personnel file without first providing the teacher with an opportunity to review the document, and present his/her point of view. From the date that the District provides the teacher with notice of the document in question, he/she shall have ten (10) days to write a response which will be attached to the document. Such letters or reports shall be removed from the file after a period of one year.

10.7 Teacher Evaluation

a. If a post-probationary teacher is dismissed under the evaluation procedures as stated in NRS 391, the District policy governing evaluations must be followed.

b. All licensed employees will be evaluated with an instrument compatible with the "Nevada Educator Performance Framework" yet specific to the position category, i.e., Guidance Counselor, School Psychologist, Librarian, Speech/Hearing Therapists, and Teacher on Special Assignment.

c. Licensed employees may use the grievance procedure (Article 7) to rectify errors in his/her annual evaluation. Such errors shall be limited to language contrary to this collective bargaining agreement or adopted regulations of the Board of Trustees.

10.8 Letters of Admonition

Licensed employees may use the grievance procedure (Article 7) to rectify errors in his/her letters of admonition. Such errors shall be limited to language contrary to this collective bargaining agreement or adopted regulations of the Board of Trustees.

10.9 Mentors
a. Experienced, licensed employees may, on a voluntary basis, serve as mentors of probationary teachers or others who desire to participate on a voluntary basis.

b. The role of the mentor shall be determined by mutual agreement of the evaluating administrator, the teacher and the mentor.

c. The mentor shall not provide input for, nor be cited in, the evaluation. Neither party may use the mentor as a witness in any dispute arising from the evaluation of a teacher being mentored.

10.10 Teacher’s Personal Life

The personal life of a teacher is not an appropriate concern of the District and shall not affect the teacher’s employment status unless action is authorized in NRS Chapter 391, or the personal life of a teacher affects his or her work performance.

10.11 Progressive Discipline

a. The District shall provide a teacher that is subject to an investigation that may result in disciplinary action a Notice of Investigation at least two (2) business days prior to said investigatory meeting. The Notice of Investigation shall be in substantially the same form as the template attached hereto in Appendix C.

b. Demotion, suspension, dismissal and non-renewal actions taken against teachers in accordance with NRS 391 shall be, whenever appropriate, progressive in nature and shall be reasonably related to the nature of the problem.

10.12 Suspensions and Dismissals

a. Except as provided in NRS 391.314(1) post probationary employees who are suspended or dismissed by the District are entitled to a hearing under the rules and procedures of NRS 391. Upon written notification of the suspension or dismissal, the post probationary employee has ten (10) days to file a written request for a hearing with the Superintendent. Upon receipt of the request for a hearing, the Superintendent will not file his recommendation with the Board of Trustees and a hearing will be scheduled and conducted under the requirements of NRS 391.

b. The parties will select the hearing officer from a list provided by the Federal Mediation and Conciliation Services ("FMCS") pursuant to Article 7.5(c) (2) of this Agreement. The parties shall each pay half of the expenses of the compensation for the hearing officer and the expense of the official transcript. The parties will pay for their own attorneys' fees and costs of preparation and presentation.

c. In implementing the suspension or dismissal procedures of NRS 391 for post probationary employees, the parties agree that the decision of the hearing officer shall be final and binding. The final and binding decision of the hearing officer
shall conform with the Nevada Uniform Arbitration Act and is only subject to review/appeal under the Act.

d. Probationary employees shall retain all rights under NRS 391 and have no additional rights granted by Article 10.12.

ARTICLE 11—TEACHER’S HOURS

11.1 Definitions

a. Preparation Time

Preparation time as used in this Agreement means time used for the exclusive use of planning and organizing the instructional program and scheduled during regular class times.

b. Pupil Contact Time

The total time during which the teachers and pupils are in contact during a classroom situation and passing times between classes.

c. Beginning Time

Beginning time will be established by the principal of each building with concurrence of the Superintendent.

d. Student Release Time

The time during the afternoon when students have completed the normal daily educational hours and are free to depart the building.

e. Teachers’ Regular School Day

Teachers’ regular school day is defined as seven (7) hours and thirty (30) minutes. Any deviations from this requirement must be approved by the building principal.

1. The teacher in the secondary school shall have no more than five (5) class periods of instruction of one (1) hour duration each, or a maximum of five (5) hours of instruction, not to exceed twenty-five (25) instructional hours per week.

2. The teacher in the elementary school shall have no more than 312 minutes a day of pupil contact time and/or 26 hours per week of pupil contact time. Pupil contact time, for purposes of this provision is as follows: The total time during which the teacher and pupils are in contact during a classroom situation. It is understood and agreed that the classroom teacher’s pupil
contact time is exclusive of all recess periods, lunch periods, and periods of specialized instruction such as music, physical education, library science and computer lab.

3. Teachers shall have an uninterrupted duty-free lunch period of not less than thirty (30) minutes. The thirty (30) minute lunch period shall be continuous and correspond to the time of the students' scheduled lunch period, except when emergencies and/or scheduled special events make it necessary to alter the teacher's schedule. Nothing contained within this Article, expressed or implied, will preclude a teacher from voluntarily accepting or not accepting duty. Each lunch period will not be extended more than ten (10) minutes in order to implement this proposal. The principal or administrator shall make the determination of whether or not an emergency exists.

4. Teachers shall have not less than forty-five (45) minutes for preparation each day in elementary schools and secondary schools, except for emergencies or an unusual scheduling problem, as determined by the principal. Such period shall be one continuous block of time, and shall be subject to interruption by principals for teacher/principal conferences, parent/teacher telephone calls and other reasonable, school-related purposes. Principals may schedule up to one preparation period per week for joint preparation time, which if not so used, reverts to the teacher's individual use. The District and School Administrators shall not interrupt teacher preparation periods in a week when there is a District PL day.

At the secondary schools, the forty-five (45) minute preparation period each day may be adjusted by the School District to allow extended preparation periods not to exceed one hundred (100) minutes every other school day in order to accommodate scheduling plans such as block scheduling. If a secondary school reverts to traditional scheduling as determined by the School District, preparation time will revert to not less than forty-five (45) minutes per school day.

If an OLP substitutes a class period, then that period shall be designated as the OLP's 45-minute preparation period.

5. The OCEA and the District recognize that adequate preparation is necessary for proper education. Nothing in this section shall be construed to interfere in any way with the ability of the administration to ensure adequate preparation and quality education in the District.

11.2 Other Assigned Duties

The building principal may assign individual teachers to before or after student release-time duty such as: bus duty, playground duty, or other similar duties designed to ensure the safety and welfare of the students. Such duties may not extend beyond a teacher's regularly contracted hours.
11.3 Teacher's Regular School Day

The building principal or the superintendent may require attendance at his/her discretion of any teacher at staff meetings, in-service meetings, parent conferences, or other similar activities designed to further the educational needs of the District. Such activities must be scheduled during the regular school day unless mutually recognized unusual circumstances warrant. The traditional "Open House Night" will continue to be recognized as an annual faculty supported school activity.

11.4 Compensation for Mandatory Participation

Mandatory participation in activities in excess of the regular school day (7 hrs. 30 min.) shall be compensated according to the extra pay schedule through contract when applicable.

11.5 Leaving Campus

Teachers shall be allowed to leave the building during preparation periods only with the consent of the principal or immediate supervisor.

11.6 Administrative Approval

When a licensed teacher contracted with this District is placed in charge by a school administrator of a regularly assigned teacher's class, the regular teacher may leave such class only with the permission of the principal. Such permission shall be given only to allow such time to be used for preparation and other professional purposes approved by the principal.

11.7 Teacher Contracts

a. Prior to the first day of instruction of each year, new, full-time, licensed teachers will be hired under regular contracts without one (1) year addendum, unless hired to fill specific vacancies caused by leaves of absence or positions contingent upon the continuation of state or federal grants, experimental programs or other specially funded programs. After the first day of instruction of each year, new, full-time, licensed teachers may be hired under one year or less than one (1) year addenda, depending on time of hire date.

b. Any such addendum must be signed by the teacher and attached to the teacher's contract.

c. If any position being filled under an addendum becomes available for permanent employment, it shall be opened for voluntary transfer/reassignment. If the teacher filling the position under an addendum has received satisfactory evaluations, that teacher's application will be processed in the same manner and considered according to the same criteria as any other teacher's application for transfer.

d. If a teacher who has completed a one (1) year addendum is hired for a permanent position and the teacher meets the requirements for post-probationary status under
NRS 391, the teacher shall be hired as a post-probationary employee. In such case, employment worked under the addendum shall be counted toward seniority.

ARTICLE 12—PROFESSIONAL COMPENSATION

Salary Schedule – Appendix A

1) Effective July 1, 2018, NJROTC Instructors will be placed on the Teacher Salary Schedule upon written request from the Instructor. Placement and movement on the schedule will comply with teacher placement as set out in this Article. An NJROTC Instructor will only be placed on the Salary Schedule upon request. A request to be placed on or taken off of the Teacher Salary Schedule must be received by the District Office in writing no later than August 1st of the academic year, written requests for placement on or removal from the Teacher Salary Schedule received after August 1st will not become effective until the following school year. The Instructor, and not the District, will be responsible for determining whether placement on the Teacher Salary Schedule is to his or her advantage.

2) Due to the passage of SB 231 in the 2023 Legislative Session and it being signed into law by the Governor, any funds that the District receives pursuant to SB 231 for increases to Certified salaries shall be directly passed through to the Certified Staff then employed by the District. The District will provide a supplemental Salary Schedule reflecting the increase in pay once the SB 231 funds are received by the District. This provision shall sunset June 30, 2025.

12.1 Longevity

A stipend shall be added to the base pay of each certified employee who has completed the applicable terms of eligible service in the Carson City School District pursuant to the longevity schedule set forth below:

<table>
<thead>
<tr>
<th>Term</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-14 Years</td>
<td>$1,000</td>
</tr>
<tr>
<td>15-19 Years</td>
<td>$1,500</td>
</tr>
<tr>
<td>20-24 Years</td>
<td>$2,000</td>
</tr>
<tr>
<td>25+ Years</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

NOTE: Leave of absence not counted as “eligible service.”

12.2 Employer Paid Retirement

The Carson City School District agrees to pay the current cost of the employee's contribution to the Public Employees Retirement System.

1. When increases to the PERS Contribution Rate affecting teachers occur, the appropriate condition will begin on the effective date set by PERS of the retirement contribution rate increase:
a. When teachers are not receiving a pay increase, the Licensed Salary Schedule will be reduced by one-half the amount of the change to the PERS Contribution Rate as dictated by NRS 286.421 (3).

b. When teachers are to receive a pay increase equivalent to one-half the amount of change to the PERS Contribution Rate there will be no change to the Licensed Salary Schedule.

c. When teachers are receiving a pay increase greater than one-half of the difference in the increase of the PERS Contribution Rate, the pay increase will be reduced by the one-half difference in the PERS Contribution Rate Increase.

2. When reductions to the PERS Contribution Rate affecting teachers occur, the appropriate condition will begin on the effective date set by PERS of the retirement contribution rate reduction:

a. When teachers are not receiving a pay increase, the Licensed Salary Schedule will be increased by one-half the amount of the change to the PERS Contribution Rate.

b. When teachers are to receive a pay increase equivalent to the one-half in reduction of the PERS Contribution Rate, the Licensed Salary Schedule will be increased by the one-half equivalent pay increase and by one-half the amount of the reduction to the PERS Contribution Rate.

c. When teachers are receiving a pay increase greater than one-half of the difference in the reduction of the PERS Contribution Rate, the pay increase will be increased by that one-half reduction in the PERS Contribution Rate, and by any additional negotiated pay increase.

Any impact on the salary schedules will be implemented following completion of contract negotiations.

12.3 Teaching an Additional Class

Any teacher at the departmental level, teaching an additional class on a supplemental contract over the number of classes to which he or she is assigned in accordance to the class schedule which comprises the full teaching load of the school, shall be compensated at 0.1 per cent of the 1 (first) step of the Master's Degree column per class instructional hour in addition to his or her contracted salary.

12.4 Terms and Date of Payment
a. All contracts are paid over a twelve (12) month period unless other arrangements are made with the superintendent.

b. Teachers terminating employment may request to have the earned balance of their contract paid upon termination.

12.5 Deductions

Persons wishing other District approved deductions from their salaries may make arrangements with the Carson City School District Fiscal Services Payroll Department. These deductions may include the credit union, tax sheltered annuities, income protection, dependent health insurance and IRS Section 125 qualified programs.

12.6 Movement of Non-Degree Teachers on Salary Schedule

Career-technical Non-traditional licensed teachers in the areas of career and/or technical education are permitted to move horizontally on the teacher's salary schedule. Any credit earned after employment in the Carson City School District can be applied to the salary schedule for column advancement if it meets the criteria for movement.

Instructors qualified to teach with a career-technical non-traditional license certificate must complete four (4) credits in any one or a combination of the three following areas of secondary education: methodology, curriculum, or human relations, before they can advance to the second column on the salary schedule. The criteria for the movement on the salary schedule shall be the same as for the teachers holding university degrees.

12.7 Undergraduate Credit

Undergraduate courses earned after September 1, 1985, that are intended for use in salary advancement must be submitted to the Office of Human Resources on official transcripts and meet one of the following criteria:

a. Course work is within the teacher's current certification, including major and minor;

b. Course work is within the teacher's current area of assignment;

c. Course work is within an additional certification or degree that has been approved by the Associate Superintendent of Human Resources;

d. Course work meets the State Department of Education requirements for recertification. The repeat of specific course credits previously earned or credits obtained prior to September 1, 1985 will not count toward salary advancement.

ARTICLE 13--SUPPLEMENTAL COMPENSATION

This Supplemental Schedule for the Carson City School District covers extra services involving time and direction of projects outside the regular school program. Percentage amount is based upon step one (1) of the Master's Degree column.
13.1 Supplemental Salary Schedule.

<table>
<thead>
<tr>
<th>Events-Boys-High School</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball, Head Coach</td>
<td>8</td>
</tr>
<tr>
<td>Baseball, Assistant</td>
<td>6</td>
</tr>
<tr>
<td>Basketball, Head Coach</td>
<td>8.6</td>
</tr>
<tr>
<td>Basketball, Assistant</td>
<td>6</td>
</tr>
<tr>
<td>Football, Head Coach</td>
<td>8.6</td>
</tr>
<tr>
<td>Football, Assistant</td>
<td>6</td>
</tr>
<tr>
<td>Wrestling, Head Coach</td>
<td>8</td>
</tr>
<tr>
<td>Wrestling, Assistant</td>
<td>6</td>
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<table>
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<tr>
<th>Events-Boys-High School (continued)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golf, Head Coach</td>
<td>6</td>
</tr>
<tr>
<td>Tennis, Head Coach</td>
<td>6</td>
</tr>
<tr>
<td>Soccer, Head Coach</td>
<td>8</td>
</tr>
<tr>
<td>Soccer, Assistant Coach</td>
<td>6</td>
</tr>
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<table>
<thead>
<tr>
<th>Events-Girls-High School</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Softball, Head Coach</td>
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<td>Basketball, Head Coach</td>
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<tr>
<td>Basketball, Assistant</td>
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<tr>
<td>Volleyball, Head Coach</td>
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<td>Volleyball, Assistant</td>
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<td>Golf, Head Coach</td>
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<td>Tennis, Head Coach</td>
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<tr>
<td>Soccer, Head Coach</td>
<td>8</td>
</tr>
<tr>
<td>Soccer, Assistant Coach</td>
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<table>
<thead>
<tr>
<th>Events-Coeducational-High School</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track and Field, Head Coach Boys</td>
<td>7</td>
</tr>
<tr>
<td>Track and Field, Head Coach Girls</td>
<td>7</td>
</tr>
<tr>
<td>Track and Field, Assistant</td>
<td>6</td>
</tr>
<tr>
<td>Cross Country, Head Coach</td>
<td>6</td>
</tr>
<tr>
<td>Cross Country, Assistant</td>
<td>4.8</td>
</tr>
<tr>
<td>Ski Club, Head Coach</td>
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</tr>
<tr>
<td>Ski Club, Assistant</td>
<td>4.8</td>
</tr>
<tr>
<td>Swim, Head Coach</td>
<td>6</td>
</tr>
<tr>
<td>Swim, Assistant</td>
<td>4.8</td>
</tr>
<tr>
<td>Spirit Coach</td>
<td>6 per season (two seasons per year)</td>
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<tr>
<td>Position</td>
<td>Percentage</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Dance/Drill/Pom Coach</td>
<td>6</td>
</tr>
<tr>
<td>Assistant Spirit Coach</td>
<td>4.8 per season (two seasons per year)</td>
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<td>Student Council Advisor</td>
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### Events-Middle School

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<thead>
<tr>
<th>Event</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball, Boys</td>
<td>4.8</td>
</tr>
<tr>
<td>Basketball, Girls</td>
<td>4.8</td>
</tr>
<tr>
<td>Track and Field, Boys</td>
<td>4.8</td>
</tr>
<tr>
<td>Track and Field, Girls</td>
<td>4.8</td>
</tr>
<tr>
<td>Wrestling</td>
<td>4.8</td>
</tr>
<tr>
<td>Cross Country: Head</td>
<td>4.8</td>
</tr>
<tr>
<td>Cross Country: Assistant</td>
<td>3.6</td>
</tr>
</tbody>
</table>

Note: If participation drops below 40 students, no assistant

<table>
<thead>
<tr>
<th>Event</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volleyball, Girls (2 positions)</td>
<td>4.8</td>
</tr>
<tr>
<td>Middle School Intramurals</td>
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</tbody>
</table>

### Other Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Director</td>
<td>9</td>
</tr>
<tr>
<td>High School Class Sponsors:</td>
<td></td>
</tr>
<tr>
<td>1st Year Sponsor</td>
<td>0.25</td>
</tr>
<tr>
<td>2nd Year Sponsors (4 positions)</td>
<td>0.5</td>
</tr>
<tr>
<td>3rd Year Sponsors (4 positions)</td>
<td>0.75</td>
</tr>
<tr>
<td>4+ Year Sponsors (4 positions)</td>
<td>1</td>
</tr>
<tr>
<td>High School Choral Director</td>
<td>10</td>
</tr>
<tr>
<td>High School Band Director</td>
<td>10</td>
</tr>
<tr>
<td>Orchestra Director</td>
<td>10</td>
</tr>
<tr>
<td>Yearbook Advisor, High School</td>
<td>6</td>
</tr>
<tr>
<td>Yearbook Advisor, Middle School</td>
<td>4.8</td>
</tr>
<tr>
<td>C Unity Club Advisor</td>
<td>1</td>
</tr>
<tr>
<td>Senator Pride Advisor</td>
<td>1</td>
</tr>
<tr>
<td>Elementary Yearbook Advisor</td>
<td>2</td>
</tr>
<tr>
<td>Newspaper Advisor, High School</td>
<td>3</td>
</tr>
<tr>
<td>Newspaper Advisor, Middle School (as part of journalism class)</td>
<td>2</td>
</tr>
<tr>
<td>Newspaper Advisor, Middle School (extra-curricular activity)</td>
<td>3</td>
</tr>
<tr>
<td>Student Council/Leadership Advisor, Middle School</td>
<td>6</td>
</tr>
<tr>
<td>Drill Advisors, Middle School</td>
<td>4</td>
</tr>
<tr>
<td>Drama, High School</td>
<td></td>
</tr>
<tr>
<td>Major productions, musicals, all school</td>
<td>4</td>
</tr>
<tr>
<td>Minor productions, with class</td>
<td>2</td>
</tr>
<tr>
<td>Maximum of 10% per year</td>
<td></td>
</tr>
</tbody>
</table>

29
<table>
<thead>
<tr>
<th>Role</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech, High School per meet</td>
<td>1</td>
</tr>
<tr>
<td>Maximum of 6% per year</td>
<td></td>
</tr>
<tr>
<td>Nationally Recognized Club Advisors, High School</td>
<td>1</td>
</tr>
<tr>
<td>Qualify/attend state/district/regional competition</td>
<td>0.5 (total)</td>
</tr>
<tr>
<td>Qualify/attend national competition</td>
<td>0.5 (total)</td>
</tr>
<tr>
<td>High School Lead Counselor</td>
<td>10</td>
</tr>
<tr>
<td>District Library Coordinator</td>
<td>7</td>
</tr>
<tr>
<td>Computer Technologies</td>
<td>5</td>
</tr>
<tr>
<td>Department Heads, High School</td>
<td>10% + 3 days</td>
</tr>
<tr>
<td>Department Heads – Middle School – Department Heads</td>
<td></td>
</tr>
<tr>
<td>for each of the following:</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>8</td>
</tr>
<tr>
<td>Science</td>
<td>8</td>
</tr>
<tr>
<td>Social Studies</td>
<td>8</td>
</tr>
<tr>
<td>English Language Arts</td>
<td>8</td>
</tr>
<tr>
<td>Career and Technical Student Org's</td>
<td></td>
</tr>
<tr>
<td>Lead CTSO Teacher</td>
<td>6</td>
</tr>
<tr>
<td>Assistant / Co-Lead CTSO Teacher</td>
<td>4.8</td>
</tr>
<tr>
<td>Special Education</td>
<td>8</td>
</tr>
<tr>
<td>Vocational / Fine Arts</td>
<td>8</td>
</tr>
<tr>
<td>P.E. / Counselor</td>
<td>8</td>
</tr>
<tr>
<td>Department Head – Student Support Services</td>
<td></td>
</tr>
<tr>
<td>(Contingent on continued grant funding)</td>
<td>10% + 3 days</td>
</tr>
<tr>
<td>NJROTC Activities, Instructor</td>
<td>8ኛ</td>
</tr>
<tr>
<td>NJROTC Activities, Instructor</td>
<td>8 биз</td>
</tr>
<tr>
<td>School Psychologists</td>
<td>20</td>
</tr>
<tr>
<td>District Speech Pathology Coordinator</td>
<td>7</td>
</tr>
<tr>
<td>District Counselor Coordinator</td>
<td>7</td>
</tr>
<tr>
<td>District Social Worker Coordinator</td>
<td>7</td>
</tr>
<tr>
<td>District Psychologist Coordinator</td>
<td>7</td>
</tr>
<tr>
<td>GATE Program Site Coordinators</td>
<td>3</td>
</tr>
<tr>
<td>Self-contained Special Education Teacher</td>
<td>10*</td>
</tr>
</tbody>
</table>

är Should a third NJROTC Activities, Instructor be hired, the supplemental pay for all instructors will be reduced to 6%.

* If Self-contained Special Education Teachers share responsibilities, then they will split the supplemental pay.

<table>
<thead>
<tr>
<th>Role</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Council/Leadership Advisor</td>
<td>3</td>
</tr>
<tr>
<td>Yearbook Advisor</td>
<td>3</td>
</tr>
</tbody>
</table>
Dollar value will be determined by multiplying the amount given in step one (1) of the Master's Degree column by the indicated base percent for each specified assignment. The following longevity increments will apply to teachers:

5-9 years   Step one of the Master's Degree Column + $50.00*
10+ years   Step one of the Master's Degree Column + $75.00*

*Requires consecutive years in same supplemental assignment.

The number of coaches for each athletic program, and the addition of new authorized sports, will be determined by the School Board.

It shall be an administrative decision as to the make-up and number of Response-to-Intervention Teams at each building site.

13.2 Licensed Hourly Rate

a. The licensed hourly rate will be .07286 percent of step one (1) of the Master's Degree column.

b. Adult Education Program positions will be paid on the licensed hourly rate.

13.3 Inclusion in PERS

a. School Psychologists: Upon the authority of the superintendent or designee, school psychologists can be contractually assigned to work five days prior to and five days after the regular school year. This income is subject to Nevada PERS.

b. High school counselors can be contractually assigned to work 15 days during the summer. This income is subject to Nevada PERS.

c. Middle school counselors can be contractually assigned to work 10 days during the summer. This income is subject to Nevada PERS.

d. Teachers in charge of or working at PDC can be contractually assigned to work 10 to 15 days during the summer. This income is subject to Nevada PERS.

e. Teachers working at the prison on an extended-year contract shall have the additional income subject to Nevada PERS.

f. Certified librarians can be contractually assigned to work up to 10 additional days per contract year. This income is subject to Nevada PERS.
13.4 Credits Earned After BA or BS but before Licensure

a. Those individuals employed in the Carson City School District prior to July 1, 1990, and who have reached the top salary column and have obtained additional credits will continue to receive the yearly stipend* they now receive based on the number of credits earned as of July 1, 1990. They will not be paid for credits earned after July 1, 1990.

*Employees shall receive compensation for credits at the rate of ten dollars per credit ($10.00/credit) to a maximum of thirty (30) credits or three hundred dollars ($300.00). Any employee who has missed applying for the compensation may apply for the following school year.

b. Those individuals who have received credits but have not obtained enough to move on the columns will receive any supplemental pay for credits earned, but will be eligible to move on the columns when they have received enough credits to do so.

c. Credits must qualify according to the criteria set forth in Section 12.7 or be approved by the Human Resources Director.

13.5 Hazard Pay for Teaching at the Prison

a. Licensed employees who are assigned full time duties at the State penal institutions located in Carson City, Nevada, shall receive a supplemental salary of one hundred dollars per month ($100.00/month) for the full twelve (12) months that they receive their regular pay.

13.6 Provisions Applicable to Supplemental Compensation

a. Supplemental salary compensation shall be in effect only so long as the Board determines that there are sufficient funds outside the general fund available for this purpose. In the event that the School Board determines that funds are not available for supplemental salary compensation, the Association will be notified and will be given the opportunity to address the School Board regarding its decision to discontinue the supplemental salaries provided in this section.

b. Prior to the removal of a licensed employee from a supplemental schedule position, the employee shall be given, in writing, the reasons for such removal. If the employee disagrees with the reasons, he/she shall have ten days, from the date of receipt, to request a hearing, and an appeal hearing will be scheduled in front of the Board of Trustees in a closed session.

c. Prior to the end of the school year, the District shall prepare a tentative schedule, showing supplemental positions and those employees who are expected to fill the positions for the following year. The District may request confirmation from the employees of their intent to accept the position.
d. After prior consultation with the Association, the District may augment the positions provided in the supplemental schedule. In such event, the District and Association shall establish supplemental pay for the position prior to the District advertising the position in the same manner as other vacancies.

ARTICLE 14—CURRICULUM AND INSTRUCTION

14.1 Textbooks

Textbooks and supplementary material shall be considered instructional aids and shall be provided in sufficient quantities based on class enrollment and subject to budgetary constraints.

14.2 Supplies and Equipment

Written recommendation submitted by teachers concerning the quality and durability of supplies and equipment shall be considered when ordering or re-ordering. Teachers shall retain a copy of the requisition form whereupon they have requested supplies and equipment and shall be informed of the disposition of their request upon inquiry of the principal, or the person responsible for ordering said material. The School District will provide all supplies necessary for classroom instruction in sufficient quantities based on class enrollment and subject to budgetary constraints.

14.3 Excessive Noise

The District will make all reasonable efforts to avoid having noisy building/grounds repair and maintenance tasks interfere with the learning environment of the classroom.

14.4 Field Maintenance Stipends

The budget for each Field Sport authorized by the District shall receive an annual stipend of $750 for sport field maintenance. Authorized Field Sports are: (a) Baseball; (b) Football; and (c) Softball.

14.5 Team Teaching

Unless otherwise requested by the team teachers, the District will make reasonable effort to maintain full staffing in the event team teachers are absent. Additionally, reasonable effort will be made to not disrupt the team teaching classroom to cover other staffing needs. Substitute teachers will be used when possible. This subsection cannot be grieved beyond step 2.

ARTICLE 15—NOTIFICATION OF VACANCIES AND PROMOTIONS

15.1 Supplemental Vacancies

a. Other than vacancies in those supplemental positions listed below, which are to be filled with preference to persons employed within a specific school, vacancies
which occur in professional positions in the Carson City School District at any time during the school year shall be posted in the individual schools throughout the School District as well as on the bulletin board in the administration building and on the school district website.

Annual Advisor, High School
Annual Advisor, Middle School
Elementary Yearbook Advisor
Newspaper Advisor, High School
Newspaper Advisor, Middle School (as part of journalism class)
Newspaper Advisor, Middle School (extra-curricular activity)
Student Council/Leadership Advisor, Middle School
Spirit Coach, Middle School
Dramatics and Speech, High School
Department Heads, High School
Response to Intervention/Instructional Consultation Team
Class Advisor, High School

b. Supplementary positions filled by persons other than licensed personnel of the Carson City School District (classified employees, community people) are to be announced as vacant for three consecutive years. After three (3) consecutive years, supplemental positions filled by a person other than a Carson City teacher do not have to be announced as vacant until such time there is a change in the scope and duties of the position or a change in the person filling the position.

15.2 Vacancies during Vacation Periods

Teachers who desire to apply for a promotional or transfer position which may be filled during vacation periods may submit their interest to the District's online applicant tracking system. The District maintains vacancies utilizing the online applicant tracking system which will be maintained on the District website.

15.3 Promotional Vacancies

Notices of promotional vacancies shall set forth the information pertinent to the positions, i.e., qualifications, requirements, duties, salary, plus any other items deemed pertinent. Promotion is defined as the achievement of a professional position which pays a higher salary differential or is on a higher salary schedule than the regular teacher's salary schedule.

15.4 Notification of Vacancies and Promotions

While actively seeking a permanent appointment, nothing in this contract shall be construed to prohibit filling a vacancy by temporary appointment of a licensed person pending the selection of a permanent appointee.
15.5 Voluntary Transfer or Reassignment

a. Definitions: A transfer is the movement of a teacher from one work location to another work location at a different work site. Reassignment is the movement of a member of the bargaining unit from one assignment/subject area to another assignment/subject area or one grade level to another grade level at the same work site.

b. Requests for transfer or reassignment shall be submitted to the District’s online applicant tracking system for each position for which the transfer/reassignment is requested. Reassignment opportunities within a site will be posted for five (5) days prior to converting to transfer opportunities. Transfer opportunities will be posted for five (5) days prior to converting to external applicant opportunities.

c. If two or more teachers have requested transfer or reassignment to the same position, and if a license for the position is held by each, the District shall consider the following factors, equally weighted, in making the transfer or reassignment:

1. The qualifications of the teachers
   (a) Teaching license
   (b) Multiple endorsements
   (c) Past professional experience in the assignment
   (d) Career experiences

2. Seniority
   (a) District experience in the requested assignment
   (b) Overall District experiences at the specified assignment level (i.e., primary, intermediate, middle school, high school)

3. The best interest of the students
   (a) Major in the subject
   (b) Experience with students in school and community extra-curricular activities
   (c) Experience with students having special needs

4. The needs of the District
   (a) Transfer or reassignment should not have an adverse impact on unique programs or services
   (b) Compatibility with students, staff, administration and parents

In weighing the above factors, evaluations and other information contained in the personnel file may be referenced.
d. If the highest rated teacher according to the factors listed in Section "c" or the most senior teacher is not recommended for a transfer or reassignment, such teachers may request a conference with the principal or supervisor regarding reasons for the decision and, if requested by the teachers, these reasons shall be provided in writing.

e. If the most senior teacher is not chosen for a transfer or reassignment, this teacher shall be given special consideration for the next transfer or reassignment for which he or she meets the qualifications and is the most senior applicant.

If the most senior teacher is not chosen for a transfer or reassignment for three consecutive years, this teacher shall be given priority for the next transfer or reassignment for which he or she meets the qualifications and is the most senior applicant.

f. All teacher applicants for announced transfer or reassignment positions will be interviewed. If a position is not filled by one of the transfer or reassignment applicants the position will be advertised and filled according to normal procedures.

g. Teachers will not be able to transfer within the District when a vacancy occurs after August 1st unless the District and affected administrator(s) determines it is in the best interest of the students. At the option of the District the vacancy will be filled with a long-term substitute, one-year contract or on a permanent basis with an “in-house” transfer. If the vacancy is to be filled on a permanent basis with an “in-house” transfer the vacancy must be advertised within the District for 5 days to allow for voluntary transfer requests. Qualified applicants for voluntary transfer would be able to interview for the vacancy, however, if selected to fill the vacancy, the teacher would not be transferred until the following school year. A long term substitute or one-year contract teacher would fill the vacancy for the remainder of the school year in which the vacancy occurred.

Once a teacher has accepted the transfer only the administrators at the two schools involved in the process can release the teacher from the obligation to transfer. Any request by the teacher to nullify the transfer must be filed with the affected administrators in writing no later than July 1st of the year the transfer is to be effective. If the teacher is released from the obligation to transfer, the vacancy will not be reopened for transfer within the District but will be filled from outside applicants. All qualified District licensed employees may apply during the period of accepting outside applications. If this position is not filled by August 1st, then Article 15.5 (g) will begin again.

h. No teacher so transferred or assigned shall suffer loss of salary, fringe benefits or seniority.

i. The District shall provide the President of the OCEA with an updated seniority list no later than September 30th of each school year; however, if an announced transfer
or reassignment position is made, a teacher may, upon request, be informed of his or her seniority at that time.

15.6 Directed Reassignment and Directed Transfer

District-wide seniority for post probationary teachers as used in this section (15.6) shall be defined as the total length of "continuous" employment with the District. Each teacher’s effective date of hire for seniority purposes under this Article shall be the original date of employment with the District. If more than one affected teacher has the same date of hire, seniority will be determined by the order in which the teacher was approved for employment by the Board of Trustees with the first approved being the most senior and so on. If the order cannot be determined by the above method, seniority will be based on the earliest date the teacher’s signed letter of intent, to be employed by the District, is received by the Human Resources office. If seniority cannot be determined by the above method, seniority will be determined by a lottery designed by the District in consultation with the Association, with the first name drawn as the most senior and so on. Any teacher who has at any time terminated employment with the District for voluntary or involuntary reasons shall establish a new date of original hire on that date the teacher was reemployed. Any post-probationary teacher whose termination was due to a reduction in force under Article 20 shall use their original date of hire if recalled under Article 20. Service rendered beyond the normal school year shall not add to a teacher’s seniority.

a. Directed Reassignment

1. A directed reassignment is an assignment to a different grade level or subject in the same building that was not voluntary.
2. The District shall always seek voluntary reassignments to facilitate class number prior to instituting directed reassignment.
3. A directed reassignment shall not be arbitrary, capricious, or punitive in nature.
4. A directed reassignment shall only be made for the following reasons:
   a. A change in the number of classes at a particular location; or
   b. Other justifiable reason.
5. The employee shall be advised in writing that s/he is being considered for directed reassignment and the reasons for such consideration.
6. Seniority is not to be considered as a factor when determining directed reassignments.

b. Directed Transfer

1. The District shall always seek voluntary transfers to facilitate class number or class location changes, prior to instituting a directed transfer.
2. Directed transfers shall only be made for the following reasons:
   a. As the result of a reduction in force pursuant to Article 20;
   b. A change in the number of classes at a particular location;
   c. Some combination of closing or opening new or old schools; or
   d. Other justifiable reason.
3. If a particular class is moved to another location during the school year, a teacher from that class at the old location shall be given first priority for the new location.
4. Employees who are transferred during the school year shall be given ten working days advance notice prior to the effective date of the transfer or reassignment. The District shall provide assistance in moving the employee's classroom materials.

5. When a location is designated for a directed transfer, the District shall first select probationary employees at the designated site. If it is necessary to transfer a post-probationary employee, the District shall select the employee from the designated site to be transferred on the basis of seniority, with the least senior employee transferred first.

6. For a period of five (5) years following a directed transfer, the employee will be guaranteed voluntary transfer to another available position in his/her former school, for which he/she is qualified. Such transfer shall take place prior to the beginning of the school year. If the employee turns down any available position twice in his/her former school, for which he/she is qualified the employee loses the priority provided by this section and may apply for future vacancies under Article 15.5 (Voluntary Transfer). If there are more than one directed transferred teacher seeking an available position, then the teacher with the most seniority shall be approved for transfer. Once a teacher is voluntarily transferred to another position, the priority granted by this paragraph shall end.

15.7 Restructure/Reorganization

In the event a school(s) is required to restructure, the District and the Association will meet and confer prior to any restructuring, regarding the unique needs of the school(s) impacted and attempt to collaboratively develop a plan for implementation.

If unable to develop an implementation plan, the District reserves the right to implement directed transfers outside of the process of Section 15.6.

15.8 Internships

The purpose of the administrative internship is to serve for one (1) year in a school setting to shadow and perform school administrative functions that exclude teacher supervision. This program is for aspiring school leaders that may need to fulfill educational leadership course requirements and/or gain administrative experiences to help solidify future career decisions. Once a teacher is selected for an administrative internship, he/she will not be able to qualify for another subsequent one (1) year term internship. The administrative internship opportunity will be advertised without the requirement that the District apply the in-school reassignment or transfer process, but advertised internships will be available for all in-district teachers exclusively. All advertised internship opportunities will include the following language:
Teachers who are selected to an internship opportunity will be guaranteed return to their former position for a period of time devoted to the internship, up to one (1) year.

NOTE: a Teacher on Special Assignment (TOSA) who may be selected for the administrative internship is not guaranteed back to their former TOSA Position. After the internship, based on seniority and endorsement, a TOSA may be able to return back into the classroom.

15.9 Teachers on Special Assignment

All job announcements classified as “Teacher on Special Assignment” will include and highlight in bold letters a warning clause:

Teachers seeking appointment to a special assignment position will not be guaranteed return to their former position should their assignment last more than one school year.

ARTICLE 16—LEAVE

16.1 Sick Leave

Each full-time employee of the Carson City School District shall be credited with fifteen (15) days of sick leave at the beginning of the school year. Pay deductions are not made when sick leave days are used for the defined purposes. There shall be no limit as to the accumulation of sick leave if service is continuous. The full fifteen days of sick leave are not earned until the teacher has completed the entire school year. Sick leave may be taken in fifteen (15) minute increments.

a. Personal illness or accident is defined as illness or accident to the employee. A doctor’s statement may be requested for any absence, but it is mandatory after ten days. This mandatory doctor's statement will include the anticipated length of absence and the reason for the absence. Before the employee may return to his or her normal duties, a doctor’s release must be submitted to the superintendent or his designee.

b. For the absence due to the conditions stated above, beyond the accumulated sick leave allowance, pay deductions will be made in proportion to the basic salary per day based on the number of days stated on the contract.

c. Termination of employment automatically erases any sick leave benefits except as provided in NRS 391.180 (6). Re-employment after termination begins another term in the accumulation of sick leave.

d. Sick leave allowance is granted only under the legal designation, personal illness, or because of serious illness, accident, or death of a member of the immediate family. Failure to report to work because of weather conditions, road conditions,
or any reason other than those reasons stated by law will require a per diem
deduction from the salary of the person.

e. Teachers who begin employment after the start of the school year or terminate prior
to the end of the school year, will earn sick leave on the basis of the following
formula:

\[ \text{Contract days worked} \times \frac{15}{183} = \text{sick leave days earned} \]

f. In the event any employee does not complete the number of days required by his/her
contract, the number of such days used in excess of the number of pro-rated days
earned will be deducted when the final pay of the terminating employee is
computed.

g. Teachers under contract who are employed for a minimum of four hours per day
during the school year shall be members of the sick leave plan on a pro-rated basis
(1/2 of 1 1/2).

h. Under no circumstances will an employee be paid for more sick leave than is
indicated in his/her account. In cases of dispute concerning the number of days of
sick leave an employee has in his/her account, the records maintained in the Human
Resources office will be considered as the official record.

i. Each year, a teacher with more than 165 accumulated sick leave days may convert
15 sick leave days to 2 personal leave days. A teacher may convert a maximum of
15 sick leave days to 2 personal leave days per contract year. Upon completion of
the conversion, the teacher must have a sick leave balance that is equal to or greater
than 150 days. The teacher must notify the District by October 31st of their intent to
convert leave days on a form provided by the District.

16.2 Family Illness/Bereavement Leave

Accumulated sick leave not to exceed 15 days in any one school year may be used for
giving care or help to a family member or friend who is ill or injured, or for bereavement
leave for the death of a family member or friend or for making arrangements for or the
attendance at a funeral for such a person. Extensions beyond the 15 days may be granted
by the Assistant Superintendent of Human Resources.

16.3 Maternity Leave and Child Adoption Leave

a. Pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery
therefrom and any temporary disability resulting therefrom shall be treated as any
other temporary disability for all job-related purposes under the provisions of sick
leave. Immediately following the birth of his/her baby, a teacher will have the
option of taking six (6) weeks of maternity leave of absence or up to a maximum
of twelve (12) weeks of Family Medical Leave under the provisions and subject to
the requirements of the Family Medical Leave Act. FMLA leave will be concurrent
with any maternity leave.

b. An employee is entitled to use accumulated sick leave for adoption purposes under
the following guidelines:

1. A maximum of six (6) consecutive weeks paid adoption leave will be
permitted to either the mother and/or the father, but not simultaneously to
begin immediately upon receiving the child. Leave beyond six (6) paid
weeks may be granted under the provisions of the Family Medical Leave
Act. FMLA leave will be concurrent with any adoption leave.

2. Adoption leave will be granted only for children who are between the ages
of birth to six (6) years of age at the time of adoption.

1. The employee should notify his or her supervisor at least ten (10) days in
advance of his or her desire to use adoption leave. In cases where ten (10)
days advance notice is not possible, the employee should give as much
advance notice as possible.

16.4 Leave without Pay

Leave of absence without pay for a school year may be granted by the School Board to regularly
appointed teachers who have completed at least three continuous years of service to the District,
upon written request to the School Board, prior to May 10, preceding the year of requested absence.
Leave without pay may be granted for the following reasons or such other reasons that the School
Board feels appropriate: a) approved study; b) approved travel; c) exchange with teacher within
another school system; d) health; e) child rearing; f) service in and for the armed forces of the
United States; and g) service in an elected public office.

a. All teachers who are on leave of absence without pay must notify the Carson City
School District Human Resources office, in writing, of their intent to return to
teaching in the Carson City School District. This written notification must be
received by the Carson City School District Human Resources office on or before
March 15. Failure to comply will terminate the re-employment agreement.

b. In the event that the original request for leave has not been complied with, the
employee must submit in writing the reasons for non-compliance with the original
leave request. In the event of such non-compliance the School Board, at its
discretion, may terminate the agreement to re-employ.

c. Teachers granted a leave of absence will return to duty at the same status on the
salary schedule unless the teacher has qualified for advancement as shown at the
date the leave was granted. The teacher will be returned to the District in a position
comparable to the one formerly held before the leave of absence. High school staff
would return to the high school; middle school staff would return to the middle school; and elementary staff would return to an elementary position within a three-year student age range. He/she shall also be credited with the unused sick leave accumulated and personal leave accumulated at the time the leave of absence was granted.

d. Teachers who are granted a leave of absence without pay will have their benefits (salary, health insurance, PERS and sick leave) prorated according to days worked.

e. Employees on an approved unpaid leave of absence may not apply for vacancies pursuant to Article 15 until the District is accepting outside applications.

16.5 Military Leave

Military leave will be granted under the provisions of NRS 281.145.

16.6 Sabbatical Leave

Certificated employees who have seven (7) or more years of continuous service in the Carson City School District may be eligible for a sabbatical leave under the following conditions:

a. Applications for sabbatical leave must be submitted to the Human Resources office no later than March 1 of the school year immediately preceding the year of the sabbatical.

b. Applicants must submit a formal education plan for the sabbatical year, which includes full-time study at an accredited college or university (minimum = the minimum number of credit hours which meet the requirements for full-time study at the attending college or university for each semester of the sabbatical leave). The educational plan should focus upon improving professional educational skills.

c. Successful applicants will be entitled to one-half (1/2) salary during the sabbatical leave. The School District will also provide employer paid retirement benefits as provided in Article 12.2 and group health insurance as provided in Article 17.1.

d. Successful applicants must provide a surety bond in the amount of the sabbatical stipend to ensure that they will return to the Carson City School District and serve a minimum of two (2) years following completion of the sabbatical leave.

e. After completion of the sabbatical year, returning employees must submit a formal written report to the Board of Trustees.

f. Certificated employees will receive a service increment for the sabbatical year.

g. Credits earned while on sabbatical leave may be used for advancement on the salary schedule.
h. No more than two (2) certificated employees may be on sabbatical leave from the Carson City School District during any academic year.

The Joint Advisory Committee will meet and review all applications and select the candidates for the sabbatical. Applications will be prioritized, and the highest ranking will be offered the opportunity for sabbatical leave. In the event that one (1) or more of the highest ranking candidates is unable to proceed with the sabbatical leave, the opportunity will be offered to the next highest ranking candidate.

16.7 Absence for Professional Purposes

The superintendent may authorize absences of employees for professional purposes with pay provided that such attendance will render an education service or value to the Carson City School District. Additional absence for professional purposes may be granted on specific authorization of the School Board. All requests for professional absence will be made to the superintendent of schools.

16.8 Absence for Jury Duty

a. Absence for jury duty shall not count in calculating absence limitation under other sections. The salary paid by the Carson City School District under such absence shall be at the regular rate.

b. Absence for court appearances which are the result of legal actions affecting the contractual obligations of teaching personnel shall not be counted against the sick leave of the teacher involved nor shall that teacher be docked pay.

c. Employees will submit to their supervisors’ jury documentation prior to the summons date. Employees will be released from all school obligations the entire day of a jury summons, even if the jury duty lasts only a portion of a day.

d. Employees will contact their supervisors’ before each day of jury duty to indicate that their jury obligation is still in effect.

16.9 Paid Leave for Personal Business

a. All full-time teachers will be entitled to two (2) days of personal leave with pay to be credited at the beginning of each school year. In the event a teacher does not complete the school year, the current year’s personal leave will be pro-rated on the following scale:

93 to 183 days worked = 2 days of personal leave
45 to 92 days worked = 1 day of personal leave

Current year personal leave days already spent at the time of termination will be recuperated by the Carson City School District from the final check or if the
employee is returning, following an approved leave of absence, as a deduction from the next year's annual accrual.

b. Personal leave days granted in accordance with this Article will be granted without any limitation on the purpose for the use of such leave and shall only be limited by the provisions of 16.9 (c and d) as stated below.

c. Employees eligible for personal leave shall notify their principal and/or supervisor, in writing, of the intended use of a day of personal leave at least five (5) school days prior to the date to be used except in cases of personal emergencies. In the latter case, notice should be given as early as possible.

d. Personal leave days will be approved by the principal and/or supervisor, in writing, whenever the requests do not jeopardize the instructional program in terms of the number of requests per building and the availability of satisfactory substitutes. The determination of whether or not the instructional program would be jeopardized and the availability of satisfactory substitutes will be made solely by the principal and/or supervisor. Teachers may take this leave in increments of not less than one-half day, i.e. 3.75 hours.

e. There shall be no limit as to the accumulation of personal leave if service is continuous. Yet, at no time may a person use more than five days in any one school year.

f. Employees who voluntarily terminate will be eligible for pay for unused personal leave held at the time of termination. Accumulated personal leave will be paid at the following specified percentage of his/her contractual daily rate of pay:

1. For licensed employees with ten but less than fifteen years of service, at 15%.
2. For licensed employees with fifteen, but less than twenty years of service, at 20%.
3. For licensed employees with twenty or more years of service, at 25%.

16.10 Absence for Personal Business

a. Absence without pay may be authorized by the superintendent for purposes which he considers urgent and which shall be deducted from the employee's salary in the amount of 1/183 or 1/184 of the base contract salary. The employee shall make application for such authorization at least ten (10) days in advance of the occurrence, or if advance application is not possible, not later than ten (10) days after the occurrence. Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decisions for such absence. The approval of the principal or the director involved will be required. Involuntary absence not heretofore provided for may be excused by the
superintendent. The employee shall make application to the superintendent immediately for excuse for such absence and deductions shall be made in accordance with 1/183 or 1/184 of the contracted base salary, unless such deductions are specifically waived by the School Board on recommendation of the superintendent of schools.

b. Principals are authorized to exercise impartial and justifiable judgment in releasing teachers for short periods of time during the school day. Such releases should be of a non-recurring nature. Unless approved by the superintendent, other absences than those herein provided for or failure to follow the foregoing regulations may be deemed to be neglect of duty or insubordination and may be sufficient grounds for dismissal.

16.11 Leave Policy for Negotiations

The Ormsby County Education Association will be granted leave with pay for the purpose of its members participating in fact-finding, mediation, or arbitration with the School Board or its representatives. The length of this leave is not to exceed fifteen (15) teaching days per school year for the aggregate of all teachers granted leave under this provision. The Association agrees to have no more than two (2) teachers away from any one department at any one school at the same time under the terms of this leave, but in any event no more than a total of five (5) teachers may be granted such leave at any one time. The number of teachers granted such leave and the aggregate of fifteen (15) days may be exceeded upon written request to the superintendent. If the superintendent denies the Association’s requests, he will notify the Association president, in writing, as to the reasons for his denial. The Association agrees to reimburse the School District for salaries paid to substitutes hired and prorated salary and benefit costs of any teachers granted leave under this section.

16.12 Payment for Unused Sick Leave

Employees represented by the bargaining unit who have completed ten (10) or more years of consecutive service and who voluntarily terminate will be eligible for pay for unused sick leave held at time of termination.

In lieu of pay the teacher may choose to direct the District to forward to an insurance company, or directly into PERS (subject to PERS regulations), an amount equal to the percentages specified below subject to any federal tax obligations imposed by law.

a. Accumulated sick leave will be paid at the following specified percentage of the established sick leave pay out rate of accumulated sick leave effective July 1, 2005 to June 30, 2006 for a maximum of 200 days for any one individual.

1. For licensed employees with ten, but less than fifteen years of service, at 45 percent of the established sick leave pay out rate of accumulated sick leave;
2. For licensed employees with fifteen, but less than twenty years of service, at 50 percent of the established sick leave pay out rate of accumulated sick leave;

3. For licensed employees with twenty or more years of service, at 60 percent of the established sick leave pay out rate of accumulated sick leave.

4. The above the established sick leave pay out rate has/is increased to: (a) $75.00 [est. 7-1-05]; (b) $76.50 [est. 7-1-06]; (c) $79.60 [est. 7-1-07]; (d) $85.00 [est. 7-1-12]; and (e) $127.50 [est. 7-1-23].

b. To qualify for payment of unused sick leave at the conclusion of the contractual year, an employee must give notification of intent to terminate no later than April 10 of that year.

Employees who do not give notification by April 10 will receive payment by the end of the following year.

c. The value of a licensed employee's unused sick leave, whether earned while in the Carson City School District or brought from another Nevada school district, shall be paid to the estate of any licensed employee who dies while in the employment of the District at the rate of said employee's daily rate of pay regardless of number of years of service to Carson City School District at time of death.

16.13 Leave for OCEA President

The superintendent shall grant, upon written request from the president of the OCEA, ten (10) days leave, with Association reimbursement to the District limited to the substitute pay scale for any substitute teacher hired and the prorated salary and benefit costs of the president, during his/her term of office, for services to be rendered to the Association. If the superintendent determines that such leave will benefit the District and is not performing duties or providing services rendered to the Association, the costs of the leave will be borne by the District. Additional leave for other Association members may be granted upon application to and approval by the superintendent under the same terms of reimbursement applicable to the president. The superintendent shall not unreasonably deny these requests.

16.14 Leave for NSEA President

The District shall allow full-time release for any member of the local Association elected to serve as President of the NSEA, not to exceed two terms or six years. At the end of his/her presidency or six years, whichever occurs first, the teacher will return to the District in a position comparable to the one formerly held before the leave. High school staff would return to the high school; middle school staff would return to the middle school; and elementary staff would return to an elementary position within a three-year student age range. This position will be in an area in which he/she is qualified to teach, and at the same column and step he/she held at the time of the leave.

The NSEA will reimburse the District for the total amount of the salary and fringe benefits which include the total PERS contribution, SIIS, and health insurance package. The employee will not
accumulate sick leave or personal leave during his/her absence, but upon return, all leave time held at the time of release will be credited to the employee.

Failure of the employee to return at the end of his/her presidency will be considered as a resignation from the District.

16.15 Sick Leave Bank: Long Term Disability

Under this Agreement, teachers covered by this contract may become members of the sick leave bank by voluntarily contributing one sick leave day for the establishment and operation of the bank. This bank is to assist teachers only who have long-term illness or long-term disabilities and who have exhausted their sick leave accumulation. All information given to the OCEA Sick Leave Committee shall be kept confidential.

a. Only teachers who have contributed to the bank are eligible for benefits. The teacher must provide the following information:
   
   1. A written letter from a physician stating the need for work release, medical basis and expected duration of absence.
   
   2. A written letter from the teacher requesting time off and a copy of their record of absences and a reason for extended absences longer than three (3) days. This information may be obtained from the District Office.

b. Benefits are available only to members of the sick leave bank who have been employed by the Carson City School District for a minimum of three (3) years.

c. The maximum lifetime number of days which any one person can be granted from the bank during his/her periods of employment with the Carson City School District is sixty (60) days.

d. Applicants for benefits from the sick leave bank must make application through the OCEA Sick Leave Bank Committee. The OCEA Sick Leave Bank Committee will then make a recommendation to the Board of Trustees. The decision of the Board is final.

e. At the beginning of each school year there will be a nine (9) week open enrollment period. Eligible teachers must notify the Human Resources office on District provided forms at each building, of their desire to participate in the bank.

f. Those teachers enrolled in the bank will automatically continue their participation from year to year unless they notify the Human Resources office in writing of their intent to withdraw from the bank. Such withdrawal from the bank must occur during the enrollment period, and will not result in reinstatement of the time contributed to the bank.
g. When the total number of days in the Sick Leave Bank is reduced to sixty (60) days or less, the OCEA Sick Leave Bank Committee will inform the bank membership that a special assessment of (1) one sick leave day per member will be made to reimburse the bank.

h. The maximum anyone can contribute to the sick leave bank at any one time is (1) one sick leave day.

i. The following guidelines shall be used in determining whether a request is granted or denied by the OCEA Sick Leave Bank Committee.

1. Days requested should be taken consecutively or as recommended by the prescribing physician.

2. Days will NOT be granted for bereavement, stress related illness, drug rehabilitation or depression, unless hospitalized.

3. Days will NOT be granted for any (non-life threatening) elective surgery that can be postponed until school is not in session.

j. The OCEA Sick Leave Bank Committee reserves the right to request any other information they may need to determine the granting or denial of a request.

k. Any certified employee with more than 200 sick leave days at the time of retirement or resignation may donate up to 5 sick leave days to the Sick Leave Bank and 5 sick leave days to the Grow Your Family Leave Bank.

l. On or by October 30 of each year, the District shall provide to the President of OCEA a list of those who are members of the Sick Leave Bank and an accounting of the usage.

ARTICLE 17—INSURANCE

17.1 Group Health Insurance

a. The Carson City School District will contribute the single employee premium for all full-time contractual employees on the payroll an average of twenty hours or more per week. In the event that the single employee premium for said full-time contractual employees should increase prior to the expiration of the period of this contract or prior to a subsequent contract being negotiated between the parties, the District shall pay any such increase in the single employee premium contribution for said full-time contractual employees during such interim period.

b. The School Board may advertise for bids from another carrier. The level of insurance coverage for any new proposal secured by the School Board of the Carson City School District shall be subject to negotiations pursuant to NRS 283.150 (f).
c. The Association will allow the District to add a maximum of one (1) additional medical plan option to the four (4) existing medical plans which may be selected by employees during open enrollment periods as an alternative to the existing group medical care coverage. This provision shall remain in full force and effect through December 31, 2010, and may continue after December 31, 2010, by mutual written agreement of the parties.

17.2 Group Life Insurance

a. The School District will provide a $20,000 Life Insurance Policy for each full-time employee in accordance with the terms of the Life Insurance Policy in effect at the time of the employee’s death. Any reduction below $20,000.00 policy amount will be negotiated by the parties.

b. That Carson City School District will contribute the single employee premium for all full-time licensed employees.

c. If available from the District indemnified insurance carrier, certificated employees may have the option of purchasing additional life insurance on the payroll deduction plan.

17.3 Schedule 125 Flexible Benefit Plan

The School District and the Association will make available to employees a flexible benefit plan.

17.4 Section 457 Plan

Teachers retiring or terminating employment with compensation due in connection with unused personal leave, sick leave or other separation payments will be paid in the form of deferred compensation through a defined 401(A) special pay plan with a third-party administrator. Employees are immediately 100% vested in all contributions to the plan.

17.5 Insurance Sales

No salesman or sales literature shall be allowed access to licensed staff, their mailboxes or school property (i.e., faculty lounges) without the prior authorization of the OCEA President and subject to the subsequent discretion of the superintendent.

ARTICLE 18--CALENDAR

The District shall consult with the District’s four bargaining groups in creating and setting Winter and Spring Vacations for each school year. The District will consult with each of the District’s four (4) bargaining groups about the vacation calendar prior to March 15th of the school year preceding the school year being calendared.

The proposed plan for Winter Vacation shall be built around the traditional two (2) week period (Monday-Friday) and the Spring Vacation plan shall consist of a one (1) week period (Monday-
Friday). If the District does not set the vacation dates by March 15, the ability to set the Winter and Spring Vacations will revert to the Association solely for that year/calendar.

The Association shall use the following procedures should the ability to set vacation dates revert to it for that year/calendar:

a. The Association shall hold a vote on the proposed vacations by April 1.
b. The response of the majority of teachers participating in the vote will determine the Winter and Spring Vacations.
c. The District reserves all rights to determine all other aspects of the calendar in this instance.

ARTICLE 19--GENERAL SAVINGS CLAUSE

It is not the intent of either party hereto to violate any law of the State of Nevada or of the United States. The parties agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be in contravention of any such laws, they will enter into negotiation thereon at a time and date agreeable to both parties. The remainder of the Agreement shall remain in full force and effect.

ARTICLE 20--PROCEDURES FOR REDUCTION IN WORK FORCE (RIF)

20.1 Reasons for RIF

The School District retains the right to determine when a reduction-in-force layoff is necessary, the number of individuals whose employment must be terminated, and the areas of instruction and/or School District operations within which such reductions in force will occur. The OCEA president will be notified of any such reduction and OCEA will be given opportunity to confer and consult with the District prior to any such reduction.

20.2 Post-Probationary RIF

Article 20, "Procedures for Reduction in Work Force," will apply only to post-probationary teachers. The School District will retain the right to dismiss or refuse to reemploy probationary teachers in accordance with NRS 391.

20.3 Procedures for RIF of Probationary Teachers

In the event that the teaching force must be reduced, the initial reduction will start with probationary teachers as defined in NRS Chapter 391. The School District reserves the right to retain a probationary teacher if, in the opinion of the superintendent, the probationary teacher is needed to maintain a program, course of study, or perform a needed function within the School District which no post-probationary teacher is qualified to fill.

Except as provided above, probationary teachers shall be reduced by using the following procedure:
1. Teachers in their first year of probation shall be considered for reduction first, based on District seniority as defined in Article 20.5;

2. Teachers in their second year of probation shall be considered for reduction, based on District seniority, after all first-year probationary teachers have been reduced;

3. Teachers in their third year of probation shall be considered for reduction, based on District seniority, after all second-year probationary teachers have been reduced.

20.4 Procedures for RIF of Post-Probationary Teachers

In the event that further staff reduction that will include post-probationary teachers is necessary then, after considering the District's unique educational or instructional needs, staff reduction shall comply with the terms of NRS 288.151. If after complying with NRS 288.151 an additional reduction in the workforce is required, the additional reduction will be based on teacher seniority. Seniority is as defined in Article 20.5, shall determine the order in which remaining teaching staff will be reduced. However, no teacher qualified to teach a particular assignment or grade level as evidenced by a current valid certificate by the Nevada State Board of Education shall be replaced by another teacher not qualified for such assignment.

The unique educational or instructional needs of the District may include, without limitation, a consideration of the following factors:

1. Whether the teacher is employed in a position which is hard to fill;

2. The type of licensure or type of degree attained by the teacher;

3. Endorsements or certifications attained by the teacher;

4. Trainings or skill sets that a teacher possesses that meet unique or program needs of the District.

20.5 Seniority Definition for RIF

District-wide seniority for probationary and post-probationary teachers shall be defined as the total length of "continuous" employment with the District. Each teacher's effective date of hire for seniority purposes under this Article shall be the original date of employment with the District.

If there is still more than one affected teacher after the application of NRS 288.151, seniority will be determined by the order in which the teacher was approved for employment by the Board of Trustees with the first approved being the more senior and so on. If the order cannot be determined by the above method, seniority will be based on the earliest date on the teacher's signed letter of intent, to be employed by the District, is received by the Human Resources office. If seniority cannot be determined by the above method, seniority will be determined by a lottery in accordance with section 20.6. Any teacher who has at any time terminated employment with the District for voluntary or involuntary reasons shall establish a new date of original hire on that date the teacher
was re-employed. Any post-probationary teacher whose termination was due to reduction in force under this Article shall use their original date of hire if recalled under this Article. Service rendered beyond the normal school year shall not add to a teacher's seniority.

After the application of seniority, as set out above, the following items may be considered by the District to reduce teachers with the same level of seniority.

1. Past performance evaluations of the teacher within the District;

2. The disciplinary record of the teacher within the District;

3. The criminal record of the teacher, if any.

20.6 RIF Lottery

The relative seniority of teachers with the same seniority date as defined in 20.5 above shall be determined, if and when it is necessary, by a lottery designed by the District in consultation with the Association, with the first name drawn as the most senior and so on.

20.7 Recall

a. Any administrator laid off due to reduction in force pursuant to the CCAA contract shall, for purposes of recall, also be known as post-probationary teacher provided they also meet the requirements for post-probationary teacher status as defined by NRS. Any post-probationary teacher laid off pursuant to this Article shall for a period of two years have recall rights to any position the teacher may become qualified for and shall be recalled to such available position in the professional category in inverse order of the reduction of work force. Any teacher who is offered re-employment under this section and does not accept will not hold any further rights under this Article.

b. Any teacher re-employed by exercising the recall rights shall be given the same salary rank and grade as when laid off and shall be given all unused sick leave and other benefits held when laid off. A recalled teacher will not accumulate benefits during the lay-off period.

c. An Administrator laid off pursuant to CCAA contract would only be subject to this section and has no further protection under this negotiated agreement until such employee is placed into a teaching assignment.

ARTICLE 21--TENTATIVE AGREEMENT PROCEDURE

It is hereby agreed by and between the undersigned parties that the procedures set forth herein shall be used during the course of their collective bargaining negotiations to demonstrate tentative agreement on any provision for their collective bargaining agreement.
21.1 Signing Off of Tentative Agreements

Any provision for a collective bargaining agreement tentatively agreed to in negotiations between the Association panel and the School Board panel shall be stated in writing and shall be initialed and dated by the chief negotiator of each party.

21.2 Re-Opening of Tentative Agreements

The subject matter of any provision for collective bargaining agreement between the Association panel and the School Board panel which has been initialed in accordance with paragraph 21.2 above may not be re-opened except by mutual agreement of both panels.

21.3 Ratification

If the panels tentatively agree to and initial the provisions of a total agreement, the provisions of that agreement shall be subject to ratification and adoption by the members of the School Board. However, an initialed total agreement shall commit the Association to submit the contents of that agreement to its membership with a firm unanimous recommendation from its entire negotiating panel in favor of ratification and shall commit the School Board panel to submit the contents of that agreement to the School Board with a firm unanimous recommendation in favor of its ratification and adoption.

21.4 Request for Information

The District and Association will make reasonable efforts to provide information requested for the purpose of negotiation in an electronic format. The Parties shall retain negotiations information requested and provided pursuant to NRS 288.180(2) for a period of five (5) years from receipt to avoid duplicate requests in future years. The Parties agree the five (5) year limitation does not apply should a catastrophic event occur that damages or destroys the data. Requested information available on District website will be provided by District with reference to location on District website where Association can download and print requested information.

ARTICLE 22—TERM OF AGREEMENT

22.1 Effective Dates

This Agreement shall be effective as of July 1, 2023, and shall remain in full force until June 30, 2025. Negotiated amendments to contract language will be effective the first full pay period following ratification and approval. Any new legislation enacted by the Nevada legislature affecting this Agreement may reopen negotiations if both parties agree. This Agreement shall automatically reopen for negotiations of a successor agreement pursuant to NRS Chapter 288.180.

22.2 Continuing Contract Provisions

At the expiration of the term of this Agreement on June 30, 2025, the terms set out within the Agreement shall continue on a status quo basis. However, any step or salary increases will be frozen as of June 30, 2025, and will remain frozen until the execution of a successor agreement between the parties in accordance with NRS 288.155.
22.3 Reproduction of Agreement

The expense of reproducing this Agreement shall be borne by the Carson City School District. Sufficient quantities shall be reproduced to ensure that each licensed employee within the School District shall receive a copy within 30 days of the approved successor agreement which has been proofed by both parties. Additional copies may be purchased by the Association at the cost of printing.

22.4 Teacher's Contract of Employment

This Agreement, when ratified by both parties, shall be incorporated by reference and become a part of the teacher's contract of employment.

22.5 Fiscal Emergency

The District may reopen the Agreement to address a "fiscal emergency" in accordance with the requirements of NRS 288.150(4).

ORMSBY COUNTY EDUCATION ASSOCIATION

President _______________________________ Date _______________________________

Negotiation Chairman _______________________________ Date _______________________________

CARSON CITY BOARD OF SCHOOL TRUSTEES

President _______________________________ Date _______________________________

Clerk _______________________________ Date _______________________________
Appendix A

Attached hereto
### Carson City School District
Certified Salary Schedule 2023-2024

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### Carson City School District
Certified Salary Schedule 2024-2025

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Appendix B

List of possible arbitrators for expedited arbitration:

Claude Ames
Mark Burnstein
Catherine Harris
Ken Perea
Philip Tomoush
Barry Winograd

Appendix C
Notice of Investigation

Attached hereto

4855-1681-0822, v. 1
Date

Name of Employee
Mailing Address
City, State zip code

RE: Notice of Investigatory/Due Process Meeting and Right to Representation

Dear (Employee Name):

You are directed to meet with me (administrator conducting the meeting) for an Investigatory Due Process on (Insert Date and time). This meeting will take place at (Insert Location). In the meeting with you and me will be (Name of Administrator and others who are attending).

The purpose of this meeting is to discuss allegations of __________________________, if found to be true, may amount to finding you are in violation of the following:

(Insert citation to NRS, CCSD Policy and/or Regulations allegedly violated)

The incident(s) that led to the allegations are:

(Summary of Incident(s) with dates)

You have the right to have a representative of the (Union Name) present with you at the meeting. In the event you choose not to have a (Union) representative with you at the meeting, you may have legal counsel or another person present with you instead.

At the meeting, you will have the opportunity to respond to all allegations. You will also be advised at the meeting and on record that you will be required to respond to all allegations and that failure to do so may constitute insubordination.

Be advised that if the allegations are found to be true; you may face disciplinary action, which can range from a written letter of concern, written letter of admonition, suspension without pay, demotion, or termination.

You are further advised not to discuss this meeting or the allegations with anyone except your representative or legal counsel. You are directed not to contact anyone involved with this investigation (directly or indirectly) including employees of the district.

The district has not reached a conclusion as to what, if any, discipline is appropriate, but will do so after it receives your response to the allegations. The potential disciplinary action that may be taken against you is based upon information as described above, which, if proved, may constitute a violation of the above references to NRS, CCSD Policy and/or Regulations.

If legal counsel will represent you, you must inform me no later than 5:00pm on (Insert date).
This Notice is being delivered to you at least 24 hours in advance of the meeting. Please schedule accordingly.

Sincerely,

Name of Administrator
Title

Attachments:

cc: List of names

4876-7453-6731, v. 1
COMPREHENSIVE AGREEMENT

BETWEEN THE

CARSON CITY SCHOOL DISTRICT

AND THE

CARSON EDUCATIONAL SUPPORT ASSOCIATION

2023-2025
Table of Contents

ARTICLE 1--AGREEMENT ...................................................................................................................... 4
ARTICLE 2--PREAMBLE ....................................................................................................................... 4
  2.1 Preamble Statement ....................................................................................................................... 4
  2.2 Values Statement ............................................................................................................................. 4
  2.3 Non-Discrimination Clause ............................................................................................................ 4
ARTICLE 3--CLASSIFIED EMPLOYEE ADVISORY COUNCIL ................................................. 5
ARTICLE 4--DEFINITIONS .................................................................................................................. 6
ARTICLE 5--RECOGNITION ............................................................................................................... 7
ARTICLE 6--NO STRIKE AGREEMENT .............................................................................................. 9
ARTICLE 7--GRIEVANCE PROCEDURE ............................................................................................ 9
  7.1 Purposes ......................................................................................................................................... 9
  7.2 Definitions ...................................................................................................................................... 9
  7.3 Time Limits ................................................................................................................................... 10
  7.4 Procedures ..................................................................................................................................... 10
  7.5 Rights of Employees to Participation ........................................................................................... 12
  7.6 Miscellaneous ............................................................................................................................... 12
  7.7 Policies and Administrative Regulations--Complaint Procedure .............................................. 13
ARTICLE 8--SUSPENSION, WARNING NOTICES, DEMOTION AND DISCHARGE .......... 13
  8.1 Disciplinary Actions ...................................................................................................................... 13
  8.2 Appeals ....................................................................................................................................... 13
  8.3 Progressive Discipline .................................................................................................................. 14
  8.4 Social Media Policy ...................................................................................................................... 15
  8.5 Disciplinary Transfers .................................................................................................................. 15
ARTICLE 9--LEAVE OF ABSENCE ................................................................................................. 15
  9.1 Annual Leave ............................................................................................................................... 15
  9.2 Jury Leave ..................................................................................................................................... 17
  9.3 Sick Leave .................................................................................................................................... 18
  9.4 Maternity Leave and Child Adoption Leave .............................................................................. 20
  9.5 Military Leave .............................................................................................................................. 20
  9.6 Personal Business ....................................................................................................................... 21
  9.7 Leave Without Pay ....................................................................................................................... 21
  9.8 Sick Leave Bank: Long-Term Disability ..................................................................................... 22
     Sick Leave Bank: Catastrophic Illness ............................................................................................ 23
ARTICLE 10--PERSONNEL INFORMATION AND RECORDS ............................................ 24
ARTICLE 11--COMPENSATION ........................................................................................................ 25
  11.1 - Salary Schedules -- See Appendix A .................................................................................... 25
COMPREHENSIVE AGREEMENT
BETWEEN THE
CARSON CITY SCHOOL DISTRICT
AND THE
CARSON EDUCATIONAL SUPPORT ASSOCIATION

2023-2025

ARTICLE 1—AGREEMENT

1.1 This Agreement is made and entered into this 1st day of July 2023, by and between the Board of School Trustees, hereinafter referred to as the "School Board" and Carson Educational Support Association, herein referred to as the "Association".

1.2 This Agreement does not apply to confidential employees.

ARTICLE 2—PREAMBLE

2.1 Preamble Statement

Whereas, the parties recognize that the Board of Trustees is charged by law with the duty and responsibility of operating a public school system; and whereas, wages, hours and other terms and conditions of employment of classified school employees are matters of mutual concern to the Board of Trustees and the Association; and whereas, members of the classified employees in the District have the right to join, or not join, any organization for their professional or economic improvements; therefore, it is the intent and purpose of this Agreement to assure sound and mutually beneficial economic and employment relations between the parties hereto: to attempt to provide an orderly and peaceful means of conducting negotiations and resolving any misunderstandings or grievances; and to set forth here in article form to agreements between parties as set forth in Nevada Revised Statutes Chapter 288.

2.2 Values Statement

Whereas, the parties recognize and agree that certain values are critical to the successful operation of schools in the District, and that these values are as follows: (a) Respect, between District and members, between employees, as well as between employees and district students; (b) meaningful two-way communication, between the District and staff, as well as between District staff generally; (c) the Development of a Growth-mindset meant to assist the District as it grows; (d) a student-centric approach to work within the District; (e) recognition that members of the Association are educational support professionals; (f) recognition that members of the Association fulfill an important and meaningful role within the District, and are not considered secondary to other District staff; and finally (g) that the District seeks to foster an environment of growth where all employees have an opportunity to grow into great employees.

2.3 Non-Discrimination Clause

The District and the Association agree not to discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state
or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups.

ARTICLE 3—CLASSIFIED EMPLOYEE ADVISORY COUNCIL

3.1 A Classified Employee Advisory Council shall be established to consist of representatives from one or more occupational series in the District. Employee members of the Council shall be elected by vote of the personnel of each occupational series defined in Article 3, paragraph B of the Employee Advisory Council at the commencement of each school year. Elections will be held in August of each year by groups listed in paragraph B for a two (2) year term with one half being elected on the even year and one half being elected on the uneven year. Only in September of 1997, members will draw for the one-year term to set up the process. If, during the course of the school year, a member of the Employee Advisory Council resigns, that member shall be replaced by appointment of the President of the Association.

3.2 Membership of the Employee Advisory Council shall consist of Association members only as follows:

<table>
<thead>
<tr>
<th>Employee Class</th>
<th># Members</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Custodians/Building/Grounds/Maintenance/Warehouse/Technology and Related Classes</td>
<td>1</td>
<td>Odd</td>
</tr>
<tr>
<td>2. Accounting/Clerical/Secretaries and Related Classes</td>
<td>1</td>
<td>Odd</td>
</tr>
<tr>
<td>3. Food Services and Related Classes</td>
<td>1</td>
<td>Even</td>
</tr>
<tr>
<td>4. Transportation and Related Classes</td>
<td>1</td>
<td>Odd</td>
</tr>
<tr>
<td>5. Instructional Support and Related Classes</td>
<td>1</td>
<td>Even</td>
</tr>
<tr>
<td>6. Clinical Procedure Nurses and Clinical Aides and Related Classes</td>
<td>1</td>
<td>Even</td>
</tr>
</tbody>
</table>

3.3 The Employee Advisory Council shall meet from time to time during the school year in a manner mutually agreeable to the members. The Council shall seek the following objectives:

3.3-1 To gather information and make recommendations to the superintendent and to the Board of Trustees relating to the establishment of a fair, effective and uniform method of accomplishing employee evaluations, including evaluation forms, criteria and procedures.

3.3-2 To improve the morale of the District classified staff.
3.3-3 To apprise a principal, the superintendent, or the Board of Trustees, as the case may be, of actual or potential problems involving the classified staff at any area.

3.3-4 To secure the maximum involvement of all members of the classified staff is the primary goal of the District.

3.3-5 To improve communications between school administration and members of the classified staff.

3.4 To accomplish the objectives established for the Employee Advisory Council, the Council shall meet to discuss school operations, may meet with the superintendent or his/her designated representative, and attend any meeting of the Board of Trustees, upon advance notice of their desire to do so.

3.5 Nothing contained herein shall be construed, or is intended, to require involvement of the Employee Advisory Council in the discussion or arbitration of grievances, as that procedure is outlined elsewhere in this Agreement. However, the recommendations or findings of the Council may be made available to any party in connection with such grievance procedures.

ARTICLE 4--DEFINITIONS

4.1 The term "NRS 288" as used in the Agreement shall refer to Chapter 288 of the Nevada Revised Statutes, also known as the Local Government Employee-Management Relations Act.

4.2 The term "employee" as used in this Agreement shall refer to all Carson City School District classified employees included in the bargaining units covered by Article 4 of this Agreement and who are regularly scheduled to work at least four (4) hours per day or twenty (20) hours per week.

"Employees" are covered by this Agreement unless otherwise noted.

4.3 The term "supervisory" shall mean any individual having authority in the interest of the employer to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, evaluate, or discipline other employees.

4.4 The term "Association" as used in this Agreement shall mean the Carson Educational Support Association.

4.5 The term "superintendent" as used in this Agreement shall mean the superintendent of schools of the Carson City School District or his/her designated representatives.

4.6 The term "District" as used in this Agreement shall mean the Carson City School District.

4.7 The term "School Board" as used in this Agreement shall mean the Board of School Trustees of the Carson City School District.

4.8 The term "days" as used in this Agreement shall mean working days, rather than calendar days, unless otherwise indicated.
4.9 The term "temporary employee" as used in this Agreement is a person hired on a temporary basis for completion of a special project or task, an emergency, satisfying abnormal workloads or for seasonal needs. Temporary employees may not work for more than twenty (20) consecutive weeks out of fifty-two (52) weeks per year, in any twelve (12) month period.

Temporary employees are not covered by the terms of this Agreement.

4.10 The term "substitute employee" as used in this Agreement means any person hired to fill in for an absence. A substitute may hold such position only until the absent employee returns to work.

Substitute employees are not covered by the terms of this Agreement.

4.11 The term "part time employee" as used in this Agreement is a person who is regularly scheduled to work less than four hours per day or less than twenty hours per week. Part time employees are not covered by the terms of this Agreement.

4.12 The term “probationary employee,” as used in this Agreement, is an employee who has not completed six (6) months of full-time regular and continuous employment with the District, or an employee who has been promoted or transferred to a position and who has not completed his or her first six (6) months in the new classification. An employee becomes post-probationary, and therefore, he or she is no longer on a probationary status, when he or she completes his or her probationary period in his or her new classification.

Note: Probationary employees have no right to continued employment in their classifications. Therefore, probationary employees have no right to grieve employment actions taken by the District based on the District’s determination that the probationary employee has not successfully completed his or her probation either as a new employee or as an employee who has been promoted or otherwise transferred to a new classification. However, a probationary employee may, grieve or otherwise challenge, the District’s application and/or interpretation of this Agreement to said employee for all matters covered by the Agreement which do not relate to employment actions.

A probationary employee who has attained a post-probationary status at the District; having completed greater than six (6) months of continuous service at the District, is subject to Article 11.12-3-2 for the purpose of retention if the employee fails to satisfactorily complete his or her probationary period in a new classification.

ARTICLE 5--RECOGNITION

5.1 The School Board recognizes the Association as the exclusive bargaining agent as defined in NRS 288.027 for the bargaining unit of all classified employees, supervisory and non-supervisory personnel of the District as fully set forth as "CLASSIFIED EMPLOYEE UNITS" in this Article and acknowledges the receipt of: a) a copy of its constitution and by-laws, b) a roster of its representatives and officers, c) a pledge not to strike as required in NRS 288, and d) a verified membership list.

5.2 All rights and privileges granted to the Association under the terms and provisions of this Agreement shall be for the exclusive use of the Association.
5.3 Recognition shall entitle the Association to payroll deductions of membership dues as outlined in Article 14.

5.4 Nothing in this Agreement shall limit the authority of the District to classify positions.

5.5 The District shall consult with the Association as to the appropriateness of inclusion in one of the bargaining units of any new classification(s) added to the classified salary schedule during the term of this Agreement in accordance with NRS 288.170.

5.6 Members of the Association shall be referred to as “Educational Support Professionals.”

5.7 **Classified Employee Units:**

   - Accountant I
   - Accountant II
   - Admin I
   - Admin II
   - Admin III
   - Bilingual Parent Engagement Coordinator
   - Bus Attendant
   - Bus Driver
   - Cafeteria Manager
   - Clinical Aide
   - Clinical Procedure Nurse
   - Cook/Baker
   - Custodian I
   - Custodian II
   - Custodian III
   - DHH Interpreter I
   - DHH Interpreter II
   - DHH Interpreter III
   - DHH Interpreter IV
   - Director of Nutrition
   - Distance Education Assistant
   - Grants Supervisor
   - Grounds Supervisor
   - Groundskeeper
   - HR Analyst
   - HR Benefits Analyst
   - HR Supervisor
   - Instructional Assistant I
   - Instructional Assistant II
   - Instructional Program Coordinator
   - IT Engineer Salary (PROTECH)
   - IT Support Tech I
   - IT Support Tech II
   - Library Media Clerk/Senior Project Coord.
   - Library Media Tech
   - Maintenance
   - Mechanic I
   - Mechanic II
   - Mechanic III
   - Operations Coordinator
   - Paraprofessionals
   - Payroll Supervisor
   - Purchasing Supervisor
   - Safety Officer I
   - Safety Officer II
   - Special Ed Paraprofessional I
5.8 The District will provide the Association President with regular updates of new hires, transfers, resignations, and retirements.

ARTICLE 6--NO STRIKE AGREEMENT

The Association recognizes the public policy as expressed in NRS 288.230 in which the Nevada Legislature declared:

That the services provided by the School District as an employer are of such nature that they are not and cannot be duplicated from other sources and are essential to the health, safety and welfare of the people.

That the continuity of such services is likewise essential and their disruption incompatible with the responsibility to the people; and

It is the public policy of the State of Nevada that a strike against the School District as a Local Government Employer is illegal.

The Association agrees to act and conduct its affairs in accordance with this policy. The Association, its officers and agents, agree further that they shall not support any strike against the Carson City School District nor shall they engage in or support any action to impair the rendering of such essential services by the District.

ARTICLE 7--GRIEVANCE PROCEDURE

7.1 Purposes

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which arise. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of the procedure.

7.2 Definitions

7.2-1 A "grievance" is a complaint by an employee, group of employees, or the Association based upon an alleged violation, misinterpretation, or inequitable application of a specific provision of this Agreement.

7.2-2 A "continuing grievance" is a grievance based on an act or condition, which actively recurs on a periodic basis. For example, the District underpays an employee by $10.00 on each paycheck. A grievance based upon this act by the School District would be a continuing grievance.
7.2-3 An "aggrieved person" is an employee, a group of employees of the Association, asserting a grievance.

7.2-4 A "party of interest" is any person or persons who might be required to take action, or against whom action might be taken, in order to resolve the problem.

7.2-5 The term "days" when used in this Article shall, except where otherwise indicated, mean working days rather than calendar days.

7.3 **Time Limits**

7.3-1 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. However, the parties, by mutual agreement, may extend the number of days at any level to a specific date.

7.3-2 If an employee, group of employees, or the Association does not file a grievance or a continuing grievance in writing as provided herein within ten (10) working days after the employee, group of employees, or the Association knew of or should have known of the act or condition on which the grievance is based, then the grievance shall be considered waived.

7.3-3 Failure at any level in this procedure to appeal a grievance in writing within the required time limits shall be deemed as withdrawn.

7.3-4 When a grievance is taken to arbitration, no new evidence will be submitted by either party.

7.4 **Procedures**

7.4-1 Level One - Supervisor

7.4-1-1 If an employee feels that he has a grievance, he shall first discuss the matter informally with the supervisor to whom he is directly responsible and may request the presence of the school's grievance representative.

7.4-1-2 If an aggrieved person is not satisfied with the disposition of his/her problem through informal procedures, he shall submit his/her claim as a formal grievance in writing to his supervisor and to the Association's school grievance representative, and to the superintendent within ten (10) working days after the employee, group of employees, or Association knew of or should have known of the act or condition on which the grievance is based.

7.4-1-3 The supervisor shall, within ten (10) working days, render his/her decision and the reasons therefore, in writing on the prescribed form to the aggrieved, with a copy to the Association's school grievance representative and to the superintendent.

7.4-2 Level Two - Superintendent of Schools
7.4-2-1 If the aggrieved is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within ten (10) working days after presentation of the grievance in writing, he shall file the written grievance with the superintendent within ten (10) working days after the decision was rendered or was due at Level One.

7.4-2-2 The superintendent of schools or his/her representative shall act for the administration at Level Two of the grievance procedure. Within ten (10) working days after receipt of the written appeal of a hearing, the superintendent or his/her representative shall meet with the aggrieved person for the purpose of resolving the grievance. When requested by either party a full transcript shall be prepared and the cost shared by both parties.

The superintendent shall, within ten (10) working days after the hearing, render his decision and reasons therefore in writing to the aggrieved person, supervisor, or appropriate administrator and the Association.

7.4-2-3 Notification of step two grievance hearings shall be mailed to the grievant at least five (5) working days prior to the hearing.

7.4-3 Level Three - Arbitration

7.4-3-1 If the aggrieved is not satisfied with the disposition of the grievance at Level Two, the Association may, within ten (10) working days after the decision was rendered or should have been rendered by the Superintendent, notify the District in writing that it wishes to take the grievance to binding arbitration.

7.4-3-2 Within ten (10) working days after written notice of submission to arbitration, the superintendent and the Association shall agree upon a mutually acceptable arbitrator who is experienced, impartial, disinterested, and of recognized competence. If the parties are unable to agree upon an arbitrator, a request for a list of arbitrators shall be made to the American Arbitration Association and the selection made following the procedures contained in NRS 285.200.

7.4-3-3 The arbitrator's recommendations shall be submitted in writing to the aggrieved, the Superintendent and the Association only, and shall set forth his findings of fact, reasons, and recommendations on the specific issue(s) submitted. The arbitrator's recommendations shall be binding and shall be consistent with the law and with the terms of this Agreement.

7.4-3-4 The costs of the services of the arbitrator shall be borne by the party that has not prevailed. Each party agrees to bear its own costs, fees and expenses in the preparation, presentation and participation in the case before the arbitrator.

7.4-3-5 If the arbitrator's award would cost the District in excess of 1/4 (one-quarter) cent of the tax rate for any one specific grievance, or 1/2 (one-half) cent of the tax rate in the aggregate (more than one grievance) during the term of the Agreement, then the School Board shall have final authority.

At the next meeting of the School Board, the decision of the arbitrator and any other information shall be presented to the School Board for consideration and
both parties shall have the opportunity to present their positions before the School Board takes final action on the grievance.

7.4-3-6 Arbitration awards on dismissal cases for employees with three (3) years of full-time, continuous employment with the District, shall be binding (refer to Article 8).

7.4-3-7 In cases involving discharge, in the event an arbitrator cannot be mutually agreed upon, the parties agree to utilize and be bound by the Rules for Expedited Arbitration of the American Arbitration Association, except and provided, however, each party reserves the right by either party, the parties agree to obtain a list from the American Arbitration Association of five (5) arbitrators participating in expedited arbitrations from which an arbitrator will be selected following the procedures contained in NRS 288.200.

7.5 Rights of Employees to Participation

7.5-1 No reprisals of any kind shall be taken by either party against any party in interest, any school representative or any other participant in the grievance procedure by reason of such participation.

7.5-2 Any party in interest may be represented at any level of the formal grievance procedure by a person of his own choosing.

7.5-3 The Association has a right to be present during the resolution of a grievance even though the employee did not request the Association's presence. Grievances resolved between the District and the employee shall not be used for precedential value against the Association if the Association did not participate in the resolution.

7.6 Miscellaneous

7.6-1 If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the superintendent directly and the processing of such grievance may begin at Level Two. If the superintendent determines the matter can be resolved at Level One, he may require the grievance start at Level One.

7.6-2 Appeals and decisions rendered at all levels of the formal grievance procedure shall be in writing or attached to the appropriate form, and shall set forth the decisions and reasons therefore.

7.6-3 All documents, communications and records dealing with the processing of grievance shall be filed separately from the personnel files of the participants.

7.6-4 Forms for filing and processing grievances, and other necessary documents shall be jointly prepared by the parties and distributed by the Association. If forms are not available at the time, a grievance may be presented in letterform.

7.6-5 A grievance may be withdrawn at any level by the aggrieved without prejudice.
The remedy available for any alleged breach of this Agreement or any alleged violation of rights hereunder granted, shall be pursuant to the foregoing grievance procedure provided, however, that nothing contained herein shall deprive any party of any legal right.

In the event there is a question as to whether a specific grievance is arbitrable, such a threshold issue shall be considered first in the arbitration hearing and no evidence shall be given as to the merits of the grievance. If the arbitrator finds the issue not arbitrable, no further consideration of the grievance shall be allowed. If the arbitrator finds the issue arbitrable, he shall proceed to hear the grievance. If the arbitrator is unable to make such a determination at that time, then he may proceed to hear the grievance even though no decision will be rendered on the grievance if he subsequently determines the issue is not arbitrable.

Any and all time limitations as set forth in this section may be extended by agreement of the parties.

Arbitration awards that involve retroactivity shall not be made retroactive more than ten (10) working days prior to the date of filing of the grievance or continuing grievance.

The administration will cooperate with the Association in its investigation of any grievance and further, will furnish the Association with such information pertinent and available as is required for the processing of the same grievance.

Policies and Administrative Regulations—Complaint Procedure

The Policies and Administrative Regulations have been established by the School Board to help carry out its responsibilities. Both parties agree that Policies and Administrative Regulations are not a part of the Agreement and as such are completely outside the scope of this Agreement.

The parties hereby recognize the existence of Policies and Administrative Regulations of the District (to which the employees covered by the Agreement are bound, which are subject to change by the School Board and related to subject matter not covered by the provisions of this Agreement). The parties agree that any dispute arising under the application and/or administration of such policies or regulations relating to subject matter not covered by the provisions of this Agreement shall be processed in accordance with the School Board Regulations.

ARTICLE 8—SUSPENSION, WARNING NOTICES, DEMOTION AND DISCHARGE

Disciplinary Actions

The District shall not suspend a permanent employee without pay, or demote or discharge a permanent employee as a disciplinary action without just cause.

Appeals

Permanent employees who are suspended without pay, who are demoted or discharged as a disciplinary measure may appeal such action through the grievance procedure (see Article 7).
In the event the appeal reaches Level Three (arbitration), the sole issue upon which the arbitrator is to render an opinion shall be whether or not there was just cause for the District to take the specific disciplinary action which was taken. The arbitrator can only affirm or reverse the disciplinary action.

The provisions of this Article shall not be available to probationary employees. A probationary employee is one who has not completed six (6) months of full-time regular and continuous employment with the District in his or her current classification; this includes employees who are new hires as well as employee who are promoted or otherwise transfer to a new classification.

The probationary period of an individual employee may be extended for no more than three months by his/her immediate supervisor/administrator.

A probationary employee may request, in writing, to his/her supervisor/administrator that the superintendent reduce or extend the probationary period.

**8.3 Progressive Discipline**

The parties agree that the general principles of progressive discipline are to be used when considering disciplinary action. To that end the District has developed, in conjunction with the Association, a disciplinary manual titled “Classified Procedure Manual, Progressive Employee Discipline”. A copy of the Manual is attached hereto as Appendix B. The District agrees to follow the disciplinary procedures outlined in that manual and further agrees not to modify the manual without first obtaining written approval from the Association.

The parties will select the hearing officer from a list provided by the Federal Mediation and Conciliation Services (“FMCS”) pursuant to Article 7.5(c) (2) of this Agreement. The parties shall each pay half of the expenses of the compensation for the hearing officer and the expense of the official transcript. The parties will pay for their own attorneys’ fees and costs of preparation and presentation. The manual will be posted on the District’s website, and may be updated by the District from time to time.

All classified supervisors shall be trained in the correct procedure of the updated Classified Procedure Manual, Progressive Employee Discipline. All classified supervisors shall be trained in the 2009-2010 school year with continuing training every two years.

All Classified Employees shall receive a copy of the current updated Classified Procedure Manual, Progressive Employee Discipline. All new classified employees, after they have successfully reached their one year probationary period, shall receive a copy of the manual. Training for all supervisory level classified employees shall receive training every two years. CESA and the District will collaborate in the planning, preparation and training of classified staff.

Notice of Investigation. The District shall provide a classified employee that is subject to an investigation that may result in disciplinary action a Notice of Investigation at least 24 hours or one (1) business day prior to said investigatory meeting.
8.4 Social Media Policy

The parties agree that statements made online, including information published on social media websites, may be used as evidence of misconduct, including, but not limited to, violations of District Policy, District Regulation, this Agreement, and/or Nevada State Law. The parties further agree that evidence recovered from online sources, including from social media websites, may be used by the District in an investigation into an employee’s alleged misconduct, and may be used to support disciplinary action, up to and including termination, against an employee subject to this Agreement.

Therefore, the parties urge employees covered under this Agreement to exercise discretion when posting information online. Accordingly, this provision stands as notice to employees covered under this Agreement that postings on the internet, are posted in the public domain, and may be reviewed and/or relied on by the District in a disciplinary action related to an allegation that an employee has engaged in some form of misconduct.

That said, the District is not required to pursue disciplinary action against an employee covered under this Agreement simply because that employee has posted information on the internet; or has been posted about on the internet, where such information does not support a finding that the employee has engaged in misconduct, including but not limited to, violations of District Policy, District Regulation, the Agreement, and/or State Law.

Furthermore, the District may choose not to investigate and/or pursue disciplinary action against an employee simply because the District has received information about an employee which was pulled from the internet. Instead, the District will pursue disciplinary action against employees only where it receives evidence which supports a finding that the employee in question has violated District Policy, Regulation, the CBA, and/or State Law.

The purpose of this provision is to establish that while District has no interest in pursuing unsubstantiated claims of misconduct related to its employees, it has a duty to investigate all allegations of misconduct that it receives. As such, the purpose of this provision is to inform employees that they will not suffer disciplinary action simply because the District is presented with an unsubstantiated allegation of misconduct arising from an online posting in which the complaining party alleges that the employee has engaged in misconduct. While the District may investigate the allegation, the allegation will not result in disciplinary action unless the District obtains evidentiary support showing that the alleged misconduct has occurred.

8.5 Disciplinary Transfers

While an employee may be transferred to a different site within the District, as a result of a disciplinary action, such a transfer must comply with the District’s Transfer Policy. Non-disciplinary transfers must comply with the District’s Transfer Policy, and associated procedures.

ARTICLE 9–LEAVE OF ABSENCE

9.1 Annual Leave

9.1-1 Newly hired employees who earn benefits:
9.1-1-1 Begin earning vacation time the first month.

9.1-1-2 May not take vacation until satisfactory completion of the first six months of continuous service.

9.1-1-3 May not be issued vacation pay if terminated before completion of the first six months continuous service.

9.1-2 To use vacation time:

9.1-2-1 Obtain supervisor's approval in advance on the “Personal Leave or Annual Leave Request” form provided by the District.

9.1-3 Accrual of annual leave:

9.1-3-1 Full-time classified employees (who work an 8 hour day) accrue annual leave as follows:

a. employees who have one (1) year but less than four (4) years of service will receive ten (10) days;

b. employees who have four (4) years but less than eleven (11) years of service will receive fifteen (15) days;

c. employees who have eleven (11) years or more of service will receive twenty (20) days.

9.1-3-2 Employees hired prior to July 1, 1989 will continue to accrue annual leave as follows:

a. employees who have one (1) year of service will receive ten (10) days;

b. employees who have completed one (1) year but less than eleven (11) years of service will receive fifteen (15) days. Employees who have eleven (11) years of service will receive the number of days of annual leave provided in Section 9.1-3-1-c above.

9.1-3-3 Employees must work at least half-time (4 hours a day) to accrue annual leave. Employees who work less than full-time accrue annual leave on a pro-rated basis in accordance with 9.1.3.1.

9.1-3-4 Employees accrue annual leave for regular hours the employee works or is in paid leave status. Employees do not accrue annual leave for overtime hours.

9.1-3-5 Maximum accumulation of annual leave shall not exceed 30 days (240 hours) as of June 30 annually.

9.1-3-6 Annual leave is credited to the employee's annual leave account:
a. At the end of each month worked.

b. Fractional hours are converted to the nearest quarter-hour for annual leave purposes.

9.1-3-7 Twelve-month employees will receive their annual leave accrual rates for the school year on July 1 of each year.

9.1-3-8 Except as provided in section 9.1-3-10 Twelve month employees who exceed the 30-day/240 hour limit for annual leave by June 30th of each year will forfeit all hours which exceed this limit.

9.1-3-9 Any annual leave in excess of the 30 days/240 hours on June 30th, which the employee had previously requested on the District provided leave form between October 1st and March 1st, and used on or before June 1st in the year in which the excess occurs, shall be paid to the employee if the employee is not otherwise able to use the excess annual leave prior to June 1st. The maximum payoff is 5 days/40 hours. To request payment, by June 1st of each year the employee must submit in writing a request for payment of the annual leave in excess of the 30 days/240 hours which meets this criteria, along with proof of usage denial for any reason. Payment for unused annual leave will be made in full in the first full pay period following July 1st of each year.

9.1-4 Payment of annual leave:

9.1-4-1 Employees shall be paid accumulated annual leave upon termination provided he/she has completed six (6) months continuous service.

9.1-4-2 Employees who work less than a twelve (12) month assignment are paid accumulated annual leave in their annualized salary and is reflected in their hourly pay with the salary schedule adjustment made in this 2023-2025 agreement.

9.2 Jury Leave

9.2-1 An employee called for jury duty:

9.2-1-1 Shall be entitled to authorized leave with pay.

9.2-1-2 Leave for jury duty shall not be counted as a sick day or a personal day.

9.2-1-3 Will submit jury duty documentation establishing that the employee has been selected for jury duty to his or her supervisor prior to the date of his or her summons for jury duty.

9.2-1-4 Will be released from all school obligations the entire day indicated on his or her jury summons and will not be required to return to school on the date of his or her summons if he or she is released from jury duty.
However, the employee must report to work for the next school day following the date that he or she was released from jury duty.

9.2-1-5 Should the employee be required to participate in jury duty for a period greater than one (1) day, he or she must contact his or her supervisor before each additional day of jury duty to indicate that his or her jury obligations are still in effect. Contact must be made before 8 PM of the day before the additional day of jury duty.

9.2-1-6 May retain any pay given by the court.

9.2-2 Leave with pay will be granted for required court appearances which are the result of legal actions directly arising from the interpretation or application of this contract or which are the result of the performance of official and legal duties as employees of the District. Such leave will not be counted against any paid leave due the employee.

Employees who are absent from work due to a required court appearance that is not related to their official duties as an employee of the District as set forth above will be allowed to use their annual leave, personal leave days or earned compensatory time off for the absence. If the employee does not have such paid leave they will be granted leave without pay.

9.3 Sick Leave

9.3-1 Accrual of sick leave:

9.3-1-1 All year-round, 8-hour day, benefited classified employees shall receive 15 days of sick leave, converted to hours, on July 1 of each year. All annualized (not year-round), benefited classified employees shall receive a prorated amount of the 15 sick days based upon their total days (sum of primary assignment workdays, and paid holidays) and considers the number of hours worked in their primary assignment per day, at the beginning of each contract year. Employees that are hired during the year will receive prorated sick leave based on the percentage of days to be worked for the year hired. This language does not change the original calculation for accrual of sick leave, but is being updated to provide clarification of how accrual of sick leave is calculated.

9.3-1-2 Each year, a classified employee with more than 165 accumulated sick leave days may convert a maximum of 15 sick leave days to one (1) personal leave day. This is equal to or greater than 150 days in order to be able to convert sick leave days to one (1) personal leave day must notify the District by October 30th on a form provided by District Finance.

9.3-1-3 Employees must work at least half-time (4 hours a day) to accrue sick leave. Employees who work less than full-time accrue sick leave on a pro-rated basis.

9.3-1-4 Employees accrue sick leave for regular hours the employee works or is in paid leave status. Employees do not accrue sick leave for overtime hours or field trips.
9.3-1-5 There shall be no limit as to the accumulation of sick leave if service is continuous.

9.3-1-6 Sick leave is credited to the employee's sick leave account:

a. At the beginning of the school year.

b. Fractional hours are converted to the nearest quarter-hour for sick leave purposes.

9.3-1-7 Sick leave earned in any other school district or place of employment may not be transferred to this District.

9.3-1-8 Termination of employment automatically erases any sick leave benefits unless payment is provided elsewhere in this Agreement. Reemployment after termination begins another term in the accumulation of sick leave.

9.3-2 Sick leave usage:

9.3-2-1 Sick leave shall be granted for absence caused by the employee's illness or accident. Any such absence longer than ten work days duration must be verified by a physician's certification, except that the employee's immediate supervisor may, at his/her discretion, require physician's certification for an absence of three consecutive workdays.

9.3-2-2 Accumulated sick leave not to exceed fifteen (15) days in any calendar year may be used for giving care or help to a family member or friend who is ill or injured, or for bereavement leave for the death of a family member or friend, or for making arrangements for or the attendance at a funeral for such a person. Verification of the circumstances of the use of the leave must be given if requested by the supervisor.

9.3-3 Payment of accumulated unused sick leave:

9.3-3-1 The value of a classified employee's unused sick leave shall be paid to the estate of any classified employee who dies while in the employment of the District at the rate of said employee's daily wage at time of death, for a maximum of sixty (60) sick leave days.

9.3-3-2 Payment for unused sick leave will be granted upon voluntary termination from the Carson City School District on the following conditions:

a. Employees must have completed six (6) or more continuous years of service with the School District.

b. Accumulated sick leave will be paid at the following specified percentages of the classified employee's hourly rate of pay based on grade and step at time of termination, for a maximum of 200 days for any one individual:
1) For classified employees with more than six, but less than fifteen years of service, the rate will be forty-five percent (45%) of the hourly rate of pay.

2) For classified employees with more than fifteen, but less than twenty years of service, the rate will be fifty percent (50%) of the hourly rate of pay.

3) For classified employees with twenty or more years of service, the rate will be sixty percent (60%) of the hourly rate of pay.

c. The maximum payment any classified employee may receive cannot exceed the specified percentage of $127.50 for two hundred (200) days.

d. To qualify for payment of unused sick leave a classified employee must give notification of intent to terminate at least two weeks before the effective date of termination.

9.4 Maternity Leave and Child Adoption Leave

9.4-1 Pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom and any temporary disability resulting therefrom shall be treated as any other temporary disability for all job related purposes under the provisions of sick leave. An employee is able to use accumulated sick leave up to a maximum of six (6) weeks for maternity leave. Maternity leave beyond six (6) weeks may be granted based on a physician’s excuse if the employee has accrued sick leave to cover the extension or as unpaid leave under the provisions and subject to the requirements of the FMLA. FMLA leave will be concurrent with any maternity leave.

9.4-2 An employee is entitled to use accumulated sick leave for adoption purposes under the following guidelines:

9.4-2-1 A maximum of six (6) weeks adoption leave will be permitted to either the mother or father, but not simultaneously. Adoption leave must be taken immediately upon receiving child or as provided by the FMLA. Leave beyond six (6) weeks may be granted under the provisions of and subject to the requirements of the FMLA. FMLA leave will be concurrent with any adoption leave.

9.4-2-2 Adoption leave will be granted only for children who are between the ages of birth to six (6) years of age at the time of adoption or under age requirements provided by the FMLA if FMLA leave is used.

9.4-2-3 The employee should notify his or her supervisor at least ten (10) days in advance of his or her desire to use adoption leave. In cases where ten (10) days advance notice is not possible, the employee should give as much advance notice as possible.

9.5 Military Leave
9.5-1 Service in the military forces will constitute authorized leave with pay, in accordance with Nevada Revised Statutes 281.145.

9.5-2 A copy of orders from the employee's commanding officer is to be submitted to the personnel department.

9.6 Personal Business

9.6-1 All permanent classified employees who earn benefits will be entitled to two (2) days of personal leave. District paid classified employees may accumulate unlimited personal leave days.

9.6-2 Employees eligible for personal leave shall request approval from their supervisor to use personal leave at least five (5) working days in advance, except in case of personal emergency in which case less advance notice may be given. If the emergency is such that advance notice is not possible then the supervisor must be notified as soon as possible as to the emergency and expected date of return. Absences without prior approval must be submitted to the superintendent, who may approve the leave, grant leave without pay or take other appropriate action. Personal leave may be used in full-day and half-day increments. No more than five (5) consecutive days may be used at a time. Additional days may be used throughout the year.

9.6-3 When an employee is hired after the beginning of a school year, he/she will be credited with personal leave for that first year as follows:

9.6-3-1 A full-time employee must serve the District one-half or more of the school year to be credited with two days personal leave.

9.6-3-2 A full-time employee who serves the District more than one-fourth but less than one-half of the school year will be credited with one personal leave day.

9.6-3-3 Employees hired after July 1, 1991, cannot use personal leave during their first six months of employment.

9.6-3-4 Employees who voluntarily leave employment will be eligible for pay for unused personal leave held at the time of termination. Accumulated personal leave will be paid at the following specified percentage of his/her contractual daily rate of pay after July 1, 2003.

   a. For classified employees with six (6), but less than fifteen (15) years of service, at thirty-five percent (35%) of the base hourly rate of pay;

   b. For classified employees with fifteen (15), but less than twenty (20) years of service, at forty percent (40%) of the base hourly rate of pay;

   c. For classified employees with twenty (20) or more years of service, at forty-five percent (45%) of the base hourly rate of pay.

9.7 Leave Without Pay
9.7-1 Requests for leave without pay must be submitted in writing to the superintendent at least ten (10) days in advance. The superintendent may authorize leave without pay up to thirty (30) days. Leave without pay beyond thirty (30) days must be approved by the Board. Leave without pay may be granted for reasons of health, child rearing, service in and for the armed forces of the United States and other reasons deemed appropriate and for the good of the employee and/or the Carson City School District.

9.7-2 Leave of absence without pay for an extended period of time not to exceed one year may be granted by the School Board to classified employees who have completed at least three continuous years of service with the School District for such reasons as the Board may deem appropriate. Requests must be submitted in writing at least sixty (60) days in advance of the requested leave. In cases of emergency, the sixty (60) days may be waived. The School Board will only approve up to one leave of absence without pay per department.

All classified employees who are on leave of absence without pay must notify the personnel office, in writing, of their intent of return at least sixty (60) calendar days before the scheduled date of return. Failure to comply will terminate the re-employment agreement.

In the event that the original request for leave has not been complied with, the employee must submit in writing the reasons for non-compliance. In the event of non-compliance the School Board, at its discretion, may terminate the agreement to re-employ.

Classified employees granted a leave of absence will return to the same grade and step on the classified salary schedule. The employee shall also be credited with the unused sick leave accumulated at the time the leave of absence was granted.

9.8 Sick Leave Bank: Long-Term Disability and Catastrophic Illness

Under this agreement, classified employees who chose to be members of the Sick Leave Bank shall contribute a mandatory one (1) sick leave day each year. A second mandatory withdrawal of one (1) sick leave day (for a maximum of two (2) sick leave days in any one year) shall be done in accordance with Article 9.8-7 for the establishment and operation of a sick leave bank. This will become effective for the 2010-2011 school year. This bank is strictly designed for use of the members of the sick leave bank and cannot be utilized for the care of immediate family members or relatives. All information provided to the CESA Advisory Committee shall be kept confidential.

9.8-1 Only individuals who have contributed to the bank are eligible for benefits.

9.8-2 Benefits are available only to members of the sick leave bank who have been employed by the Carson City School District for a minimum of three years of continuous service.

9.8-3 The maximum cumulative number of days which any one person can be granted from the bank during his/her period of employment with the Carson City School District is sixty (60) sick leave days.

9.8-4 Applicants for benefits from the sick leave bank must submit an application to the Classified Advisory Committee of the School District. Sick Leave Bank
Application form must be downloaded from the District website. The Classified Advisory Committee will have the authority to grant or deny the application.

9.8-5 At the beginning of each school year there will be a nine-week open enrollment period. Eligible classified employees must notify the personnel office in writing of their desire to participate in the bank.

9.8-6 Those employees previously enrolled in the bank will continue their participation from year to year unless they notify the personnel office in writing of intent to withdraw. Such withdrawal from the bank must occur during the enrollment period and will not result in reinstatement of the time contributed to the bank.

9.8-7 When the total number of hours in the sick leave bank is reduced to less than 480 hours, the Classified Advisory Committee will inform the bank membership and the personnel department that a mandatory contribution of one sick leave day per member will be made to reimburse the bank.

9.8-8 Employees who retire or leave employment with the District may donate unused sick leave hours to the bank. This donation is limited to eight hours and must come from the hours for which the employee would be paid. This donation is in addition to any other hours contributed during the year.

9.8-9 Employees who use this Article of the contract shall allow the Employee Advisory Committee review of sick leave hours and usage and review of annual leave hours when applying for long-term disability.

9.8-10 Employees must exhaust all their paid leave status days (sick leave, annual leave, personal leave or C.T.O.) before this long-term disability can be used.

9.8-11 Sick Leave Bank is not for absences due to COVID-19 unless it is long-term and supported by a doctor’s letter including required information as stated on the CESA Advisory Committee Sick Leave Bank Applicant Information and Instructions.

9.9 Sick Leave Bank: Catastrophic Illness

When the regular Sick Leave Bank reaches a threshold of three thousand (3,000) hours, all additional hours in the regular Sick Leave Bank shall flow into a Catastrophic Sick Leave Bank (CSLB). Classified employees who are members of the regular sick leave bank are also entitled to membership in the CSLB. The purpose of this Bank is to provide additional sick leave days to only members of the CSLB in the event of an unexpected extended critical illness, surgery, or a temporary disability due to an injury after having exhausted all regular sick leave, personal leave, annual leave, compensatory time and the maximum allowed hours in the regular sick leave bank. The CSLB is strictly designated for the use of the members of the CSLB and cannot be utilized for the care of immediate family members or relatives.

9.9-1 Catastrophic illness is defined as an illness or injury of a very serious nature and which necessitates an absence from work for five (5) or more consecutive days. It is life threatening. Example of conditions that could be considered catastrophic include but are not limited to:

- Cancer with aggressive treatment
- Organ transplant
- Major surgery
- Severe injuries due to a vehicle accident
- Broken bones
- Other debilitating diseases
- Deliveries, either normal or Caesarean, only provided if serious medical complications occur

9.9.2 Only individuals who are members of the regular sick leave bank are eligible for benefits.

9.9.3 Benefits are available only to members of the CSLB who have been employees of the Carson City School District for a minimum of three years continuous service.

9.9.4 The maximum cumulative number of days which any one person can be granted from the bank CSLB during his/her employment with the Carson City School District is thirty (30) days.

9.9.5 Employees must exhaust all other paid leave status days (sick leave, annual leave, personal leave, compensatory time off, regular sick leave bank hours) before the CSLB can be used.

9.9.6 Applicants for benefits from the CSLB may pick up the application form from District Human Resources or the Advisory Committee Chair or may be downloaded from the District's website, fill out and submit the application to the Classified Advisory Committee, attaching all requested documentation. After a review process, the Classified Advisory Committee shall submit the CSLB application to the Carson City School District School Board of Trustees for their approval, modification or denial. The decision of the Board of Trustees is final.

9.9.7 All requests must include the reasons for the request and written verification from the employee's health care professional indicating the specific nature and severity of the illness or health care problems including the projected recovery date.

9.9.8 Employees who use this Article of the contract shall allow the Classified Advisory Committee to review all leave history and usage in order determine if an employee's CSLB application is eligible for approval.

9.9.9 In case an employee's illness prevents him/her from personally applying for the CSLB, his/her designated representative or a member of his/her family on his/her behalf may submit his/her application to the Classified Advisory Committee.

9.9.10 The application for the CSLB should be submitted to the Classified Advisory Committee as far in advance as possible. In extreme cases, the application may be considered if submitted after the need for the CSLB has commenced. Sole determination for acceptance of the late application will be the responsibility of the Classified Advisory Committee.

ARTICLE 10—PERSONNEL INFORMATION AND RECORDS
10.1 An employee shall on his/her request and by appointment be permitted to examine his/her personnel file which shall be kept in the personnel department. This information, whether positive or negative, shall be maintained in this file, and not in a separate file that can be presented later. An employee may be given a copy of any material in his/her file if it is to be used in connection with a grievance or a personnel hearing.

10.2 No material derogatory to an employee shall hereafter be placed in his/her personnel file unless a copy of same is provided to the employee. The employee shall be given an opportunity to submit explanatory remarks for the record.

10.3 The original Level 1 and 2 progressive discipline documents shall be forwarded to the Human Resources Department and placed in the employee’s official personnel file.

10.4 Letters, reports and warning notices that are negative or critical in nature of an employee’s conduct, service or character shall be removed from the employee’s personnel file under the following conditions:

10.4-1 After one (1) year from the date of the document upon written request from the employee.

10.4-2 Documents will not be removed if a second document is entered for the same offense within one (1) year from the date of the original offense. The expiration date of the original document would then be the expiration of the second document.

10.5 Letters of reprimand that are negative or critical in nature of an employee’s conduct, service or character shall be removed from the employee’s personnel file under the following conditions:

10.5-1 After three (3) years from the date of the document upon written request by the employee.

10.5-2 Documents will not be removed if a second document is entered for the same offense within three (3) years from the date of the original offense. The expiration date of the original document would then be the expiration date of the second document.

10.6 Evaluations are not included in documents that may be removed under the conditions set forth in paragraphs 4 and 5 above.

ARTICLE 11 – COMPENSATION

11.1 Salary Schedules – See Appendix A

1. Beginning July 1, 2013, all Classified employees who work less than 261 days will work an additional 1 (one) day as part of their regular assignment.

Starting in FY 2019; i.e. July 1, 2018 – June 30, 2019, all employees covered by this Agreement will receive salary payments under this Agreement based on an annualized year which begins on August 1st and ends on July 31st. The first payment issued during the school year under this annualized payment schedule will be issued on August 15th.
2. **Base Salary:**

FY 2024: For FY 2023-2024, the base salary shall increase by 14%.
FY 2025: For FY 2024-2025, the base salary shall remain unchanged.

In the attached Salary Schedule, Rows A and B have been removed. The starting pay for a new employee will be at Row C. In addition, for 2024, there is an additional Row O, and for 2025, and additional Row P will be added.

Due to the passage of SB 231 in the 2023 Legislative Session and it being signed into law by the Governor, any funds that the District receives pursuant to SB 231 for increases to Classified salaries shall be directly passed through to the Classified Staff then employed by the District. The District will provide a supplemental Salary Schedule reflecting the increase in pay once the SB 231 funds are received by the District. This provision shall sunset June 30, 2025.

**11.1-1 Educational Compensation – Educational Increment**

Educational Degrees: Employees will be paid an annual increment of a maximum of $1,000.00 for an Associate of Arts Degree(s), or an annual increment of a maximum $1,500.00 for a Bachelor of Arts or Bachelor of Science degree(s) from an accredited institution approved by the Associate Superintendent of Human Resources. This annual increment will be prorated for the number of months that the employee has the degree. There is a maximum of one increment paid under this section no matter how many degrees an employee has. If an employee has an AA degree(s) and a BA/BS degree(s), the employee will only be paid for one BA/BS degree for a maximum of $1,500.00 per year. This increment cannot be combined with the increment in Article 11.1-2.

**11.1-2 Professional Certification:**

Employees will be paid an annual increment of a maximum of $500.00 for professional certification such as welding, air-conditioning, certified professional secretary which are job related and approved by the Associate Superintendent of Human Resources. There is a maximum of one increment paid under this section no matter how many professional certifications an employee has. This increment cannot be combined with the increment in Article 11.1-1.

**11.1-3 Impact of Increments are PERS**

The above salary increments are not subject to PERS contributions and will be paid separately each pay period or a prorated amount through the remainder of the year if the degree or certification is earned during the year.

**11.1-4 Health Care Employees**

Health Care employees will not be compensated for teaching a class such as CPR, Stop the Bleed, that they give during their work day. They may refuse to teach a class without any repercussions.

**11.2 Overtime**
All time worked in excess of forty (40) hours in a work week will be paid or credited as "compensatory time off" (CTO) at the rate of time and one-half (1-1/2). Overtime shall not count toward PERS (Public Employees Retirement System) retirement benefits as per NRS 286.481.

11.2-1 Definition of Overtime Pay:

"Except as it may conflict with the Nevada Revised Statutes at 284.180 and the Nevada Administrative Code at 284.250, overtime pay is defined as additional compensation earned by a member who is held over on his/her regular shift or is requested to return to duty at a time that is more than 12 hours after notice is given."

11.2-1-1 For the purposes of this Article "time worked" will include holiday, annual, personal and sick leave for which the employee was eligible and received pay.

11.2-1-2 The first day of the week will be Sunday.

11.2-2 All overtime must be approved. No employee shall receive overtime compensation for work which was not approved. The overtime will be paid to the employee unless compensatory time off (CTO) was agreed to by the supervisor and employee. If an employee chooses to be paid overtime in CTO at the rate of one and a half hours for each hour worked, it must be taken within the fiscal year overtime was worked. It is the responsibility of the applicable site administrator or supervisor to track compensatory time off used. If an employee does not use his compensatory time off within the fiscal year, the remaining hours will be forfeited.

11.2-3 Employees recalled for emergency work shall be guaranteed a minimum of two (2) hours work effective January 1, 1998, in accordance with Nevada Administrative Code (NAC) 284.214.

11.2-4 Employees who are called on the telephone during off duty hours and not called back to work pursuant to paragraph 3 will be compensated for any work performed on the telephone for actual hours in quarter hour increments. Payment at the overtime rate is subject to compliance with section 11.2 and NAC 284.214.

11.2-5 Call-back time will be counted toward PERS (Public Employees Retirement System) retirement benefits as per NRS 286.025.

Definition of Call-Back Pay:

"Except as it may conflict with the Nevada Administrative Code 284.214, call-back pay is defined as compensation earned for returning to duty after a member has completed his/her regular shift, is off duty for a period of time, and is requested to return to duty with less than 12-hours notice."

11.2-6 E-Learning: District required e-learning will be scheduled during the employee's professional development and/or early release days.

11.2-7 Computer Access: Employees will be allowed reasonable access to District computers at work sites during the employee's regular work hours to review District e-mails that are required for Classified employee review. Such access is subject to the operational requirements of the District including but not
limited to not conflicting with employees assigned work and prior approval of the School site administrator or designee.

11.2-8 **Hours of Work, Rest and Lunch Periods:** All breaks are to be scheduled and taken at the direction of the employee's immediate supervisor. Employee lunch and rest periods will follow District Regulation 420 (as amended). Appendix C.

**11.3 Paid Holidays**

11.3-1 Classified employees covered by this Agreement who are regularly scheduled to work four (4) or more hours per day or twenty (20) or more hours per week for twelve (12) months per year will be paid for these holidays:

1) Independence Day  
2) Labor Day  
3) Nevada Day  
4) Veteran's Day  
5) Thanksgiving Holiday (2 days)  
6) Christmas Day (2 days)  
7) New Year's Day (2 days)  
8) President's Birthday  
9) Memorial Day  
10) Martin Luther King's Birthday  
11) Easter Day (1 day)  
12) Juneteenth

11.3-2 Other classified employees who meet the minimum standards for obtaining benefits will be paid for seven (7) holidays during the school year. Minimum standards for obtaining benefits are: to work four (4) hours per day or more on a regularly-scheduled basis, in a position scheduled for 120 consecutive work days or more. To receive holiday pay, the employee must work, or be in paid leave status, their regular scheduled work day before and after the holiday.

1) Nevada Day  
2) President's Day  
3) Memorial Day  
4) Labor Day  
5) Veteran's Day  
6) Thanksgiving  
7) Christmas Day  
8) Martin Luther King's Birthday  
9) New Year's Day  
10) Juneteenth

11.3-3 The holiday benefit is "annualized" effective November 1997. An annualized employee is one who works less than 261 days/year, has full benefits and whose salary is divided by and paid in 24 paychecks.

**11.4 Longevity Payment**

11.4-1 Longevity Payments shall be made on the June 30 Payroll check.

11.4-2 Employees who have completed 6-9 years of continuous service shall receive a total of $500 in addition to his/her schedule salary.

11.4-3 Employees who have completed 10-14 years of continuous service shall receive a total of $1,000 in addition to his/her schedule salary.
11.4-4 Employees who have completed 15-19 years of continuous service shall receive a total of $1,700 in addition to his/her schedule salary.

11.4-5 Employees who have completed 20-24 years of continuous service shall receive a total of $2,200 in addition to his/her schedule salary.

11.4-5 Employees who have completed 25+ years of continuous service shall receive a total of $2,500 in addition to his/her schedule salary.

11.4-6 If an employee resigns or retires before the first payday in June he/she will receive his/her longevity, as set forth in Article 11.4 with his/her last paycheck if he/she has completed their previous school year.

11.4-7 Termination of employment automatically erases any longevity pay benefits. Re-employment after termination begins another term in the completion of continuous service. This section does not apply to employees who terminated and were re-employed prior to July 1, 1987.

11.5 Retirement

Employees with a regular work week which averages 20 hours or more will have, in addition to their salary, the current costs paid by the Carson City School District to the Public Employees Retirement System (PERS) for retirement benefits.

Employer Pay Compensation Schedule Adjustments:

11.5-1 When increases to the PERS Contribution Rate occur for regular members, the appropriate condition will begin on the effective date of the retirement contribution increase:

11.5-1-1 When regular members (employees) are not receiving a pay increase, the Classified Salary schedule will be reduced by one-half the amount of the change to the PERS Contribution Rate. (NRS 286.421 (3)

11.5-1-2 When regular members (employees) are to receive a pay increase equivalent to one-half the amount of the change to the PERS Contribution Rate there will be no change to the Classified Salary Schedule. (The employee is paying their share of the rate increase in lieu of an equivalent pay increase.)

11.5-1-3 When regular members (employees) are receiving a pay increase greater than one-half of the difference in the increase of the PERS Contribution Rate, the pay increase will be reduced by that one-half difference in the PERS Contribution Rate increase. (The employee is paying their share of the rate increase by a reduced pay increase.)

11.5-2 When reductions to the PERS Contribution Rate occur for regular members, the appropriate condition will begin on the effective date of the retirement contribution reduction:
11.5-2-1 When regular members (employees) are not receiving a pay increase, the Classified Salary schedule will be increased by one-half the amount of the change to the PERS Contribution Rate.

11.5-2-2 When regular members (employees) are to receive a pay increase equivalent to the one-half in reduction of the PERS Contribution Rate, the Classified Salary schedule will be increased by the one-half equivalent pay increase and by one-half the amount of the reduction to the PERS Contribution Rate.

11.5-2-3 When regular members (employees) are receiving a pay increase greater than one-half of the difference in the reduction of the PERS Contribution Rate, the pay increase will be increased by that one-half reduction in the PERS Contribution Rate, and by any additional pay increase. (The employee is being paid their share of the reduction and additional pay raise.)

11.6 Job-Related Expenses

11.6-1 The Board will provide for the payment of the actual and necessary expenses, including traveling expenses, of any classified employee of the District incurred in the course of performing services for the District, under the direction of the Board.

11.6-2 The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned or travel is authorized in advance by the employee's immediate supervisor.

11.6-3 Use of personal vehicle for approved school purposes is reimbursable to the employee at the rate currently approved for certified staff.

11.6-4 Whenever the vehicle of an employee is damaged as a result of a collision or accident occurring in the course of performing services for the District, the District shall make reimbursement for collision insurance deductible, limited to a maximum of $200. If no collision is in force, the District will pay for the estimated damages, not to exceed $200. The District can refuse payment if:

11.6-4-1 The employee/driver is convicted of:

1) Manslaughter as a result of operating a vehicle;
2) Driving under the influence of intoxicating liquor, controlled substance, or other drug;
3) Failure to stop, failure to give information or failure to render assistance in the event of an accident;
4) Reckless driving;
5) Careless or imprudent driving;
6) Passing a school bus while loading or unloading passengers;
7) Speed contest, drag racing or exhibition of speed.

11.6-4-2 The employee/driver collects full amount of damages (including any deductibles) from the party responsible for the accident.

11.6-4-3 The employee/driver was not on District business as approved by the employee's supervisor.
11.7 Insurance

11.7-1 The Carson City School District will contribute the single employee premium for all full-time classified employees on the payroll an average of twenty (20) hours or more per week. In the event that the single employee premium for said full-time classified employees should increase prior to the expiration of the period of this contract or prior to a subsequent contract being negotiated between the parties, the District shall pay any such increase in the single employee premium contribution for said full-time classified employees during such interim period.

11.7-1-1 In case change in premiums or benefits make the policy untenable, the School Board may advertise for bids from another carrier.

11.7-1-2 The Association will allow the District to add an additional medical plan option to the existing medical plans which may be selected by employee’s medical care coverage.

11.7-1-3 Effective July 1, 2010, the Carson City School District will contribute the single employee premium for all twelve (12) month and less than twelve (12) month full-time classified employees on the payroll an average of twenty (20) hours or more per week.

11.7-2 Representatives of the Association will be included as members of the Benefits Committee to make recommendations to the School Board regarding health insurance programs. As needed, the District and Association will continue to negotiate through the interest based bargaining (IBB) process facilitated by a federal mediator to mitigate future insurance costs which may include without limitation: further insurance plan design changes, capping District contributions and shift agreed upon portion of cost savings to salary matrix.

11.7-3 Tentative changes in premium shall be determined in time to be included in the final budget, if possible. The change in premium shall become effective on the date the budget, of which it becomes a part, goes into effect.

11.7-4 If available from the District indemnified insurance carrier, classified employees may have the option of purchasing high-risk insurance covering such things as intensive care, heart attacks, cancer insurance, etc.

11.7-5 IRS Section 457 Special Pay Plan – Effective July 1, 2003, employees retiring or terminating employment with compensation due in connection with unused annual leave, personal leave, sick leave or other separation payments will be paid in the form of deferred compensation through a defined 401 (A) special pay plan with a third-party administrator. Employees are immediately 100% vested in all contributions to the plan.

11.8 Industrial Compensation

Classified employees of this District are covered by compensation insurance with the State Industrial Insurance System. This coverage shall be provided by the Carson City School District at no cost to the employee; premiums shall be paid by the District.
11.9 President's Time – Absence for Negotiations

Absence for Negotiations:

11.9-1 Negotiation conferences or meetings between the parties shall be held at times and locations agreed upon by the parties.

11.9-2 Up to five (5) members of the Association's negotiating team shall be released from duties to attend such negotiating meetings. The length of this leave is not to exceed fifteen (15) working days in aggregate for the five (5) members granted leave under this provision. Such release time for the Association's team shall be without pay unless the Association has made prior arrangement with the District to reimburse the School District for members' hourly rate for such time and for the costs of any substitute(s) required to cover such absences. Such absences must be arranged with reasonable prior written notification.

11.9-3 Upon reasonable prior notification in writing, the superintendent shall grant the president of the Association up to ten (10) days leave to be used for Association business. Such time shall be without pay unless the Association has made prior arrangement with the District to reimburse the School District for the president's hourly rate for such time and for the costs of any substitute required to cover such leave. If the superintendent determines that such leave will benefit the District and is not performing duties or providing services to the Association, the costs of the leave will be borne by the District.

11.9-4 Representative’s Time – Absence for CESA Business: If a meeting is called by the District that is during the work day at mutually agreed upon times, then there will not be any leave costs for the Association Representative. CESA Representatives will be granted leave with pay for the purpose of its members participating in meetings or proceedings with the District.

11.10 Temporary Assignment

Employees may be temporarily assigned to perform duties outside the scope of their regular job classification. If such assignment exceeds 5 working days duration, and if the employee is to continue in the temporary assignment he/she shall then be reclassified to the other job classification (minimum 2.5% in base hourly rate or step 1 of the grade in the higher classification, whichever is the higher rate) for the balance of such temporary assignment.

11.11 Supplemental Contracts

11.11-1 Supplemental contracts for the Carson City School District cover extra services involving time and direction of projects outside regular programs.

11.11-2 Classified employees who perform in a satisfactory manner will continue to be allowed renewal on a year-to-year basis after holding the same position for two consecutive years.

11.12 Probationary, Post-Probationary and Temporary Employees

11.12-1 Probationary Employees:
Probationary employees are defined as staff that have not completed the required six (6) months of service along with two (2) required evaluations with the first three (3) and months respectively. An extension of probation will be factored into this definition based on performance requirement. This provision also applies to an employee who has been promoted or transferred to a position and who has not completed his or her first six (6) months in the new classification.

Note: Probationary employees have no right to continued employment in their classifications. Therefore, probationary employees have no right to grieve employment actions taken by the District based on the District’s determination that the probationary employee has not successfully completed his or her probation either as a new employee or as an employee who has been promoted or otherwise transferred to a new classification. However, a probationary employee may, grieve or otherwise challenge, the District’s application and/or interpretation of this Agreement to said employee for all matters covered by the Agreement which do not relate to employment actions.

11.12-2 Post-Probationary Employees:

Post-probationary employees are defined as staff that have completed all of the probationary requirements and are recommended during the last probationary evaluation for post-probationary status.

11.12-3 Temporary Employees

The District will notify the Association when employing a temporary employee as described in Article 4.9 and include an estimate of the anticipated length of employment. The District does not have to notify the Association when hiring part-time employees as defined in Article 4.11.

Unless an emergency exists, the temporary employee will not work more than twenty consecutive weeks out of 52 weeks per year. The District may rehire the same employee for reoccurring seasonal needs. Temporary employees are not covered by terms of this Agreement.

If a temporary position is changed to a position covered by this Agreement, then the position will be advertised according to Article 12.

11.12-3-1 Temporary Employees Hired as Probationary:

Temporary or less than full time employees hired into a permanent position will serve the usual twelve (12) month probation. However, a temporary or less than full time employee hired into a permanent position in the same classification will be given the hours worked as a temporary employee as credit as time served towards his/her first merit increase in proportion to how many hours a full-time employee would have to work to get a merit increase. If such temporary employee has worked more hours than the equivalent of a year of full-time then the employee will be hired at the same step as if he/she had received his/her first merit increase and will be eligible for his/her next merit increase at the successful completion of the 12-month probation.
11.12-3-2 Probation of Permanent Employees After Promotion:

An employee promoted and then rejected for unsatisfactory work performance during the ensuing twelve (12) month probationary period shall have the right to assume the position from which the employee was promoted if that position or a like position is vacant.

11.13 Reclassification

Employees have a right to request reclassification, but must bring their request by February 28 of each year. The process for reclassification to be followed is set forth below.

1. The employee must meet with their immediate supervisor to explain why they believe that the work they are doing is out of class as compared with their job description and duties as assigned, and how they are working above their class.

2. The employee must then submit an application for reclassification on the District’s form which is signed by the employee and their immediate supervisor to the Assistant Superintendent of Human Resources. If the request is approved by the Assistant Superintendent of Human Resources, then the employee is reclassified in their new position, retroactive to the date of application. If the reclassification is denied, then the employee may submit a request for reconsideration within ten (10) calendar days.

3. The reconsideration will be heard by the Superintendent, the president of the Association, and a District employee who is employed in a similar position within the District.

4. If approved by the Superintendent, the employee will be reclassified into the new position and paid retroactive to the date of the application. If denied by the Superintendent, the employee may not re-apply for reconsideration for two (2) years.

11.14 Transportation

Bus drivers volunteering to drive for District-sponsored field trips will be paid at their current rate of pay.

11.15 Annualized Classified Employees

11.15-1 An “annualized” classified employee is an employee represented by the Association who is not scheduled to work at least 261 days in 12 calendar months.

11.15-2 No benefited annualized employees will be hired after April 30 of each year. Open classified positions will be filled with temporary employees until the beginning of the new school year.

11.15-3 An annualized classified employee salary schedule is based on the annual rates set forth in Article 11.1 restated as a regular hourly rate, hours worked, holidays and annual leave accrual set forth in the CBA.

11.14-4 Annualized classified employees will receive their step and/or annual leave accrual increases in his/her first paycheck of the school year.

11.15-5 Sick leave benefits earned for the entire school year will be posted in the annualized classified employee’s first paycheck of the school year.
11.15-6 If an employee resigns or retires prior to the first payday in June, the employee will receive his/her longevity payment, as set forth in Article 11.4, with his/her last paycheck, if he/she completed the previous school year.

11.15-7 If an annualized classified employee resigns or is terminated from his/her employment with the District prior to the end of a school year, his/her sick leave will be prorated for actual time worked and the employee’s final paycheck will be reduced by the prorated holidays/annual leave remaining in the school year after the effective date of the resignation or termination.

11.15-8 An annualized classified employee hired after the beginning of the school year must work a minimum of six (6) months to receive a step increase in the beginning of the succeeding school year, e.g. August/September of 2000 if hired during the 1998/99 school year and has not worked a minimum of six (6) months.

11.15-9 Overtime compensation is computed using the employee’s regular hourly rate.

ARTICLE 12 - POSITION OPENINGS AND EXAMINATIONS AND JOB DESCRIPTIONS

12.1 Position openings in the classified service which are announced on an open competitive or promotional basis shall be posted by the District for a period of not less than ten (10) working days.

12.2 Public announcement of examinations shall specify the title and salary range of the position, duties to be performed, the minimum qualifications required, the final date on which applications will be accepted, the type of examination and special conditions of employment if applicable.

12.3 The District will draft and provide job descriptions for each job classification recognized under this agreement reflecting duties, title, series (if applicable) and grade. The job description will be updated by the District if there have been changes in job duties no less than once every five (5) years.

Prior to implementation of any new or revised job descriptions the Association will be provided thirty (30) calendar days to review and provide written comments to the District regarding bargaining unit job descriptions.

Job descriptions will be posted on the District’s website, and such postings will remain up-to-date.

The contents of job descriptions are not subject to negotiations.

ARTICLE 13--SAFETY PROGRAM

13.1 The District agrees to make reasonable efforts to continue providing safety equipment, which in the opinion of the District, is necessary to protect employees from injury in accordance with the practice now prevailing in the District.

13.2 The District further agrees to continue to maintain safe and healthful conditions in accordance with applicable Nevada Revised Statutes.
13.2-1 The Superintendent may determine that conditions are so severe as to make it impractical for students and employees to report to their work site and except for determined required employees the school(s) will be closed. Such determinations will be solely the responsibility of the Superintendent or his/her designee. In such a case all classified employees who work less than 12 months shall stay home with pay for that day and they shall make up the day at a designated time later in the school year. In such cases the following will occur:

13.2-1-1 Prior to September 1st of each school year the Superintendent will notify the Association of the designated personnel he/she determines necessary for an Incident Command Team (ICT) of classified employees. The Superintendent may modify the ICT as necessary on a case-by-case basis.

13.2-1-2 The Superintendent or designee will activate the Incident Command Team (ICT). When the ICT is activated all classified employees of the ICT will be expected to report to their duty sites unless excused by their supervisor. Each designated member of the ICT who reports to work during such closing of the schools will be paid time and one-half his/her hourly wage for every hour worked. A non-ICT employee called in by their supervisor will be paid a minimum of two (2) hours if called in and then requested to return home.

If the ICT reports to work and conditions are such they must return home early, the balance of the day will be treated as a full day worked. Pay will be time and one-half for actual hours worked and regular pay for the balance of hours.

If an employee, who is not ICT, is requested by their principal to report to work they will be paid time and one half for actual hours worked.

13.2-1-3 All classified employees who work less than 12 months, will be paid for such a day but will make up the day. All 12-month classified employees who are not ICT and did not work may take annual, personal or CTO leave. All 12-month employees will have the option to work an additional one (1) hour per day to make up days when school has been canceled by the Superintendent. These extra hours will be credited at the regular employee hourly rate, not overtime, and will be managed by the employee’s supervisor. If an employee is choosing this option, the hours must be made up/completed by the end of the current fiscal year, or annual/personal leave will be applied.

13.2-1-4 The District will establish and conduct a safety program as required by NRS Chapter 618. The safety program will be administered by a responsible Administrator appointed by the District to insure compliance with all statutory requirements set forth in NRS Chapter 618.

13.3 Protection from Physical Harm: The District agrees to assist a classified employee who is injured by a student while acting within the scope of his/her employment in accordance with District policies and direction. Administrative leave will be authorized by the superintendent, upon request, without deductions to sick leave.
ARTICLE 14—REDUCTION IN FORCE

14.1 Seniority Date and Qualifications

14.1-1 In the event the District determines that the classified employee staff must be reduced, the "seniority" with Carson City School District shall determine the order in which members of the two classified bargaining units shall be reduced provided, however, that no employee shall be replaced by another employee not qualified (in the District's opinion) for such classification nor shall one employee replace another if the latter employee is at a higher salary range. An employee in one occupational series shall not "bump" an employee in another occupational series.

14.1-2 "Seniority date" shall mean the most recent date of employment with the Carson City School District. "Seniority" shall be based on the total time worked or in paid leave status from the seniority date.

14.1-3 In the event two or more employees have the same seniority, then seniority shall be determined by a lottery in which employees having the same seniority shall draw lots in accordance with a pre-determined procedure.

14.1-4 In the event of a layoff, existing vacancies will be utilized to the maximum extent possible to place permanent employees in continuing positions who otherwise would be terminated from the District. All layoffs will be carried out in compliance with applicable laws and regulations.

14.1-5 All permanent employees terminated by layoff shall be placed on a re-employment priority list for all positions in their occupational series for which they are qualified and available and which positions are not a higher level than previously held. All such employees must be given preference for rehiring in permanent positions for which they are qualified. Names shall remain on the re-employment priority list for one year. However, refusal of a comparable permanent position may result in removal from the re-employment priority list.

14.1-6 Any resignation or termination of employment shall constitute a "break" in seniority, unless the termination was a result of layoff in which case the employee will be allowed to keep his/her seniority date if the employee is re-employed within the period of his/her layoff eligibility.

14.1-7 Leaves of absence without pay shall not change the employee's seniority date, but shall not count toward seniority.

14.1-8 All other conditions being equal, the seniority shall prevail as the determining factor for purposes of layoff and first right to rehire.

14.1-9 The Association will be informed of any pending reduction in force prior to the official notification of employees affected thereby at the earliest date release of said information is authorized. The Association and the District shall meet to discuss the reasons for the layoffs, the number and types of positions affected, and the approximate date the layoffs will take place. At this time, the Association may make its views and recommendations known (in writing) to the Associate Superintendent of Human Resources concerning the implementation of such layoffs.
ARTICLE 15--EMPLOYEE EVALUATIONS

15.1 The employee anniversary date is the original date of hire.

15.2 Evaluation of permanent employees shall be done annually by May 1st unless this date is extended for good cause by Human Resources with written notification to the employee and site administrator as to the revised due date. The evaluation "due" date may change if a reclassification has been implemented. The next evaluation will be due twelve months from the new reclassification date. All classified employees will be evaluated on the approved evaluation form provided by the District.

15.3 Permanent employees will be evaluated once (1) during each twelve-month period, unless problems exist in which case evaluations would be made on an unscheduled basis.

15.4 If an employee receives an unsatisfactory evaluation, the employee shall be re-evaluated in three (3) months.

15.5 In cases where an employee believes that the overall performance rating or a particular rating received under a performance review is unfair, the employee may discuss his/her concerns with the supervisor in an attempt to reach a satisfactory resolution and enter any remarks deemed appropriate in the section provided on the performance evaluation form.

15.6 If the employee is not evaluated on the appropriate evaluation date, his/her merit increase shall be processed on the next pay period.

ARTICLE 16--PAYROLL DEDUCTION

16.1-1 The School Board agrees to deduct from the salaries of its classified employees dues for the Carson Educational Support Association (CESA), as classified employees individually voluntarily authorize the School Board to deduct, and to transmit the monies promptly to the CESA. Authorization will be written on forms provided by the Association.

16.1-2 The Association will certify to the School Board in writing the current rate of membership dues. The School Board will be notified of any change in the rate of membership dues thirty (30) days prior to the effective date of such change.

16.1-3 Deductions referred to in 16.1-1 will be made in equal installments semi-monthly during the year. Deductions will be made effective the date the membership form is signed, and the dues for the sign-up pay period shall be deducted from the following month's salary.

16.1-4 No later than October 15th of each year, the Association will provide the School Board with a list of those employees who have voluntarily authorized the School Board to deduct dues for the organization named in Section 1 above. The Association will notify the School Board monthly of any changes in said list. Any classified employee desiring to have the School District discontinue deductions he/she has previously authorized
must notify the Association in writing between July 1st and July 15th of each year for that school year’s dues. Membership dues will then be discontinued as of the 1st pay period in August.

16.1-5 Upon termination of any employee, dues for the Association will end the month of termination.

16.1-6 The Association shall indemnify and save harmless the employer from any and all claims, demands, suits and costs, incurred in connection with any such claim, demand and suit, resulting from any action taken by the employer for the purpose of complying with the provisions of this Article. The School Board may designate one person to act on its behalf with respect to the accounting and administrative functions required by this Article; and may direct that such person be responsible for questions and problems regarding such accounting and administrative functions.

ARTICLE 17—BILINGUAL SERVICES PROGRAM

The District will determine the number of employees per school/work site that may be certified for bilingual skills compensation in the following categories: (1) primary bilingual skills designation, and (2) secondary bi-lingual skills designation.

The bi-lingual certification process includes written and oral testing as determined by the District. The District pays the cost on the initial test and employees pay for the cost of any re-tests following failure of the initial test. Employees certified by the District shall be paid in addition to their regular hourly rate, bilingual skills compensation of an increment of $1,200 per year (prorated for based on actual number of work days following certification date) if designated by the District for primary bi-lingual skills and $2.00 per hour if designated by the District for secondary bi-lingual skills. Such secondary bi-lingual skills work shall be documented and approved on the employee’s time sheet. Such hourly work will be compensated in minimum 15 minute increments.

This benefit is not applicable to employees hired by the District with foreign language skills that are a condition of continued employment, e.g. ESL (English as a Second Language) Paraprofessional. This pilot program is effective thirty (30) calendar days following ratification and approval by the parties and not retroactive to July 1, 2011, and expires and is of no further effect after June 30, 2013, unless extended in writing by the Association and the District.

Pursuant to the identification and selection of staff that will be providing bilingual services for the Carson City School District, the following procedures are hereby established:

17.1: Bilingual Procedures:

Step 1: The District will identify primary and secondary bilingual services staff defined as:

Primary: Staff that provide interpretation and/or translation of routine documents on a daily basis. No intent to have employees translate technical manuals or documents. This task would be translated by third party company.

Secondary: Staff that provide interpretation and/or translation of routine documents on an infrequent or as-needed basis.
Step 2: The District will train bilingual services staff with regard to FERPA, IEP, confidentiality, and best practices for interpreting.

Step 3: A third party company will administer the speaking (oral) and written competency test. The results of the test will determine fluency. The first language test will be at the District’s expense. Any retests will be at the employee’s expense.

17.2: Compensation:

Primary bilingual services staff will receive the initial prorated $1200 stipend. The intent of this section is to solely have one primary staff member per site. Thereafter, primary staff will receive the full stipend if certified in the beginning of the school year or a prorated portion based on number of work days if certified after the beginning of the school year. Secondary bilingual services staff will receive a $2 per hour increment in addition to their regular hourly rate that will be noted and submitted on a time sheet. In addition, primary bilingual services staff must satisfactorily pass the speaking and written parts of the competency test to receive the $1,200 stipend and secondary bilingual staff must pass the speaking portion of the competency test to receive the increment.

ARTICLE 18—USE OF FACILITIES

The Carson City School District Classified Employees shall have the right to use school mail boxes, email, and the inter-school mail service for organizational materials, provided that all such material is clearly identified and of a non-political nature. The Association accepts the responsibility for such material. The Association shall be allowed to use school buildings for Association meetings so long as arrangements have been made with the superintendent of schools or an authorized representative. Such meetings shall not conflict with any regular or special educational activities and such use shall not involve extra or other unusual expense to the District. Use of buildings on other than school days requires the approval of the superintendent or his representative. Any added expense resulting from Association use shall be paid by the Association.

ARTICLE 19—CALENDAR

 Classified employees will be invited to provide input to the formulation of the Christmas and Easter vacations into the school calendar.

ARTICLE 20—GENERAL SAVINGS CLAUSE

It is not the intent of either party hereto to violate any laws of the State of Nevada or the United States. The parties agree that in the event any provisions of this Agreement are held by a court of competent jurisdiction to be in contravention of any such laws, they will enter into immediate negotiations thereon. The remainder of this Agreement shall remain in full force and effect.

ARTICLE 21—TENTATIVE AGREEMENT PROCEDURE

21.1 It is hereby agreed by and between the undersigned parties that the procedure set forth herein shall be used during the course of their collective bargaining negotiations to
demonstrate tentative agreement on any provision for their collective bargaining agreement.

21.2 Any provision for a collective bargaining agreement tentatively agreed to in negotiations between the Association panel and the School Board panel shall be stated in writing and shall be initialed and dated by the chief negotiator for each party.

21.3 The subject matter of any provision for collective bargaining agreement between the Association panel and the School Board panel which has been initialed in accordance with paragraph 20.1 above may not be reopened except by mutual agreement of both parties.

21.4 If the panels tentatively agree to and initial the provisions of a total agreement, the provisions of that agreement shall be subject to ratification and adoption by the members of the School Board. However, an initialed total Agreement shall commit the Association to submit the contents of that Agreement to its membership with a firm unanimous recommendation from its entire panel in favor of ratification and shall commit the School Board panel to submit the contents of that Agreement to the School Board with a firm unanimous recommendation in favor of its ratification and adoption.

21.5 The Association shall retain negotiations information requested and provided by District pursuant to NRS 288.180 (2) for a period of five years from receipt to avoid duplicate request in future years. Requested information available on District website will be provided by District with reference to location on District website where Association can download and print requested information.

ARTICLE 22—TERMS OF AGREEMENT

22.1 This Agreement, when ratified by both parties, shall become effective July 1, 2023, and shall remain in force until June 30, 2025.

22.2 If the parties cannot agree on any particular issue for negotiations, and there has been a provision in the prior Agreement on this subject, that provision shall continue in the contract until changed by mutual agreement or by binding arbitration.

22.3 The Agreement will be posted on the District’s website within thirty (30) days after both parties have proof read and approved and signed the final draft. The Association will provide copies of the Agreement to any current or newly hired employees who do not have internet access and who request a copy. Association President or designee may use District copying equipment during non-work hours.

22.4 The District may reopen the Agreement to address a “fiscal emergency” in accordance with the requirements of NRS 288.150(4).
CARSON EDUCATIONAL SUPPORT ASSOCIATION (CESA)

__________________________  ___________________________
PRESIDENT                    DATE

__________________________  ___________________________
NEGOTIATIONS CHAIRPERSON     DATE

CARSON CITY BOARD OF SCHOOL TRUSTEES

__________________________  ___________________________
PRESIDENT                    DATE

__________________________  ___________________________
CLERK                        DATE

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**Salary** represents the annual salary for each position.
CARSON CITY SCHOOL DISTRICT

HUMAN RESOURCES
DEPARTMENT

CLASSIFIED PROCEDURE MANUAL

PROGRESSIVE EMPLOYEE DISCIPLINE

Published: 3-12-2019
The District and the CESA have agreed to adhere to a specific progressive discipline procedure. The complete procedure is found in Appendix A, and should be reviewed whenever disciplinary action is being considered. An overview of the procedure is as follows:

**PROGRESSIVE DISCIPLINE PROCEDURE**

**LEVEL ONE:** VERBAL NOTICE/COUNSELING (Written Record - Documented in Personnel File for 1 calendar year, a copy given to the employee)

**LEVEL TWO:** WRITTEN WARNING (Documented in Personnel File for 1 calendar year, a copy given to the employee)

**LEVEL THREE:** WRITTEN REPRIMAND (Documented in Personnel File for 3 calendar years, a copy given to the employee)

**LEVEL FOUR:** SUSPENSION WITHOUT PAY/DEMOPTION (Documented in Personnel File)

**LEVEL FIVE:** TERMINATION (Documented in Personnel File)

You will note that the procedure consists of five (5) levels of discipline, ranging from verbal notice/counseling to termination. Again, it should be noted that progressive discipline is not inflexible. A supervisor is not required to begin at level one (however, in practice you may find this is the level you normally begin with), nor is a supervisor required to utilize all five levels when disciplining an employee over a period of time. Supervisors are required, however, once a level of discipline is utilized, to strictly adhere to the stated steps of that level. The district may consider non related violations by an employee as cumulative for purposes of applying discipline when such prior violations have been appropriately documented by the district.

A. **DISCIPLINARY ACTIONS**

The disciplinary actions that may be utilized as contained in the progressive discipline procedure are described below.

**Verbal Notice/Counseling Written Record (Documented in Personnel File)**

1. In general, verbal notice/counseling written record includes any informal discussion with an employee designed to assist the employee to fully develop skills and abilities. The discussion may clarify standards, evaluate the employee's strengths and weaknesses, seek information, solve problems, or discuss why certain behavior or unsatisfactory performance is unacceptable. When there is a problem this is usually the action taken to assist the employee in clarifying and remedying the problem. The supervisor documents (Appendix A.1) the discussion with the employee and maintains a copy in the supervisor's file. A copy of the note is given to the employee.

**Written Warning (Documented in Personnel File)**

1. A written warning (Appendix A.2) provides notice to an employee that further disciplinary action will be taken unless the employee's behavior or performance improves.
2. The content of a written warning is essentially the same as that of the verbal notice/counseling. The employee is advised in writing of the consequences of failing to improve performance.

3. A copy is maintained by the supervisor in the supervisor's file.

**Written Reprimand (Documented in Personnel File)**

1. After a written warning, the next more serious disciplinary action is a written reprimand (Appendix A.3). It is the district's official notification that an employee's performance or behavior is seriously below standard and that continuation or repetition of that performance may result in suspension, demotion, or termination.

2. The content of a written reprimand is similar to a written warning but more formal because it becomes a part of the employee's personnel file.

3. A copy of the written reprimand is forwarded to Human Resources for review and placement in the employee's personnel file.

**Suspension Without Pay/Demotion (Documented in Personnel File)**

1. Suspension (Appendix A.4) is the temporary removal of an employee from duty with or without pay. Suspensions are normally made in cases involving gross misconduct or chronic behavioral or performance problems for which there seems to be no other appropriate response.

2. Demotion is the removal of an employee from a present position to one of lesser rank, responsibility, or pay. Normally, demotions are proper if employees can no longer perform the duties of their present position, but may still function effectively at a lower level.

3. A suspension or demotion is made only after consultation with the Human Resources Department.

**Termination (Documented in Personnel File)**

1. Termination is the procedure which permanently removes an employee from service. This action should only be taken when the supervisor and District are thoroughly satisfied that the employee has been given the opportunity to meet performance or behavior standards and has clearly failed to do so.

2. Hiring and training costs of new employees makes the loss of an experienced employee very expensive. Therefore, it is important that appropriate means of retaining the employee be explored. Termination is seldom used for the first offense unless the violation is so serious that no other response is appropriate. As stated earlier, the disciplinary action must fit the offense.
3. Termination is only made after consultation with the Human Resources Department.

Resignation (An Alternative to Disciplinary Action)

1. Sometimes an employee may offer to resign instead of facing disciplinary action. By doing so, the employee loses the right to appeal. However, the inquiries from future employers regarding the reason for leaving will be answered, in most cases, by the simple statement that the employee voluntarily resigned.

2. No employee can be compelled to resign; resignation must be entirely voluntary. Otherwise, the employee may later claim the resignation was made under duress.

B. JUST CAUSE

Generally post-probationary employees may be suspended, demoted, or terminated for just cause. In situations where suspension, demotion, or termination are necessary, it is of paramount importance that the supervisor follows minimal standards of due process (progressive discipline) and be able to provide cause for the level of discipline administered. The following tests are applicable in determining whether an employer had just cause for disciplining an employee:

1. Did the agency give the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?

2. Was the agency's rule or managerial order reasonably related to the orderly, efficient, and safe operation of the business?

3. Did the agency, before administering discipline to an employee, make an effort to discover whether the employee did, in fact, violate or disobey a rule or order of management?

4. Was the agency's investigation conducted fairly and objectively?

5. At the investigation, did the "judge" obtain substantial evidence or proof that the employee was guilty as charged?

6. Has the agency applied its rules, orders, and penalties evenhandedly and without discrimination to all employees?

7. Was the degree of discipline administered by the agency in a particular case reasonably related to (A) the seriousness of the employee's proven offense, and (B) the record of the employee in his/her service with the agency?
CARSON CITY SCHOOL DISTRICT
HUMAN RESOURCES
DEPARTMENT

CLASSIFIED PROCEDURE MANUAL
PROGRESSIVE EMPLOYEE DISCIPLINE
A. DOCUMENTATION

Supervisor's Notes

Frequently a question that comes up is, "How does one know when a seemingly innocent act by an employee will turn into sufficient cause for disciplinary action?" One doesn't, and therein lies the need for anyone who oversees the work activities of others to keep a record of noteworthy events.

Under the auspices of the performance evaluation, supervisors should maintain on an on-going basis Supervisory Notes at the site. The note should be maintained confidentially. One of the best justifications (if one is needed) for requiring supervisors to maintain desk notes on all their employees is that studies have shown the active memory for recalling an employee's performance profile to be about three weeks--yet a supervisor is often judging an entire year's performance. Many supervisors also find it helpful to be able to cite specific events to back up their performance ratings when employees ask (and they will), "Why did I get a lower rating this year in the category of Meeting Deadlines?"

A second reason supervisory notes are important is that the supervisor must be able to cite specific dates and details of an occurrence such as tardiness if counseling hasn't worked and formal discipline is being contemplated. In the absence of precise dates, amounts of times tardy and reasons, what was said and done, and what agreements were made, the supervisor technically has no grounds for initiating discipline, particularly in the prevailing legal environment on these matters.

Here are a few examples of the kinds of entries that might appear in a Supervisor's Notes:

Mary Smith, Order Clerk

1/23 I overheard Mary speaking impatiently to a customer on the phone; she told him, "Perhaps you would get better service at XYZ Company," then hung up. When I talked to Mary about the incident later in the day, she said that customer calls every few days and screams at her, but she admitted she could have been more tolerant.

2/16 Mary 20 minutes late to work; ran out of gas; apologized, no discussion.

2/20 Mary left work 45 minutes early to take husband to pick up his car; approved; no discussion.

3/6 Mary called in after being 1-1/2 hour late because of a flat tire she tried to change before getting help. She arrived at work at 10:15 am. At 2:00 pm, I called Mary into my office to discuss her last three occasions of tardiness and early departure to explain the reasoning behind the company's policy. She acknowledged the policy and said she'd be more diligent about observing working hours in the future.

The supervisor should remember that notations should be factual statements of WHEN, WHERE, WHAT, and WHY events occurred rather than judgmental statements. The facts will speak for themselves when it comes to performance and discipline, and these situations
should not be influenced by subjective judgments that may imply supervisor bias. It is surely unnecessary to point out that under no circumstances should the supervisor walk around carrying a little black book or ledger and be seen writing in it by employees every time something happens. Take the notes discreetly, and store them in a confidential place to assure the employee's privacy, even though the records are unofficial. Give the employee a copy of and have them sign they have received it.

**General Documentation**

Documentation of disciplinary events, or those that may lead to discipline, is vitally important if the disciplinary action is to be supported by upper management and sustained if challenged. It will be helpful to review the following points to ensure completeness of the formal disciplinary document.

1. Do you have notes indicating the date, specific details of the infraction or unsatisfactory performance, witnesses or others involved, and your action at the time?

2. Have the time, location, and other pertinent details of the incident(s) been recorded?

3. Have you stated in clear terms what the employee did or failed to do that caused the infraction or unsatisfactory performance?

4. Have you stated the district's policy, rule, practice, or performance standard that has been violated? Are you prepared to show that the employee knew, or should have known, about the policy, standard, etc.?

5. Have you compiled all records, reports, or other written documents related to the incident, and are there witnesses who can testify to the incident if necessary?

6. Have you explained the sequence of events in an orderly, chronological manner that illustrates the progressiveness of the infraction?

7. Is the notice written in an objective style and tone, recording observations rather than personal judgments? Is your information based on your own observations or investigation rather than on hearsay?

8. Has the employee been given previous warnings or instructions? Have you indicated the employee's response or reactions to previous warnings?

9. Is the type of discipline being recommended consistent with district policy and precedence of similar incidents? Is it appropriate to the offense? If necessary, have you discussed this incident with upper management and/or personnel staff to determine conformance with district procedures and practices?

**Objective Language**

In documenting disciplinary events it is extremely important that the language used to describe the action be specific. The following are examples of documentation terms which are general and difficult to substantiate and those which are specific and capable of being substantiated:
<table>
<thead>
<tr>
<th>General Terms</th>
<th>Specific Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numerous, frequently, often</td>
<td>Six (6) times</td>
</tr>
<tr>
<td>Safety of children is of great concern</td>
<td>At least nine (9) children were shoving each other about the bus, two (2) children, (names), were knocked to the floor.</td>
</tr>
<tr>
<td>Is frequently tardy</td>
<td>Was more than ten (10) minutes late on January 3, 6, 22, 30; February 4, 9</td>
</tr>
<tr>
<td>Violates provisions of negotiated agreement</td>
<td>Conducted personal business, (type), on February 6, 8, 9</td>
</tr>
<tr>
<td>Unsatisfactory relationship with other staff members</td>
<td>Refused to consult with other office machine repairers, (names), regarding repair of X machine.</td>
</tr>
</tbody>
</table>

**B. TERMINATION: WHEN ALL ELSE FAILS**

In a well-managed office, an employee is almost never surprised at being terminated. The supervisor has already provided a number of counseling sessions with the employee to help redefine goals and clarify any failure to meet standards of performance and behavior, and the employee has been subject to other levels of disciplinary action.

The administrator having the authority to recommend to Human Resources an employee be terminated should be clearly convinced that this is the appropriate course of action. In every case where termination is sought, experience has shown that supervisors should be prepared to show valid evidence of the following:

1. **PERSISTENT NATURE OF DIFFICULTIES.** Except under unusual circumstances, the unsatisfactory conduct on the part of the employee has been recorded for an appropriate period of time.

2. **REPEATED WARNINGS.** The employee has been informed repeatedly of the unsatisfactory performance or conduct. This should be done in the form of written warnings, written reprimands, and performance evaluations.

3. **FREQUENT ASSISTANCE.** Specific efforts have been made to help the employee remedy identified deficiencies, but the efforts have been unsuccessful; this should be documented in writing using the same documents referred to above.

4. **CLOSE SUPERVISION.** Since the discovery of the employee's deficiencies, the employee's work has been closely supervised and the supervisor has personal knowledge of the employee's failure to improve.

5. **ORDINARY CIRCUMSTANCES.** The employee's work has been observed under normal and not exceptional conditions.
C. CONDUCTING DISCIPLINARY MEETINGS

Disciplinary meetings are unlike meetings for any other purpose. They require more thought, more emphasis on factual details, and more mental preparation to assure the right frame of mind (objective and unemotional). The person handling any disciplinary matter should consider the following items before conducting a disciplinary meeting or counseling session.

1. Prepare for the Interview

Avoid a significant time lapse from date of incident.

Select a time and place that is private and free from interruption to avoid embarrassing the employee. Insure confidentiality.

Review all the facts.

Have the personnel record and other information on hand at the time of the interview; prepare an outline.

Consider what you know about the employee: personality, personnel record, and the particular job requirements.

Consider exactly what you want to accomplish by the interview.

2. Conduct the Interview in a Constructive Manner

Start on a cooperative, positive note.

Be ready to help the employee overcome any resentment.

Avoid blaming or punishing the employee.

Stick to the facts; don't become involved in personalities.

Listen to what the employee has to say; practice "constructive silence."

Encourage the employee to express feelings; don't show disapproval.

Openly focus questions; avoid yes-or-no alternatives.

Reiterate the paraphrase statements made by employee.

3. Elicit Cooperation

Cooperation exists when one party shares the likes and dislikes of the other.

Common association includes cooperative feelings.

Acknowledge any help or information of value that is received from the other party.

Be descriptive, not judgmental.

Be specific rather than general.

Deal with things that can be changed.

Consider motives of the employee for giving you certain feedback.

Give feedback when it is desired.
4. **Make Sure the Employee Understands**

Discuss the requirements of the job. Point out the facts that show how the employee is not meeting these requirements and what the effects are on other employees.

Help the employee decide how to correct the problem and avoid repetition of the offense.

Help the employee uncover the real cause of the problem—not only what is being done wrong, but why the employee is doing it.

Explain fully the purpose of any action as a corrective measure rather than a punishment.

Make sure the employee completely understands that behavior must change. Indicate the consequences if behavior doesn't improve.

5. **Use Constructive Feedback**

Focus on behavior, not on the person.

Make observations, not inferences.

Describe behavior in terms of more or less rather than good or bad.

Focus on behavior related to specific and recent situations rather than the abstract.

Share ideas and information instead of giving advice.

Explore alternatives.

Stress the need for mutual cooperation.

Limit the amount of different information.

Concentrate on what is said, rather than why it is said.

6. **Provide for Follow-up**

Set up a plan for improvement with the employee.

Include in the plan commitments both by the employee and by you to the steps you will take to bring about the desired improvement.

Include specific time limits for accomplishing the desired goals and for formal reevaluation of the employee's behavior.

7. **Make a Written Record of the Interview**

Note in your calendar or diary the time, date and content of the disciplinary interview.

Ensure that you have your boss's support.

If the disciplinary action is to be formalized, draft the formal documentation, give a copy to the employee, and place the original in the employee's personnel file.

**D. ASSISTANCE**

Any supervisor needing any assistance in matters concerning progressive discipline should feel free to contact an administrator in the Human Resources Department.
PROGRESSIVE DISCIPLINE

LEVEL ONE: VERBAL WARNING/COUNSELING WRITTEN RECORD (DOCUMENTED IN PERSONNEL FILE)

LEVEL TWO: WARNING LETTER (DOCUMENTED IN PERSONNEL FILE)

LEVEL THREE: WRITTEN REPRIMAND (DOCUMENTED IN PERSONNEL FILE)

LEVEL FOUR: SUSPENSION WITHOUT PAY/DEMOTION (DOCUMENTED IN PERSONNEL FILE)

LEVEL FIVE: DISCHARGE (DOCUMENTED IN PERSONNEL FILE)
Progressive Discipline

Oral Counseling/Written Warning—Documented in File and Original inserted in employee’s HR personnel file for 1 calendar year

Given by employee's direct supervisor; informal (i.e., employee is not necessarily summoned to an office); educational (i.e., employee is told why such behavior is unacceptable); informative (i.e., employee is reminded of consequences of repeated violations); confidential (the warning is between supervisor and employee only, with no record kept of it in employee's file). An Employee Counseling/Warning Form is completed and a copy given to the employee.

Warning Letter—Documented in File and Original inserted in employee’s HR personnel file for 1 calendar year

A stronger reprimand, delivered in writing by direct supervisor to employee. The Warning Letter is sent to Personnel and will be in the employee’s file for one year.

Written Reprimand—Documented in File and Original inserted in employee’s HR personnel file for 3 calendar years

Copies of the written reprimand go to employee and to Personnel Division for filing. The reprimand should fully disclose the nature of employee's violation, and stipulate that employee is to consider himself on notice to correct this behavior immediately. This reprimand is generally written by direct supervisor, but for added emphasis the warning can be undersigned by higher-level management.

Suspension Without Pay/Demotion

This is a strong measure, and should be used only for particularly blatant offenses or when the job atmosphere has become acrimonious as a result. Also, the fact that this measure is "without pay" makes this a particularly good deterrent.

Discharge

Utilized in cases where the nature of the offense is so extreme, and the prospects for rehabilitation of employee's attitude are so remote, that it is in the best interest of employer and employee that the latter seek employment elsewhere. Such a decision can be made by the direct supervisor, but should have the endorsement of higher management. It is very important, especially in the presence of collective bargaining agreements, that the nature of
the offense, all disciplinary measures taken, and employee response to the charges are fully documented.

TYPES OF DISCIPLINARY ACTIONS

GROUP I

Failure to attend scheduled meetings.
Stopping work before specified times.
Loitering and loafing during working hours.
Leaving the department or assigned working areas during working hours without permission of a supervisor, except for use of the restrooms.
Failure to keep employee time card accurately or completing another employee's time card.
Repeated failure to be at the work station at starting time.
Creating or contributing to unsanitary conditions.
Posting or removing notices or signs or writing in any form on any bulletin board on company premises without permission of management.
Neglect or mishandling of equipment or any other supplies.
Unsatisfactory work and/or attitude.
Waste or personal use of company supplies.
Untidy attire, extreme makeup, and hairstyles; torn uniforms and other failures to maintain a clean, neat appearance.
Failure to follow any other company rule, regulation or job requirement not specifically mentioned herein.

GROUP II

Leaving the premises during working hours without permission of a supervisor.
Fighting of any type on company premises at any time.
Attempting bodily injury to another.
Two days unexcused absence during any thirty (30) calendar days.
Violation of the "no solicitation/no distribution" rule.
Failure to report off from work in accordance with current regulations.

**TYPES OF DISCIPLINARY ACTIONS**

**GROUP III**

Deliberately making or using falsified records, material requisitions, passes, time cards, etc.

Use of intoxicating liquids or narcotics of any kind on company premises.

Insubordination.

Sabotage.

Theft of any property.

Concerted or deliberate restriction of output (slowdown, delaying other employees' work, etc.)

Reporting for work under the influence of any alcoholic beverage or illegal narcotic.

Improperly discussing or disclosing confidential information.

Using the eating, drinking, and smoking facilities to excess.

Excessive absenteeism.

Discourtesy to the public.

Refusal to accept any reasonable work assignment.

Gambling.

Immoral conduct.

Incompetence.

Gross negligence of duty.

Willful or consistently careless destruction of company property.

Violation of safety rules.

Sleeping on duty.

Profanity.

Possession of firearms or other illegal weapon on company premises.
APPENDIX A

PROGRESSIVE DISCIPLINE PROCEDURE

LEVEL ONE: * VERBAL NOTICE/COUNSELING

1.0 The supervisor shall meet with the employee to discuss the unsatisfactory performance and/or misconduct and to counsel the employee regarding the corrective action that must be taken to avoid further disciplinary action.

1.1 The supervisor shall complete a Written Note and keep it on file.

1.2 The Supervisor's Note is to be given to the employee. The employee must sign they have received it.

1.3 The Supervisor's Note will be placed in the employee's personnel file for 1 calendar year.

LEVEL TWO: WRITTEN WARNING

2.0 The supervisor shall meet with the employee to discuss the unsatisfactory performance and/or misconduct and to counsel the employee regarding the corrective action that must be taken to avoid further disciplinary action.

2.1 The supervisor shall complete a Warning Notice and keep it on file.

2.2 The Warning Notice is to be given to the employee by the supervisor and the employee may respond in writing to the warning and have the response attached.

2.3 The Warning Notice will be placed in the employee's personnel file for 1 calendar year.

LEVEL THREE: WRITTEN REPRIMAND - The Principal and/or departmental supervisor must be involved at Level Three and all levels thereafter.

3.0 The supervisor shall meet with the employee to discuss the circumstances surrounding the unsatisfactory performance and/or misconduct. An association representative may be present.

* Depending on the seriousness of the infraction a supervisor may start at any level of the Progressive Discipline Procedure.

3.1 If in the judgment of the supervisor the employee should receive a reprimand, s/he shall complete a Reprimand Form and submit it to the appropriate administrator (as determined by the particular division) for review and approval.

3.2 If approved, the supervisor shall meet with the employee to inform him/her of the decision to reprimand and to counsel him/her regarding the corrective action that must be taken to avoid further disciplinary action.
APPENDIX A

3.3 The employee will be requested to sign the Reprimand Form, signifying s/he has received and read it.

3.4 The supervisor will send a copy of the Reprimand Form to Human Resources for review and to be placed in the employee's file. Refer to Article 9 of the Comprehensive Agreement between the Carson City School District and the Nevada Classified School Employees Association.

3.5 The employee may respond in writing to the Reprimand Form and have the response placed in his/her personnel file. A copy of the response will be forwarded to the supervisor by Human Resources. The response must be received within ten (10) working days. The Reprimand form will be placed in the employee's personnel file for 3 calendar years.

LEVEL FOUR: SUSPENSION WITHOUT PAY/DEMOPTION

4.0 If unsatisfactory performance and/or misconduct occurs that, in the judgment of the supervisor, warrants consideration for a suspension or demotion, the supervisor and/or administrator and a Human Resources administrator, if necessary, will hold a meeting with the employee to discuss the circumstances surrounding the infraction. Under certain circumstances, an employee may be temporarily suspended with or without pay until a meeting can be held and a decision rendered.

4.1 The employee shall be informed that s/he has the right to have an association representative present at the meeting.

4.2 If after the meeting there is sufficient justification for the suspension or demotion, the supervisor and/or administrator will complete a Discipline Recommendation Form and draft a suspension of demotion letter. The supervisor and/or administrator will meet with or contact Human Resources to review the Discipline Recommendation Form, the suspension or demotion letter, and the decision to suspend or demote.

4.3 If approved, the supervisor and/or administrator will meet with the employee to inform him/her of the decision to suspend or demote and to deliver a copy of the suspension or demotion letter.

4.4 The administrator shall send a copy of the suspension or demotion letter, with the Discipline Recommendation Form attached, to Human Resources to be placed in the employee's personnel file. Refer to Article 9 of the Comprehensive Agreement between the Carson City School District and the Nevada Classified School Employees Association.

4.5 The employee may respond in writing to the suspension or demotion letter and have the response placed in his/her personnel file. A copy of the response will be forwarded to the supervisor by Human Resources.
LEVEL FIVE: TERMINATION

5.0 If unsatisfactory performance and/or misconduct occurs that, in the judgment of the supervisor, warrants consideration for a termination, the supervisor and/or administrator, and a Human Resources administrator, if necessary, will hold a hearing with the employee to discuss the circumstances surrounding the infraction. Under certain circumstances, an employee may be temporarily suspended with or without pay until a meeting can be held and a decision rendered.

5.1 The employee shall be informed that s/he has the right to have an association representative present at the hearing. The employee may also use other types of representation at this level, provided at least three (3) days notice is given to the District. If other representation is requested, Human Resources must be consulted.

5.2 If after the hearing, there is sufficient justification for the termination, the supervisor and/or administrator will send a letter to Human Resources recommending such. The documentation of previous disciplinary actions will be attached.

5.3 If approved by Human Resources, the supervisor and/or administrator will send a Pre-Termination letter to the employee advising him/her of the recommendation to terminate and the date and time of the pre-termination hearing.

5.4 A pre-termination hearing will be held with the employee, supervisor and/or administrator, and a Human Resources administrator to discuss the recommendation to terminate.

5.5 The same opportunity as provided in Article 5.1 should be given the employee.

5.6 If after the hearing, there is sufficient justification for the termination, Human Resources will prepare an appropriate letter to the employee notifying him/her of the termination.

5.7 A meeting will be held with the employee, supervisor and/or administrator, and a Human Resources administrator, if necessary, to deliver the termination letter and to inform the employee of the decision to terminate.

When an employee has demonstrated a serious disregard of rules and policies of the District, the supervisor may recommend immediate termination in lieu of these procedures.
CARSON CITY SCHOOL DISTRICT
Human Resources Department

LEVEL ONE: VERBAL NOTICE/COUNSELING WRITTEN RECORD

Counseling Date: ________________________________
Supervisor's Name: ________________________________
Title: __________________________________________
Employee's Name: ________________________________
Title: __________________________________________

NATURE OF CONDITION, INQUIRY, OR INCIDENT:
(Describe the incident/issue in detail to allow for ready interpretation by other concerned parties. Cite subject of counseling, time and date.)

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

CONCLUSION/ACTION TO BE TAKEN (Be Specific):
(Describe what remedy was requested of the employee to improve performance or change behavior. List the employee's response to the verbal notice.)

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

SUPERVISOR'S SIGNATURE __________________________ TITLE __________________________ DATE ____________

I have received a copy of this record.

EMPLOYEE'S SIGNATURE __________________________ DATE ____________

cc: Personnel File
SUPERVISOR'S GUIDELINES FOR WARNING NOTICE

1. Self explanatory.

2. **PROBLEM AREA(S)**

   Check which one(s) of the listed types of problems has occurred. If the problem is one not listed, briefly describe it under "Other."

3. **OCCURRENCE DETAIL**

   Self explanatory.

4. **EXPLANATION OF PROBLEM(S)**

   Describe in reasonable detail what the employee has done.

   Cite how this interferes with one or more of the following: employee's performance; the work environment; the business operations or the well-being of other employees.

   **Cite the rule, regulation, policy, law, standard of work or behavior that is involved.**

   If the disciplinary action is related to previous Level One verbal warning/counseling records, reference should be made.

5. **IMPROVEMENT NEEDED**

   Explain in reasonable detail what the employee must do to improve performance or change behavior. **Attach a separate page if more detail is appropriate.**

   Cite a reasonable date by which improvement must occur or no further violations must occur.

   The notice should be signed and dated by you on the same day it is given to the employee.

   The employee must be afforded the opportunity to respond in writing to the warning notice. If a response is submitted, it should be attached.

   Your signature ensures that you have provided a copy of the warning notice to the employee on the stated date.
CARSON CITY SCHOOL DISTRICT
Human Resources Department

LEVEL TWO: WARNING NOTICE

1. Employee Name: ___________________________ Employment Date: ___________________________
   Title: __________________________________ Location: ___________________________

2. This notice is to bring to your attention a problem in the following area(s):
   [ ] Work Performance [ ] Physical/Mental Incapacity [ ] Dishonesty
   [ ] Insubordination [ ] Criminal Conviction [ ] Discourtesy
   [ ] Absenteeism/Tardiness [ ] Alcohol/Drugs [ ] Conduct
   [ ] Theft [ ] Misuse/Destruction of CCSD Property
   [ ] Other

3. Occurrence Detail: ___________________________ a.m. __________ p.m. ___________________________
   Month Day Year Time Time

4. Explanation of Problem(s):
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________

The problem(s) described above is serious enough to warn you that improvement is needed.

5. Improvement Needed: You are encouraged to think about this warning, resolve to change your behavior, and/or improve your performance. In order to avoid further disciplinary measures, it is recommended that you:
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________

If you do not improve, it will be necessary to consider stronger disciplinary measures, including reprimand, suspension, demotion and termination. A copy of this notice will be placed in your personnel file, but will be maintained in the site file. If you have any questions in this matter, or if you need help in improving your performance, you are encouraged to contact me. I would be happy to assist you.

You may respond in writing to this warning within ten (10) working days. If you choose to do so, your response will be attached to this notice.

_________________________________________________________________________________________
Supervisor's Signature Title Date

I have received a copy of this notice. __________________________________________________________________________________________
Employee's Signature Date

cc: Personnel File
SUPERVISOR'S GUIDELINES FOR REPRIMAND FORM

1. Self explanatory.

2. PROBLEM AREA(S)

Check which one(s) of the listed types of problems has occurred. If the problem is one not listed, briefly describe it under "Other."

3. OCCURRENCE DETAIL

Self-explanatory.

4. PREVIOUS WARNINGS

Enter the dates of previous verbal notices, written warnings or written reprimands related to this violation.

5. EXPLANATION OF PROBLEM(S)

Describe in reasonable detail what the employee has done.

Cite how this interferes with one or more of the following: employee's performance; the work environment; the business operations or the well-being of other employees.

Cite the rule, regulation, policy, law, standard of work or behavior that is involved.

6. IMPROVEMENT NEEDED

Explain in reasonable detail what the employee must do to improve performance or change behavior. Attach a separate page if more detail is appropriate.

Cite a reasonable date by which improvement must occur or no further problems must occur.

The employee must be afforded the opportunity to respond in writing to the reprimand form. If a response is submitted, it should be attached.

7. The employee should be requested to sign and date the form. If s/he refuses, so note on the form along with your signature and the date.

8. A copy must be sent to Human Resources marked CONFIDENTIAL.

The form should be completed after the supervisor and/or administrator meets with the employee.
CARSON CITY SCHOOL DISTRICT
Human Resources Department

LEVEL THREE: REPRIMAND FORM

1. Employee Name: ___________________________ Employment Date: ___________________________
   Title: ___________________________________ Location: ______________________________________

2. This notice is to bring to your attention a problem in the following area(s):
   [ ] Work Performance    [ ] Physical/Mental Incapacity    [ ] Dishonesty
   [ ] Insubordination    [ ] Criminal Conviction    [ ] Discourtesy
   [ ] Absenteeism/Tardiness    [ ] Alcohol/Drugs    [ ] Conduct
   [ ] Theft    [ ] Misuse/Destruction of CCSD Property
   [ ] Other

3. Occurrence Detail: ___________________________ a.m. ________ p.m. ___________________________
   Month    Day    Year    Time    Time

4. Previous Warnings:
   (Date) ___________________________ Verbal Notice ___________________________
   ___________________________ Warning Notice ___________________________
   ___________________________ Reprimand ___________________________

5. Explanation of Problem(s):
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   The problem(s) described above is serious and is the cause for this disciplinary notice. In
   addition, if you have been warned previously, it is noted in Number 4 above.

6. Improvement Needed: You are encouraged to think about this reprimand, resolve to change
   your behavior and/or improve your performance. In order to avoid further disciplinary measures
   taken, it is recommended that you:
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   If you do not improve, it will be necessary to consider stronger disciplinary measures, including
   suspension, demotion and termination. A copy of this reprimand will be placed in your
   personnel file. If you have any questions in this matter, or if you need assistance in improving
   your performance, you are encouraged to contact me.

   You have the right to respond in writing within ten (10) working days to present information or
   arguments rebutting this disciplinary measure. If you choose to do so, your response will be
   attached to this form.
7. The employee's signature below indicates only that the employee has received and read this document.

<table>
<thead>
<tr>
<th>Employee's Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor's Signature</td>
<td>Title</td>
</tr>
<tr>
<td>Administrator's Signature</td>
<td>Title</td>
</tr>
</tbody>
</table>

cc: Personnel File
SUPERVISOR’S GUIDELINES FOR
DISCIPLINE RECOMMENDATION FORM

1. Self-explanatory.

2. Indicate the specific discipline being recommended and the effective date(s) of such discipline. For suspensions, list each of the dates the employee is to be suspended without pay.

3. Describe in reasonable detail what the employee has done.

4. Cite the rule, regulation, policy, standard of work or behavior involved.

5. List all warnings, reprimands, suspensions or demotions related to this disciplinary action.

6. (Suspension or Demotion only) Explain in reasonable detail what the employee must do to improve performance or change behavior. Cite the date by which improvement must occur or no further violations must occur.

7. The signature of the employee, supervisor and the administrator are required before forwarding to Human Resources.

8. Forward to Human Resources in an envelope marked CONFIDENTIAL for review and approval.

The form should be completed after the supervisor and/or administrator meets with the employee.
CARSON CITY SCHOOL DISTRICT
Human Resources Department

LEVEL FOUR: DISCIPLINE RECOMMENDATION FORM
(SUSPENSION WITHOUT PAY/DEMOOTION)

1. Employee Name: ___________________________ Employment Date: ________________
   Title: ___________________________________ Location: _________________________

2. It is requested that the above-referenced employee receive the following discipline:

<table>
<thead>
<tr>
<th>Suspension</th>
<th>Demotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>Position</td>
</tr>
<tr>
<td>___ 1 day without pay</td>
<td>Range</td>
</tr>
<tr>
<td>___ 2 days without pay</td>
<td></td>
</tr>
<tr>
<td>___ 3 days without pay</td>
<td></td>
</tr>
<tr>
<td>___ 4 days without pay</td>
<td></td>
</tr>
<tr>
<td>___ 5 days without pay</td>
<td>Effective Date(s): ________ to ________</td>
</tr>
<tr>
<td>___ _______ days without pay</td>
<td></td>
</tr>
</tbody>
</table>

3. This discipline action is being recommended based on the following problem(s):

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

4. The above is an infraction of the following rule, regulation, etc., standard of work, or
   behavior expected by CCSD:

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
5. In addition to the above-cited problem(s), the employee has been disciplined in the past as follows (attach additional pages if necessary):

<table>
<thead>
<tr>
<th>Date</th>
<th>Infraction</th>
<th>Discipline Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. List specifically what the employee must do to change his/her behavior and/or improve his/her performance. (Suspension or Demotion only)

   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________

7. Employee's Signature: ___________________________ Date: ______________
   Supervisor's Signature: ___________________________ Date: ______________
   Administrator's Signature: _________________________ Date: ______________

   Human Resources Administrator's Approval: ___________________________
   Signature
   ___________________________
   Date

cc: Personnel File
SAMPLE PRE-TERMINATION LETTER

Date

Name
Address
City/State

Dear Mr./Ms.:

This letter is to inform you of my recommendation to the Human Resources Administrator that you be terminated from your position of (title) with the Carson City School District. You are hereby notified that on (date) at (time), we will hold a pre-termination meeting with you to discuss the reasons to terminate. At that meeting you will be given the opportunity to present information or arguments rebutting the proposed disciplinary action. The meeting will be held at the (meeting location).

This recommendation to terminate is based upon your unsatisfactory work performance (see attached documentation), which constitutes violation of Administrative Regulation ____________.

Please be advised you have the right to have an Association Representative present at the pre-termination meeting, if you so choose.

If you have any questions concerning the above, please do not hesitate to call me at (phone number).

Sincerely,

Supervisor Name
Title

cc: Personnel File
CARSON CITY SCHOOL DISTRICT
Human Resources Department

SAMPLE SUSPENSION OR DEMOTION LETTER

Date

Name
Address
City/State

Dear Mr./Ms.:

On date, a meeting was held with you to discuss the facts and circumstances regarding an incident that occurred on date. Present at the meeting was name, title; name, title; and myself.

After discussing the incident with you and upon review, it has been determined that you will be suspended without pay from date through date. The reasons and facts supporting this action are contained in the attached Discipline Recommendation Form.

A copy of this suspension letter and the Discipline Recommendation Form will be placed in your personnel file. You have the right to respond in writing to this disciplinary measure. If you choose to do so, your response will be attached to this letter.

Please be advised that you have the right to appeal this decision in accordance with Article_____ of the Classified Agreement.

The purpose of this disciplinary action is to impress upon you the seriousness with which Carson City School District regards this matter, and to give you the opportunity to reflect upon your future compliance with noted recommendations to improve your behavior and/or performance. Should you choose to continue not to improve, you will be subject to further disciplinary action, including termination.

Sincerely,

Administrator Name
Title

cc: Personnel File
THE OBJECTIVES:

* To refine your evaluation and documentation skills.
* To equip you to be certified as a competent evaluator.
* To empower you to motivate employee performance improvement.
* To prepare you to show sufficient cause for unavoidable dismissals.

THE CHALLENGE:

Are you climbing a mountain with your hands tied?

Without specialized training in evaluation and documenting employee performance, communicating effectively, and justifying personnel decisions to satisfy legal requirements, school superintendents, personnel administrators, principals and supervisors may feel, rightly, that they are mountain climbing all alone.

THE CONTENT:

**Employee evaluation and Documentation Techniques**

* Observing more objectively and perceptively.
* Using specific terminology to describe performance.
* Writing concise evaluations and formal memoranda.
* Encouraging employees to challenge themselves.
* Effectively handling complaints from parents, students, and co-workers.
* Building legally sufficient personnel files.

**Strategies for Generating Employee Improvement**

* Developing employee performance goals and objectives.
* Preparing realistic recommendations for performance enhancement or correction.
* Measuring performance against specific objectives and recommendations.
* Communicating effectively with "problem" employees.
* Interacting productively in employee and parent conferences, and other professional personnel-related encounters.
* Raising staff morale and gaining support for your efforts.
1. The single occurrence of a minor or moderate infraction should receive minor discipline.

2. A repeat (or continuation) of the same minor or moderate infraction

   OR

   The single occurrence of a more serious infraction should receive more formal discipline.

3. The single occurrence of a very serious infraction

   OR

   The repeat of the same moderately serious infraction should receive the most formal discipline that is reasonably related to the offense.
Sample Memo/Letter

Date:

To:

From:

Subject:

Dear (Employee’s Name):

Please plan on attending a meeting on (date) at (time) to discuss the following issue(s):

1. Example: Your supervisory duties as a lead custodian.
2.
3.

Please be advised that you have a right to an Association Representative present at this meeting.
SAMPLE PRE-TERMINATION LETTER

Date

Name
Address
City/State

Dear Mr./Ms.:

This letter is to inform you of my recommendation to the Human Resources Administrator that you be terminated from your position of (title) with the Carson City School District. You are hereby notified that on (date) at (time), we will hold a pre-termination meeting with you to discuss the reasons to terminate. At that meeting you will be given the opportunity to present information or arguments rebutting the proposed disciplinary action. The meeting will be held at the (meeting location).

This recommendation to terminate is based upon your unsatisfactory work performance (see attached documentation), which constitutes violation of Administrative Regulation ____________.

Please be advised you have the right to have an Association Representative present at the pre-termination meeting, if you so choose.

If you have any questions concerning the above, please do not hesitate to call me at (phone number).

Sincerely,

Supervisor Name
Title

cc: Personnel File
APPENDIX C – DISTRICT REGULATION 420 (AS AMENDED)

BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT

REGULATION No. 420
CLASSIFIED STAFF

WORKING PERIODS

The following working periods for classified employees shall apply uniformly throughout the schools of this District:

A. Secretarial-clerical staff

1. Full time employment is 8 hours per day, 5 days per week.
2. Secretarial-clerical staff shall report to work when schools are closed for bad weather.

B. Custodial-maintenance personnel

1. Full time employment is 8 hours per day, 5 days per week.
2. Custodial-maintenance staff shall report to work when schools are closed for bad weather.
3. Starting time shall be specified by the custodial supervisor.

C. Classified Employees Rest and Meal Periods Applicable to Full Time and Part Time Employees

All classified employees working in excess of 3 and one-half hours shall be allowed duty free work breaks of 15 minute durations for each period of 3 and one-half hours worked, at such time as may be determined by the employee’s immediate supervisor or designee. All classified employees employed for at least 6 hours will be provided no less than a one-half hour duty free unpaid lunch. If the lunch is not duty free, it will be rescheduled the same day by the employee’s immediate supervisor or designee or the employee will be paid for the amount of time that is not duty free.

Adopted: April 15, 1981
Revised: July 1, 1986, July 26, 2016
Accountant I
Accountant II
Admin I
Admin II
Admin III
Bilingual Parent Engagement Coordinator
Bus Attendant
Bus Driver
Cafeteria Manager
Clinical Aide
Clinical Aide Salary
Clinical Procedure Nurse
Clinical Procedure Nurse Salary
Cook/Baker
Custodian I
Custodian II
Custodian III
DHH Interpreter I
DHH Interpreter II
DHH Interpreter III
DHH Interpreter IV
Director of Nutrition
Distance Education Assistant
Grants Supervisor
Grounds Supervisor
Groundskeeper
HR Analyst
HR Benefits Analyst
HR Supervisor
Instructional Assistant I
Instructional Assistant II
Instructional Program Coordinator
IT Engineer Salary (PROTECH)
IT Support Tech I
IT Support Tech II
Library Media Clerk/Senior Project Coord.
Library Media Tech
Maintenance
Mechanic I
Mechanic II
Mechanic III
Operations Coordinator
Paraprofessionals
Payroll Supervisor
Purchasing Supervisor
Safety Officer I
Safety Officer II
Special Ed Paraprofessional I
Special Ed Paraprofessional II
Transportation Supervisor
Truancy & Dropout Prevention Specialist
Warehouse Coordinator
Warehouse Specialist
Network Engineer
System Engineer
Mail Truck Driver &
Inventory Specialist
CONSENT AGENDA

ITEMS

July 25, 2023
# CARSON CITY SCHOOL DISTRICT - STAFF INFORMATION
## July 25, 2023
### ADMINISTRATIVE STAFF

#### NEW HIRES
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Subject</th>
<th>Location</th>
<th>Hire Date</th>
<th>New/Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shauna Wooldridge</td>
<td>Dean of Students</td>
<td>Carson High School</td>
<td>8/12/2016</td>
<td>Replacement</td>
</tr>
</tbody>
</table>

#### RESIGNATIONS/RETIREMENTS
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Subject</th>
<th>Location</th>
<th>Hire Date</th>
<th>Term Date</th>
<th>Resign/Retire</th>
</tr>
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<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CERTIFIED STAFF

#### NEW HIRES
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Subject</th>
<th>Location</th>
<th>Hire Date</th>
<th>New/Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawn Carson</td>
<td>Math Teacher</td>
<td>Carson High School</td>
<td>8/8/2023</td>
<td>Replacement</td>
</tr>
<tr>
<td>Donna Harker</td>
<td>5th Grade Teacher</td>
<td>Bordewich Bray Elementary School</td>
<td>8/8/2023</td>
<td>Replacement</td>
</tr>
<tr>
<td>Salvador Fernandez Hernandez</td>
<td>6th - 8th Grade Math Teacher</td>
<td>Carson Middle School</td>
<td>8/8/2023</td>
<td>Replacement</td>
</tr>
<tr>
<td>Katherine Hollowell</td>
<td>Kindergarten Teacher</td>
<td>Empire Elementary School</td>
<td>8/8/2023</td>
<td>Replacement</td>
</tr>
<tr>
<td>Nathan Marcucci</td>
<td>5th Grade Teacher</td>
<td>Mark Twain Elementary School</td>
<td>8/8/2023</td>
<td>Replacement</td>
</tr>
<tr>
<td>Annie Marantette</td>
<td>6th - 8th Grade Health Teacher</td>
<td>Eagle Valley Middle School</td>
<td>8/8/2023</td>
<td>Replacement</td>
</tr>
<tr>
<td>James Martineau</td>
<td>Alternative Standards Teacher</td>
<td>Bordewich Bray Elementary School</td>
<td>8/8/2023</td>
<td>Replacement</td>
</tr>
<tr>
<td>Mackenzie Murphy</td>
<td>Speech Language Pathologist</td>
<td>Student Support Services</td>
<td>8/8/2023</td>
<td>Replacement</td>
</tr>
<tr>
<td>Ashley Nguyen</td>
<td>3rd Grade Teacher</td>
<td>Mark Twain Elementary School</td>
<td>8/8/2023</td>
<td>Replacement</td>
</tr>
<tr>
<td>Mary Wright</td>
<td>Learning Disabled Sped. Teacher (OYO-Critical Labor Shortage)</td>
<td>Student Support Services</td>
<td>8/9/2023</td>
<td>Replacement</td>
</tr>
</tbody>
</table>

#### RESIGNATIONS/RETIREMENTS
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Subject</th>
<th>Location</th>
<th>Hire Date</th>
<th>Term Date</th>
<th>Resign/Retire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Lorion</td>
<td>Art Teacher</td>
<td>Pioneer Academy</td>
<td>8/11/2015</td>
<td>7/31/2023</td>
<td>Resignation</td>
</tr>
<tr>
<td>James Marrone</td>
<td>Social Worker</td>
<td>Empire Elementary School</td>
<td>8/30/2021</td>
<td>7/31/2023</td>
<td>Resignation</td>
</tr>
<tr>
<td>Patrick Turner</td>
<td>3rd Grade Teacher</td>
<td>Mark Twain Elementary School</td>
<td>8/17/2010</td>
<td>7/31/2023</td>
<td>Resignation</td>
</tr>
</tbody>
</table>
## Class Size Reduction Quarterly Report

### Kindergarten 2022-23

<table>
<thead>
<tr>
<th>School Name</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bordewich Bray Elementary</td>
<td>23:1</td>
<td>22:1</td>
<td>22:1</td>
<td>21:1</td>
</tr>
<tr>
<td>Empire Elementary</td>
<td>19:1</td>
<td>20:1</td>
<td>20:1</td>
<td>21:1</td>
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<tr>
<td>Fremont Elementary</td>
<td>21:1</td>
<td>21:1</td>
<td>21:1</td>
<td>21:1</td>
</tr>
<tr>
<td>Fritsch Elementary</td>
<td>18:1</td>
<td>17:1</td>
<td>17:1</td>
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</tr>
<tr>
<td>Mark Twain Elementary</td>
<td>21:1</td>
<td>20:1</td>
<td>21:1</td>
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</tr>
<tr>
<td>Seeliger Elementary</td>
<td>21:1</td>
<td>22:1</td>
<td>22:1</td>
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</tr>
</tbody>
</table>

### First Grade 2022-23

<table>
<thead>
<tr>
<th>School Name</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bordewich Bray Elementary</td>
<td>22:1</td>
<td>21:1</td>
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<tr>
<td>Empire Elementary</td>
<td>17:1</td>
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<tr>
<td>Fremont Elementary</td>
<td>20:1</td>
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<tr>
<td>Fritsch Elementary</td>
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<td>20:1</td>
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<tr>
<td>Mark Twain Elementary</td>
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<tr>
<td>Seeliger Elementary</td>
<td>19:1</td>
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</table>

### Second Grade 2022-23

<table>
<thead>
<tr>
<th>School Name</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
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</thead>
<tbody>
<tr>
<td>Bordewich Bray Elementary</td>
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<tr>
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<tr>
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</tbody>
</table>

### Third Grade 2022-23

<table>
<thead>
<tr>
<th>School Name</th>
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<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
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</thead>
<tbody>
<tr>
<td>Bordewich Bray Elementary</td>
<td>23:1</td>
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<tr>
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<tr>
<td>Fremont Elementary</td>
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<tr>
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### Fourth Grade 2022-23

<table>
<thead>
<tr>
<th>School Name</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
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</thead>
<tbody>
<tr>
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<tr>
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<tr>
<td>Mark Twain Elementary</td>
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<tr>
<td>Seeliger Elementary</td>
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</table>

### Fifth Grade 2022-23

<table>
<thead>
<tr>
<th>School Name</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
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</thead>
<tbody>
<tr>
<td>Bordewich Bray Elementary</td>
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<tr>
<td>Fremont Elementary</td>
<td>26:1</td>
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<td>26:1</td>
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<tr>
<td>Fritsch Elementary</td>
<td>19:1</td>
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</tr>
<tr>
<td>Mark Twain Elementary</td>
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<tr>
<td>Seeliger Elementary</td>
<td>22:1</td>
<td>22:1</td>
<td>23:1</td>
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</tr>
</tbody>
</table>
ENTITY: Carson City School District

QUARTER ENDING: 6/30/2023

DATE PREPARED: 7/18/2023

QUESTIONS REGARDING ECONOMIC CONDITIONS

Yes  No  Since the last filing: (3/31/2023)

1. [ ] [XX] Has any employer that accounts for 15% or more of the employment in the area closed or significantly reduced operations since the previous report? If yes, please provide details on page 2.

2. [ ] [XX] Has your entity experienced a cumulative increase or decrease of 10% or more in population or assessed valuation in the past two years? If yes, please provide details on page 2.

3. [ ] [XX] Has there been any significant event(s) in the region which could affect your entity positively? If yes, please provide details on page 2.

4. [ ] [XX] Has there been any significant event(s) in the region which could affect your entity negatively? If yes, please provide details on page 2.

5. [ ] [XX] Has anything significant occurred which could affect your expected level of revenues? If yes, please provide details on page 2.

QUESTIONS REGARDING OPERATIONS

6. [ ] [XX] Has the ending fund balance in your general (principal operating) fund had an unexplained, unbudgeted, or unanticipated decline for the past two fiscal years? If yes, please provide details on page 2.

7. [ ] [XX] Has the entity entered into any new debt arrangements since the previous report? If yes, please provide details on page 2.

8. [ ] [XX] Has the entity borrowed money to pay for current operations? If yes, please provide details on page 2.

9. [ ] [XX] Has the entity made an interfund loan(s) to pay for current operations? If yes, please provide details on page 2.

10. [ ] [XX] Has the entity failed to pay timely any contributions to governmental agencies for the benefits of its employees, (for example, PERS, Workmen's Comp or Federal taxes)? If yes, please provide details on page 2.

11. [ ] [XX] Has the entity failed to make timely payments for debt service, to vendors or others? If yes, please provide details on page 2.

12. [ ] [XX] Has the entity augmented the appropriated expenses for any proprietary fund since the previous report? If yes, please provide details on page 2.

13. Cash and cash equivalents (unaudited) as of quarter ending ______ 6/30/2023
   (Enterprise Fund(s) Only)
   
   Prior Year  Current Year
   0  0

14. General Fund Ending Balance (unaudited) as of quarter ending ______ 6/30/2023
   
   Prior Year  Current Year
   18,478,004  26,843,824

15. Cash and cash equivalents (unaudited) as of quarter ending ______ 6/30/2023
   (General Fund Only)
   
   Prior Year  Current Year
   16,642,351  27,210,288
DETAILS OF POSITIVE RESPONSES TO QUESTIONS ON PAGE 1

1-6. 

7. 

Date

Type

Amount


8. 

Date

Lender

Amount


9. 

Date

From Fund

To Fund

Amount


10-11. 

COPY


12. 

Date

Fund

Amount


13-15. 

PREPARED BY: William Sandahl/Accounting Manager
Name/Title
Signature

PERSON SIGNING CERTIFIES ALL INFORMATION PROVIDED IS TRUE & CORRECT FOR THE PERIOD INDICATED.

REVIEWS BY: Laurel Crossman, President
Name/Title
Signature
### Quarter 1 - Discipline Summary for Bullying/Cyberbullying

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Quarter 1 - Discipline Summary for State Reported Categories that Resulted in Suspension/Expulsion
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Quarter 4 - Discipline Summary for State Reported Categories that Resulted in Suspension/Expulsion
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CALL TO ORDER
The regular meeting of the Carson City School District Board of Trustees was called to order at 5:30 p.m. by President Crossman in the Robert Crowell Board Room, Community Center, 851 E. William Street, Carson City, Nevada.

ROLL CALL:
Members and Staff Present
Laurel Crossman, President
Lupe Ramirez, Clerk
Molly Walt, Member
Richard Varner, Member
Andrew Feuling, Superintendent
Tasha Fuson, Associate Superintendent, Educational Services
Dan Sadler, Associate Superintendent, Human Resources
Spencer Winward, Director, Fiscal Services
Renae Cortez, Executive Board Administrative Assistant
Ryan Russell, Legal Counsel

Members and Staff Present Remotely
Mike Walker, Member
Matt Clapham, Member

Members and Staff Absent
Joe Cacioppo, Vice President

ACTION TO ADOPT THE AGENDA
It was moved by Trustee Varner, seconded by Trustee Walt, that the Carson City School District Board of Trustees adopt the agenda as submitted; pulling Item 11. Trustee Crossman called for public comment; there was no public comment. Motion passed 6-1. (Trustee Cacioppo was not present for the vote and Trustees Clapham and Walker participated remotely.)

Trustee Crossman adjourned the meeting to closed session per NRS 288.220(4) to discuss labor relations with the District’s Management Representatives.

Trustee Crossman reconvened from closed session at 6:30 p.m.

Trustee Varner led the Pledge of Allegiance.

SUPERINTENDENT’S REPORT
Mr. Feuling explained that Item 11 was pulled, as ratification from the association was needed.

BOARD REPORTS
Trustee Walt thanked Mr. Feuling for meeting with her, along with staff from Carson City Parks and Recreation regarding the playground area at Empire Elementary School.

Trustee Crossman reported that Trustees Clapham and Walker were participating in the meeting remotely, and excused Trustee Cacioppo as he was on vacation.

ASSOCIATION REPORTS
There were no association reports.
PUBLIC COMMENT
Trustee Crossman called for public comment that was provided in person, and electronically via email, which will be included in the permanent record. Trustee Crossman explained that everyone will be given three minutes to provide their comment.

There was no public comment.

PRESENTATION AND POSSIBLE ACTION TO APPROVE THE RENEWAL OF PROPERTY/CASUALTY INSURANCE PACKAGE WITH NEVADA PUBLIC AGENCY INSURANCE POOL FOR A TOTAL PROGRAM COST INCLUDING ALL POOL SERVICES NOT TO EXCEED $912,552.70, SELF-INSURANCE BOND IN AN AMOUNT NOT TO EXCEED $3,740 AND EXCESS WORKERS COMPENSATION POLICY WITH STAR INSURANCE COMPANY IN THE AMOUNT OF $44,267, FOR JULY 1, 2023 THROUGH JUNE 30, 2024, AS BUDGETED

Mrs. Ann Cyr, Risk Manager introduced Mr. Ryan Garventa, Vice President of Sales, Alpine Insurance and Mr. Steven Romero with Nevada Public Agency Insurance Pool.

Mr. Garventa presented the insurance package for renewal with the Nevada Public Agency Insurance Pool, which included property and casualty insurance, self-insurance bond and excess worker’s compensation policy for July 1, 2023 through June 30, 2024. Mr. Garventa summarized things that have impacted insurance costs nationwide, as well as in Nevada; wild fires, flooding, etc.

Mr. Garventa explained that the District had a property value increase due to an appraisal that was completed last year that resulted in a 7% increase in exposure. In addition, casualty rates for schools is up slightly and there was an increase in staffing. There was a reduction in reinsurance, as well as a reduction in the bond.

Mr. Romero recognized Mrs. Cyr for being a member on the Executive Committee for the Nevada Public Agency Insurance Pool. Mr. Romero explained that he goes out to market the property and casualty insurance each year to ensure the best rates and offerings for all members.

Mr. Romero provided a Summary of Services:
- Assessment of the Emergency Operations Plan was $8,000 at no cost to the District.
- Grants were applied for; over $8,000 was received over the last two years.
- Contract services are provided; phishing campaign was completed and the District had a perfect user rate. There are approximately 1,031 users in the program.
- E-learning platforms are provided to staff; 5,483 courses were assigned last year and 4,325 were completed.
- Services provided in fiscal year 2022-2023 total approximately $63,000.
- A safety plan and Human Resources services were provided.

Trustee Varner asked for additional information regarding the rate increase. Mr. Garventa explained that there was a 15% rate increase. Trustee Varner confirmed that there were no changes to the deductible and asked for information on the number of claims last year. Mrs. Cyr explained that the number of claims were average; no increase in the frequency of claims. Trustee Varner asked for information on the types of claims. Mr. Romero explained that the increase was not a result of claims. Mrs. Cyr explained that there have been several property claims and workplace employee injuries, which are covered under the workers compensation insurance, which the District is self-insured.

Trustee Walt asked for information on the number of responses that were received from the “market” outside of the Pool. Mr. Garventa explained that there was some interest, nothing firm was received; may be able to get close to current limits, however, the open market will dictate the market in the future. Concerns of leaving the Pool were expressed, which would include the potential change in buying power, along with the uncertainty of similar coverage if there’s a change to another company. Mrs. Cyr explained that the Pool shops all lines of coverage that is packaged together. Mr. Romero explained that the District has $333 million in property value; when he went to market, he had $6.5 billion in property value from other members in the Pool.
Trustee Varner explained that the Nevada Association of School Boards (NASB) is putting together a Certified Public Officer course and asked if the Pool will be involved. Mr. Romero did not have an update or additional information.

It was moved by Trustee Varner, seconded by Trustee Walt that the Carson City School District Board of Trustees approve, as submitted, the proposed renewal of property/casualty insurance package with Nevada Public Agency Insurance Pool for a total program cost including all Pool Services not to exceed $912,552.70, Self-Insurance Bond in an amount not to exceed $3,740 and excess Workers Compensation Policy with Star Insurance Company in the amount of $44,267 for July 1, 2023 through June 30, 2024, as budgeted. Trustee Crossman called for public comment; there was no public comment. Motion passed 6-1. (Trustee Cacioppo was not present for the vote and Trustees Clapham and Walker participated remotely.)

DISCUSSION AND POSSIBLE ACTION TO APPROVE RENEWAL OF AGREEMENT BETWEEN CHARTWELLS FOOD SERVICE MANAGEMENT CONSULTANT AND THE CARSON CITY SCHOOL DISTRICT FROM JULY 1, 2023 TO JUNE 30, 2024 AT A COST TO THE DISTRICT OF AN ADMINISTRATIVE FEE NOT TO EXCEED $6,036 PER MONTH FOR 10 MONTHS AND A MANAGEMENT FEE NOT TO EXCEED $0.966 PER MEAL WITH FUNDING TO COME FROM THE NUTRITION FUND

Mr. Spencer Winward, Director, Fiscal Services presented the renewal of the agreement between Chartwells Food Service Management Consultant (FSMC) and the Carson City School District for July 1, 2023 to June 30, 2024. The contract reflects a negative loss of ($20,800). District staff and members of management are happy with the service provided.

Trustee Walt asked for additional information regarding the fresh fruit and vegetables program. Mr. Winward explained that the fresh fruit and vegetables program is a Nevada Department of Agriculture (NDA) grant program; Chartwells provides fresh fruit and vegetables through their purchasing sources.

Trustee Varner referred to parent concerns regarding pre-packaged cereal provided to students that may have excess sugar. Mr. Winward explained that items served from Chartwells meet the required nutritional guidelines.

It was moved by Trustee Ramirez, seconded by Trustee Varner that the Carson City School District Board of Trustees approve renewal of agreement between Chartwells Food Service Management Consultant and the Carson City School District from July 1, 2023 through June 30, 2024 at a cost to the District of an Administrative Fee not to exceed $6,036 per month for 10 months and a Management Fee not to exceed $0.966 per meal with funding to come from the Nutrition Fund. Trustee Crossman called for public comment; there was no public comment. Motion passed 6-1. (Trustee Cacioppo was not present for the vote and Trustees Clapham and Walker participated remotely.)

DISCUSSION AND POSSIBLE ACTION ON RECOMMENDED APPROVAL OF THE JULY 1, 2023 TO JUNE 30, 2025 TENTATIVE AGREEMENT WITH THE FOLLOWING CARSON CITY SCHOOL DISTRICT BARGAINING GROUP; ORMSBY COUNTY EDUCATION ASSOCIATION (OCEA) WITH A POSSIBLE FISCAL IMPACT OF $6,558,688, AS BUDGETED

This item was pulled from the agenda.

DISCUSSION AND POSSIBLE ACTION ON RECOMMENDED APPROVAL OF THE JULY 1, 2023 TO JUNE 30, 2025 TENTATIVE AGREEMENT WITH THE FOLLOWING CARSON CITY SCHOOL DISTRICT BARGAINING GROUP; CARSON CITY ADMINISTRATORS ASSOCIATION (CCAA) WITH A POSSIBLE FISCAL IMPACT OF $632,662, AS BUDGETED

Mr. Feuling explained that all bargaining groups agreed to a one year contract last year that did not include a pay increase.

Mr. Feuling explained that the tentative agreement with Carson City Administrators Association (CCAA) is ratified and summarized the agreement:

- Term: July 1, 2023 – June 30, 2025;
Salary: FY24 $10,500 per staff increase; FY25 $2,000 per staff increase;
Language cleanup and clarification;
Fiscal Impact $632,662.

Mr. Feuling acknowledged Dr. Jennifer Ward, President, CCAA and other members for their work efforts during the negotiation process.

Trustee Walker expressed his appreciation for the opportunity to provide compensation to staff salaries.

In comparing the agreements, Trustee Walt referred to Section 1.13, Regular Work Day and asked for additional information. Mr. Winward explained that the expectation for administrators has not changed, it provides clarity on what is used for calculations; used sick leave, annual leave, etc. Trustee Walt referred to educational increments and asked for additional information regarding the percentage in the previous agreement vs. a flat rate in the updated agreement. Mr. Feuling explained that the educational increments will be reflected in the salary schedule.

Trustee Walt referred to salary increases in various positions and commented on the differences in the percentage of increases. Mr. Feuling explained that with the application of a dollar amount, it negates the need to apply a percentage to the varied columns.

It was moved by Trustee Walker, seconded by Trustee Walt that the Carson City School District Board of Trustees approve the July 1, 2023 to June 30, 2025 Tentative Agreement with the following Carson City School District Bargaining Groups; Carson City Administrators Association (CCAA), with a possible fiscal impact of $632,662, as submitted. Trustee Crossman called for public comment; there was no public comment. Motion passed 5-1-1. (Trustee Cacioppo was not present for the vote and Trustees Clapham and Walker participated remotely. Trustee Clapham voted Nay.)

DISCUSSION AND POSSIBLE ACTION ON A RESOLUTION TO APPROVE AN AMENDED FINAL BUDGET FOR FY2023-2024, TO INCLUDE REVISIONS FOR CERTIFIED ENROLLMENT, AUDITED FUND BALANCE, CARRY FORWARD AMOUNTS, USE OF CONTINGENCY FUNDS AND RECOMMENDED AUGMENTATIONS TO SPECIFIC FUNDS

Mr. Winward presented the amended final budget for fiscal year 2023-2024, which included a power point presentation, and various colored graphs. (A copy is included in the permanent record.)

Mr. Winward explained that upon the completion of the 82nd Session of the Nevada Legislature there was a historic increase in funding education statewide by 26.18%; District increase over last biennium is 17.96%. With the increase, the District is able to exit “Hold Harmless” 3-4 years ahead of the projected schedule. Trustee Varner asked for additional information regarding the amount of money it will take to get out of “Hold Harmless”. Mr. Winward did not have an exact amount, but provided an estimated amount of $3 to $4 million.

Mr. Winward referred to several trends that impact the budget:
- Enrollment continues to decrease;
- School Debt Tax Rate has not changed since 2011;
- School operating amount is rolled into the Pupil Centered Funding Plan (PCFP) fund;
- Ad Valorem assessed valuation have had similar increases from FY2015 to now; valuation is more than $2 billion.

All Fund Revenues (minus transfers):
- General fund – 54%
- Nutrition Services – 3%
- Federal Grants – 8%
- Bonds –17%
- Special Education – 4%
- Class Size Reduction – 0%
- Debt Service – 6%
All Fund Expenditures by Object Area (minus transfers and bond funds):
- Salaries and Wages – 45%
- Services, supplies, other – 27%
- Benefits – 22%
- Transfers – 6%

General Fund Balance:
- Opening fund balance for fiscal year 2024 = $9,335,443
- Projected revenues = $79,707,745
- Projected expenses with carryforward amount of $201,000 from departments and schools totaling $80,654,345
- Deficit of ($946,600)
- Projected ending fund balance for fiscal year 2024 = $8,388,843; 10.40% of total expenditures

General Fund Expenditures by Object Area (minus transfers):
- Salaries & Wages – 59%
- Benefits – 28%
- Services, Supplies, Other – 13%

Mr. Winward provided information for unclassified pay increases for various positions for fiscal year 2024, along with some new positions from the general fund:
- 4 secondary campus monitors to increase student/staff safety.
- 2 dedicated in-school suspension positions for Carson Middle and Eagle Valley Middle Schools.
- 2 Teachers on Special Assignment (TOSA)/Deans at Carson High School and Carson Middle School.
- 1 School Resource Officer (SRO) contracted through the Carson City Sheriff’s Office.
- 4 elementary teaching positions and 12 elementary paraprofessionals; 2 per school to provide support for Governor Lombardo’s standards on Nevada’s Read by Grade 3 (RBG3) program.

Trustee Walt asked for additional information regarding the number of SROs in the District. Mr. Winward explained that the additional SRO brings the total to 7, with one having administrative responsibilities.

Trustee Varner asked for additional information on the 2 TOSA/Dean positions. Mr. Winward confirmed that the new TOSA/Dean positions would be an addition to the current staff at Carson High School and Carson Middle School. Mr. Feuling explained that a behavioral analysis was completed at both schools, which assisted in the decision.

New positions from other funds:
- 4 new English Learner (EL) paraprofessional positions using EL Funds
- 1 new EL Teacher using EL funds

Elementary and Secondary Emergency Relief (ESSER) Fund positions moving to other funds in fiscal year 2024:
- 1 Work-Based Learning Coordinator to the general fund
- 1 Counselor at Carson High School to the general fund
- 8 EL Paraprofessional positions to the EL fund
- 10 Interventionists to the At-Risk fund

Trustee Varner asked for additional information regarding the movement of positions from the ESSER funds; how much money will be left over and how will it be used. Mr. Feuling explained that some of the funds will be used to provide mental health services; CareSolace, a mental health coordination service for students, families, staff, etc. In addition, staff is looking at providing online tutoring services 24/7 for students in grades 6-12 with a company called Paper, and a significant portion of ESSER III funds has to be used towards learning loss.
Trustee Walt inquired about cost savings if the 10 Interventionists were not moved from the general fund. Mr. Feuling explained that the projected cost for the Interventionists is approximately $1 million, which will be moved to the At-Risk fund, not the general fund. Trustee Walt asked for additional information regarding revenue for the PCFP plan. Mr. Winward explained that funding for the At-Risk fund comes from the PCFP plan; funding is allocated to the District based on the State’s definition of an “at-risk” student.

Trustee Walt expressed concerns with having 10 Interventionists when there is a need for teachers and asked for additional information regarding the work they do each day. Mrs. Tasha Fuson, Associate Superintendent, Educational Services commented on how positions were allocated, however, through prioritizing their staff, some administrators did not have an interventionist. In addition, each administrator manages their intervention program differently; elementary students are pulled-out of class for “What I Need” time, behavioral support is provided, etc. The Interventionists are used to best fit the needs of each individual school; some schools hired teachers and others hired paraprofessionals. Trustee Walt confirmed that an Interventionist supports the Multi-Tiered Systems of Support (MTSS) program.

Trustee Varner confirmed that the deficit of $1.9 million includes the $1 million contingency fund and expressed concerns with having a deficit after having a 17% increase in funding. Trustee Varner explained that he would like to see a balanced budget.

Trustee Walker confirmed that the work of an Interventionist varies at each school and asked for additional information regarding the number that do not have student contact time. Mrs. Fuson explained that each elementary school uses their “Title” budgets to pay for Instructional Coaches, who assist with curriculum and provide teacher support, etc.; Instructional Coaches are not Interventionists. Mrs. Fuson acknowledged Dr. Jennifer Ward, Principal, Fremont Elementary School for how she’s used her Interventionists.

Trustee Walt expressed concerns with the deficit.

It was moved by Trustee Varner, seconded by Trustee Walker, that the Carson City School District Board of Trustees adopt the Amended Final Budget for Fiscal Year 2023-2024 by approving the Resolution and Transmittal Letter and further instruct the Director of Fiscal Services to file the necessary documents to comply with NRS Chapter 354. Trustee Crossman called for public comment; there was no public comment. Motion passed 6-1. (Trustee Cacioppo was not present for the vote and Trustees Clapham and Walker participated remotely.)

DISCUSSION ON THE NEVADA ASSOCIATION OF SCHOOL BOARDS (NASB) NOMINATIONS TO BE CONSIDERED FOR RECOGNITION DURING THE 2023 ANNUAL CONFERENCE

Trustee Crossman explained that the Nevada Association of School Boards (NASB) nominations, along with letters of support for the respective categories are due by August 4, 2023 to be considered during the annual NASB conference.

Trustee Walt asked for clarification on the nomination information. Trustee Crossman explained that in some cases, supporting material has been included with the nomination letter. Trustee Crossman summarized the nomination process; one nomination in each category is agreed upon and submitted on behalf of the District and the person making the nomination typically writes the nomination letter.

For clarification, Trustee Walker explained that some categories allow for two nominations per District.

Trustee Walker suggested the following nominees:
- Mrs. Tasha Fuson, District Level Administrator Impacting Student Achievement
- Trustee Varner, NASB Director of the Year
Trustee Walt suggested the following nominee:
- Mr. Bob Chambers, Principal, Carson High School for School Administrator of the Year

Trustee Varner suggested the following nominee:
- Mrs. Cheryl Richetta, Principal, Bordewich Bray Elementary School for School Administrator of the Year

For the record, Mr. Russell noted that the Board is discussing possible nominations to be considered for the NASB conference, not taking formal action.

Trustee Walker suggested that the Trustees email their proposed nominees to Mrs. Renae Cortez, rcortez@carson.k12.nv by July 11, 2023.

**APPROVAL OF CONSENT AGENDA**

It was moved by Trustee Walt, seconded by Trustee Ramirez that the Carson City School District Board of Trustees approve the consent agenda as submitted. Trustee Crossman called for public comment; there was no public comment. Motion passed 6-1. (Trustee Cacioppo was not present for the vote and Trustees Clapham and Walker participated remotely.)

**INFORMATIONAL ITEMS**

There were no additional informational items.

**REQUEST FOR FUTURE AGENDA TOPICS**

Present agenda items to Mr. Andrew Feuling or President Crossman.

Trustee Walt would like to discuss the process for scheduling the multi-purpose field at Carson High School.

**ANNOUNCEMENT OF MEETINGS**

The next regular meeting of the Carson City School District Board of Trustees will be on Tuesday, July 11, 2023.

**ADJOURNMENT**

There will be no further business to come before the members of the Board in public meeting; President Crossman declared the meeting adjourned at 7:49 p.m.

Lupe Ramirez, Clerk

Date
CARSON CITY SCHOOL DISTRICT VOUCHER

Voucher No: 1206  Voucher Date: 06/28/2023  Prepared By:  

CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY SCHOOL DISTRICT funds for the sum of $651,820.88 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.

Spencer B. Winward  Fiscal Services Director
Laurel Crossman  President
Joe Cacioppo  Vice President
Lupe Ramirez  Clerk
Michael Walker  Member
Richard Varner  Member
Molly Walt  Member
Matt Clapham  Member

CARSON CITY SCHOOL DISTRICT

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$651,820.88
# Carson City School District

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Check Listing

Fiscal Year: 2022-2023

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Total Amount: $651,820.88

End of Report
CARSON CITY SCHOOL DISTRICT VOUCHER

Voucher No: 62  Voucher Date: 06/30/2023  Prepared By: [Signature]

CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY SCHOOL DISTRICT funds for the sum of $39,941.38 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.

__________________________
Spencer B. Winward
Fiscal Services Director

Laurel Crossman
President

Joe Cacioppo
Vice President

Lupe Ramirez
Clerk

Michael Walker
Member

Richard Varner
Member

Molly Walt
Member

Matt Clapham
Member

CARSON CITY SCHOOL DISTRICT

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## Check Listing

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# Check Listing

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**Total Amount:** $39,941.38  
**End of Report**
CARSON CITY SCHOOL DISTRICT VOUCHER

Voucher No: 1208 Voucher Date: 06/29/2023 Prepared By: 

CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY SCHOOL DISTRICT funds for the sum of $4,120.09 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.

__________________________
Spencer B. Winward Fiscal Services Director

Laurel Crossman President

Joe Cacioppo Vice President

Lupe Ramirez Clerk

Michael Walker Member

Richard Verner Member

Molly Walt Member

Matt Clapham Member

CARSON CITY SCHOOL DISTRICT

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$4,120.09
### Check Listing

**Fiscal Year:** 2022-2023

**Criteria:**
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- From Voucher: 1208
- To Check: 189305
- To Voucher: 1208
- From Date: 6/29/2023
- To Date: 6/29/2023

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**Total Amount:** $4,120.09

**End of Report**
CARSON CITY SCHOOL DISTRICT VOUCHER

Voucher No: 1210   Voucher Date: 07/11/2023   Prepared By: [Signature]

CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY
SCHOOL DISTRICT funds for the sum of $1,061,820.82 on account of obligations incurred for value
received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.

Spencer B. Winward   Fiscal Services Director

Laurel Crossman   President

Joe Cacioppo   Vice President

Lupe Ramirez   Clerk

Michael Walker   Member

Richard Varner   Member

Molly Walt   Member

Matt Clapham   Member

CARSON CITY SCHOOL DISTRICT

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$1,061,820.82
## Check Listing

**Carson City School District**

**Fiscal Year:** 2022-2023

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- **To Date:** 7/11/2023
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- **To Check:** 189413
- **From Voucher:** 1210
- **To Voucher:** 1210

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## Check Listing

**Carson City School District**

**Fiscal Year:** 2022-2023

**Criteria:**
- **Bank Account:** Wells Fargo Operating Account 9244264322
- **From Date:** 7/11/2023
- **To Date:** 7/11/2023
- **From Check:** 189308
- **To Check:** 189413
- **From Voucher:** 1210
- **To Voucher:** 1210

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### Carson City School District

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- **To Date:** 7/11/2023
- **From Check:** 189308
- **To Check:** 189413
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# Carson City School District

## Check Listing

**Fiscal Year:** 2022-2023  
**Criteria:**  
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**To Date:** 7/11/2023  
**From Check:** 189308  
**To Check:** 189413  
**From Voucher:** 1210  
**To Voucher:** 1210

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**Total Amount:** $1,061,820.82

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Printed: 07/11/2023 3:08:39 PM  
Report: rptGLCheckListing  
2022.3.22  
Page: 5
CARSON CITY SCHOOL DISTRICT VOUCHER

Voucher No: 1000  Voucher Date: 07/11/2023  Prepared By: [Signature]

CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY SCHOOL DISTRICT funds for the sum of $282,503.36 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (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.

Spencer B. Winward  Fiscal Services Director

Laurel Crossman  President

Joe Cacioppo  Vice President

Lupe Ramirez  Clerk

Michael Walker  Member

Richard Varner  Member

Molly Walt  Member

Matt Clapham  Member

CARSON CITY SCHOOL DISTRICT

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Created By: DTenorio  Posted By: DTenorio  Date: 07/11/2023 14:20:40  Page: 1
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Voucher No: 1000  Voucher Date: 07/11/2023
## Check Listing

**Fiscal Year:** 2023-2024

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# Check Listing

**Carson City School District**

**Fiscal Year:** 2023-2024

**Criteria:**

**Bank Account:** Wells Fargo Operating Account 9244264322

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**Total Amount:** $282,503.36

**End of Report**

CARSON CITY SCHOOL DISTRICT VOUCHER

Voucher No: 64  Voucher Date: 07/14/2023  Prepared By: [Signature]

CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY SCHOOL DISTRICT funds for the sum of $20,418.70 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.

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Spencer B. Winward  Fiscal Services Director

Laurel Crossman  President

Joe Cacioppo  Vice President

Lupe Ramirez  Clerk

Michael Walker  Member

Richard Varner  Member

Molly Walt  Member

Matt Clapham  Member

CARSON CITY SCHOOL DISTRICT

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$20,418.70
# Check Listing

**Carson City School District**

**Fiscal Year:** 2022-2023

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- **From Date:** 7/14/2023
- **To Date:** 7/14/2023
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- **To Check:** 189465
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- **To Voucher:** 64

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**Total Amount:** $20,418.70

**End of Report**
CARSON CITY SCHOOL DISTRICT VOUCHER

Voucher No: 1214  Voucher Date: 07/12/2023  Prepared By: [Signature]

CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY SCHOOL DISTRICT funds for the sum of $521,722.70 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.

[Signature]

Spencer B. Winward  Fiscal Services Director

Laurel Crossman  President

Joe Cacioppo  Vice President

Lupe Ramirez  Clerk

Michael Walker  Member

Richard Varner  Member

Molly Walt  Member

Matt Clapham  Member

CARSON CITY SCHOOL DISTRICT

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**Total:** $521,722.70
## Check Listing

**Carson City School District**

**Fiscal Year:** 2022-2023

**Criteria:**
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- **To Date:** 7/12/2023
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### Check Listing

**Fiscal Year:** 2022-2023

**Bank Account:** Wells Fargo Operating Account 9244264322

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**Total Amount:** $521,722.70

End of Report
CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY SCHOOL DISTRICT funds for the sum of $9,253.03 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.

Spencer B. Winward  
Fiscal Services Director

Laurel Crossman  
President

Joe Cacioppo  
Vice President

Lupe Ramirez  
Clerk

Michael Walker  
Member

Richard Varner  
Member

Molly Walt  
Member

Matt Clapham  
Member

CARSON CITY SCHOOL DISTRICT

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$9,253.03
## Check Listing

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- **To Voucher:** 1211

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**Total Amount:** $9,253.03

End of Report
CARSON CITY SCHOOL DISTRICT VOUCHER

Voucher No: 1  Voucher Date: 07/14/2023  Prepared By: [Signature]

CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY SCHOOL DISTRICT funds for the sum of $16,870.71 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (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.

Spencer B. Winward  Fiscal Services Director
Laurel Crossman  President
Joe Cacioppo  Vice President
Lupe Ramirez  Clerk
Michael Walker  Member
Richard Varner  Member
Molly Wait  Member
Matt Clapham  Member

CARSON CITY SCHOOL DISTRICT

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<th>Fund</th>
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$16,870.71
# Carson City School District

## Check Listing

**Fiscal Year:** 2023-2024

**Criteria:**
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- **From Date:** 7/14/2023
- **To Date:** 7/14/2023
- **From Check:** 189494
- **To Check:** 189502
- **From Voucher:** 1
- **To Voucher:** 1

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**Total Amount:** $16,870.71

**End of Report**
CARSON CITY SCHOOL DISTRICT VOUCHER

Voucher No: 1004  Voucher Date: 07/11/2023  Prepared By: [Signature]

CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY SCHOOL DISTRICT funds for the sum of $86,044.21 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (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.

__________________________________________
Spencer B. Winward  Fiscal Services Director

Laurel Crossman  President

Joe Cacioppo  Vice President

Lupe Ramirez  Clerk

Michael Walker  Member

Richard Varner  Member

Molly Walt  Member

Matt Clapham  Member

CARSON CITY SCHOOL DISTRICT

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**Total:** $86,044.21
# Check Listing

**Carson City School District**

**Fiscal Year:** 2023-2024

**Criteria:**
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- **To Date:** 7/11/2023
- **From Check:** 189503
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Carson City School District

Check Listing

Fiscal Year: 2023-2024

Criteria:
Bank Account: Wells Fargo Operating Account 9244264322

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Total Amount: $86,044.21

End of Report
CARSON CITY SCHOOL DISTRICT VOUCHER

Voucher No: 1001  Voucher Date: 07/12/2023  Prepared By: 

CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY SCHOOL DISTRICT funds for the sum of $101.59 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (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.

Spencer B. Winward  Fiscal Services Director

Laurel Crossman  President

Joe Cacioppo  Vice President

Lupe Ramirez  Clerk

Michael Walker  Member

Richard Varner  Member

Molly Walt  Member

Matt Clapham  Member

CARSON CITY SCHOOL DISTRICT

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$101.59
Carson City School District

Check Listing

Fiscal Year: 2023-2024

Criteria:
Bank Account: Wells Fargo Operating Account 9244264322

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Total Amount: $101.59

End of Report
CARSON CITY SCHOOL DISTRICT VOUCHER

Voucher No: 65  Voucher Date: 07/14/2023  Prepared By: 

CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY SCHOOL DISTRICT funds for the sum of $2,786.83 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.

Spencer B. Winward  Fiscal Services Director
Laurel Crossman  President
Joe Cacioppo  Vice President
Lupe Ramirez  Clerk
Michael Walker  Member
Richard Varner  Member
Molly Wait  Member
Matt Clapham  Member

CARSON CITY SCHOOL DISTRICT

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$2,786.83
Carson City School District

Check Listing

Fiscal Year: 2022-2023

Criteria:
Bank Account: Wells Fargo Operating Account 9244264322

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Total Amount: $2,786.83

End of Report
CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY SCHOOL DISTRICT funds for the sum of $9,403.96 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.

Spencer B. Winward  Fiscal Services Director

Laurel Crossman  President

Joe Cacioppo  Vice President

Lupe Ramirez  Clerk

Michael Walker  Member

Richard Varner  Member

Molly Wait  Member

Matt Clapham  Member

CARSON CITY SCHOOL DISTRICT

<table>
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<th>Fund</th>
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$9,403.96
### Carson City School District

#### Check Listing

**Fiscal Year:** 2022-2023

**Criteria:**

**Bank Account:** Wells Fargo Operating Account 9244264322

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**Total Amount:** $9,403.96

**End of Report**
CARSON CITY SCHOOL DISTRICT VOUCHER

Voucher No: 1207    Voucher Date: 06/30/2023    Prepared By: 

CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY
SCHOOL DISTRICT funds for the sum of $1,239,517.67 on account of obligations incurred for value
received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.

Spencer B. Winward  Fiscal Services Director

Laurel Crossman  President

Joe Cacioppo  Vice President

Lupe Ramirez  Clerk

Michael Walker  Member

Richard Varner  Member

Molly Wait  Member

Matt Ciapham  Member

CARSON CITY SCHOOL DISTRICT

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$1,239,517.67
## Check Listing

Fiscal Year: 2022-2023

**Criteria:**  
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**Total Amount:** $1,239,517.67

End of Report
CARSON CITY SCHOOL DISTRICT VOUCHER

Voucher No: 1219  Voucher Date: 07/25/2023  Prepared By: Stephen

CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY SCHOOL DISTRICT funds for the sum of $48,915.77 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (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.

Spencer B. Winward  Fiscal Services Director
Laurel Crossman  President
Joe Cacioppo  Vice President
Lupe Ramirez  Clerk
Michael Walker  Member
Richard Varner  Member
Molly Wait  Member
Matt Clapham  Member

CARSON CITY SCHOOL DISTRICT

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Carson City School District

Check Listing

Fiscal Year: 2022-2023

Criteria:
Bank Account: Wells Fargo Operating Account 9244264322

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Total Amount: $48,915.77

End of Report
CARSON CITY SCHOOL DISTRICT VOUCHER

Voucher No: 1005  Voucher Date: 07/25/2023  Prepared By: 

CARSON CITY SCHOOL DISTRICT is hereby authorized to draw warrants against CARSON CITY SCHOOL DISTRICT funds for the sum of $803,895.66 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (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.

Spencer B. Winward  Fiscal Services Director
Laurel Crossman  President
Joe Cacioppo  Vice President
Lupe Ramirez  Clerk
Michael Walker  Member
Richard Varner  Member
Molly Walt  Member
Matt Clapham  Member

CARSON CITY SCHOOL DISTRICT

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$803,895.66
## Check Listing

**Carson City School District**

**Fiscal Year:** 2023-2024  
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**To Date:** 7/25/2023  
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**Date:** 2022.3.22
## Check Listing

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- **To Date:** 7/25/2023
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- **To Check:** 189618
- **From Voucher:** 1005
- **To Voucher:** 1005

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## Check Listing

**Carson City School District**

**Fiscal Year:** 2023-2024

**Criteria:**
- **Bank Account:** Wells Fargo Operating Account 9244264322
- From Date: 7/25/2023  
- To Date: 7/25/2023
- From Check: 189560  
- To Check: 189618
- From Voucher: 1005  
- To Voucher: 1005

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**Total Amount:** $803,895.66

**End of Report**
SCHOOL BOARD
MEETING

July 25, 2023

Informational Items – A
Notification of Changes in the Classified and Nursing Staff, including New Hires and Terminations
CARSON CITY SCHOOL DISTRICT - STAFF INFORMATION  
July 25, 2023

CLASSIFIED STAFF

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