

**BOARD OF EDUCATION
PYRAMID LAKE JUNIOR/SENIOR HIGH SCHOOL
BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

SECTION 1: THE BOARD OF EDUCATION

BOARD POLICIES

1.00 THE BOARD OF EDUCATION POLICIES

The Board of Education, hereafter referred to as the "Board," recognizes that it performs an essential and vital role in the governance of Pyramid Lake Junior/Senior High School, hereafter referred to as the "School." It also recognizes the importance of working closely with the administration of the school in the support of student learning and the responsible oversight of all school resources.

Policies Pertaining to the Board:

1. In making decisions the Board shall maintain as its first priority the improvement of teaching and learning for students.
2. In conducting its duties the Board always shall be mindful of the welfare of students and staff.
3. In all its decision-making, the involvement of parents in their children's education will always be encouraged.

BOARD PROCEDURES

1.01 NAME

The name of the school, located on the Pyramid Lake Paiute Indian Reservation in Nixon, Nevada shall be Pyramid Lake Junior/Senior High School.

1.02 AUTHORITY

The School is organized and administered in accordance with provisions of the Constitution and By-Laws of the Pyramid Lake Paiute Tribe (when applicable), and the Board, the laws of the State of Nevada (when applicable) and the Constitution of the United States.

The School is a legally organized school with powers invested in a five-member Board. The Tribal Council appoints one Tribal Council member to sit on the Board of Education along with four elected Board Members. Except for the Board member appointed by the Tribal Council, the Board will be chosen by community elections, held during the Annual Tribal Election in December.

In order to be considered as a candidate:

- At least 18 years of age;
- Employees must submit their notification of candidacy to the Principal and if elected must resign from their School employment before taking office.

Prospective candidates of the Board of Education must file a letter of intent to run for a position on the Board with the Tribal Secretary.

1.03 TERMS OF OFFICE

Board members shall be elected to staggered terms of three years. Board members may be reelected to office.

Any vacancy of a member shall be offered to the candidate that had the next highest vote totals at the last election. If the candidate does not accept, it will be offered to the candidate with the next highest vote total.

A successful candidate that fails a background investigation or if he/she cannot meet Federal or State requirements for serving as a Board member will not be eligible to be sworn into office. A candidate will take the Oath of Office at the following Board meeting following their successful completion of all employment requirements.

The Board at the next regular meeting may replace any Board member missing three regular Board meetings without excuses deemed valid by the Board. At least ten days prior to the Board's action; notice shall be delivered to the member by certified mail.

Pyramid Lake Junior/Senior High School is committed to supporting new Board members in their successful transition on the school Board. Each new Board member will go through an orientation process during their first three months of service that will be coordinated through the Principal and Board.

1.04 MEETINGS OF THE BOARD

There shall be regular and special meetings. All regular and special meetings shall be open to the public. Regular meetings will be held at 5:30 p.m. on the second (2nd) Tuesday of every month at the School unless otherwise stated in the notice.

Special meetings of the Board may be called at any time at the request of three members, the Board Chairperson, or the Principal. The purpose or topic of the Call for Special Meetings will be presented to the full Board for approval to schedule a Special Meeting. The Principal will give notice of any meeting to all Board members at least seventy-two (72) hours prior to the meeting. Said notice will be posted at the Nixon and Wadsworth Post Offices, and all other areas in which current students of Pyramid Lake Junior/Senior High School reside. Special meetings will be held at the School unless otherwise stated in the notice.

When the nature of the business to be discussed is related to the legal matters of the School or employees, character, alleged professional competence or physical or mental health of a person, the Board shall meet in executive session which will be open only to such persons as the Board may designate, provided that no official action will be taken other than at regular or special meetings. An executive session can only be called during a regular or special Board meeting and the purpose of the session must be stated prior to recess into the executive session.

1.05 QUORUM

Any three members of the Board shall constitute a quorum for all regular and special meetings. A quorum must be present before any action may be taken.

1.06 TRANSACTION OF BUSINESS OUTSIDE OF MEETINGS

Any statement or action by an individual Board member in the name of the Board shall be null and void.

1.07 ORDER OF BUSINESS

The order of business for all regular meetings shall be:

- A. Call to Order
- B. Roll Call
- C. Approval of Agenda
Public Comment
- D. Business
Routine Business
Old Business
New Business
- E. Information – From Staff
- F. Adjournment

1.08 VOTING

All voting shall be on the basis of a motion duly made and seconded. A majority of the votes cast shall be necessary for approving or defeating a motion. Apart from the Chairperson, all members of the Board must vote on all motions or abstain. In the event of a tie vote the Chairperson will vote to break the tie.

1.09 AMENDMENTS TO BOARD POLICIES

Established Board policy may be amended by a majority of vote of the Board members at a regular or special meeting called for that purpose. Copies of all proposed amendments shall be distributed to the Board Members at least 72 hours prior to the meeting, The Board will review and propose revisions to the draft as needed, The Board will, by motion, approve posting of the final draft for the required 30 day posting period.

The proposed amendments must also be posted in the Tribal office and the Post Offices on the Pyramid Lake Indian Reservation and on any and all official School and Tribal websites or social media platforms. The official thirty day count, however, will begin on and confirmed through a dated certification such as "Posted this day of ____ in the post offices and Tribal Offices."

1.10 AGENDA, MINUTES AND MEETINGS

Minutes of all Board meetings and records of all Board transactions and data pertaining thereto shall be kept in the administrative office of the School.

Copies of the minutes of each meeting shall be distributed to each Board member at least five days before the next Board meeting. The approved Board meeting minutes will be posted on the PLHS website within five days of the approval. Financial records shall be maintained and monthly financial reports shall be made to the Board with a copy for each Board member.

The minutes of a meeting should begin with the date, time and place of meeting, the names of the Board members and other persons present, and the person presiding. Following this, the minutes of the previous meeting should be noted with any action taken thereon and a statement made of the approval of the minutes either as presented or as modified.

There should be an indication of the nature of the reports made, and by whom, with mention of the disposition made of the report.

In matters of old business and new business, the minutes should show the official action taken, with the exact statement of the motion in which voting was taken and an indication of such motion being duly seconded and voted upon.

All items any individual Board member wants to discuss at a Board meeting wherein action is requested shall be given to the Principal to include on the agenda for the next regular Board meeting. This does not preclude a Board member from presenting an information item. The motion of adjournment should be indicated and the time of adjournment stated.

The minutes of the Board meetings are records of discussion and consideration on matters that affect the school. As such it is of the utmost importance that records accurately state the action taken.

Community members wishing to request an item be placed on the Board agenda, should make a request in writing to the Board Chairperson and/or Principal at least two weeks in advance of the Board meeting. At the discretion of the Board Chairperson, in consultation with the Principal, the item will be placed on the Board agenda for proper consideration.

Community comments and requests should be indicated with statements of the way these came to the Board, whether through a Board member, through the Principal, or in writing, or personally presented at the meeting. Action on these should be deferred until the next regular meeting of the Board. Community comments and requests to an individual Board member shall be given to the Principal to include on the agenda for the next regular Board meeting.

During the discussion of an item on the agenda, any interested person may request that he/she be heard by the Board. When the Board discusses the particular item in question, the Board Chairperson will invite the person to speak.

If an item is not on the Board's agenda, but an interested citizen wishes to be heard by the Board, the citizen wishing to address the Board will be asked to come forward to speak during public comment. The Board cannot take action on an item not specifically noted on the agenda.

Questions from individuals or groups are to be asked of the Board Chairperson and may not be asked of any individual member of the Board or the administrative staff.

Members of the Board may ask a speaker questions at any time to clarify the discussion. Individuals or groups making presentations to the Board shall be courteous and proper. Boisterous conduct and remarks, which are discourteous, abusive, profane, slanderous or obscene, will not be tolerated. The Board Chairperson may terminate the right of any speaker to continue speaking if he/she violates this Board procedure.

The law provides for three areas of discussion wherein meetings of the Board must be conducted in closed, executive session, rather than in public: a) meeting considering the character, alleged misconduct, professional competence or physical or mental health of a School employee or student; b) meetings or proceedings involving negotiations or informal discussions with employees' organizations, mediation, fact-finding, arbitration or c) meetings between the Board and its administrative representatives.

The Board will conduct meetings not open to the public in closed, executive session to the extent permitted by law. Any discussion during closed, executive meetings of the Board shall be regarded as confidential by all those in attendance.

When it is necessary to get Poll Votes from the Board, the administration will conduct an electronic vote, which needs to be ratified at the next Board meeting.

1.11 COMPENSATION

Board members shall receive a stipend for each duly called meeting which they attend with a quorum present. A stipend also will be paid for regular meetings where a quorum is not present, provided the member has waited at least twenty minutes from the time the meeting was scheduled. In the event there is not a quorum, the administrative staff will prepare a written confirmation of the meeting and note the Board members present, the time for which the meeting was originally scheduled, and the time the Board members departed from the meeting room. The Principal will sign the confirmation and submit a copy of the written confirmation and copy of the meeting agenda to the Finance Director who will process payment in accordance with the provisions of the Board Policies and Administrative Procedures Manual. The original confirmation and meeting agenda will be placed in the record of official minutes for the Board. A stipend for all meetings will be paid upon submittal of a written confirmation, i.e. time sheet as applicable, to the Finance Director who will process stipend payments to the Board members present at the meeting for which payment is requested. The Board establishes the amount of the stipend when preparing the annual budget.

1.12 ORGANIZATIONAL MEETING

The Board members take office the first regular meeting in January and at that time will organize their Board, electing a Chairman, Vice Chairman, and Secretary/Treasurer.

At the organizational meeting the agenda will include:

1. Approve the dates, times, and places for all regular Board meetings (done in December of previous year).
2. Establish Board membership in the appropriate Board Association.
3. Establish meeting compensation for Board members.
4. If needed, establish depository agreement for operation funds with a bank.
5. If needed, establish depository agreement for savings account with a bank.
6. If needed, will amend 401(k) Agreement to add new Board members as trustees

7. If needed, will revise the Authorized Check Signers to include all new and current Board members.

1.13 TRAVEL POLICY

The Board hereby affirms all travel for any business, school related meetings, conferences, trainings, etc. shall be in accordance with the Pyramid Lake Jr./Sr. High School travel policies and amounts established for transportation, lodging and per diem shall be taken from the federal government per diem rates as published.

Upon completion of travel all proof of travel and lodging and per diem shall be submitted to the Finance Director. A narrative report detailing travel costs must be completed and attached to travel form.

Travel, lodging and per diem rates and charges as stipulated by the Federal government shall automatically apply to members of the Board and its employees. Reference School Policy, Section 3.7 Training and Travel Guidelines.

1.14 DUTIES AND RESPONSIBILITIES OF THE BOARD

The Board is the governing body designated by the Pyramid Lake Tribal Council following Public Law 100-297 (Tribal Schools) to represent all of the people of the school's drawing area. The Board shall establish and follow policy. Further, the Board shall:

1. Employ the Principal.
2. Establish and maintain general policies concerning:
 - a. Personnel management
 - b. Instructional programs and school activities
 - c. Student services
 - d. Transportation
 - e. Student discipline, truancy, vandalism, and attendance
 - f. Finance
 - g. School facilities
 - h. Emergency planning
 - i. Real property
 - j. Travel
3. Approve and adopt an annual budget.
 - a. Adopt a school calendar each May for ensuing school year.
4. Review the audit for
 - a. School accounts
 - b. Financial management
5. Develop policy for student admission
6. Evaluate, with Principal input, the performance of the Principal each February with the final Evaluation completed at the March regular Board meeting. This evaluation shall be done in executive session with the Principal present.
7. Adopt salary schedules for all employees.

1.15 PROPERTY

The Board is responsible for determining school facility and housing needs, communicating these needs to the community and obtaining sites and approving building plans that will support and enhance the educational program.

1.16 COMMUNICATING WITH THE COMMUNITY

The Board is responsible for providing adequate and direct means for keeping the community informed about the school and for keeping itself informed about the wishes of the public.

1.17 RECORDS

The Board will authorize its employees to keep adequate records of school business affairs, financial affairs, and student and employee matters.

1.18 FINANCE

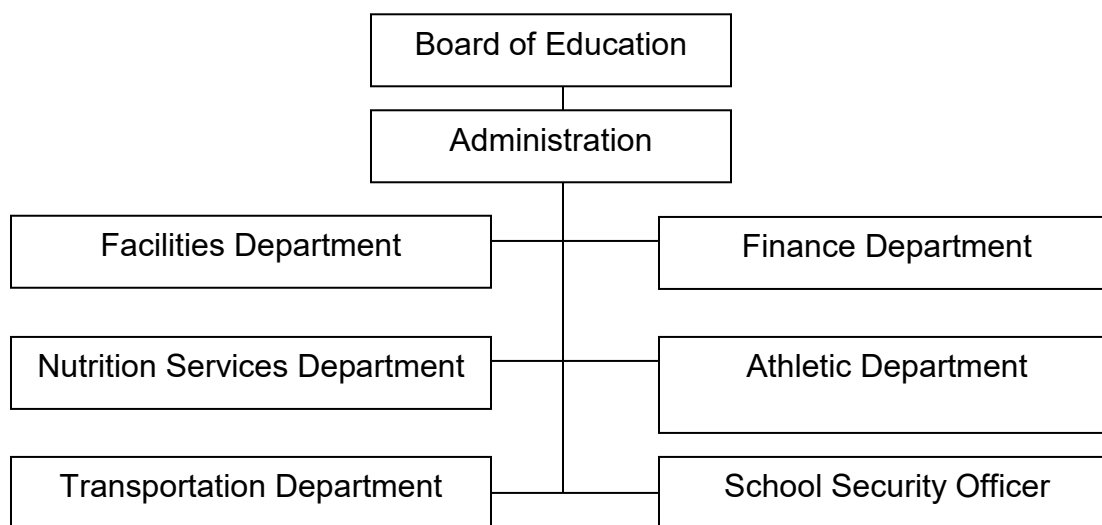
Financial resources: The Board is responsible for adopting a budget that will provide the financial basis for building, staff, materials, and equipment which will enable the school to carry out the educational program. The Board is responsible for exercising control over the finances of the school to assure proper use of, and accounting for, all school funds.

1.19 BOARD OF APPEAL

The Board is responsible for acting as a Board of Appeal on issues involving school policies and their fair implementation as well as serve as the final Board of Appeal for employee grievances.

1.20 BOARD ORGANIZATIONAL CHART

The following is a high level organizational chart. A detailed organizational chart is created and revised each year through our Human Resources Office.



1.21 POLITICAL ACTIVITY

The Board, as an entity, will not engage in any substantive legislative activity and will not intervene in any political campaign, including the publishing, or distributing of statements on behalf of any candidate for public office.

1.22 DUTIES OF BOARD OFFICERS

The Chairman of the Board, or, in the absence of the Chairman, the Vice Chairman will exercise such powers as properly pertain to his/her office. In carrying out these responsibilities, the Chairman or Vice Chairman will:

1. Preside at all meetings of the Board.
2. Consult with the Principal in planning the agenda for Board meetings.
3. Bring before the Board via the Board agenda such matters as in his/her judgment may require the attention of the Board.
4. Be responsible for the orderly conduct of Board meetings.
5. Recommend the establishment of special committees, subject to the approval of the Board.
6. Sign any written contract to which the school may be a party.
7. Sign necessary official reports of the school.
8. Appear on behalf of the Board in all actions brought by or against it.
9. Act as public spokesman for the Board except when this responsibility is delegated to others.

The Board shall delegate the following duties to the Administrative Secretary or Office Assistant:

1. Insure a record is kept of all business transacted by the Board at either regular or special meetings.
2. In coordination with the Tribal Council Secretary provide publication of all notices of Board vacancies to be posted, and perform such other duties in the conduct of Board elections as required by Tribal Law or School Policy.
3. Perform such other duties as may be assigned by the Board. With regard to the recording of Board meeting minutes, the Board may delegate this duty of the Secretary/Treasurer to the school's administrative personnel.

1.23 LEGAL COUNSEL

The Board may employ legal counsel as needed.

1.24 DUTIES OF SCHOOL ADMINISTRATION

General: The Board will delegate responsibility for the administration and supervision of the school to the Principal. The Principal shall designate the Assistant Principal or another Administrative staff member to perform specific duties in his or her absence. Reference Approved Job Descriptions for detailed description for each of the following positions:

Qualifications:

The Principal and Assistant Principal must possess and maintain a valid Nevada administrative certificate.

DUTIES OF THE PRINCIPAL:

1. Formulate and recommend to the Board policies, administrative procedures and instructional programs for the proper management and operation of the school.
2. Give all necessary directions for the guidance of other employees in putting into effect and carrying out the policies and enforcing the rules adopted by the Board.
3. Organize, supervise, and direct all educational work necessary for the operation of the school.
4. Supervise the development and implementation of the school curriculum.
5. Be responsible for the instruction, guidance and discipline of all the students.
6. Be responsible for identifying the special needs of individual students and making provisions for their education.
7. Appraise and evaluate the instructional program in the school on an annual basis.
8. Recommend to the Board: appointments, promotions, demotions, and dismissals of employee of the school following applicable laws, regulations, PLHS Policies or procedures.
9. Be responsible for all assignments, reassignments, and transfers of personnel as are in his or her professional judgment necessary to secure the highest efficiency of the entire staff.
10. Supervise, coordinate, and direct the work of the staff.
11. Provide leadership and direction to the school staff for the continuous improvement of instruction, striving to provide optimum learning experiences for educators and students.
12. Encourage and promote the professional growth and competence of each staff member.
13. Prepare and present monthly reports to the Board.
14. Maintain accurate records of Finance, reporting it to funding agencies.
15. Oversee contract and budget preparation.
16. Oversee program expenditures and accounting.
17. Be bonded to handle school funds.
18. Supervise the transportation services and coordinate with the Transportation Coordinator to plan the bus routes.
19. Supervise the maintenance of all buildings and grounds.
20. If a school position is vacant, the Principal will assume this responsibility or delegate it to another staff member.

DUTIES OF THE ASSISTANT PRINCIPAL:

1. Be responsible to the Principal for all duties and assignments.
2. Assist Principal in organizing, supervising, and direct all educational work necessary for the operation of the school.

3. Create and maintain the master schedule.
4. Assist Principal for the instruction, guidance and discipline of all the students.
5. Assist Principal in appraising and evaluating the instructional program in the school.
6. Supervise, coordinate, and direct the work of assigned staff.
7. Assist Principal in providing leadership and direction to the school staff for the continuous improvement of instruction, striving to provide optimum learning experiences for educators and students.
8. Prepare and present monthly reports to the Board.
9. Supervise assigned programs or/and services and oversee the planning as delegated by the Principal.
10. Attend all Board meetings and submit a monthly report to the Board.
11. Approves Requisitions for all educational books and supplies for school use consistent with the school budget.
12. Perform other duties as assigned by the Principal.

1.25 DUTIES OF THE FINANCE DIRECTOR

1. Be responsible to the Principal for all duties and assignments.
2. Be bonded to handle school funds.
3. Prepare annual budget reflecting all revenue sources and expenditures; will submit said budget to the Principal and School Board.
4. Investigate all funding resources available from Tribe, State, and National levels and report it to the Principal.
5. Oversee the requisition for all necessary books, equipment, and supplies for school use consistent with the school budget and funding guidelines.
6. Attend all Board meetings and submit a monthly report to the Board.
7. Assure all school accounts are audited annually and follow-up on audit findings.
8. Report monthly to the Board the financial status of school programs.
9. Keep an accurate, current, detailed and well-documented accounting record of all receipts and expenditures.
10. Keep records current and ready for inspection and audit at any time.
11. Assist in the preparation of all fiscal reports.
12. Maintain records to track all requisitions and purchase orders.
13. Identify and make payment of all bills upon proper authorization.
14. Supervise the preparation of purchase orders for all purchases authorized in the budget.
15. Supervise the preparation of payroll for program staff.
16. Responsible for overseeing costs related to Department and program funds.
17. Supervises assigned staff.
18. Perform other duties as assigned by the Principal.

1.26 DUTIES OF THE HUMAN RESOURCES MANAGER

1. Assume responsibility for the recruitment of personnel.
2. Screen all applications for employment and ensure background checks are completed.
3. Arrange for interviews of applicants.
4. Select members of the interview committees with management direction.
5. For successful applicants, send letters to offer employment.
6. For unsuccessful applications, send letters to notify them that they have not been selected for employment.
7. Monitor and track all pre-employment and random drug tests.
8. Maintain all personnel files and separately maintain I-9, Health & Background files.
9. Coordinate the grievance procedure for all employees.
10. Maintain leave records for all employees.
11. Oversees and manages the Human Resources software and input of required employee data.
12. In coordination with management staff, ensure all employees are engaged in professional development.

13. Implement employee benefit plans in consultation with the Finance Director for budgetary purposes.
14. Review, revise and implement Human Resources Policies, as approved by the Board of Education, to stay current with applicable laws and regulations.
15. Perform other human resources duties as assigned by the supervisor.

1.27 DUTIES OF THE ATHLETIC DIRECTOR

1. Coordinate all activity scheduling and develop the activities calendar.
2. Schedule all athletic events for the school.
3. Schedule the facilities for activities.
4. Insure all NIAA scholastic and conduct requirements are met and maintained.
5. Be responsible for the maintenance, storage, and inventory of athletic equipment.
6. Assign personnel to activity duties by maintaining a roster to assure fair distribution of employee time to such duties.
7. Arrange security personnel as needed for extra-curricular events.
8. Attend league meetings involving school activities.
9. Supervise all activities and contests held at home base.
10. Coordinate the hiring of all coaches and provides guidance and supervision as needed.
11. The Principal is the school's representative to NIAA. This responsibility may be assigned to the Athletic Director.

1.28 DUTIES OF THE FACILITIES MANAGER

1. Be responsible to the Principal for all duties and assignments.
2. Work with Principal to assess, plan and may acquire technology resources appropriate for the purpose/needs of the school.
3. Manage the maintenance of all school buildings and property.
4. Submit annual reports to the Bureau of Indian Education.
5. Work with the Athletic Director to schedule facilities.
6. Requisition for all necessary equipment, and supplies for school maintenance use consistent with the school budget.
7. Attend all Board meetings and submit a monthly report to the Board.
8. Supervise assigned staff.
9. Assign responsibility for the duties of delegated staff.
10. Provide guidance/support to improve staff performance.
11. Perform other duties as assigned by the Principal.

1.29 DUTIES OF THE SPECIAL EDUCATION COORDINATOR

1. Be responsible to the Principal for all duties and assignments.
2. Ensures related paperwork including IEP's, State and BIE reports are completed timely and professionally.
3. Manage and address student behaviors individually, through positive behavioral supports, support plans or appropriate goals and objectives.
4. Develop and maintain Individualized Education Plans (IEP) as required.
5. Supervise and evaluate performance of special education staff.
6. Ensure that standards-based instruction occurs and students are assessed using the most appropriate testing.
7. Instruct specific classes as directed by the Principal.
8. Follow mandated compliance standards established by the applicable regulatory, i.e. Bureau of Indian Education, relative to program development and implementation.
9. Provide accommodations and/or modifications in alignment with instructional objectives to meet the needs of students.
10. Responsible to develop and implement annual budget to meet student needs.
11. Perform other duties as assigned by the Principal.