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GUIDANCE MEMORANDUM 26-07

TO: School District Superintendents
School District Chief Financial Officers

FROM: Dr. Victor Wakefield, Superintendent of Public Instruction 

DATE: March 24, 2026

SUBJECT: Qualifications and Evaluation Criteria for Superintendents and Chief Financial Officers per Senate Bill 460 (2025)

BACKGROUND

Senate Bill 460 (SB460), passed during the 2025 Legislative Session, amended the qualification requirements for a superintendent of schools of a school district (Superintendent) or the chief financial officer of schools in a school district (CFO). The qualifications required for a Superintendent or CFO in a county with a population over 100,000 may be found in SB460 Sec 47(1), and qualifications for those in a county with a population under 100,000 may be found in Sec 47(5). SB460 further requires that the Nevada Department of Education (Department) conduct reviews regarding the qualifications of candidates; this memorandum serves to provide information regarding the Department's process to review such qualifications.

SB460 requires that the board of trustees of a school district in a county with a population over 100,000, upon selecting a candidate for Superintendent or CFO, but prior to making an offer, submit the name and application of the candidate to the Department. The Department is tasked with assessing the qualifications of the candidate and verifying that they hold the credentials to be eligible for appointment pursuant to SB460, Sec 47. The Department shall then issue a letter to the board of trustees affirming the eligibility or ineligibility of the candidate within 10 business days of confirmed receipt of all applicable materials. Following the issuance of such a letter, the Department reserves the right to revoke such a letter should additional information come to light regarding the eligibility of the candidate.

Finally, a board of trustees of any county may request at any time a determination from the Department regarding whether the Superintendent has refused or failed to comply with and carry out the requirements beholden to them under statute, regulation, district bylaw, or contract. The Department must then conduct an investigation to determine whether a breach has occurred.

QUALIFICATIONS IN COUNTIES OVER 100,000

A superintendent of schools of a school district is eligible if they:

- Hold a graduate degree and have at least 6 years of experience teaching, of which at least 3 years must be in a supervisory or administrative capacity; or

- Served as the financial administrator or chief executive officer of a private or public entity with a budget of at least \$275,000,000; or
- Hold a graduate degree and have 4 years of relevant experience in business, finance, or management.
 - If the person hired to serve as the superintendent of schools is not licensed as an administrator, regardless of the county populations the board of trustees shall employ an additional person who is licensed as an administrator to oversee the academic programs of the public schools within the school district pursuant to SB460, Sec 47(6).

A chief financial officer of schools of a school district is eligible if they:

- Hold a graduate degree and have a professional license as a certified public accountant, certified management accountant, or certified financial analyst, and has experience with fiscal analysis, processes, problems and opportunities, and developing fiscal policies, audit procedures, and systems of public and fund accounting; or
- Served as the financial administrator of a private or public entity with a budget similar in size to the budget of the school district in which they seek employment; or
- Has received status as a credentialed manager from the International City/County Management Association.

DEPARTMENT PROCEDURES FOR REVIEW

Candidate Review

School district boards of trustees may submit materials for a candidate to the Department for review via email to superintendent@doe.nv.gov, copying the Superintendent of Public Instruction and Chief Strategy Officer. All materials should be submitted as pdf documents, and include the following:

- Resume *and* Curriculum Vitae, if available
- Undergraduate and graduate degree transcripts, as applicable
- Information regarding the financial portfolio of any private or public entities managed, as applicable
- Any reference letters and/or letters of recommendation included in the applicant materials
- All other materials the board of trustees considered in their selection, if not already listed

The Department shall evaluate the candidate materials and validate references as applicable before issuing a letter to the board of trustees; this letter must be made available to the public as part of the next scheduled meeting of the board of trustees.

Investigation of Willful Noncompliance

School district boards of trustees desiring the Department to conduct an investigation regarding the compliance of a Superintendent with their title and the powers and duties granted to it by the board of trustees, must pass a vote to submit materials to the Department for review, then submit via email to superintendent@doe.nv.gov, copying the Superintendent of Public Instruction and the Chief Strategy Officer. Substantive evidence of malfeasance must be submitted to the Department to justify an investigation, clearly identifying the statute, regulation, bylaw, or contract which the board of trustees believes to have been violated and documented evidence of willful refusal or noncompliance by the Superintendent to adhere to such duties.

The Department shall evaluate all submitted materials and request interviews or additional documentation as necessary to conduct the investigation. Following the investigation, and not longer than 90 days following the submission of all required documentation by the board of trustees, the Department shall issue a letter to the board of trustees regarding their findings, supported by any evidence collected; these materials must be made available to the public as part of the next scheduled meeting of the board of trustees.

CONCLUSION

The Department strives to work in collaboration with school district administration, board of trustees, Superintendents, and CFOs. Please reach out to Lisa Ford at lisa.ford@doe.nv.gov with any questions.