

DATE: October 19, 2020
TO: CCSD Principals
FROM: Nadine Jones, Chief Human Resources Officer *ng*
SUBJECT: Licensed Post-Surplus Timelines

On Wednesday, October 21, 2020, the licensed surplus meeting will take place. As of today, there are 52 licensed employees scheduled to participate. As indicated in a memo to Principals dated July 13, 2020 (and included for quick reference), if you have a vacancy being filled by a substitute, you must comply with the following process to select a fully-licensed teacher in good standing. Below is the timeline for the Fall Surplus.

| Date | Description |
|---|---|
| Wednesday, October 21, 2020 | Virtual Licensed Personnel District Surplus Meeting and notification of teacher selections. |
| Thursday, October 22, 2020 | Selections are final unless otherwise notified by 2:00 p.m. |
| Friday, October 23, 2020 | Finalized teacher selections begin their new assignment. |
| Friday, October 23 – Monday, October 26, 2020 | Principals who wish to interview teachers may do so. Interview outcomes due by 2:00 p.m. on Monday, October 26, 2020. |
| Tuesday, October 27, 2020 | Teachers selected during the interview process begin their new assignment. |
| Tuesday, October 27, 2020 | Human Resources will conduct the lottery and provide candidate lists to Principals with vacant positions. |
| Wednesday, October 28 – Thursday, October 29, 2020 | Principals will interview and select teachers for their vacant positions (assuming there is more than one potential candidate for their opening). |
| Thursday, October 29, 2020 | Principals advise HR of their selected teachers (or HR notifies Principal of assignment). HR notifies teachers and CCEA of assignment. |
| Monday, November 2, 2020 | Remaining teachers begin their new assignment. |

DATE: July 13, 2020
TO: CCSD Principals
FROM: Nadine Jones, Chief Human Resources Officer *NJ*
SUBJECT: Displaced Teachers

CCSD currently has approximately 22 teachers who do not have a position for the 2020-2021 school year following the most recent surplus process. Some teachers are in this position because there were not any available positions matching their license at surplus. Others are in this position because the principals of the schools they selected during surplus did not accept them.

CCSD respects the rights afforded to principals via NRS 388G.610 to select teachers for their school. At the same time, we have an obligation to provide our students with licensed teachers to the best of our ability. Subsection (4) of NRS 388G.610 contains the following provision: "To the greatest extent possible, the principal of a local school precinct shall select teachers who are licensed and in good standing before selecting substitutes to teach at the local school precinct." For the purposes of implementing NRS 388G.610(4), a teacher is "in good standing" if the teacher meets all the requirements for the position and is not subject to any type of disciplinary probation.

As a result, if you are unable to fill a vacancy at your school and have selected a vacancy substitute, you must comply with the following process and timeline to select a fully licensed teacher in good standing.

- July 15, 2020 Human Resources will work to delineate a Teacher Selection Lottery process to have a transparent and fair way of selecting the list of principals who have vacancies that our displaced teachers are eligible to fill.
- July 28, 2020 Human Resources will conduct the lottery and provide candidate lists and lottery numbers to principals with vacant positions.
- July 29, 2020 Principals will interview and select teachers for their vacant positions (assuming there is more than one potential candidate for their opening).
- July 31, 2020 Principals advise Human Resources of their selected teacher(s).
- August 3, 2020 Human Resources notifies teachers and CCEA of assignment for the 2020-2021 school year.
- August 5, 2020 First day of licensed contract for returning teachers.

Occasionally, there are teachers returning from leaves during an off-cycle period. Until a permanent resolution is implemented, this process will apply to those scenarios and future surplus situations as well.

This solution is not ideal for our impacted licensed professionals, nor is it ideal for our school-based administrators. It is however, in accordance with the law and the best solution until a permanent resolution is implemented.

Thank you in advance for your understanding and cooperation.

A copy of the NRS 388G.610 document is attached for your reference.

NRS 388G.610 Responsibilities of local school precincts and large school districts; procurement of equipment, services and supplies from outside sources required in certain circumstances; assignment of staff from central services; transferring additional responsibility to local school precincts.

1. Except as otherwise provided in this section, the superintendent shall transfer authority to each local school precinct to carry out responsibilities in accordance with this section and the plan of operation approved for the local school precinct.

2. The superintendent shall transfer to each local school precinct the authority to carry out the following responsibilities:

(a) Select for the local school precinct the:

- (1) Teachers;
- (2) Administrators other than the principal; and
- (3) Other staff who work under the direct supervision of the principal.

(b) Direct the supervision of the staff of the local school precinct, including, without limitation, taking any necessary disciplinary action which does not involve a violation of law or which does not require an investigation to comply with the law.

(c) Procure such equipment, services and supplies as the local school precinct deems necessary or advisable to carry out the plan of operation for the local school precinct. Equipment, services and supplies may be procured from the large school district in which the local school precinct is located or elsewhere, but such procurement must be carried out in accordance with the applicable policies of the large school district.

(d) Develop a balanced budget for the local school precinct for the use of the money allocated to the local school precinct, which must include, without limitation, the manner in which to expend any money not used for the purposes described in paragraphs (a), (b) and (c).

(e) Any other responsibility for which authority is transferred pursuant to subsection 7.

3. Except as otherwise provided in subsection 7, a large school district shall remain responsible for paying for and carrying out all other responsibilities necessary for the operation of the local school precincts and the large school district which have not been transferred to the local school precincts pursuant to subsection 2, including, without limitation, responsibility for:

(a) Negotiating the salaries, benefits and other conditions of employment of administrators, teachers and other staff necessary for the operation of the local school precinct;

(b) Transportation services;

(c) Food services;

(d) Risk management services;

(e) Financial services, including payroll services;

(f) Qualifying employees for any position within the large school district;

(g) Services to promote and ensure equity and diversity;

(h) Services to ensure compliance with all laws relating to civil rights;

(i) Identification, evaluation, program placement, pupil assignment and other services provided to pupils pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq., and the regulations adopted pursuant thereto, or pursuant to section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, and the regulations adopted pursuant thereto;

(j) Legal services;

(k) Maintenance and repair of buildings;

(l) Maintenance of the grounds of the local school precinct;

(m) Custodial services;

(n) Implementation of the master plan developed for English learners;

(o) Internal audits;

(p) Information technology services;

(q) Police services;

(r) Emergency management services;

(s) Carrying out state mandated assessments and accountability reports;

(t) Capital projects; and

(u) Utilities.

4. To the greatest extent possible, the principal of a local school precinct shall select teachers who are licensed and in good standing before selecting substitutes to teach at the local school precinct. The principal, in consultation with the organizational team, shall make every effort to ensure that effective licensed teachers are employed at the local school precinct.

5. If a large school district is unable to provide any necessary maintenance or repair of the buildings or grounds of a local school precinct in a timely manner, the large school district must, at the expense of the large school district, procure any equipment, services and supplies necessary from another entity or business to provide such maintenance or repair for the local school precinct or take any other necessary action.