

STAFF REPORT PROCESS

Department	Chief	Board Services – Business – Legal – Superintendent/Deputy Superintendent
<ul style="list-style-type: none"> • Complete staff report template <ul style="list-style-type: none"> ○ Try not leave sections listed as N/A • Review and double check for the following: <ul style="list-style-type: none"> ○ Acronyms <ul style="list-style-type: none"> ▪ may not be used in titles or recommended actions ▪ may be include in purpose/summary ○ Full school names are used throughout (<i>ex: Alice Maxwell Elementary School or B.D. Billingshurst Middle School</i>) ○ Ensure Strategic Plan (Response to Recovery), Board Policy, and Nevada Revised Statutes or Nevada Administrative Code information and hyperlinks are current and active • Submit staff report and attachments to Chief/EA or designee by due date for review. <i>All staff reports must be reviewed by the appropriate Chief prior to submission, unless prior arrangements have been made</i> • If a staff report/attachment requires editing after submission, email Board Services Coordinator with an explanation of the changes. Board Services Coordinator will update. 	<ul style="list-style-type: none"> • Chief reviews and approves staff report to be added to an upcoming agenda • EA/designee enters item in BoardDocs for appropriate meeting and agenda section by due date <ul style="list-style-type: none"> ○ Work sessions may be scheduled for the same day as regular meetings. Please verify which meeting you are working with. ○ Submit item through appropriate approval chain: <ul style="list-style-type: none"> ▪ Operations – Superintendent ▪ Academics – Deputy Superintendent • EA/designee sends staff report (in Word) and attachments (in PDF or PPT) to Board Services Coordinator <ul style="list-style-type: none"> ○ If an attachment will be provided under separate cover, <u>please</u> include the day/date it will be sent. (<i>ex: Friday, August 20</i>) 	<ul style="list-style-type: none"> • Board Services conducts an additional review of staff report to ensure accuracy of information, including Board Policy, Response to Recovery, format, and hyperlinks <ul style="list-style-type: none"> ○ In the event changes are needed, the agenda item will be rejected and returned to the submitter with an explanation of what needs to be updated ○ <i>Board Services will also send an email to the chief to ensure any changes are consistent with the item</i> • Business reviews the fiscal information included in the staff report <ul style="list-style-type: none"> ○ If there are questions or concerns, the Business designee will work either with Board Services or the Chief • Legal reviews for compliance • Final approval of the agenda item is provided by the Superintendent or Deputy Superintendent

*Once an item receives final approval, the submitter receives an approval email. If you do not receive an email or have questions, please check with Board Services, there are occasions when an item may be moved to another agenda or deleted at the request of the Chief, Deputy Superintendent, Superintendent, or Board President.