PALOMINO VALLEY GENERAL
IMPROVEMENT DISTRICT

BOARD MEMBER'S HANDBOOK

APPENDIX B

“Script” for Meetings With Closed Sessions

"SCRIPT" FOR A MEETING WITH A CLOSED SESSION(S)

Assistant to the Board	Be sure to have closed session sign and tape
Assistant to the Board	START recording
Presiding Trustee	1. Call to Order the special meeting of the Palomino Valley General Improvement District for <state date, including year> at <state time> and conduct **Roll Call** 2. Public Comment on matters NOT listed on this agenda (Commenters must state their name and there is a three minute limit per person) 3. Closed Session(s), per NRS 241.030, to consider the character, professional competence, and performance appraisal(s) of employee(s), <state name(s)> and, immediately thereafter, the Operations Manager, <state name> (NO action to be taken)
1st Trustee	I make a motion to go into a closed session, pursuant to NRS 241.030, to separately review the performance appraisal(s) of employee(s), <state name(s)>, and the Operations Manager, <state name>. No action will be taken and discussion during the closed session is limited to considering the character, professional competence, and performance appraisal(s) of said employee(s).
2nd Trustee	I second the motion
Board	Votes on the motion
Assistant to the Board	STOP recording
Assistant to the Board	Tape "Closed Session" sign to **exterior door** of classroom trailer and **lock the door (no one should be allowed in the lobby or the adjoining classroom during the closed session(s))**
Assistant to the Board	START new recording
Presiding Trustee	Call to order the closed session of the Palomino Valley General Improvement District to review the performance appraisal of employee, <state name> for <state date, including year> at <state time> and conduct **Roll Call** Confirm that employee received notice of the closed session in accordance with NRS 241.033.

Operations Manager	[Have copies of the employee's appraisal for the Board] Review your appraisal of the employee [The appraisal needs to be scanned as a pdf and sent to the Assistant to the Board to attach to the closed session minutes, and an original, signed copy needs to go in the employee's personnel file]
Trustees	May make comments and presiding Trustee may ask employee if he/she has any comments
1st Trustee	I make a motion to adjourn the closed session for <employee's name> at <state time>
2nd Trustee	I second the motion
Board	Votes on the motion
Assistant to the Board	STOP recording
Employee leaves the classroom trailer	
If there are more employees, repeat the steps above for each employee. If not, move on to the Operations Manager's closed session	
Assistant to the Board	START new recording
Presiding Trustee	Call to order the closed session of the Palomino Valley General Improvement District to review the performance appraisal of the Operations Manager, <state name> for <state date, including year> at <state time> and conduct **Roll Call** Confirm that Operations Manager received notice of the closed session in accordance with NRS 241.033. Read the following Open Meeting Law Manual excerpt regarding performance appraisals: "… evaluation forms may not be filled out during the closed session, nor may the public body form recommendations or decisions about a rating or an action to take. Those tasks must be done in an open meeting or delegated to a member to handle.* The closed session must be limited to specific discussions about the specific person. General discussions about general policies or practices may not be held during a closed session."

Trustee who conducted OM's appraisal	Review your appraisal of the OM (*Note: You can take notes during the closed session, and sometime after the meeting, finalize the OM's performance appraisal and have it signed by the OM.) [The finalized, signed appraisal needs to be scanned as a pdf and sent to the Assistant to the Board to attach to the closed session minutes, and an original, signed copy needs to go in the OM's personnel file]
Trustees	May make comments
1st Trustee	I make a motion to adjourn the closed session for <state name> at <state time>
2nd Trustee	I second the motion
Board	Votes on the motion
Assistant to the Board	STOP recording
Assistant to the Board	Unlock the classroom trailer door and remove the sign
After everything is set up and ready for the open session to begin **(NO SOONER THAN THE REGULAR MEETING START TIME)**	
Assistant to the Board	START new recording
Presiding Trustee	Follow the open session part of the agenda