

HUMBOLDT COUNTY SCHOOL DISTRICT
310 East Fourth Street
WINNEMUCCA, NEVADA 89445

A special meeting of the Humboldt County Board of School Trustees was held February 9, 2009 at 5:05 p.m. in the Conference Room.

Board members present were: President-Shelly Noble, Clerk-Kris Stewart, John Seeliger, Ann Miller, John Hill, Boyd Betteridge and Andrew Hillyer.

Others in attendance were: Superintendent Mike Bumgartner, Asst. Superintendent Dave Jensen, Mary Keith-HCEA President, Deena Moddrell-HCSSO President, Nicole Maher, Vince Mendiola and Secretary Paula Wright.

President Noble opened the meeting with the Pledge of Allegiance.

Public Comment: None

Discussion Only – Discussion on Board Governance Roles and Responsibilities – Mike Bumgartner

Items discussed included; 1) the changing role of the board, 2) common challenges for school boards, 3) effective school boards, 4) roles of the school board and 5) some of the pitfalls for board members.

Mr. Bumgartner asked the Board to consider holding several more retreats over the next several months to review boardsmanship, board beliefs, trust and team building, in addition to outlining the specific roles and responsibilities of the board and the superintendent.

Discussion Only – Overview of the Employee Grievance Process – Mike Bumgartner

Mr. Bumgartner presented the Board with a timeline review of how the employee grievance process works. The District's grievance process is governed by negotiated contracts. This is the possible timeline for an employee grievance: 1) Informal complaint (6 weeks), 2) Step I-Supervisor (5 weeks), 3) Step II-Superintendent (8 weeks), and 4) Step III-Board (9 weeks). The process could be further delayed by summer cessation, which could take ten more weeks. If resolution is not achieved, parties can enter into mediation. The final step, if a resolution cannot be reached, is Step IV-Binding Arbitration which could add another five months to the process. A resolution can be reached anytime during the process. Though, in the majority of cases, the above timelines occur in a much more rapid fashion, the above timelines identify language associated with each step.

Mr. Bumgartner noted that something the district is concerned with is the sharing of information with board members. The board members are a step in the grievance process and are asked to be impartial, limiting the amount of information which can be shared until the grievance hearing is brought before them. Mr. Bumgartner noted that it is the Board's prerogative to hear the grievance and delay a decision until the following board meeting or by calling a special meeting if the next scheduled meeting does not fall within the 10 day required period.

Discussion Only – Overview of the Hiring Process – Mike Bumgartner

Mr. Bumgartner provided the Board with a copy of the District's employment application and the reference check form that administrators use to gather information on a potential employee. For every applicant, three reference checks are required to be completed by the administrator prior to hiring.

Once the packet is complete, it is reviewed by District administration. Only after the District office has ensured all documents are in order is the site administrator notified of the ability to move forward with the hiring.

The District currently allows new employees to begin work prior to the background check being completed, unless the District has reason to believe there may be criminal history. The District has been working with the Sheriff's Department in order to use Live Scan, an inkless electronic fingerprinting program, in order to process background checks much more quickly. To date, nothing has been finalized.

Discussion Only – Review of the Central Office Organizational Chart – Mike Bumgartner

Mr. Bumgartner presented the Board with an organization chart showing the duties of the Superintendent, Asst. Superintendent and Director of Curriculum and Instruction.

6:25 p.m. Break

6:34 p.m. Resume meeting

Discussion Only – Discussion on Budget and Staffing – Dave Jensen

Overview:

1. Revenues vs Expenditures, 2004-2009
2. Ending Fund Balance vs Expenditures, 2004-2009
3. General Fund Balances, 2003-2007
4. Budgeted General Fund Expenditures FY09
5. Augmented General Fund Expenditures FY09
6. Assessed Value, 2005-2009
7. List of the ten largest tax payers in Humboldt County, FY09
8. Ten year enrollment history, 1998-99 to 2008-09
9. Administrative Staffing, 1998-99 to 2008-09
10. Administrative breakdown by site
11. Benefits of contracting an administrator at McDermitt Combined School
12. Certified staffing, 1998-99 to 2008-09
13. Classified staffing, 1998-99 to 2008-09
14. Salary and benefits, total of general fund expenditures
15. General fund expenditures by category
16. Basic support guarantee, per pupil allocations - "weighted enrollment"
17. Funds in addition to basic support; Special Education, Class Size Reduction, Full Day Kindergarten
18. Salaries and benefits
19. FY10 funding scenarios provided by Nevada Department of Education
20. Analysis of a 7.8% reduction; Administration, certified, classified, other
21. Other factors to be considered during the development of a tentative budget
22. Rollup costs; salary and lane changes
23. Political considerations; The Economic Stimulus package and the Nevada State Legislature
24. FY08 sub costs and FY09 sub costs to date
25. Sub costs, non-sick days
26. Vehicle analysis
27. Cell phone analysis
28. After school, Saturday school and professional development costs
29. Special Education
30. Food Service

31. District professional development
32. Coaching and extra duty costs
33. Athletic costs
34. Analysis of transportation costs
35. Early Incentive

District administration intends to bring a tentative list of reductions to the Board at the March 10, 2009 meeting. It is also the intent of District administration that a recall priority list be established, if positions need to be cut.

Discussion Only - Review of Community Forum and Staff Priorities – Dave Jensen

Mr. Jensen presented the certified and classified survey results to date. The top five areas to maintain include; pullouts (art, music, PE, etc.), athletics, teaching staff, instructional aides and class size.

The top five areas to reduce include; athletics/freshman sports, administration, professional development, TAG and specialist positions/curriculum director (tied for fifth place).

Mr. Mendiola noted that he and Mr. Parks discussed some recommendations with Mr. Bumgartner and Mr. Jensen regarding athletics. Mr. Mendiola stated that he feels athletics is important to the overall school environment. Students who participate in sports must perform in the classroom in order to remain eligible to play.

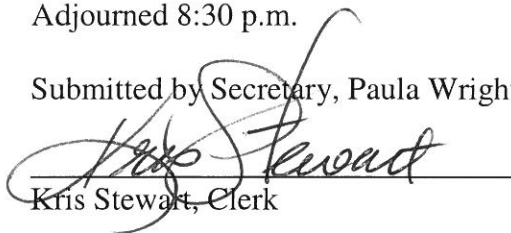
The top five areas to maintain from the public forums on January 18th and January 20th include; CTE/Music/Art/Foreign Language/AP, Aides/Secretaries, Athletics, Nursing and Food Service/Counselors/Technology/Extra Curricular/ESL.

The top five areas to reduce from the public forums on January 18th and January 20th include; transportation, professional development, athletics, food service, administration (tied with 4-day work week).

The staff survey will remain open through the week of the 16th. Once closed, results will be shared via e-mail with all staff.

Adjourned 8:30 p.m.

Submitted by Secretary, Paula Wright


Kris Stewart, Clerk