

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

The regular meeting of the Humboldt County Board of School Trustees was held May 26, 2009 at 4:30 p.m. in the District Office Boardroom.

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, Attorney John Doyle, Mary Keith-HCEA President, Heather Gula-Humboldt Sun, Carolyn Dufurrena, Jaimie Wilkinson, Jennifer Bergenheier, Kelly Novi, Audra Young, Frankie Peterson, Debbie Watts Mike Mitchell, Rick Norcutt, Jeff Dawson, Nicole Maher, Vince Mendiola, and Secretary Paula Wright.

President Noble opened the meeting with the Pledge of Allegiance.

**Correspondence:** None

**Minutes:** Mr. Hillyer moved to approve the May 12, 2009 minutes as written. Mrs. Stewart seconded, motion carried. Mr. Seeliger abstained.

**Special Recognition: Grass Valley Elementary Principal, René Maestrejuan**  
Postponed

**Public Comment:** Jennifer Bergenheier asked if a position/program priority "call back" list had been established.

**Superintendent's Report**

No Superintendent's meeting was held since last report.

**Activity Report:**

1. 5/13 - Met with Kelly Novi - Curriculum Planning for 2009-2010, Leadership Team and Administrative PLC Meeting Agendas - Planning for 2009-2010.
2. 5/13 - Met with Dave Jensen, Board President and Vice President- Planning for 2009-2010- Board Retreats- When will they occur? What will they look like?
3. 5/18 - Met with Dave Jensen regarding the 2009-2010 Budget, call backs, Stimulus Monies, Title I and Special Education. More information will be provided at the June 8<sup>th</sup> meeting.
4. 5/18 - Leadership Team - Meeting schedule for 2009-2010, team structure, duties and responsibilities of Leadership Team members, duties of Site Team facilitators and NNRPD.
5. 5/18 - Met with Debbie Watts and Byron Jeppsen regarding the Athletic Director duties for 2009-10. Mr. Jeppsen will be taking on the Athletic Director duties and coverage will be shared with the discipline duties in the afternoons.
6. 5/19 - Mining Foundation Breakfast: regarding CTE Partnership- creating opportunities and a curriculum track for students interested in pursuing a career in mining.
7. 5/20 - 2<sup>nd</sup> Annual-Lowry Academic Rally-fantastic recognition and celebration for many students
8. 5/20 - Board Meeting- FY10 budget approval
9. 5/21 - Rural School Committee meeting- study session, a recommendation will be made to the Board.

10. 5/21 - Senior Choice Awards Banquet- 28 Teachers recognized by Lowry and McDermitt seniors
11. Ongoing events - writing of principal evaluations- meetings with principals
12. 5/22- Finalized list of applications for Retirement Incentive

#### Upcoming:

1. 5/27- Meeting with Senator Ensign's representative- to discuss educational issues
2. 5/27- Lowry Assembly- Retirement Recognition- Mr. Mendiola, Mrs. Henriod
3. 5/27- Meeting with Mr. Connors- transition, planning, goal setting GVES for 2009-2010.
4. 5/27- NNRPDP Governance Board Meeting- budget, restructuring
5. 5/27- Denio Graduation
6. 5/28- Meeting with Dave- budget review- legislative package scenario
7. 5/28- Transition Day- Meeting with District music teachers
8. 5/28- Lowry Art and Career and Technology Fair- 6-8 pm
9. 5/29- DARE Assembly- French Ford
10. 6/2 -Orovada Graduation
11. 6/3- McDermitt Graduation
12. 6/4 - Lowry Graduation and Drug/ Alcohol Free Party

#### Travel Update

1. 6/14-6/16 - Superintendent Conference and meetings

#### **Discussion and Possible Action – Review and Possible Action on Committee Results Regarding Continuation of the Rural Four Day School Week – Carolyn Dufurrena, John Moddrell (via phone)**

Mrs. Dufurrena reviewed the goals discussed at a December board meeting with regard to the four day school week. The goals included: 1) improve attendance of students and staff, 2) improve discipline and tardiness, 3) determine if there is an impact on student achievement (GPA), 4) compare MAPS scores, and 5) survey parents, staff and students.

Goal 1-Attendance: Attendance for staff and students was up significantly.

Goal 2-Discipline/Tardies: Discipline incidents were reduced overall and tardies were reduced at McDermitt Combined. The rurals do not have tardy issues because most students are bused to school.

Goal 3-GPA: There is a slight positive trend in GPA.

Goal 4-MAP scores: MAP's testing results were mixed, but met the targeted scores.

Goal 5-Survey: Results of a survey show communities are strongly in favor of continuing with the four day school week. Survey results for certified staff, classified staff and students also favor continuing with the four day school week.

The "working group" met, reviewed the information and recommends continuing with the pilot four day school week program for the upcoming school year and to continue monitoring. It was also recommended that consideration be given to altering the schedule once a month to accommodate Monday doctor appointments.

Mr. Seeliger had no problem in piloting the program for the 2009-10 school year, but is not convinced that the four day school week is best for students.

Mrs. Miller noted that she was not opposed to the four day school week but, is concerned with the reduced class time per week. Mrs. Dufurrena stated that the required number of minutes is being taught. The school day begins earlier, recess and lunch periods have been reduced and transition time between classes has been shortened. Also, some additional Fridays have been added to make up additional minutes.

Mary Keith, HCEA President reminded the Board that, if they approve the four day school week pilot to continue for the 2009-10 school year, the contract with certified staff needs to be renegotiated.

Mrs. Stewart noted that the results of the presentation are encouraging enough and the community is behind the program enough that it is reasonable to continue with the pilot program.

Mrs. Stewart moved to continue the rural four day pilot program through 2010, pending negotiations with the associations. Mr. Hillyer seconded. Those in favor: Mrs. Stewart, Mr. Hillyer, Mr. Hill, Mr. Seeliger, Mr. Betteridge and Mrs. Noble. Those opposed: Mrs. Miller

#### **Discussion and Possible Action – Approval of Sonoma Heights Elementary Fire Suppression System Bid – Rick Norcutt**

Bids were originally advertized for a dry fire suppression system remodel and installation at Sonoma Heights Elementary. After analyzing the system it was determined that we should rebid and go to a wet system, which is substantially less expensive. Bids were received, but on a technicality that was missed on the bid (the bid opening times within the bid did not coincide), there was a protest. The job was bid once again and the District received four bids. Bids were opened on May 12<sup>th</sup> and Desert Fire Protection was the low bidder at \$133,806.

Mr. Seeliger moved to accept the low bid from Desert Fire Protection of \$133,806. Mrs. Stewart and Mr. Betteridge seconded, motion carried.

#### **Discussion Only – Update on Bond Projects – Mike Mitchell**

Mr. Mitchell explained the bidding process. According to the NRS, if a project is \$25,000 or less you can solicit quotations from at least three qualified bidders/vendors and a contract can be awarded without going to a public bid system or receiving sealed bids. The District will be “packaging” bond projects together which exceed \$25,000. In cases where the project is over \$25,000, the project must be advertized in a local newspaper for at least seven days prior to the opening of the bids, the bidders must be notified when the bids are due, what the requirements are and what the bonding requirements are. The bids are received in sealed envelopes and are opened in public.

Mr. Mitchell informed the Board that the District bid out the windows for Winnemucca Jr. High, Sonoma Heights and Paradise Valley School and received a low bid of \$390,000 from Fast Glass. The next low bid was approximately \$600,000 and the third low bid was approximately \$800,000.

Mr. Jensen noted that, at a previous meeting, the Board gave the Office of Superintendent the authority to make decisions and to move forward with the bond projects. The Board acknowledged that this indeed was the case. The presentation on the fire sprinkler bid was agenized to provide the Board an example of the process implemented is responsible and responsive, hoping the Board is comfortable with the process. Administration will continue to report to the Board on the bidding process.

The District is in the process of going out to bid on the heating and air conditioning systems at McDermitt Combined, Paradise Valley and Sonoma Heights. The electrical bids for Sonoma Heights and McDermitt and also the roofing bids for Sonoma Heights and Winnemucca Jr. High have been “packaged” and advertized. There will be a mandatory pre-bid walk through on May 28<sup>th</sup> and bids are due June 4<sup>th</sup>. The budget for HVAC is \$300,000, electrical is \$200,000 and roofing is \$160,000.

We are currently working on a sound problem at French Ford by installing studio foam insulation. We will be bidding the asbestos abatement for the gym in McDermitt. The remaining asbestos abatement will

be done using a day labor contract. This will involve training several district employees to do miscellaneous repair and abatement projects throughout the district.

Mr. Jensen noted that a lot of the bidding contracts are going to local contractors/vendors.

Mr. Doyle noted that, his interpretation of the NRS is, any project under \$25,000, on an annual basis, no bid process is necessary. Informal quotes are allowed when project costs range from \$25,000-50,000 and projects over \$50,000 require a formal bidding process. Mr. Mitchell said he would verify that. Currently, he is bidding any project over \$25,000.

Construction manager interviews were held on Tuesday, May 12<sup>th</sup> and after careful consideration the committee selected Big G Construction.

#### **Discussion and Possible Action – Approval of a Policy Regarding Prohibiting HCSD Employees for Soliciting Funds Without Administrative Approval – Vince Mendiola, Ray Parks**

Mr. Mendiola and Mr. Parks came before the Board with the concern of district employees soliciting funds, as it pertains to athletics. Mr. Mendiola noted that the concern has come about because of the current budget situation. When district administration asked the athletic department to cut from their budget, every effort was made to keep the cuts minimal across the board. Scheduling has been limited, but every league game will be honored. The concern is that some coaches will want to fundraise to travel to non-conference games. Each department is provided a budget for scheduled games and the thought is that anything outside of league games should be approved by District and/or site administration. In addition to the budget provided each department, a request can be made to Century Club through the athletic department.

Mr. Parks noted that there is a concern that individuals will be asking businesses for donations to fund non-conference games, when Century Club also seeks donations and/or advertising from those same business people. This also becomes a fairness issue of one team or program playing more games than another.

Mr. Mendiola and Mr. Parks asked the Board to consider establishing a policy that governs fundraising in the district and that the site administrator has the final say.

Mrs. Stewart moved to direct the superintendent to form a committee to create a draft policy regarding prohibiting HCSD employees for soliciting funds without administrative approval. Mr. Hillyer seconded, motion carried.

Mr. Hillyer noted that he may have a conflict of interest because he serves on the board of a fundraising entity that the policy may affect.

#### **Discussion Only – Lowry High School Update – Debbie Watts**

Mrs. Watts provided the Board with a list of students who have left Lowry High School and have not transferred to another school or district. The list included information regarding the number of years at Lowry, credit deficiency and history of attendance (Lowry, PASS, Join, and Leighton Hall). Most of the students listed have had excessive absences, tardies or have been deemed an habitual truant.

- Fifteen students will be graduating from the PASS program.
- The Art and Career Tech departments will be hosting their first annual celebration on Thursday, May 28<sup>th</sup> at 6 p.m. to showcase student talents in art, wood and welding.

- Lowry High School is celebrating their first National Merit Scholar. Miss Katherine Granath is a National Merit Honor Scholar as has won a \$2500 scholarship.

#### **Discussion Only – Safety Update – Jeff Dawson**

Mr. Bumgartner presented the Board with a draft of Humboldt County School District's Crisis Response Plan. Each district is to submit their plan to the state by December 15<sup>th</sup>. A committee will be established to review the plan, approve the plan and submit the plan to the Board for approval in the fall.

Mr. Dawson noted that the Director of Crisis Response with Washoe County School District, Mr. Smith, has worked closely with the District in developing our plan. He has received a substantial grant from the State of Nevada, through the Department of Emergency Management Services. The grant is approximately \$700,000 to be used to develop statewide standards for all schools in the state. Mr. Dawson will be appointed to a state level task force to help develop standards for the state and school districts. Year two of the grant will offer training to school district administrators statewide.

Mr. Dawson met with Sheriff Kilgore, Chief of Police Davidson, Mr. Bumgartner and Mr. Jensen regarding the preparedness plan and protocols for the District. Communications are continually being upgraded at each school site and drills are being conducted each semester. Discussions are being held regarding transportation protocols for emergencies.

Mr. Bumgartner thanked Mr. Dawson for his work on the Crisis Response Plan.

#### **Break 6:40 p.m. Back to regular session 6:42 p.m.**

#### **Discussion Only – Overview of CRT, HSPE and Writing Tests – Kelly Novi**

Mr. Novi provided an overview of CRT test results for spring 2009 in reading, math, writing, and science. The data is used to view trends over a period of time to see if scores are improving, not improving or remaining stagnant.

School sites have been asked to work on their school improvement plans prior to the beginning of the upcoming school year. Schools are currently working on their goals and action steps. The state requires the school improvement plans be submitted to them in November.

#### **Discussion Only – Curriculum and Instruction Report – Kelly Novi**

- May 28<sup>th</sup> – Transition Day – plans are in place for all grade levels and departments. Each will have an agenda and each is required to provide minutes or a product of their meeting. Mr. Bumgartner will be facilitating the music departments to discuss curriculum and music.
  - Kindergarten teachers will be working on a standard based report card and discussing kindergarten registration to provide consistency on the assessment tool used.
  - 1<sup>st</sup> grade will be discussing the MAP Primary Test, standard based report cards and common assessments
  - 2<sup>nd</sup>/3<sup>rd</sup> grades will be working on in school transition
  - 4<sup>th</sup>/5<sup>th</sup> grades will gather to create a dialogue to get everyone on the same page as far as expectations regarding a writing plan.
  - 6<sup>th</sup>/7<sup>th</sup> grades will meet to discuss student needs, curriculum and expectations
  - 8<sup>th</sup>/9<sup>th</sup> grades will also meet to discuss student needs, curriculum and expectations
  - Special program departments will meet district wide K-6, 7-12 or K-12 to discuss curriculum, physical fitness testing, etc.
- Prioritize standards: continue revision of current standards

- Common assessments/data teams
- Writing Plan – currently a skeleton plan K-12
- Handwriting/computers (depending upon funding): consistency, include more keyboarding
- Monthly K-6 administrative meetings to seek basic common ground (common assessments, PLC expectations, standard based report cards, professional development, and the Writing Plan)
- Options Committee: discussions have been held regarding on-line school, remediation and enrichment, review of K-12 programs (Plato, AP/Advanced courses, etc.)
- MAP Testing; 2<sup>nd</sup>/10<sup>th</sup> math and reading, pilot primary MAP in 1<sup>st</sup> grade, pilot science 9-10<sup>th</sup> grades at Lowry

#### **Discussion and Possible Action – Approval of Warrants**

Mrs. Stewart moved to approve the warrants as presented. Mr. Hill seconded, motion carried.

#### **Discussion and Possible Action – Approval of Retirement Incentive Applications – Mike Bumgartner**

One certified and four classified employees completed the necessary application to request the retirement incentive. A stipulation of the incentive was that employees submit an irrevocable resignation effective upon board approval of the requests. The incentive amount was \$10,000 for certified staff and 15% of the current salary for classified personnel. There will be a cost savings to the District; one custodial position will not be filled and a position at Winnemucca Jr. High will be filled through displacement. Mr. Jensen did not estimate a total savings but will provide that figure to the Board. Total cost of the incentive requests were \$33,218.

Mrs. Stewart moved to approve the retirement incentive requests as presented. Mrs. Miller seconded, motion carried.

#### **Discussion and Possible Action – Approval to Reschedule the June 9, 2009 Board Meeting to June 8, 2009 – Dave Jensen**

Mr. Jensen asked the Board's approval to move the June 9<sup>th</sup> meeting to June 8<sup>th</sup>. The District is under statutory requirements to submit a budget augment for the current school year by June 8<sup>th</sup>. Mr. Hillyer asked if the meeting time could be moved back to 6:00 p.m.

Mr. Hillyer moved to reschedule the June 9<sup>th</sup> meeting to June 8<sup>th</sup> at 6:00 p.m. Mrs. Stewart seconded, motion carried.

#### **Discussion Only - Health Care Status – Dave Jensen**

The employer contribution made to abd Insurance Services for April totaled \$217,000, along with other contributions amounted to a total deposit figure of \$231,944. Expenses for the same month totaled \$257,229, leaving a negative \$25,284. Currently, our cash on hand is \$37,161. Employer contributions made for May total \$186,000.

Mr. Jensen noted that the District had set aside \$450,000 to cover flow thru until July 1<sup>st</sup>. With \$217,000 being disbursed in April and \$186,000 in May this leaves only \$47,000 remaining to cover flow through expenses through June. Mr. Jensen and Ms. Havens are currently working to continue to stay on top of expenses, because it is felt that the \$47,000 will not be sufficient to carry us through June.

Mr. Jensen gave the Board a brief recap of the funds that have been transferred to the self-insurance fund for the current school year. A total of \$1.15 million has been used, this year alone, to “bail out” the self-insurance fund. This figure equates to the District supplementing the self-insurance plan at a cost of \$2904 for each the 396 individuals covered.

There has been a few glitches regarding insurance cards and prescriptions, but the response regarding insurance through St. Mary's has been a positive one.

### **Discussion and Possible Action – Approval to Establish a Special Revenue Fund Entitled Bond Oversight Media Grant – Dave Jensen**

During the process of pursuing the bond initiative, the District formed a committee with the express intent to ensure the success of the bond. Part of this process included a fund raising component that was clearly separated from the District. Funds were used to support an advertising campaign. At the conclusion of the bond campaign, the committee had approximately \$2400 remaining in the account. The committee agreed to transfer those funds to the Bond Oversight Committee for the express purpose of providing community awareness, through the media, of the bond project process. Mr. Jensen asked the Board to approve establishing a special revenue fund for those funds.

Mrs. Stewart moved to approve establishment of a special revenue fund entitled Bond Oversight Media Grant. Mr. Seeliger seconded, motion carried.

### **Discussion and Possible Action – Establishment and Approval of a Board Calendar for Board Retreats/Workshops – Mike Bumgartner**

Mr. Bumgartner and Mr. Jensen met with Mrs. Noble and Mr. Seeliger to discuss some of the items the Board may want to address in the coming year; review of the policy manual, the roles and responsibilities of the Board and the opportunity for the Board to just talk. It was suggested that five one-half days be set aside for workshops or retreats to address items. Dates proposed are; Friday-September 18, Friday-November 13<sup>th</sup>, Friday-January 22<sup>nd</sup>, Friday-March 19<sup>th</sup>, and Friday-May 21<sup>st</sup>. Workshops will be held from 4-9:00 p.m.

Mr. Seeliger moved to approve the tentative dates for the Board calendar. Mr. Hillyer and Mr. Hill seconded, motion carried.

### **Board/Staff Comments**

1. Mr. Hillyer congratulated Mr. Jensen on graduating with his doctorate.
2. Mr. Hillyer inquired about the priorities list. Mr. Bumgartner said one has been completed. Mr. Jensen said that discussion with the association presidents must take place before the list is sent out.
3. Mr. Hillyer asked if the McDermitt Combined principal position needed to be formally placed on an agenda before the position could be advertised.
4. Mr. Hillyer said he would not be able to attend the McDermitt Combined graduation ceremonies.
5. Mr. Hillyer asked if the person hired for the French Ford Dean of Students position had been announced and asked what will happen to the vacancy at Lowry High School.
6. Mr. Hillyer asked what the legislature's 4% budget cut meant for the District's employees. "We anticipated an 8% cut". "What does that mean, maybe, in keeping some teachers?" Mr. Jensen noted that negotiation discussions would need to be held before any decisions are made.
7. Mr. Hillyer noted how valuable the Curriculum Director position is after receiving the information Mr. Novi presented. This information assists the Board in defining their goals.
8. Mrs. Miller asked when negotiations are planned for. Mr. Bumgartner noted they would begin the 2<sup>nd</sup> week in August. We will be looking to negotiate by interest based bargaining this year.
9. Mrs. Stewart asked to accompany Mr. Bumgartner to Denio and McDermitt's graduations.
10. Mr. Jensen invited Mrs. Miller to accompany him to Paradise Valley's graduation. Those attending McDermitt's and Oroville's graduations are welcome to ride with Mr. Bumgartner.

11. Mr. Jensen noted that when receiving feedback regarding budget cuts, one area suggested was to find an individual that could help in finding grant funds. The District is currently looking to establish a relationship with a Vista worker. Cost to the District will be approximately \$4000 for a twelve-month period. This individual will look for grant funds that can get used to restore programs that were cut with the budget cuts. Mrs. Stewart said there is a program in Los Angeles that sponsors grant workshops on a monthly basis, at a cost of approximately \$800, which may be worth sending an individual to.
12. Mr. Jensen said the District has submitted four grants; Grass Valley Pre-K \$150,000, Career and Technical Carl Perkins Basic \$32,000 and State Carl Perkins \$28,000. If the District is awarded the grant, it will allow us to expand the welding program at Lowry High School and fund a position.
13. Mr. Bumgartner said that Mrs. Janet Kennedy has been hired as the new Dean of Students at French Ford Middle School. Congratulations Janet!!
14. Mr. Bumgartner reported that AB488, which deals with the extension of the bill that was used for "critical shortage" needs, sunsetted this year. This bill allowed Mr. Moddrell to work for two years after he retired without affecting his PERS. AB 488, however, passed unanimously through both houses. Mr. Bumgartner said he would be coming before the Board with a recommendation to continue Mr. Moddrell in the McDermitt principal position for one more year and then in January 2010 the position would be advertised. Mrs. Stewart feels the school couldn't be in better hands and the District is saving money.
15. Mr. Bumgartner thanked Nicole Maher for the great job on the "Parent News Letter".

Adjourned 8:12 p.m.

Submitted by Secretary, Paula Wright

  
Clerk, Kris Stewart