

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

The regular meeting of the Humboldt County Board of School Trustees was held November 12, 2013 at 4:30 p.m. in the District Office Boardroom.

Board members present were: President John Seeliger, Clerk Ann Miller, Boyd Betteridge, Bruce Braginton, Glenda Deputy and Andrew Hillyer. Absent: John Hill

Others in attendance were: Superintendent Dr. Dave Jensen, Asst. Superintendent Dawn Hagness, Director Kelly Novi, Attorney John Doyle, Jessica Powell-Humboldt Sun, Jackie Riggan, Laura Christean, Tara Larson and Shelly Drake with Drake Rose and Associates, Georgette Olsen, Marian Tyree, Ronda Havens, Deanna Owens, Vickie Cox, Sheryl Theide, other interested persons and Secretary Paula Wright.

President Seeliger opened the meeting with the Pledge of Allegiance.

**Correspondence:** None

**Minutes:** Mr. Braginton noted that on page 1, under the corrections to the October 8, 2013, where it reads “.....focusing on SIOP training and ENI, ENI should be deleted;..... There should be a quotation mark after the first ENI.

Mrs. Miller moved to approve the minutes of the October 22, 2013 meeting as amended. Mr. Braginton seconded, motion carried.

4:36 p.m. Mr. Hillyer arrived.

**Public Comment:** Rhiannon Hornbarger approached the Board and asked when she could expect the front doors to the Winnemucca Grammar School to be locked, providing secure entry to the school. Mr. Seeliger informed Mrs. Hornbarger that concerns brought up during public comment cannot be discussed and no action can be taken. He said the item could be placed on an upcoming board agenda to be discussed further and thanked her for her concern.

Dr. Jensen noted that the District would be holding two community forums scheduled for November 13<sup>th</sup> at 10 a.m. and 7 p.m. at the Winnemucca Jr. High School Auditorium. This would be a perfect opportunity to have some discussion regarding the single point of entry at Winnemucca Grammar School.

Mrs. Christean began her career with Humboldt County School District as a substitute teacher in 1979. She has 27 years in the PERS system and encouraged the Board to consider the Early Incentive Buyout, if at all fiscally possible.

**Superintendent's Report**

- Dr. Jensen sent out a big thank you to our Maintenance Department for the rebuilding of the tables in the Board Room. As a unique side note, the wood that is being used is from the old bleacher seats at Winnemucca Junior High School. The boardroom alteration should be completed soon and looks great.

- On October 14<sup>th</sup>, we were subject to our annual attendance audit. The process went well and following a couple of corrections has been accepted by the State Department. We are waiting for final verification; however, we are expecting a final “count day” enrollment figure of 3517.
- Dr. Jensen attended the first Executive Leadership Academy training in Las Vegas on October 17-19. The first session focused on the development of culture and was facilitated by Dr. Mike Fienberg, the founder of KIPP schools. Following are some of the items discussed at the Leadership Academy.
  - Dr. Jensen provided the Board with a copy of the P-16 Pipeline outcomes for graduation and college attendance. According to the approximate 20 year study, of 100 US students, 83 graduate from high school, 62 enter college and 31 graduate from college by age 24. Of 100 students in the top quartile, 93 graduate from high school, 90 enter college and 82 graduate from college by age 24. Of 100 students in the bottom quartile, 70 graduate from high school, 41 enter college and 8 graduate from college by age 24. Dr. Jensen noted that the study shows the gap in academic performance of students in association with socio-economic status. He said that we must believe that a different outcome is possible.
  - The KIPP schools focus on five pillars: 1) More time on task every day, every week, every year 2) Power to lead 3) Focus on Results 4) High Expectations and 5) Choice and Commitment
  - In terms of our practice, if the answer to the question of “why do we do it this way” is “because it’s the way we’ve always done it”; it’s time to stop doing it.
  - The Stockdale Paradox – the ability to face the brutal facts while maintaining an unwavering faith of what the ultimate outcome will be. Change is not easy, nor immediate. With perseverance, it can happen. This is based on Admiral Stockdale who was shot down over Vietnam and held as a prisoner of war for eight years.
  - Internal question – are we Walmart or Neiman Marcus? (regarding the level of services we provide to our customers)
- On October 29<sup>th</sup>, an assembly was held at Winnemucca Grammar School in recognition of their two time five star status. This was a great recognition and celebration. Congratulations to all involved!
- The third round of negotiations with the certified bargaining group was conducted on October 30<sup>th</sup>. A more detailed report will be provided during the closed session of the board agenda.
- On November 4<sup>th</sup>, a NASS meeting was held in conjunction with the NASA conference. Of key interest is a push by post-secondary institutions to utilize an SBAC measure as the 11<sup>th</sup> grade college readiness assessment. The superintendents are in strong opposition to this, as there is no benefit to students. Superintendents are endorsing the ACT. A resolution is being drafted that will be brought to Boards for review and endorsement.
- On November 6<sup>th</sup>, Dr. Jensen had a radio interview with Rod Stoll from KWNA radio. He said he appreciated the opportunity to talk about the good things happening in Humboldt County School District. They are working to schedule a monthly interview.
- Administrative negotiations were held on November 7<sup>th</sup>. A financial package for ratification will be discussed during the closed session and presented to the board following the closed session. Dr. Jensen thanked Mr. Braginton for serving on the negotiating team.
- Congratulations to the Lowry Buckaroos for their victory over Elko. The Bucks will be playing Faith Lutheran in Las Vegas this coming Saturday with kick off at 1 pm.
- Dr. Jensen commended all of our athletic teams for their strong play and leadership demonstrated during their season. In addition, teams have demonstrated strong academic skills and a dedication to Lowry, McDermitt and Winnemucca Junior High School.
- Community forums are scheduled for November 13<sup>th</sup> at 10 am and 7 pm. We hope to have some good attendance and feedback.

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

Mr. Hillyer moved to approve the warrants as presented. Mr. Braginton seconded. Mr. Seeliger abstained from warrant #120233, which was payable to his wife. Motion carried.

### **Discussion Only – Discussion Regarding the Epi Pen Usage Policy – Marian Tyree, Dr. Dave Jensen**

Dr. Jensen apologized for being absent at the last board meeting and was unable to take part in the discussion regarding the Epi Pen usage policy. In a conversation with Mrs. Tyree regarding the suggested language changes to the policy by the board, Dr. Jensen became concerned with potential liabilities associated with the proposed changes. The Board approved the policy at the October 22, 2013 meeting and made some specific recommendations to finalize the policy.

The Board was comfortable with the policy language as proposed; however, the recommended change was to ensure an Epi Pen would be available on all of our activity trips. There was discussion regarding whose responsibility and/or liability it is to provide Epi Pens on every activity trip. The cost to supply the pens and the impact on the efficacy of the pens with constant temperature fluctuations was also discussed. Dr. Jensen noted that during the spring season there is a potential of ten buses and four suburbans out on activity trips at any given time.

Mrs. Tyree noted that in conversations with Washoe, Lyon and Elko Counties, no one provides Epi Pens for athletic and/or activity trips. Parents are supplying their child's Epi Pen for trips.

Dr. Jensen asked that the Board consider changing the recommended language to indicate that, for students that we know have a known allergy, we will work directly with the students and parents to ensure that every avenue is covered while they are on trips.

Mr. Doyle suggested to the Board that they be careful what is put into policy; once it is put into policy, we accept the liability.

Dr. Jensen said that he would meet with Mrs. Tyree, make some minor adjustments to the policy and return to the board at the November 26<sup>th</sup> meeting.

### **Discussion and Possible Action - Early Incentive Buyout Discussion - Dr. Dave Jensen**

Dr. Jensen noted that the policy states that an Early Incentive Buyout application must be submitted to the Board of Trustees no later than January 7<sup>th</sup>. Several years ago, the Board decided to make a determination prior to the January 7<sup>th</sup> deadline as to whether they would support funding early retirement requests for that school year.

The Board was provided a longevity graph showing how many certified and classified employees fell into the 20-30 years of service category. There are 45 employees with 20-30 years of service with Humboldt County School District and 18 employees with 25-30 years of service.

After some discussion, the majority of the Board was not in favor of supporting early incentive buyouts for the 2013-14 school year.

Mrs. Miller moved to not offer early incentive buyouts for the 2013-14 school year. Mr. Betteridge seconded, motion carried.

### **Discussion and Possible Action - Approval of the FY13 Audit – Shelly Drake, Tara Larson**

Mrs. Drake thanked the accounting department and other staff members they work with during the audit. "They are doing a tremendous job on behalf of the District".

Mrs. Stoker provided a brief review of the Independent Auditor's report, which includes management's responsibility for the financial statements, the auditor's responsibility, the auditor's opinion, other matters, and other reporting required by Government Auditing Standards. She noted the District's Management Discussion and Analysis Report, which is compiled by District personnel as part of the audit.

She briefly discussed net assets, governmental funds revenue and expenditures, notes to the financial statement, comparisons of revenues by source in the general and special revenue funds (ad valorem, local school support, state distributive, governmental services tax, tuition and other local, federal sources, special appropriations, daily lunch sales, salaries and benefits, purchased services, supplies, property and other). She also provided a comparison of ending fund balance (general fund, capital project funds, and debt service fund).

There was one NRS budget violation noted; expenditures in the Undistributed program in the Food and Nutrition Fund exceeded appropriations by \$14,300.

Mrs. Drake noted that the compliance audit is a review of adherence to regulatory guidelines. At the state level, the firm did not note any compliance violations, except, those already discussed. Because of our federal grant expenditures, the District is also required to have a "single audit". This year the firm reviewed all grants under the Child Nutrition program and all programs under the Special Education program. Internal controls are reviewed for compliance. There were no incidents of non-compliance.

At the conclusion of the audit, the audit team met with Dr. Jensen and Mrs. Havens to discuss the scope of the audit and provided suggestions for consideration. Some suggestions provided included 1) changing the dates of the audit to non-peak times, 2) grant compliance, assuring that those responsible for overseeing the grant/s understand the grant requirements, 3) compliance with internal controls, 4) continued education for those responsible for student activity funds, 5) reviewing system controls and 6) rotation of responsibilities.

In regards to the new procedure for our Workmen's Comp being handled through Nelson Davidson & Associates, Mrs. Drake asked that the District make sure to provide our own checks and balances in monitoring the fund.

Mrs. Drake reported that there is a new accounting standard related to our pension accounting. She has encouraged the District to begin working with PERS. The new accounting standard requires the District to include a proportionate share of an unfunded liability for current and future retirees. The new accounting standard will be mandatory for fiscal year ending in 2015.

Dr. Jensen thanked Ronda Havens.

Mr. Braginton moved to approve the FY13 audit as presented. Mr. Betteridge and Mr. Hillyer seconded, motion carried.

### **Discussion Only - Special Services Update – DeAnna Owens**

Mrs. Owens thanked the Board for the opportunity to provide an update on special services programs.

Special Education: We currently have 485 special education students on IEP's, 31 teachers, one psychologist, one psychology intern and one psychometrist. 80% of special education students have a specific learning disability. We currently have approximately 40 students with Autism. Some of the programs or support services provided to special education students include; inclusion, an Autism Team,

Crisis Prevention Intervention, Comprehensive Life Skills, Assistive Technology, Child Find, Early Childhood Education, Transition, and Instructional Consultation.

There was a brief discussion regarding how the District might go about recruiting special education teachers. Mrs. Owens noted the importance of providing professional development and support for those who may want to pursue a track to special education certification.

Compliance with regulations, focusing on improvement, SCOPE and alignment, writing SMART goals aligned to Common Core State Standards are all requirements for special services staff.

Acquiring certified staff has been a huge issue. The District currently has several long term subs teaching in special education classrooms.

Title I:

- We currently have six schools (602 students) that are deemed Title I schools; McDermitt Combined, Winnemucca Grammar School, Denio School, Kings River School, Orovada School and Paradise Valley School.
- The District has 155 students that are considered homeless. This includes students that are living with relatives, living in motels, or living in an RV park.
- The District has thirty migrant students. There are 159 migrant students statewide.

Some of the programs offered at Title I schools include; reading remediation, Read 180, migrant education, Parent Involvement Policy and focus school initiative.

Compliance with regulations, focusing on reducing the achievement gap and parent notification are all requirements for Title I schools.

Title III: Limited English Proficient (ELL)

We currently have 408 ELL students K-12, three ESL teachers, seven instructional aides and 46 immigrant students (Tagalog, Japanese, Thai, Russian, Punjabi, Afrikaans, Tigringya).

Some of the programs offered for ELL students include; English as a Second Language, Sheltered Instruction Observation Protocol (SIOP), WIDA-World Class Instructional Design and Assessment, Immigrant Education and an ELL Pre-K program at Sonoma Heights Elementary (SB504).

### **Discussion and Possible Action - Review of Class Size Reduction (CSR) and Submission of State Report – Dr. Dave Jensen**

The District is now required to file a Class Size Reduction report quarterly based on enrollment figures. We will be reporting the following District pupil/teacher ratios to determine compliance with class size reduction: Kindergarten-17.93 to 1, 1<sup>st</sup> Grade-16.76 to 1, 2nd Grade-18.96 to 1, and 3rd Grade-17.98 to 1.

The report was reviewed by and acknowledged by HCEA President, Mary Keith.

Mr. Seeliger was pleased with the reduced student to teacher ratios. This can be attributed to the additional teachers hired for the current school year and fewer students arriving.

Sonoma Heights Elementary currently has a student/teacher ratio of 18.52 to 1 in 2<sup>nd</sup> grade. Dr. Jensen will be monitoring these numbers.

Mr. Hillyer moved to approve the Class Size Reduction report for submission to the state. Mrs. Deputy seconded, motion carried.

**Discussion Only - Closed Session to Discuss Certified and Administrative Negotiations Pursuant to NRS 288.220 – Dr. Dave Jensen**

6:51 p.m. Mr. Braginton moved to go into a closed session pursuant to NRS 288.220. Mr. Hillyer seconded, motion carried.

7:31 p.m. Mr. Hillyer moved to return to open session. Mr. Braginton seconded, motion carried.

**Discussion and Possible Action – Ratification of Administrative Meet and Confer Agreement – Dr. Dave Jensen**

Dr. Jensen thanked Mr. Braginton for serving on the negotiating team. Negotiations with the Administrators were held the week of November 4<sup>th</sup>. Dr. Jensen also expressed his appreciation for the members of the Administrative team, which consisted of Janet Kennedy, Ray Parks, Robert Lindsay and Kelly Novi.

Discussions focused on five areas:

1. Language: The administrative team will continue to work on language and return to negotiate sections as completed. Language will be discussed and brought forward to the Board for ratification as items are finalized.
2. Salary: Compensation at the 3% (2013-2014)(1% towards PERS and 2% base salary adjustment) and 2% (2014-2015) level as negotiated with the classified bargaining group was agreed upon. Cost to the District will be \$30,171 for the current school year (step costs have already been provided) and \$58,773 for school year 2014-15, which is inclusive of base salary, step and associated benefits.
3. Increase the co-efficient responsibility at McDermitt Combined School from the current .445 to .465, in recognition of the extensive job responsibilities of the position. In addition, both groups will assess the correlation of Lowry High School principal responsibilities with that of the McDermitt principal over the next two years. Cost of the adjustment is identified as \$1,129.
4. Increase the executive physical benefit (\$1,250), from the current every three years rotation, to every other year. Potential cost impact is identified as \$5000 (for current year's group) and \$3250 (for next year's group). The physical is not mandatory and no benefit is provided if the physical is not completed.
5. Restore the longevity benefit that was reduced during the 2011 negotiations. The district is unable to determine a fiscal impact, as the adjustment would not apply to any current employees for several years.

Dr. Jensen asked the Board to approve the proposal as presented.

Mr. Braginton expressed his appreciation to Mrs. Kennedy, Mr. Parks, Mr. Lindsay and Mr. Novi.

Mr. Hillyer moved to accept the Administrative proposal. Mrs. Miller and Mr. Betteridge seconded, motion carried.

**Public Comment – Discussion Only**

None

### **Board Reports/Requests – Information Only/No Action**

1. Mr. Betteridge reported that the Swing Choir held their “pulled pork sandwich” get together. They raised \$1500. One community member donated \$1000. He thanked the community for their support.
2. Mr. Betteridge congratulated the Lowry football team for making the semifinals.
3. Mr. Hillyer congratulated the Lowry volleyball team for making it to the finals and congratulated the Lowry cross country team.
4. Mr. Hillyer reported that Century Club donated \$18,500 to Lowry High for improvements to the field. Currently, the field is not a regulation field for soccer. To achieve this, the long jump and triple jump pits will need to be moved to the west side of the stadium. It is hoped that the additional funds can be acquired to complete the project.
5. Mr. Hillyer congratulated the Lowry football team on making the semi-finals. They will be playing Faith Lutheran. He believes there will be a good representation of Winnemucca fans attending.
6. Mr. Hillyer asked that the Board agendaize the review of the District’s fighting and bullying policy and how they are investigated.
7. Mr. Hillyer noted he had Firemen’s raffle tickets available for purchase.
8. Mr. Braginton said he appreciated the opportunity to serve on the Administrative negotiations team.
9. Mrs. Deputy asked if there was an IC team established at McDermitt. Mrs. Hagness said that Mr. Christean is overseeing that.
10. Mrs. Deputy said she attended the Veteran’s Day program at French Ford Middle School. She said it was wonderful!
11. Mrs. Miller said that she had an idea, based on earlier conversations, to “tweak” the District’s vision statement. She would be happy to share her thoughts if we wanted to place it on an upcoming agenda for discussion.
12. Mr. Betteridge said his daughter could not attend the Lowry vs Elko football game and appreciated the score updates on the District Facebook page.
13. Mr. Hillyer reported that the NIAA is working with a media company to video tape games and allow interested people to view archived games online.
14. Mrs. Hagness said that the next Administrative meeting will be held on November 13<sup>th</sup> from 8-2 p.m. They will be discussing evaluations and math practices.
15. Mrs. Hagness wanted everyone to know that she was clearly cheering on the Lowry Bucks in their game against Elko (her former District).
16. Dr. Jensen reminded everyone of the upcoming NASB Conference in Reno on November 22<sup>nd</sup> and 23<sup>rd</sup>.
17. Dr. Jensen said he has been in conversation with Marty Johnson with JNA Consulting regarding the possibility of placing a continuation of the current roll-over bond on the upcoming ballot. This will require further discussion.

7:56 p.m. Adjourned

Submitted by Secretary, Paula Wright

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Ann Miller, Clerk