

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 26, 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, John Hill and Andrew Hillyer. Absent: Glenda Deputy

Others in attendance were: Superintendent Dr. Dave Jensen, Asst. Superintendent Dawn Hagness, Director Kelly Novi, Attorney John Doyle, Jessica Powell-Humboldt Sun, Sandy Hammargren-Silver Pinyon Journal, Sheryl Thiede, Tim Connors, Marian Tyree and Secretary Paula Wright.

President Seeliger opened the meeting with the Pledge of Allegiance.

Correspondence: Mr. Seeliger provided the Board with a copy of a letter from State Superintendent, Dale Erquiaga, encouraging board members to complete a survey from the Nevada Department of Education. The survey requests feedback and input on whether the state should seek a one-year extension to their waiver of NCLB.

Minutes: Secretary Wright made the following corrections to the November 12, 2013 minutes. On page four, first sentence "Mrs. Stoker" should read "Mrs. Larson". Also, on page four, second paragraph, first sentence,discussed net assets,, should read,... discussed net position,.....

Mr. Braginton moved to approve the November 12, 2013 minutes as amended. Mr. Betteridge seconded, motion carried. Mr. Hill abstained.

Public Comment: None

Superintendent Report

1. Dr. Jensen extended a sincere thank you to Loren Hunewill and Hunewill Construction for the outstanding job they have done at Lowry High School. They have done a tremendous amount of work, all through donation from Loren Hunewill.
2. Dr. Jensen thanked the maintenance department for our new boardroom tables. All work was done internally. The wood on the tables comes from the old bleachers at Winnemucca Jr. High School. We will begin to make our transition to a fully electronic agenda. Dr. Jensen encouraged board members to begin bringing their laptops.
3. An Administrator's meeting was held on November 13th. Aaron Hansen with NNRPDP was the trainer. The new evaluation system was discussed.
4. On November 13th, two community forums were held to gather input from the community regarding our completed bond projects and to get feedback on proposed projects. Members of the community, staff members and several board members attended both forums.
5. On November 14th, Dr. Jensen attended the second Executive Leadership cohort in Las Vegas. The two and one-half days of training from Dr. Frederick Hess focused on educational finance.

6. On November 16th, the Lowry Buckaroos played Faith Lutheran in Las Vegas. Dr. Jensen said he was amazed at the number of Lowry High School supporters in attendance. He gave his sincere kudos to the team, the coaches, cheer squad and parents for their support throughout the season.
7. On November 19th, Dr. Jensen and Kelly Novi met with Kevin Monsey and Max Hershenow to discuss the reprioritization projects and provided them a list of suggestions received through our community forums. They were also able to meet with some lock companies in regards to rekeying the District and to make some adjustments to the electronic door entries.
8. On November 19th, Dr. Jensen, Mrs. Hagness, Mr. Novi and Mrs. Owens traveled to Paradise Valley School to celebrate their status as a Five Star School. Congratulations Paradise Valley School!
9. The evening of November 19th, the Reno Bighorns played an exhibition game against the Idaho Stampede at Lowry High School. Dr. Jensen said we appreciate the partnership with the Reno Bighorns and hope that we can sustain the game. While here the Bighorns visited the three elementary schools and engaged with students.
10. On November 21st, Dr. Jensen participated in a High Tech Center planning meeting. He said we are making steady progress on the feasibility study. We are beginning to gather data and are beginning to work on the curriculum side, as we engage our partnership with Great Basin College. We are hoping to have the feasibility study completed by the conclusion of February. As the study is refined, it will be brought to the Board for review and approval.
11. On November 22nd and November 23rd, the NASB Conference was held in Reno. The conference was attended by Mr. Seeliger, Mrs. Deputy, Mr. Braginton and Dr. Jensen. Dr. Jensen provided the Board with a copy of a handout from speaker Jamie Vollmer regarding building understanding and trust in the community. 1) Stop bad mouthing one another, 2) shift attention from the negative to the positive, 3) share something positive about what goes on in your schools, 4) sustain the communication, and 5) start the change process now.

Sonoma Heights Principal, Amy Nelson, was named Administrator of the Year at the NASB conference. She was nominated by Bob Dolezal, Superintendent at White Pine School District, for support she provided to White Pine School District while she was an administrator in Lander County. Congratulations Amy!!

12. On November 26th, an Administrator's meeting was held focusing on the NCAAT-D.
13. Dr. Jensen wished everyone a restful and well deserved Thanksgiving vacation.

Discussion and Possible Action – Approval of Warrants

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

Discussion and Possible Action – Discussion Regarding the Epi Pen Usage Policy – Marian Tyree

Dr. Jensen noted the slight changes to the Epi Pen policy from the last meeting.

Mrs. Tyree noted that the main issue discussed at the last meeting was having an Epi Pen available on every extra-curricular activity. Mrs. Tyree said that the following language was added to the policy; “Communicate with individual student and parent/guardian with known allergy regarding the need for an epi-pen while traveling for extra-curricular activities.”

Dr. Jensen noted that the proposed language is consistent with the discussion at the last board meeting.

There was discussion regarding the proposed language addition.

Mr. Hillyer asked that the following changes be made to the policy. Under the section regarding a comprehensive School Emergency Action Program concerning anaphylaxis; that the following language be added; (vii) a list of students communicated to the principal.

Mr. Hillyer suggested that, on the added language, it be revised to read “Communicate with the individual student with the known allergy and parent/guardian regarding the need for an epi-pen while traveling for extra-curricular activities.”

There was some discussion regarding the frequency of trainings provided to staff.

Mr. Hillyer suggested where the policy states that trainings will be conducted at least twice per year that they consider changing that to read “conduct trainings at least annually”.

Mr. Hillyer moved to accept the current epi policy as presented by Mrs. Tyree with the described changes.
1-addition of a list of students affected (Section B), with communication with the principal, secretaries, coaches and teachers in regards to extra-curricular activities.

2-annual training to replace trainings at least twice a year

3-modifications to the new proposed language

Mrs. Miller seconded, motion carried.

Discussion Only – Grass Valley Elementary School Update – Tim Connors

Mr. Connors thanked the Board for the opportunity to come before them.

Grass Valley’s mission statement reads: “Achieving Success Through Teamwork.”

There are 475 students currently enrolled at Grass Valley Elementary School, with 40 of those students enrolled in the Pre-K program. Mr. Connors noted that he has 55 of the most dedicated staff members that he has ever been associated with in his 20+ years in education.

Mr. Connors presented historical data in 3rd and 4th grade in math and reading. Overall scores in math in the 2009-10 school year were 60% and in reading 61%. 2010-11 showed an increase in math scores to 62% and a decline in reading to 56%. In 2011-12, math showed an increase to 71% and an increase in reading to 61%. In the 2012-13 school year math scores dropped to 68% and reading increased to 70%.

The school established their School Performance Plan (SPP) for this school year with the help of Noel Morton.

Goal 1: Have 73.9% of all 3rd and 4th grade students scoring in the Meets/Exceeds range on the 2014 math CRT. They hope to achieve this by using staff trained using learning modules designed by the District Math Design team. The goal is to provide professional development on the implementation of Common Core Math Standards, specifically, Math Practices emphasizing Depth of Knowledge Levels.

Goal 2: Have 75% of all 3rd and 4th grade students scoring in the Meets/Exceeds range on the 2014 CRT in reading. Grass Valley staff will be participating in a professional book club utilizing the text: “Read Like a Detective” by Douglas Fisher, Nancy Frey and Diane Lapp.

They will also continue with Literacy Block. Mr. Connors reported seeing better growth among students by utilizing the literacy blocks more effectively. Every grade level has at least one resource teacher and an ESL aide.

Mr. Connors invited Board members to visit the school.

Dr. Jensen sent out kudos to Mr. Connors and his staff. He said that Mrs. Morton said that, currently, the Grass Valley staff is the most driven staff on the NCAAT-S.

Mrs. Hagness noted that the staff was the first to complete the curriculum and instruction portion. Mrs. Hagness encouraged board members to visit on late start Thursdays and watch the interaction between staff members.

Discussion and Possible Action – Approval of the Lander County Tuition Agreement – Dr. Dave Jensen

We currently have three students who reside in Valmy who are attending school in Lander County. We do not provide transportation for these students. Lander County receives the DSA for the students and we provide an additional tuition amount of \$800 per student.

Mr. Hill moved to approve the Lander County Tuition Agreement. Mr. Braginton and Mr. Betteridge seconded, motion carried. Those in favor: Mr. Hill, Mr. Braginton, Mr. Betteridge, Mrs. Miller and Mr. Seeliger. Those opposed: Mr. Hillyer

Discussion and Possible Action – Approval of a Miscellaneous Leave Request for Mark Carstensen – Dr. Dave Jensen

Dr. Jensen reported that Mr. Carstensen, a teacher at Lowry High School, suffered a significant health issue this summer that required him to go through some extensive recovery time. Mr. and Mrs. Carstensen have returned to Winnemucca. Mr. Carstensen's FLMA request has been exhausted, he has sick leave available and has asked for the Board's consideration of miscellaneous leave. He plans to return to his teaching duties at the beginning of the second semester.

Dr. Jensen asked the Board to support Mr. Carstensen's miscellaneous leave request.

Mr. Hillyer moved to approve the miscellaneous leave request for Mark Carstensen as discussed by Dr. Jensen and his return to Lowry High School next semester. Mr. Betteridge seconded, motion carried.

Discussion Only – Review and Sign Off on Board Member Code of Ethics – John Seeliger, Dr. Dave Jensen

The Board developed an internal code of ethics for themselves several years ago. In the course of some trainings that Mr. Hillyer attended, he became aware of an ethics document that the State requires for elected public officials (NRS 281A.500). The form is to be completed and submitted no later than January 15th of the year following the general election, for each term of office.

Dr. Jensen noted that the District has never asked board members to complete this document. Dr. Jensen said, in a discussion with Mr. Seeliger and Mr. Hillyer, we would like to review the "code of ethics" each January and we would make sure those members recently elected or re-elected would complete the required document and it would be submitted to the Nevada Commission on Ethics.

The ethics form requires public officials to acknowledge that they have received, have read and understand the statutory ethical standards. A copy of NRS 281A.500 was provided the Board. Dr. Jensen asked that board members review the statute before completing the form.

Dr. Jensen asked if there were any questions regarding the internal board of ethics, none noted, it will be brought to the Board for review annually in January.

Discussion Only – Review of Bullying/Harassment Policy – John Seeliger, Andrew Hillyer, Dr. Dave Jensen

A copy of the District's Harassment, Intimidation and Bullying policy was provided the Board, which included the safe and respectful learning environment policy. The policy provided did not fully cover fighting and suspensions.

Dr. Jensen asked Administrators to provide feedback regarding how they address fighting in their schools. Each school site has a progressive discipline plan which defines the process. Dr. Jensen provided the Board with a copy of the responses from site Administrators. He condensed the responses into six main points: 1) It truly is progressive discipline, differences in approach from elementary to high school, 2) autonomy is inherent, allowing Administrators to make determinations on what is most appropriate to the situation, 3) at older grades, the "cooling off" period is often vital, 4) the established norms and expectations within a school must be upheld, while respecting family values outside the school setting, 5) all concur that intervention services are critical with a number of processes in place to address, and 6) student safety is a top priority for staff and administrative team.

There was a brief discussion and it was decided to agendaize the item for further discussion.

Discussion Only – Update on Single Point of Entry – Dr. Dave Jensen

Dr. Jensen noted that during our community forum there was a strong response to the safety of Winnemucca Grammar School. Preliminary drafts were provided to the staff and community regarding proposed single point of entry. The proposals were overwhelmingly rejected, therefore, we are not moving forward with any of the proposed concepts.

Principal, Dorene Kitras, made the recommendation to go to a video monitoring system. At the community forum, several in attendance were in favor of the video monitoring system. Dr. Jensen told community members that the District would move forward with that request, with the understanding that it would be a temporary solution to the single point of entry. Dr. Jensen believes in "face-to-face" contact, rather than through a video monitor, however, it does address the immediate need for security. We are having a difficult time identifying a solution that does not distract from the historical nature of the building.

Dr. Jensen has asked Kevin Monsey to move forward with the video based project. We are hoping to have the project completed over Christmas break.

The Board was also provided several options to address Lowry's single point of entry. H & K Architects were asked to submit proposals that would provide a very clear entrance to the building. Four proposals were initially submitted. There were issues with all four proposals. A fifth proposal (Option 3A) was developed out of conversations. In Option 3A, doors in the glass corridor will remain locked at all times, except during passing periods when they would be on an electronic timer. The exterior key access will be removed. The shrubbery will be removed and some ornate concrete will be added, which will lead into an entry way (330 sq. ft. of additional construction) that would be adjacent to the current attendance office.

The initial proposal for a single point of entry to Lowry through the glass corridor was at a cost of \$435,000. The current proposed option comes at a cost of approximately \$120,000-130,000. Dr. Jensen said that this is still in a conceptual phase. He noted this seems to be the most appropriate modification. Dr. Jensen asked Board members to review the proposal and provide feedback. He is currently working with Lowry administration for their feedback. Once a proposal has been finalized it will be brought back to the Board for review and approval.

There have been no alterations to the single point of entry proposals for French Ford Middle School or Sonoma Heights Elementary and the plan is to begin work the summer of 2014. We are still awaiting pricing for McDermitt Combined School's single point of entry. Work will be completed the summer of 2015.

Public Comment: None

Board/Staff Reports:

1. Mr. Hill said he is planning a visit to McDermitt Combined and the Orovada School. If anyone is interested in going along, please let him know so he can contact Mr. Christean.
2. Mr. Betteridge wanted to acknowledge two young men, Bryan Day and Tristan Busker, for their work on an Eagle Scout project. They did some beautification projects around their former schools, French Ford Middle School and Sonoma Heights Elementary. They repainted the map, repainted the lines for basketball and four square at French Ford Middle School and added gravel to the shrubbery area at Sonoma Heights.
3. Mr. Betteridge attended NCAAT training at Lowry High School and French Ford Middle School. He appreciated the opportunity to see the process. Although a bit confusing, he has a better sense of the process and believes it could be a good thing.
4. Mr. Betteridge thanked Mike Formby, Bryon Krell, Danny Dudley, Andy Herrera, Mark Arroyo and Alex Gonzalez for their work on the boardroom upgrade. It looks awesome!
5. Mr. Betteridge congratulated the Lowry football team for a great season! He appreciated the efforts of the team and the coaches.
6. Mr. Betteridge wished everyone a Happy Thanksgiving.
7. Mr. Hillyer asked if everyone could see each other's name plates. He asked if it would be possible to have a "key" (site map) at the front of the table so that audience members could identify board members.
8. Mr. Hillyer asked if murals could be added to the front of the newly done board tables. Mr. Braginton suggested rotating student art work. Dr. Jensen said that wood inlay will eventually be added with the District emblem at the head of the table.
9. Mr. Hillyer congratulated the Lowry High School football team. He noted that Faith Lutheran is a good football team; however, Lowry was capable of beating them.
10. Mr. Hillyer thanked Loren Hunewill for all the work he has done at Lowry High School.
11. Mr. Hillyer noted that Century Club hopes the District will participate in its partnership to move the pits at Lowry High School. Dr. Jensen noted that the maintenance department's level of funds had dropped from \$260,000 to approximately \$60,000 for the remainder of the year. Dr. Jensen went through their budget category and found a number of projects that should have been coded under a bond project, therefore, freeing up resources to the maintenance department. The District is now in a position to address the project and commit the funds.
12. Mr. Hillyer asked what the plans were to fill the vacant counseling position at Lowry. Dr. Jensen reported that the position was posted today (11/26). The hope is to have the position filled by January.
13. Mr. Hillyer asked that the Board be provided an update on the progress being done by Lowry High School and the District in regards to the graduation rates.
14. On November 13th, Mrs. Miller attended the Administrator's training on evaluation. She said the presenter did a wonderful job of impressing how important instruction leadership is to a school.

15. During the early incentive buyout discussion at the November 12th meeting, it was mentioned that we occasionally have an employee with a hardship situation (illness). She said she would be in favor of discussing a policy that would address this, if the rest of the Board was interested.
16. Mr. Braginton added his personal thank you to the maintenance department for the upgrades to the boardroom, as well as, the work that Loren Hunewill has done.
17. Mr. Braginton said he truly enjoyed the opportunity to attend the NASB Conference. He would like to bring some of the things he learned at the conference to the Board in regards to instructional leadership, revisiting the Board's goals and the overall goal of increasing graduation rates.
18. Mr. Novi thanked Hunewill Construction. Mr. Hunewill has donated time and equipment numerous times to the District.
19. Mr. Novi thanked the Board for allowing the District to fill some positions that has allowed us to do more projects internally and save the District money.
20. Mr. Novi thanked all employees of the District for their hard work for the students of Humboldt County School District.
21. Mrs. Hagness thanked Mrs. Miller and Mrs. Deputy for attending the Administrative training on evaluation framework.
22. Mrs. Hagness wished everyone a Happy Thanksgiving.
23. Mr. Doyle wished everyone a Happy Thanksgiving.
24. Dr. Jensen thanked Mr. Betteridge for attending the late start Thursday. He encouraged board members to attend to see how the NCAAT process works.
25. Dr. Jensen reminded the Board that one of the Board goals was to hold a board meeting in two of the rural communities. He suggested agendaizing it to select the dates for those meetings.
26. Dr. Jensen wished everyone a Happy Thanksgiving and to travel safe.
27. Secretary Wright wished everyone a Happy Thanksgiving.
28. Mr. Seeliger said that a discussion item will be added to the December 10th meeting to provide information learned at the NASB Conference.
29. Mr. Hillyer noted a bit of history was recently reported in the Reno Gazette Journal. There was an article regarding the "infamous game" played in the Winnemucca High School Gymnasium (currently Winnemucca Jr. High) between the University of Nevada-Reno and the College of Idaho in 1954. Two players in that game were Elgin Baylor and Archie Owens.

Adjourned 6:33 p.m.

Submitted by Secretary, Paula Wright

Ann Miller, Clerk