

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

The regular meeting of the Humboldt County Board of School Trustees was held June 13, 2017 at 4:30 p.m. in the District Office Boardroom.

Board members present were: President Bruce Braginton, V. President Glenda Deputy, Clerk Boyd Betteridge, Nicole Bengochea, Chris Entwistle and John Hill. Absent: Dr. Carrie Stringham

Others in attendance were: Superintendent Dr. Dave Jensen, Asst. Superintendent Dawn Hagness, Attorney John Doyle, Mike Mitchell, Max Hershenow, Laura Jensen, Joyce Sheen-Humboldt Sun and Secretary Paula Wright.

President Braginton opened the meeting with the Pledge of Allegiance.

**Minutes:** Mrs. Deputy asked that the last page, second paragraph, of the May 23, 2017 board retreat minutes read "All three" groups ranked.....rather than "Both" groups ranked.

Mr. Deputy asked that in the regular board minutes of May 23, 2017, under the consent agenda, trip requests, it reads "senior class trip to Boise, Idaho and Lowry High School's Art Club trip to Salt Lake City, Utah....." should read "senior class trip to Boise, Idaho and Lowry High School's Leadership class to participate in the Western Leaders Summit in Chewelah, Washington".

Mr. Entwistle moved to approve the minutes for May 23, 2017 board retreat and regular board meeting as amended. Mrs. Bengochea seconded, motion carried.

**Correspondence:** None

**Public Comment – Discussion Only**

None

**Superintendent's Report:**

- Dr. Jensen congratulated the graduating Class of 2107 and sent a special congratulation to staff on a very successful year. He wished everyone a safe and restful summer.
- As part of the summer projects, we began installing the audio component of the audio enhancement system at Winnemucca Grammar School and Sonoma Heights Elementary School. The project should be complete by June 16<sup>th</sup>. There is a legislative bill that will require us to place cameras in all special education classrooms in which students have a 50% or greater language barrier or other issues.
- We currently have several summer crew individuals that began work on Monday, June 12<sup>th</sup>. They are working throughout the district on projects such as painting and carpet replacement. This will free up the maintenance department to do larger projects that are scheduled.
- On June 12<sup>th</sup> the Nevada Association of Superintendents held a meeting in Lake Tahoe. As part of the conversation, Dr. Jensen presented to the group and to the Nevada Department of Education regarding the negative impacts of the proposed World-class Instructional Design and Assessment (WIDA) 2.0. The proposal makes changes to the exit scores for English Language Learners (ELL). In 2016, the district had a 20% rate in which those students met the required score to be exited from ELL. This year the rate was 0.04%. With the new scores, we had 417 students who

did not exit the program and only two students who did exit. The scores are consistent across the state. The highest percentage any one school district had exit the program was 1 ½%. The question to the State Department is, "how is this in the best interest of students". It appears there is a benefit to WIDA. This will also have a calculation impact on weighted funding. The rural districts are fighting the issue and Dr. Jensen will be leading the group.

- End of Course is no longer required for graduation. End of Course will now be the final assessment in a course and will count as 20% of the grade. Additional information will be provided by NDE.
- Hiring has gone well to date. We currently have seven unfilled vacancies; 2-counselors (French Ford, Sonoma Heights), 2-literacy specialists (Winnemucca Grammar, Grass Valley) one Early Childhood (Winnemucca Grammar), one Special Education (Sonoma Heights) and a 1<sup>st</sup> grade (Winnemucca Grammar).
- We are expecting a number of grant applications to be released within the next several weeks. The district will be actively pursuing appropriate funding sources.
- Dr. Jensen reported that it snowed in Tahoe on Sunday while he was there for a conference.

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

Mr. Braginton disclosed that he had a conflict of interest, as his wife is a payee on the warrants and would be abstaining from voting. Mrs. Bengochea said she also had a conflict of interest, as her employer is a payee on the warrants and would be abstaining from voting.

Mr. Hill moved to approve the warrants as presented. Mr. Betteridge seconded, motion carried. Mrs. Bengochea and Mr. Braginton abstained.

#### **Discussion and Possible Action - First Reading Food Service Policy Regarding Process and Limitations on Meal Charges – Laura Jensen**

The Nevada Department of Agriculture has required districts to provide a meal charge policy no later than July 1, 2017. Mrs. Jensen provided the Board with a copy of the proposed meal charge policy to be used for the 2017-18 school year.

The policy explains the difference between full-pay, reduced meal benefit and free meal benefit. During the current school year, students were allowed to charge. Parents/guardians are responsible for the meal payment to the food service program. Parents are notified on a weekly basis if the student's account has a low or deficient balance.

The policy also addresses blocks on accounts, refunds, unclaimed funds and an angel account to which parents or community members may contribute to help cover deficient accounts. Parents are also informed about checks returned for non-sufficient funds and balances owed of \$50 or more which will be referred to small claims court and/or the District Attorney's office.

Currently, 118 patrons owe for meals, nine of which are adults, for a total of \$1,071.21.

Mrs. Jensen will make the recommended changes and return to the Board at the June 27<sup>th</sup> meeting for the second reading and possible adoption by the Board.

#### **Discussion and Possible Action –Summer Bond Project Review and Update – Dr. David Jensen, Mike Mitchell, Max Hershenow**

Dr. Jensen informed the Board that there have been some significant changes to the summer bond projects. Two of those significant changes include the cooling in the Lowry High School "old gym". Because of the uniqueness of those units and other problems, ordering of the units require a three-month



lead time. The thought is to do the ground work and schedule the project for the summer of 2018. At French Ford it was originally thought that only two units needed to be replaced, it has subsequently been identified as 10 units that need replacing. The majority of the units at French Ford are original to the construction of the building. If the Board is in agreement, funds from the Lowry "old gym" project will be funneled to the French Ford project.

The original plan was to repaint the exterior of French Ford at a cost of approximately \$25,000. After assessing the exterior it was determined to do an efface instead. The efface will provide a longer life, bringing back the vibrancy of the color of the building and allowing the damaged areas to be repaired. The Board was provided an updated project list:

- Denio: Playground equipment and artificial turf - \$50,000 (still to be determined whether they want playground equipment, cutting back on the amount of turf, or to forego the playground equipment this year using the entire amount for turf)
- French Ford: Mechanical unit replacement (10 roof-top units), gym floor, exterior paint, and misc. asphalt - \$563,980
- Grass Valley: Asphalt improvements - \$8,125
- Kings River: Playground equipment, portable building from the bus barn - \$119,198
- Lowry High School, Old Gym: Design services only from future old gym heating/cooling
- Lowry High School, single point entry: add cooling - \$95,535
- Options Building: Miscellaneous roof repair, add roof overhang, and exterior paint - \$35,063
- Orovada School: Air conditioning in the lunchroom - \$0 (in-house)
- Paradise Valley: Site improvement (artificial turf) - \$25,000
- Sonoma Heights: Miscellaneous asphalt repair, partial exterior paint, audio enhancement and concrete stairs from gym to street - \$77,450
- Winnemucca Grammar: New concrete curb/sidewalk, audio enhancement - \$123,750
- Winnemucca Jr. High: Miscellaneous asphalt improvements - \$8,125

The cost of all summer projects total \$1,214,230.

Mike Mitchell informed the Board that he met with Loren Hunewill regarding the asphalt projects. While touring the school sites slated for asphalt improvements, Mr. Hunewill recommended that the District not distribute the budget funds over several projects as we currently have proposed, but rather focus efforts more on two of the key sites and remove the asphalt entirely and replace it (Winnemucca Jr. High, Sonoma Heights). Mr. Mitchell said he would like the Board to consider going out to bid on the asphalt in two scenarios: 1) develop up to two major projects vs multiple small projects and/or 2) identify a per unit cost on a square foot basis to remove small sections. He would then bring the recommendations back to the Board at the June 27<sup>th</sup> meeting for discussion and a decision on how to move forward.

After some discussion, Mr. Entwistle approved moving forward with the summer bond projects as presented on the summary sheet (dated 6/6/17) with the stipulation that a final determination will be made on the asphalt projects at the June 27, 2017 meeting. Mr. Hill seconded, motion carried.

#### **Discussion and Possible Action– Possible Approval of the Second Reading of the Humboldt County School District Instructional Consultation Policy – Dawn Hagness**

Mrs. Hagness reminded the Board that the Instructional Consultation process has been used in the District for over ten years as a response to intervention. Because the District receives funding to support the program, the Department of Education is now requiring the process be included in board policy.

The first reading of the Instructional Consultation Policy was presented by DeAnna Owens at the May 23, 2017 board meeting. The changes recommended at the May 23<sup>rd</sup> meeting have been made and the Board was provided with an updated copy of the policy.

A recommendation was made to correct a grammatical error and to insert ICAT (Instructional Consultation and Teaming) in place of IC.

Mr. Hill moved to approve the District Instructional Consultation policy as presented with the insertion of ICAT in place of IC in the entirety of the document and the one grammatical change on the final sentence. Mr. Entwistle seconded, motion carried.

**Discussion and Possible Action – Annual Review of the Parent Involvement Policy as Required by Statue and Possible Policy Approval – Dawn Hagness**

NRS392.457 requires that the District's Parent Involvement policy be brought before the Board for approval on an annual basis. The policy was revised in May of 2016 and brought before the Board and was approved. Language in the policy is required by NRS statute and the State of Nevada. There are six essential elements required to encourage parental engagement:

- Communication between home and school is regular, two-way and meaningful.
- Responsible parenting is promoted and supported.
- Parents play an integral role in assisting student learning.
- Schools are open and inviting to parents and families and actively seek parental support and assistance for school programs.
- Parents are full partners in the decisions that affect children and families.
- Community resources are made available to strengthen and promote school programs, practices, and student achievement.

Mr. Hill moved to accept the annual Parent Involvement policy as required by statute as presented. Mrs. Deputy seconded, motion carried.

**Discussion and Possible Action – Review of the FY18 Class Size Reduction Submission to the Nevada Department of Education Regarding Projected Class Sizes for the FY18 School Year – Dr. David Jensen**

The Nevada Department of Education requires districts to submit projected class sizes for the upcoming school year. At this time, projections show all required classes falling within CSR requirements. The following projected class sizes were submitted to the State:

Grade 1: McDermitt Combined-14:1, Denio-8:0.25, Kings River-12.5:0.08, Orovada-12:0.5, Winnemucca Grammar-20:4, Paradise Valley-10:0.7, Sonoma Heights-20.8:5, Grass Valley-21.25:4  
Grade 2: McDermitt Combined-15:1, Denio-8:0.125, Kings River-12:0.33, Orovada-0, Winnemucca Grammar-17.5:4, Paradise Valley-10:0.3, Sonoma Heights-20.2:5, Grass Valley-20.25:4  
Grade 3: McDermitt Combined-10:1, Denio-8:0.125, Kings River-0, Orovada-12:0.25, Winnemucca Grammar-18.75:4, Paradise Valley-11:11:0.27, Sonoma Heights-21.75:4 (on watch), Grass Valley-17.5:4  
Grade 4: McDermitt Combined-17:0.88, Denio-8:0.125, Kings River-12:0.25, Orovada-12:0.25, Winnemucca Grammar-19.5:4, Paradise Valley-11.11:0.36, Sonoma Heights-20.6:5, Grass Valley-18.6:5  
Grade 5: McDermitt Combined-17.24:0.29, Denio-8:0.25, Kings River-12:0.25, Orovada-7.14:0.42, Paradise Valley-11.11:0.36, French Ford-24.88:9 (on watch)  
Grade 6: McDermitt Combined-16.9:0.71, Denio-8:0.125, Kings River-12.5:0.08 Orovada-7:0.57, Paradise Valley-6:1, French Ford-25.6:10 (on watch)

Mr. Hill moved to approve the FY18 Class Size Reduction submission to the Nevada Department of Education regarding projected class sizes for the FY18 school year. Mrs. Bengochea seconded, motion carried.

**Discussion and Possible Action – Solar Panel Energy Savings Analysis Update – Dr. David Jensen**

The solar panels were a \$5.6 million project. NV Energy provided a \$5.1 million rebate. The District leveraged a ten-year general obligation bond for the remaining \$500,000. Dr. Jensen provided the Board with a comparison of energy savings from June 2016 to June 16, 2017.

- District: \$11,534/\$8,883, an energy savings of \$2,671
- Lowry High School: \$122,733/\$70,697, an energy savings of \$52,036
- Winnemucca Jr. High: \$67,048/\$36,242, an energy saving of \$30,806
- French Ford Middle School: \$61,701/\$28,178, an energy savings of \$33,523
- Grass Valley Elementary: \$47,750/\$24,109, an energy savings of \$23,641 (this includes inverter issues and the addition of air-conditioning)
- Sonoma Heights Elementary: \$35,841/\$31,622, an energy savings of \$6,219 (this includes the addition of air-conditioning)
- Paradise Valley School: \$5,381/\$1,770, an energy savings of \$3,611 (this includes window upgrades and new heating units)

**Discussion and Possible Action – Consideration of Entering into a Non-Benefited Contract for a District Grant Writer – Dr. David Jensen**

Dr. Jensen said that he believes the District is ready to move forward with the hiring of a grant writer. If the Board is comfortable in moving forward, we have identified a strong candidate to become the District's grant writer.

Dr. Jensen provided the Board with a general job description for the position. In year one, we are expecting a minimum return of \$250,000 in new grant money. The grant writer will oversee the cycle of the grant and foundation requests. The grant writer will also be required to develop a data base of key elements necessary for future grant applications. The grant writer will research and identify new sources of grant support at the state and federal level.

Qualifications for the position will be:

- ✓ a minimum of a bachelor's degree
- ✓ a minimum of 3-5 years of grant writing experience
- ✓ preferred prior experience in a K-12 setting
- ✓ experience with state and federal proposals
- ✓ excellent organizational, interpersonal and networking skills
- ✓ demonstrate superior writing
- ✓ self-motivated and disciplined to set and achieve work goal.
- ✓ maintains a high level of poise and professionalism

The position will be a 12-month position, with an anticipated start date of July 1, 2017 and compensation of \$66,000 using Impact Aid funding. No insurance, Public Employees Retirement System or other benefits will be paid. If the position is successful, year 2 compensation will be based on success in year one and will be developed as a tiered structure which aligns to funding levels. The contract can be terminated by any party with a 30-day minimum notice.

Dr. Jensen provided the Board with comparisons of comparative salaries for grant writers at other districts. Board members were in agreement to hire a grant writer, however, there was considerable discussion on the compensation for the position and how it would be determined.

Mr. Hill moved to authorize Dr. Jensen to move forward to enter into a non-benefit contract for a grant writer as presented and discussed. Mr. Betteridge seconded, motion carried. Mr. Entwistle was opposed.

### **Discussion and Possible Action – Review and Discussion of the Annual Board Self-Evaluation – Bruce Braginton**

Dr. Jensen thanked board members for getting their evaluations into him in a timely manner and for the feedback they provided. Dr. Jensen provided the Board with a comparison of the total percentages on each category evaluated for FY14-FY17. Board members ranked the entire board on each category rather than themselves individually. The Board ranked themselves on each category as follows:

- 1) The Board – 82.14% rating, an increase from 81.63% last year
  - ✓ Roles and responsibilities
  - ✓ Established ground rules for the conduct of their meetings and relationship with each other.
  - ✓ Effective communication
  - ✓ Agendas are developed and formatted to provide for efficient and effective use of meeting time, focused on board-level issues.
  - ✓ Effective practices are in place for obtaining and responding to public input.
  - ✓ All members participate in ongoing professional development to improve their governance abilities.
  - ✓ The Board regularly assesses its own performance.
- 2) Board/Staff Relations – 91.6%, a decrease from 92.25% last year
  - ✓ Establish performance expectations for the Superintendent.
  - ✓ An effective process has been developed for evaluation of the Superintendent and Superintendent's contract.
  - ✓ Roles/responsibilities of the Board and Superintendent have been clearly articulated.
  - ✓ The Board's communication with staff does not undermine the Superintendent's authority.
  - ✓ Board requests for information go through proper channels.
  - ✓ Effective communication channels have been established between the Board and Superintendent.
- 3) Ends – 82.14%, an increase from 81.43% last year.
  - ✓ The Board has articulated the vision and mission for the district.
  - ✓ The Board has established guiding principles and values for the district.
  - ✓ Indicators of success have been defined for the district; articulating performance levels
  - ✓ A process has been established for monitoring achievement of the indicators of success.
  - ✓ The district is focused on achievement and has a plan for improvement.
- 4) Board Community Relations – 73.21%, an increase from 55% last year.
  - ✓ The Board has effective mechanisms for regular proactive communication with the community.
  - ✓ The Board has mechanisms for soliciting community opinion and dialog on key issues and on district improvement.

The Board discussed the results of the evaluation.

It was suggested that at an upcoming board retreat they focus on the board roles and working relationships.

Mr. Braginton thanked Dr. Jensen for compiling the information and for his input.

### **Discussion and Possible Action – Discussion of the Possible Cancellation of the July 11<sup>th</sup> Board Meeting – Bruce Braginton**

Mrs. Deputy moved to cancel the July 11, 2017 board meeting. Mrs. Bengochea seconded, motion carried.



**Public Comment – Discussion Only**

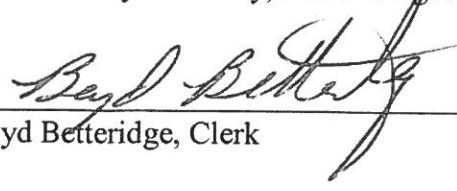
None

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

1. Mrs. Bengochea congratulated the graduating class of 2017.
  - ✓ She thanked all staff and wished them an enjoyable summer.
  - ✓ She informed the Board she will be missing the August 8<sup>th</sup> meeting.
2. Mr. Hill congratulated the graduating class of 2017. He thanked the staff for a great year.
3. Mrs. Deputy informed the Board of a National Association of School Boards (NASB) conference call on June 26<sup>th</sup> updating directors of final legislative information.
  - ✓ She reminded Mr. Braginton and Dr. Jensen that they need to get together to discuss NASB awards. They are due August 1<sup>st</sup>.
  - ✓ She will not be in attendance at the June 27<sup>th</sup> board meeting.
4. Mr. Betteridge said he has been receiving numerous questions regarding the Boys and Girls Club (how it is funded, how the buses are being used, what did the District provide, how is it managed etc.). He met with Chad Peters and was provided a great presentation, answering all questions. Mr. Betteridge felt it would be beneficial for all board members to receive this information.
  - ✓ He congratulated the graduating class of 2017.
5. Mr. Entwistle thanked Secretary Wright.
  - ✓ He thanked all district staff for a great year.
  - ✓ He congratulated the Humboldt County graduates.
6. Mrs. Hagness reported that French Ford Middle School just completed Tier I PBIS training. Other schools in the district will be taking Tier II training on June 8-9<sup>th</sup> at the Convention Center from 8:30-3:30 p.m. The rural schools completed their training in April and May.
  - ✓ Reading and Writing Strategies class in the Sarah Winnemucca room on June 19<sup>th</sup> and 20<sup>th</sup>.
7. Dr. Jensen said he met with John Draper and has secured him to speak at the “new school year kickoff” on August 23<sup>rd</sup>. Attendance at the kickoff will be optional for staff.
  - ✓ Judy Kritikos has been selected to replace Paula Wright. She currently resides in California. Her husband works in Winnemucca and she will be joining us for the next board meeting.
8. Mr. Braginton thanked Secretary Wright.
  - ✓ He congratulated all graduates in Humboldt County. Job well done!
  - ✓ He thanked all staff members for a great year and great progress.
  - ✓ He thanked his fellow board members for their candor on the board self-assessment. He looks forward to working with them as we move forward.
9. At an earlier board meeting, Mrs. Hagness was asked how many “hits” we experience on the District’s website per day. She contacted our webmaster and provided a list of the number of hits per day. This is a report we can access on a regular basis.

Adjourned 7:57 p.m.

Submitted by Secretary, Paula Wright

  
Boyd Betteridge, Clerk

