

## 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 27, 2017 at 4:30 p.m. in the District Office Boardroom.

Board members present were: President Bruce Braginton, Chris Entwistle, John Hill and Dr. Carrie Stringham.

Others in attendance were: Superintendent Dr. Dave Jensen, Attorney John Doyle, Joyce Sheen-Humboldt Sun, Secretary Paula Wright, Judy Kritikos, Ronda Havens, Scott Rottman-A&H Insurance, and Stephen Romero.

President Braginton opened the meeting with the Pledge of Allegiance.

### **Minutes:**

Mr. Hill moved to approve the June 13, 2017 minutes as written. Mr. Entwistle seconded, motion carried.

**Correspondence:** None

**Public Comment – Discussion Only:** None

### **Superintendent's Report:**

- Dr. Jensen reported the passing of Maintenance Dept. employee Danny Dudley.
- Dr. Jensen sent our condolences to the family of Ms. Bengochea for the passing of her husband's grandmother.
- Negotiations are anticipated to begin in August 2017, closed sessions will be scheduled effective the second Board meeting in July to discuss proposals/fiscal analysis. Conversations with the Board will begin in July 2017.
- An award of \$390,000 was received to support the 1003A Grant, which is specifically earmarked for McDermitt combined schools.
- Dr. Jensen had a phone conversation with Jim Huges to discuss the Strategic Plan. A meeting is scheduled for July 17-18, 2017 for Jim to work with our Cabinet as we begin work on our Strategic Plan. A draft should be ready for the Board at the July 25, 2017 meeting.
- A few bills of interest, which will require additional work on our part as a District:
  - AB110:** Establishes a pilot for competency-based education, which is being seen more in the secondary education arenas.
  - AB124:** Establishes a Code of Ethics for educators, which requires more training be provided, have it posted on our website, and distributed to the Board.
  - SB112:** Instruction on organ donation, which requires instruction on legalities, how to sign up, and the benefits of organ/tissue donation be provided to middle, junior and high school students. Likely to be a course in our Health and/or PE classes.
  - SB200:** Provides revisions to our instruction in Computer Education and Technology (CET), which require that each pupil receive instruction in CET before starting 6<sup>th</sup> grade.

**SB212:** Establishes the Safe to Tell program, allowing for anonymous reporting of dangerous, violent or unlawful activities around school systems. This includes in the school, extracurricular activities, or on busses. This will be introduced in two cohorts, and we will be in cohort #2, with implementation the next school year.

**SB249:** Will require the teaching of financial literacy. It requires enrollment in one-half unit of credit in Economics and reduces the American Government requirement to one-half unit.

We have a preliminary figure for our DSA for the upcoming year. While specifics are unknown at this time, Dr. Jensen stated there is some concern with the existing formula under the State's PSOPT (Public School's Operating Property Tax) in year two. We have been encouraged to reserve \$100.00/student of that allocation this year to offset this likely impact.

- Reminder: the first Board meeting in July has been CANCELLED. The next meeting is July 25, 2017.
- Dr. Jensen will be attending the AASA Advocacy Conference, meeting with state senators and legislators, in Washington DC. Four Nevada Superintendents are attending: Dr. Jensen, Jeff Zander, Tracy Davis (Washoe) and Pat Skorkowsky (Clark).
- Welcome to Judy Kritikos, the new Superintendent's secretary.
- Dr. Jensen reported this is Paula's last Board meeting, retiring on June 29<sup>th</sup>. Dr. Jensen has worked with Paula the entire 21 years Dr. Jensen has been with Humboldt County School District, and we will all miss Paula very much.

## **Consent Agenda**

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

Mr. Hill moved to approve the warrants as presented. Dr. Carrie Stringham seconded, motion carried.

## **Public Comment – Discussion Only**

### **Discussion/possible action on renewal proposal from Nevada Public Agency Insurance Pool (POOL) an Approval for Payment form FY18 Funds – Stephen Romero, Scott Rottman (A&H Ins, current broker).**

Mr. Romero stated POOL is celebrating 30 years in business, having grown from 4 members to 120. Monies are returned for any of the Risk Management (RM) items that have been repaired/replaced, and provides five grants per year for RM training, and up to \$2,000/grant to send persons to the training. Coverage is not just insurance, but also RM, which helps keep the claims down.

In compiling our application, Mr. Rottman cited the biggest change to our coverage was the number of vehicles. Dr. Jensen reported at the time of submission, excess buses had not yet been auctioned and were reflected on our inventory. It was noted that the earthquake/flood coverage has \$2,000 deductible, which typically would have a 5-10% percentage deductible.

Cyber liability is included in our policy at no cost, which includes data breach coverage.

While Extortion coverage is excluded, POOL is reviewing this. It was pointed out that under Property Limits, there is coverage for Unintentional Errors & Omissions (E&O).

There has been a rise in the extortion of data claims demanding the payment of Bitcoins. Their STRONG advice is to back-up.

Student Accident Coverage was not reflected in the policy so Mr. Rottman will get an updated renewal to Dr. Jensen. However, HCSD does have the same coverage as the previous year.

Previously, HCSD purchased a Transportation Policy covering students during transport. POOL now provides a student accident policy, covering students at school, sports activities, as well as during transportation. This \$10,000/per accident coverage removes the need for schools to collect data as to whether a student has medical coverage prior to playing sports, and is intended to be secondary

coverage for the student. However, if the student has no primary policy, this would be their primary coverage, with a \$250 deductible. This coverage is paid for by the POOL, not charged to the school districts, unlike the previous Transportation policy, charged separately, approximately \$8,000/year. Dr. Stringham asked if students show proof of insurance to play sports. It was confirmed that students are required to provide proof, as NIAA does requires this.

Mr. Entwistle asked if there was any coverage for sump pump/backup/sewer issues in the policy. Mr. Rottmann would look into the coverage and report back.

It was noted that the POOL takes a one-time snapshot of circumstances, which covers the entire year. If we added 20 busses next month, or a new building UNDER \$5 million, an adjustment would be made at the regular renewal time. If OVER \$5 million, an adjustment at the time it had been added.

Also to be noted – COC (Course of Construction) if building changes under \$5 million are taking place, notify your broker of the change and they can write the COC for us, rather than being charged a premium for that coverage by the General Contractor.

Dr. Jensen recommended that the Board approve the continuation of the policy and provide the check for the payment of the premium for the upcoming year to Mr. Rottman.

Mr. Entwistle moved to accept the renewal proposal for \$359,520.05. A question for clarification was asked as to the funds used for the payment. Dr. Jensen clarified that the check handed over today is from the current year's funds, and will be for the upcoming year.

The motion was amended to accept the renewal proposal for \$359,520.05, a rate reduction of approximately \$1,000 from the prior year from the FY17 funds. Mr. Hill seconded, motion carried.

#### **Second reading of Food Service Policy Regarding Process and Limitations on Meal Charges – Laura Jensen, Dr. David Jensen**

In Laura Jensen's absence, Dr. Jensen reported on this item, noting the procedure of having two readings when a new policy is adopted in the District. This policy is required by the Nevada Division of Agriculture which defines the relationship of working with families and meal charges. HCSD will not deny any student a meal for non payment, however, ala carte meals are excluded from being charged at the Jr. and Sr. High Schools. The threshold for charging is \$50.00, and at any point a family exceeds this amount, the District will turn them in to the District Attorney's (DA) office to pursue collection of funds. The families are notified weekly of any deficit accounts. This meets the compliance component of the NDA, defines our relationship, sets the threshold at what amount we would contact the DA's office, and puts us in compliance.

It was noted on Page 2, the paragraph that begins... "All school cafeteria...." In the final sentence, the word "be" needs to be added, to read: "you will be provided..."

The previous reading's changes were made, the minor addition change was noted and there being no other changes, Dr. Stringham moved to accept the Food Service Policy Regarding Process and Limitations on Meal Charges presented with one minor change. Mr. Entwistle seconded, motion carried.

#### **Discussion and Possible Approval of Asphalt Proposal for Summer Bond Projects – Mike Mitchell**

Dr Jensen stated this is a follow up to the last meeting and a cross analysis on summer projects was provided where the asphalt replacement program was left unfinished.

Mike Mitchell confirmed the solicitation for asphalt bids in today's paper, which are due in two weeks, awarding the work on July 25, and a completion date of August 25, 2017. They are focusing on the back playground area at Winnemucca Jr. High School. With approximately 30,000 sf of asphalt in that entire area, the total budget for asphalt allocated is \$50,000 and this will use the biggest part of the available funds.

Dr. Jensen stated it could be as high as \$60,000. Mike added that they carry contingencies, so there would be enough funds if the cost did go that high. If we stay within the budget, they would not return to the Board for approval of award of the contract. If over \$60,000, Dr. Jensen would return to the

Board with the overage amount, how it would be covered if the project were to proceed. They hope to complete the work this summer.

Mike also looked at the kindergarten playground area at Sonoma Heights Elementary school. This school was high on their agenda as there is substantial amount of work to be done. Due to the drainage directly onto the playground, he recommended they work on this area. This project needs substantial additional design work and he recommended funds be set so they can begin work next summer and that be one of the focus asphalt projects for next year. Dr. Jensen pointed out that asphalt work this summer will not resolve the long term issue, and recommended they do the design work on this school for work next year, and focus on the Jr. High School this year and make Sonoma Heights a priority next year.

Mike stated there were safety concerns at Grass Valley (GV) due to areas of asphalt heaving. They want to include this \$5,000-line item in the bid, award in the next few weeks, and grind the more dangerous areas at GV.

Dr. Jensen recapped they anticipate \$60,000 for asphalt replacement, an unknown price for the design bid for Sonoma, and approximately \$5,000 at Grass Valley.

A question was asked as to the legality of placing ads for this work outside the County or other places. Mike confirmed we do not need to, as long as there is a local newspaper in the area where the work is being performed.

**French Ford Middle School:** HVAC project is currently being bid. The District intended to purchase the units directly from the manufacture, saving time and sales tax. However, as of 2015, this is no longer legal, the ad was pulled from the paper, and the cost of the unit is now embedded in the price of the project. A question was asked on the three-month timeframe for this work. Delivery of equipment and work inside the building required to be done after during normal school hours, impacts the project timeline.

A question was asked about the timeline of the HVAC units being completed when it may be snowing. It was pointed out that the units are also for heating, as well as air conditioning.

Lowry High School single point will be done during the same timeframe, under the same contract resulting in a cost savings.

**Winnemucca Grammar School:** Intentions were to work on the curb, gutter and sidewalk that runs the entire length of the school on Lay Street, with a budget number of \$25,000 from a local company about a year ago. It appears the upper sidewalk area needs more work than the lower. Additionally, rooftop drainage that comes off the building requires work. He feels they should wait on the work in the lower area and tie it into the upper area, get the design work this fall/winter and begin work next year. There is a budget only for the lower area, funds can't be transferred to do only the upper, and there isn't enough money to do just the upper, so he would like to postpone the project until next summer. Mike said it was unsightly, but not a safety issue.

**Kings River (KR):** The portable located at the District office is to be relocated to KR as a lunchroom. The affluent from the restrooms flows into an unlocatable cistern, not a septic system. Until it is located, a street-legal septic system needs to be installed, due to the high water table and potential contamination issues. It will be done this summer, and the portable will be moved at that time.

**Denio/Paradise:** Little progress due to the proper base for drainage. Difficult to get budgets for this work. There are existing drainage issues but Mike felt it all should be done this summer.

**Options Bldg:** Roofing company to begin work in September. Upon completion, they will do painting/rehab work, which will not affect classes.

Mr. Entwistle stated he'd like to see the bids earlier so work can begin as soon as school ends. Dr. Jensen stated that was how we'd operated in the past, yet this year has been unusual. This is why he and Mike want to do design work this year so work can begin immediately after school next year.

Dr. Jensen announced Mike is retiring at the end of these summer projects.

Mr. Hill moved to approve the asphalt project for the summer bond projects up to \$60,000. Mr. Entwistle seconded, motion carried.

**Discussion and Possible Action – Approval of the FY17 Final Budget Augment – Dr. Dave Jensen, Ronda Havens**

This is the final budget augment which concludes June 30, 2017. This is not the entire budget, but will go through the various changes implemented in connection to the budget augment. Page 3 was noted as a guideline for previous budgets, revisions and today's discussion will be focused on Column 4 which reflects the augmented changes.

Dr. Jensen went thru the Budget Augment, noting areas of various increases and decreases. Dr. Jensen did make note of the \$325,000 item on page 30 for total operating revenue. As required, we obtained an actuarial analysis on our Workers Comp (W/C), and disagreed with their assessment. They ask us to hold a significantly larger amount than we typically spend, which is less than \$120,000. This line prepares us for that, in case we are unable to come to an understanding with them. We will continue dialogue on this item.

Dr. Jensen reported over \$600,000 of reserved funds in our W/C fund as a result of our decision to become self-insured.

Dr. Jensen read Resolution #5:

**RESOLUTION TO AUGMENT AND/OR AMEND THE 2016-2017 Budget of the Humboldt County School District**

**WHEREAS**, the revenues of the General Fund, Humboldt County School District were budgeted to be \$33,720,739 on December 13, 2016, and

**WHEREAS**, the revenues are now determined to be \$34,358,612 and

**WHEREAS**, said sources are as follows:

Local Sources	\$ 1,461,651
State Appropriations	\$ (203,778)
Federal Sources	\$ (620,000)
TOTAL	\$ 637,873

**WHEREAS**, there is a need to increase the appropriations in the General Fund. Now, therefore, it is hereby **RESOLVED**, that the Humboldt County School District shall augment and/or amend its 2016-2017 budget by increasing appropriations in the amount of \$637,873 in the General Fund from \$33,720,739 to \$34,358,612. A detailed schedule is attached to this Resolution and by reference is made a part hereof.

**IT IS FURTHER RESOLVED**, that the clerk shall forward the necessary documents to the Department of Taxation, State of Nevada.

**Mr. Entwistle moved to pass Resolution #5 as read. Mr. Hill seconded, motion carried.**

Dr. Jensen read Resolution #6:

**RESOLUTION TO AUGMENT AND/OR AMEND THE 2016-2017 Budget of the Humboldt County School District**

**WHEREAS**, the revenues of the Special (Other) Funds, Humboldt County School District were budgeted to be \$15,515,950 on December 13, 2016, and

**WHEREAS**, the revenues are now determined to be \$16,560,554 and

**WHEREAS**, said sources are as follows:

Special Education Fund	\$ (92,172)
Federal Funds	\$ 927,546
State Funds	\$ 190,426
Gifts and Donations Funds	\$ 15,500
Food Service Fund	\$ (15,107)
Capital Projects Funds	\$ 17,876
Private Purpose Trusts Funds	\$ 535
Workers Compensation Fund	\$ - 0 -
Unemployment Compensation Funds	\$ - 0 -
<b>TOTAL</b>	<b>\$ 1,044,604</b>

**WHEREAS**, there is a need to apply these increased proceeds in the Special (Other) Funds. Now, therefore, it is hereby **RESOLVED**, that the Humboldt County School District shall augment and/or amend its 2016-2017 budget by appropriating \$1,044,604 for use in the Special (Other) Funds, thereby increasing its appropriations from \$15,515,950 to \$16,560,554. A detailed schedule is attached to this Resolution and by reference is made a part hereof.

**IT IS FURTHER RESOLVED**, that the clerk shall forward the necessary documents to the Department of Taxation, State of Nevada.

**Mr. Hill moved to pass Resolution #5 as read. Dr. Stringham seconded, motion carried.**

Dr. Jensen read Resolution #7:

**RESOLUTION TO AUGMENT AND/OR AMEND THE 2016-2017 Budget of the Humboldt County School District**

**WHEREAS**, the transfers from the General Fund to various Special (Other) funds were budgeted to be \$2,626,305 on December 13, 2016, and

**WHEREAS**, the transfers from the General Fund are now determined to be \$2,488,420 and

**WHEREAS**, said sources are as follows:

Food Service	\$ - 0 -
Special Education	\$ (137,885)
<b>TOTAL</b>	<b>\$ (137,885)</b>

**WHEREAS**, the expenditures were less than anticipated in the Special Education Fund, now therefore it is **RESOLVED**, that Humboldt County School District shall decrease Special Education Fund transfers by \$137,885 to \$2,488,420. A detailed schedule is attached to this Resolution and by reference is made a part hereof.

**IT IS FURTHER RESOLVED**, that the clerk shall forward the necessary documents to the Department of Taxation, State of Nevada.

**Dr. Stringham moved to pass Resolution #5 as read. Mr. Entwistle seconded, motion carried.**

Mr. Hill moved to approve the overall Augmented FY17 Budget as presented. Mr. Entwistle seconded, motion carried.

**Public Comment – Discussion Only**

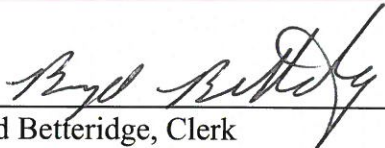
None

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

1. A. Dr. Stringham attended the NASB Boards of Directors Executive Committee Conference call. She was informed that members of the School Board of Trustees must earn up to six hours of instruction during their first and third years. It is retroactive to the first of 2017, so those first/third year members who attended NASB spring training session, it will count toward the six hours of instruction. The biggest point of that discussion was tracking and how that will be done.  
B. Dr. Stringham stated how much she/the Board will miss Paula.
2. Mr. Hill welcomed Judy Kritikos, and stated how much he will miss Paula after his 11-1/2 years on the board.
3. Mr. Entwistle offered condolences to the Dudley and Bengochea families for their losses, and welcomed Judy. He thanked Paula for her work.
4. Mr. Doyle thanked Paula for the help she's provided to him, and welcomed Judy.
5. Dr. Jensen reiterated that he will miss Paula after 21 years working with her. He appreciates all she's done for him, and welcomed Judy.
6. Mr. Braginton his condolences and thoughts to the Dudley and Bengochea families. He welcomed Judy and stated he too will miss Paula, and all the work she's done for the Board, and wishes her well.

6:37 p.m. Mr. Braginton adjourned the meeting.

Submitted by Secretary, Judy Kritikos

  
Boyd Betteridge, Clerk

