

## HUMBOLDT COUNTY SCHOOL DISTRICT BOARD OF TRUSTEES (Tuesday, June 26, 2018) - APPROVED

Generated by Judy Kritikos on Thursday, June 28, 2018

A. Call to Order: the meeting was called to order at 4:32 pm at the Humboldt County School district office.

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

Others present were: Superintendent Dr. Dave Jensen, Asst. Superintendent Dawn Hagness, John Doyle, Attorney; Tim Dufault (Cunningham Group), Ronda Havens (D.Ofc), Shanna Cummings (Humboldt Sun), and Secretary Judy Kritikos.

Procedural: 1. Pledge of Allegiance: President Braginton opened the meeting with the Pledge of Allegiance.

Action, Minutes: 2. Approval of Minutes

Recommended Action: Recommend approval of prior meeting Minutes.

Mr. Hill asked for an addition to his his Board Report for clarification. "there was a Code Red at the graduation", will now reflect: "there was a Code Red at the 6/8/18 McDermitt kindergarten graduation".

**Mr. Entwistle moved to approve the 6/12/18 Minutes as corrected. Ms. Bengochea seconded, motion carried.**

Information: 3. Correspondence

President Braginton received a thank you letter addressed to the Board from Gayle Janhunnen and Pam Braginton. He will scan and e-mail a copy to the Board.

B. Public Comment: None

Procedural: 1. Public Comment Guidelines

C. Superintendent's Report

Information: 1. Activity Report

- Dr. Jensen stated that he and his family enjoyed their vacation last week, and hopes everyone is enjoying their summer.
- Dr. Jensen stated he received information from Great Basin College (GBC) regarding tuition fees for dual enrollment. They are no longer eligible for the grant, and the District received the information too late to apply. An email was received from GBC to extend an offer of 50% reduction of fees for lower division courses, excluding health science courses.
- Safety Vision has been on site updating all the security cameras on busses. Some issues were encountered and they have now been addressed and corrected. Dr. Jensen extended his thanks to Sara Braun for her hard work and tenacity to ensure it was completed.
- Our attendance audit has been completed. A corrective action plan has been submitted for the one finding, and it has been approved. There is an overall adjustment of the DSA for a total of 28 pupil days, which does not create a significant fiscal impact.
- Dr. Jensen provided a copy of a Proposal to the Board. At the recent NASS meeting, NDE reported they have funds to conduct an equity assessment, which is a great opportunity for us. This no charge analysis will provide a lot of valuable information, as we look at services we provide to our at risk schools. It will hopefully align with our Strategic Plan, and help us ensure that equity is provided to all 3,500 students we serve. The two areas of focus are (1) achievement equity, and (2) teacher quality equity. We've struggled at times with teacher quality equity, so this report will be very helpful to drive improvements in the District. Of note, a date for planning tele-conference was set for 7/2/18, but as most Superintendents weren't available to attend, the date will be rescheduled.
- Dr. Jensen extended his congratulations to Dawn Hagness and our grant writer on the great news we just received on our grants. Dr. Jensen asked Ms. Hagness to share the good news and information with the Board.

- Ms. Hagness received a call on the consolidated grant we submitted. We submitted four grants, a total request of about \$1.2mm, and we received notice of \$700-800,000 grant awards. The most exciting is K-6 Digital Learning Coach, enabling us to have one person in the elementary schools whose job is to support 1:1 initiatives in the classroom and integrate technology. This grant award includes Chrome books for every fourth grader. We were also awarded our 21st Century Grant for \$210,000, which will support the B&G Club and GVE for after school tutoring/intervention and enrichment.

D. Celebrations: None

E. Consent Agenda

Action (Consent): 1. Approval of Warrants

Action (Consent): 2. Approval of Consent Agenda

Recommended Action: Recommend approval of consent agenda items as presented.

Ms. Bengochea disclosed her employer is a payee of one of the warrants and will abstain from the vote.

**Mr. Hill moved to accept the warrants as presented. Mr. Betteridge seconded, motion carried with one abstention.**

F. Discussion and Possible Action Items

Discussion: 1. Facilities Study Presentation by the Cuningham Group

Recommended Action: That the Board of Trustees Engage in a Conversation regarding the facilities study as presented by the Cuningham Group.

Dr. Jensen introduced Tim Default, Cuningham Group, to present their assessment of our facilities throughout the District, with the exception of the four remote rural schools. On 3/19/18, we held a community forum with community leaders to engage in conversation, and their feedback became a key component and drove the recommendations you'll be hearing about tonight.

Mr. Default stated the company has worked in education and school districts for almost 50 years, and he has worked with schools for almost 30 years. He outlined the process, their recommendations, investments, and summarize what it means to the District.

Process: They gather data about the district, schools, strategic plans. They walked through each facility and assessed key issues at each location. They then held a workshop for them to talk to the school leaders, teachers, etc. They developed preliminary concepts and got feedback if they were on the right track, any major issues, etc., and are then refined. The document prepared for the Board is a draft of this process, which can be changed as needed, and a final document is then provided. This is a framework, a living document, that can be adapted and changed as the District and its leadership changes.

Data: The bulk of the schools are, on average 59 years, considered quite old. Approximately 610,000 sf, excluding the four remote rural schools. Portables are at many schools, designed to be temporary, and are not the best learning environments. Growth in the area is anticipated at 1.5%. They then consider utilization - how are the rooms used, are they efficiently used, and how to improve that efficiency. Then they consider equity - are all students, in all schools, in all grades being equally served. Finally, in the 21st Century, education has changed, delivery of material, interaction with teachers and students - more personalized, more interactive 1:1.

Site visits: Mr. Default outlined the information gathered at each schools. A typical comment at each location was the use of various rooms and portables. The rooms/areas don't seem to be used as efficiently as they could be. Some are too small for the usage, and others are too big. Given the newer technology, many of the rooms/areas, could be redesigned to provide more space and better use of that space. Some schools have many levels, accessibility and lack of elevators/lifts mean inequities in serving all students. Steps limiting access was also noted, and children/staff falling is a safety concern. Several restroom facilities are also challenging when providing ADA access to many students, and are quite old. Another key area is food service, where food can be served, but dishes are sent to another school to be handled, or use disposable plates/utensils, leading to higher costs and more

garbage. Acoustics are another area of challenge, where some rooms are used for purposes that they aren't designed for. Some schools are older, historical, and the community finds them of great value. Security was a serious concern at most all of the schools, some far more than others, and addressing the concerns varies school to school. Some issues, other than the single entry, were also found and discussed. Storage is another issue, which does not seem to be addressed efficiently.

Vision/Values: After meeting with community leaders, administrators, teachers, looking at the vision shared by the community, how can it be realized and integrated into the buildings so the plan ties back to the District's vision. Looking at this information provided them with the framework in their overall design, ideas, plan and preparing the report.

Concepts: Mr. Default outlined three levels/costs on how to implement the needed changes. The levels addressed the same issues, but provided various depths of levels for the changes. At the basic level, furniture and technology - flexibility, access, equity and next century education concepts. It was clear that more flexibility was needed, which allowed for quick changes in configuration, seating, teaching and technology usages. The next level, minor structural improvements will be needed to address security, learning centers, smaller group learning, and adaptive for quick and easy changes to meet the need for the class. The highest level will require significant investment, is the most aggressive, requires change at several schools, and will bring the schools into premier, state-of-the-art learning centers. Academy-style high school was discussed, where the concept of common curriculum themes, i.e, Science, Industrial/technology, Art, etc., are the focus of each academy, which includes the required basic course.

Investment: the presentation is very big, broad brush stroke information, including the cost for each of the three levels. Given the time required to review, decide, meet, and move forward, it could be quite some time to start the process, yet consideration needs to be given to the current construction cost increases, which currently is approximately 9% per year.

Summary: The master plan, the framework, is guided by our vision for the school district, plus what was created at the community forum. The plan incorporates our values, is focused on accomplishing next century learning, and designed to create more flexibility and adaptability in learning environments across Humboldt county for the generations to follow.

6:33 pm The Board took a short break

6:41 pm The Board resumed the meeting.

Action, Discussion: 2. Final Budget Augment of 2017-2018 Fiscal Year

Recommended Action: It is recommended that the board review and approve the budget augment for the 2017-2018 Fiscal Year.

Dr. Jensen reviewed the budget document, and touched on highlights and minor adjustments.

On Page 3, we received the Projected Net Proceeds of Minerals, which is now reflected: \$3.1mm as well as the \$243,417 in the Net Proceeds True-up, not reflected in our Final or December Augment. An adjustment of \$279,624 in the DSA, and anticipate it going down again. This gives a total revenue of \$39,732,630. Dr. Jensen went through the document, providing some background as to the various minor changes.

Dr. Jensen then read each of the four resolutions.

Resolution #5

**RESOLUTION TO AUGMENT AND/OR AMEND THE 2017-2018 Budget of the Humboldt County School District**

**WHEREAS**, the revenues of the General Fund, Humboldt County School District were budgeted to be \$36,504,068 on December 12, 2017, and

**WHEREAS**, the revenues are now determined to be \$39,732,630 and

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

Local Sources	\$ 3,430,543
State Appropriations	\$ (279,624)

Federal Sources	\$ <u>77,643</u>
TOTAL	\$ 3,228,562

**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 2017-2018 budget by increasing appropriations in the amount of \$3,228,562 in the General Fund from \$36,504,068 to \$39,732,630. 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. **PASSED, ADOPTED, AND APPROVED** the 26th day of June, 2018 by the following vote:

**Mr. Hill moved to accept Resolution 5 as presented. Mr. Entwistle seconded, motion carried.**

Resolution #6

**RESOLUTION TO AUGMENT AND/OR AMEND THE 2017-2018 Budget of the Humboldt County School District**

**WHEREAS**, the revenues of the Debt Service, Humboldt County School District were budgeted to be \$1,672,959 on December 12, 2017, and

**WHEREAS**, the revenues are now determined to be \$2,268,411 and

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

Local Sources	\$ <u>595,452</u>
TOTAL	\$ 595,452

**WHEREAS**, there is a need to increase the appropriations in the Debt Service Fund. Now, therefore, it is hereby **RESOLVED**, that the Humboldt County School District shall augment and/or amend its 2017-2018 budget by increasing appropriations in the amount of \$595,452 in the Debt Service Fund from \$1,672,959 to \$2,268,411. 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. **PASSED, ADOPTED, AND APPROVED** the 26th day of June, 2018 by the following vote:

**Mr. Betteridge moved to accept Resolution 6 as presented. Mr. Hill seconded, motion carried.**

Resolution #7

**RESOLUTION TO AUGMENT AND/OR AMEND THE 2017-2018 Budget of the Humboldt County School District**

**WHEREAS**, the revenues of the Special (Other) Funds, Humboldt County School District were budgeted to be \$16,935,595 on December 12, 2017, and

**WHEREAS**, the revenues are now determined to be \$17,280,338 and

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

Special Education Fund	\$ (202,340)
Federal Funds	\$ 274,862
State Funds	\$ 202,211
Gifts and Donations Funds	\$ 16,230
Food Service Fund	\$ 16,500
Capital Projects Funds	\$ 36,230
Private Purpose Trusts Funds	\$ 1,050
Workers Compensation Fund	\$ - 0 -
Unemployment Compensation Funds	\$ <u>- 0 -</u>
TOTAL	\$ 344,743

**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 2017-2018 budget by appropriating \$344,743 for use in the

Special (Other) Funds, thereby increasing its appropriations from \$16,935,595 to \$17,280,338. 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. **PASSED, ADOPTED, AND APPROVED** the 26th day of June, 2018 by the following vote:

**Mr. Entwistle moved to accept Resolution 7 as presented. Ms. Bengochea seconded, motion carried.**

Resolution #8

**RESOLUTION TO AUGMENT AND/OR AMEND THE 2017-2018 Budget of the Humboldt County School District**

**WHEREAS**, the transfers from the General Fund to various Special (Other) funds were budgeted to be \$2,678,665 on December 12, 2017, and

**WHEREAS**, the transfers from the General Fund are now determined to be \$2,373,657 and

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

Food Service	\$ (14,026)
Special Education	\$ <u>(290,982)</u>
TOTAL	\$ (305,008)

**WHEREAS**, the expenditures were less than anticipated in the Food Service Fund and Special Education Fund, now therefore it is **RESOLVED**, that Humboldt County School District shall decrease Food Service Transfers by \$14,026 to \$135,598 and decrease Special Education Fund transfers by \$290,982 to \$2,238,059. 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. **PASSED, ADOPTED, AND APPROVED** the 26th day of June, 2018 by the following vote:

**Ms. Bengochea moved to accept Resolution 8 as presented. Mr. Hill seconded, motion carried.**

The Board then voted to approve the Final Amended/Augmented Budget.

**Mr. Entwistle moved to approve the final augmented budget as presented. Mr. Betteridge seconded, motion carried.**

Action, Discussion: 3. Review of Procurement Policy - 2nd Reading and Possible Adoption

Recommended Action: It is recommended that the board review, discuss and approve the presented Procurement Policy as presented.

Dr. Jensen stated there were no changes to the document. For clarification, to address Mr. Entwistle's question about the amount that is mentioned in Item 1.a. iii - accepting an unsolicited gift of "nominal value".

After review, the US Dept. of Interior addresses this: gifts valued at \$20.00 or less, retail market value, per occasion from a single source. Gifts that do not exceed \$20/source/occasion or \$50 single source in any given calendar year, may be accepted. This is the basis when considering nominal value. We want the policy written with latitude to allow flexibility, yet Dr. Jensen highly encouraged the Board that if they feel uncomfortable with something, don't accept it. Ask yourself - are you preparing to go out to bid or contract, and you are being offered a gift for a favor. If it doesn't feel right, don't accept it.

**Ms. Bengochea moved to adopt the Procurement Policy as presented. Mr. Betteridge seconded, motion carried.**

Action, Discussion: 4. Discussion Regarding Potential Dates for Board Retreat

Recommended Action: That the Board of Trustees Consider Potential Dates for a Board Retreat to Discuss Communication and Governance Roles.

Dr. Jensen reviewed the topics the Board had previously stated they wished to discuss at the next retreat: Communication and Board governance roles. He added that given tonight's report, facilities will likely be an added topic. Dr. Jensen has spoken with Jim Huges who will make our retreat a priority if an acceptable date can be found. To remind the Board, Mr. Huges's fees are \$1,200/day plus travel expenses. Dr. Jensen asked the Board if the topics mentioned are what the Board wants to focus on, if they'd like him to engage with Mr. Huges about leading the retreat, and dates to provide and consider. President Braginton asked if the Board wanted to consider separating the topics, considering that facilities could easily take half a day. He suggested they consider and discuss having a retreat sooner to discuss the communication/governance issues first, and then set the retreat date for the facilities issue. The Board felt this was a good plan, and agreed on having Mr. Huges lead the first retreat. That said, they felt the facilities item shouldn't be put off for too long. There's quite a bit of work to do and they wanted to begin soon. Ms. Bengochea added that she wanted to add social media in the meeting with communication.

The Board stated Aug 28, Sept 11 and 25 were dates they were available. Dr. Jensen will reach out to Mr. Huges to see which dates he is available. Once those dates are confirmed, he will send the dates to the Board for their availability.

G. Public Comment: None

Procedural: 1. Public Comment Guidelines

H. Board Reports

Information: 1. Board Reports

- Mr. Entwistle wished all the teachers a wonderful summer.
- Ms. Bengochea congratulated Dawn, Ronda and the grant writer for their work on the grants; she thanked the Cuningham Group for their work on the document and tonight's presentation; she wished everyone a Happy 4th of July.
- Ms. Hagness forgot to mention that in the various awarded grants, that LHS science teachers will have Chrome books, 30 each. They also get a 3D printer for the computer science programs. They had a great meeting with ANET today and are planning for implementation and roll out of the Strategic Plan.
- Dr. Jensen wished everyone a happy 4th of July, hopes all staff are having a great summer. He's starting his research on FB pages for the Board members.
- Mr. Braginton offered his congratulations on all the grants; thanked Ronda and Dave for their work on the budget; wished everyone a happy 4th.

I. Adjournment: President Braginton adjourned the meeting at 7:35 pm

Action: 1. Meeting Adjourned

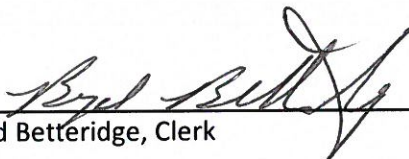
J. Notice

Information: 1. Notice to Persons with Disabilities

K. Postings

Procedural: 1. Public Posting of Agenda

Submitted by Secretary, Judy Kritikos

  
Boyd Betteridge, Clerk