

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

The regular meeting of the Humboldt County Board of School Trustees was held July 24, 2012 at 4:30 p.m. in the District Office Boardroom.

Board members present were: President-Shelly Noble, Clerk-Ann Miller, John Seeliger, Glenda Deputy, John Hill, Boyd Betteridge, and Andrew Hillyer.

Others in attendance were: Superintendent Dr. Dave Jensen, Asst. Superintendent Dr. Bill Myhr, Director Kelly Novi, Attorney John Doyle, Rudy Herndon-Humboldt Sun, Janet Kennedy, Noel Morton and Secretary Paula Wright.

President Noble opened the meeting with the Pledge of Allegiance.

**Correspondence:** President Noble read a post card from Jessica Partee and Rebekah Davis who are in Florida at the National FCCLA Conference. They were awaiting the results of the competitions they had entered. They hope to return home with gold medals.

**Minutes:** Mr. Hill moved to approve the June 12, 2012 minutes as written. Mrs. Miller seconded, motion carried. Mr. Hillyer was not present. Mrs. Miller moved to approve the June 20, 2012 minutes as written. Mr. Hill seconded, motion carried. Mrs. Noble abstained and Mr. Hillyer was not present.

**Public Comment:** None

**Superintendent Report**

- 1) Dr. Jensen welcomed Dr. Myhr to Humboldt County School District.
- 2) Cigna will be providing a "health fair" for staff members during teacher work days. This is a free benefit provided through our new plan. Participation is critical towards future renewals and we are asking all staff members to participate.
- 3) A planning retreat was held between Dr. Jensen, Dr. Myhr and Mr. Novi. A total of 2 ½ days of planning and rapport building occurred. No district funds were utilized. The planning addressed the following items:
  - a. Review and finalize August 9-10 administrative trainings
  - b. Discuss perceived strengths and deficits of district
  - c. Discussion regarding potential goals for 2012-2013 school year
  - d. Review power points re: Common Core State Standards, Leadership and Instruction and walkthroughs
  - e. Capacity building for administrative personnel
  - f. Public relations
  - g. District imperatives discussion
  - h. Improving the district website, expanding to include a Facebook page, discussion regarding mobile website
  - i. Expectations of central office – what do we expect of ourselves?
  - j. Other issues/items
- 4) Met with Mason Dufield – Channel 7 local access television. Discussed the possible broadcast of the District Board meetings, and other scheduled meetings. Currently they have access to 5000 homes, with 1,025 subscribers. Local hotels have it as an offering. In addition, discussed

the possibility of streaming athletic events. Would seek to offer away games live, with home games on a time delay. Would be at no cost to the district; however, need to finalize process such as using students to film for broadcast. This will be revisited with additional information in early August.

- 5) One area that we are looking to focus on is professional development and capacity building of our administrative staff to enhance their role as Instructional Leaders. To facilitate this, we are taking a cadre to an upcoming Common Core State Standards training. A total of nine administrators, including central office administrators, will be attending. Administrators who are unavailable to attend will be registered in upcoming CCSS trainings.
- 6) District administration is looking forward to a great year.

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

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

#### **Discussion and Possible Action – Request for Release Days to Support Shelter Instruction Training for McDermitt Combined and Sonoma Heights Elementary in Conjunction with Established Professional Development Plans – Kelly Novi, Janet Kennedy, Noel Morton**

The State of Nevada has submitted an application to the federal government to request a waiver from the restrictive provisions of No Child Left Behind. The waiver has not been granted as yet, so as the state awaits the determination, the District has already begun moving to a growth model. The growth model moves away from “status” (how many students met the benchmark) as the only measure, to where a portion of the data is based on individual student growth and school-wide growth.

Dr. Jensen and Mr. Novi attended a meeting with the State Department, in which some mandates were handed down. Unfortunately, when the waiver process was begun, the data being used was 2-3 years old. Using the old data, the State Department made a determination of each school’s standing according to the new “growth model” criteria. McDermitt Combined School and Sonoma Heights School have been designated as “focus” schools by the Department of Education. “Focus Schools” made adequate growth school wide; however, they were given this designation due to a “gap analysis” in relation to specific subpopulations based on 2010-11 CRT data.

The requirements of a “Focus School” include: 1) strategic interventions for identified subgroups, 2) data driven decision, 3) highly effective professional development, 4) ongoing professional development and 5) assessment to determine effectiveness.

The current English Language Proficiency Assessment (ELPA) testing in the State will be replaced by the World-Class Instructional Design and Assessment (WIDA).

Mr. Novi provided historical testing data from McDermitt Combined and Sonoma Heights for the 2008-09 through 2011-12 school year.

Mrs. Kennedy and Mrs. Morton approached the Board requesting three release days in support of sheltered instruction training for their schools on a pilot basis. The Sheltered Instruction Observation Protocol (SIOP) Model was developed to provide teachers with a well articulated, practical model of sheltered instruction. The model facilitates quality instruction for English learners in content area teaching and is based on current knowledge and research based practices. They proposed two days of training prior to the start of school and three full days of training throughout the upcoming school year. The proposal included the trainer providing nine additional observation days and providing feedback on implementation of Sheltered Instruction using the SIOP model.

The initiation phase will include 1) weekly PLC meetings with focus on SIOP, 2) professional development video library to support expectations of focus, 3) PLC-grade level data teams, 4) monthly staff meetings (SIOP follow-up/modeling with staff content), 5) vertical collaboration meetings to discuss SIOP implementation, and 6) staff walkthroughs.

The implementation phase will include; 1) staff training, 2) administrator feedback, 3) trainer feedback, 4) grade level videoing, PLC meetings, walkthroughs, 5) data teams and 6) site visits for observation (to each school). The trainings will be rotated between McDermitt Combined and Sonoma Heights Elementary and staff will be transported by district bus.

The cost for the training will be approximately \$27,679. Breakdown: 1) Staff will be provided a stipend for participation on August 14<sup>th</sup> of \$100 or one day personal leave day (\$4800), 2) books (\$4,446.75), 3) transportation to school sites (\$1,152), and 4) the trainer (\$16,800). Dr. Jensen noted that the Department of Education is in support of SIOP and has made the commitment to the District to allow the use of Title III funds to cover the cost of the program. Dr. Jensen asked for the Board's support of the requested three release days.

Mr. Seeliger moved to approve the professional development plan for SIOP as presented. Mr. Betteridge seconded, motion carried.

**Discussion and Possible Action – Resolution to Establish a Workers Compensation Fund – Dr. Dave Jensen**

The Board approved moving to self-insured workers compensation at the June 20, 2012 meeting. Dr. Jensen requested the Board's approval to establish a special revenue fund entitled Workers Compensation Fund. Funds will be based on 1.5% of gross employee wages, approximately \$260,000, and will be transferred to the fund on an annual basis. The \$260,000 is the approximate amount that the District paid PACT last year for workers comp.

Dr. Jensen provided the board with a copy of the special revenue fund resolution. Mr. Doyle questioned the wording on Section III of the special revenue fund regarding the source of money and assets. He asked that the wording be better clarified. Mr. Doyle suggested "Money and assets expected to be deposited to each fund will be based upon a percentage of employee gross wages".

Mr. Seeliger moved to approve establishment of a special revenue fund entitled Workers Compensation Fund with the modification noted. Mr. Hill seconded, motion carried.

President Noble read the resolution into the record.

Resolution to Establish a Special Revenue Fund  
Entitled Workers Compensation Fund

**WHEREAS**, Humboldt County School District has elected to go to a self-funded workers compensation fund. Source of money and assets is a percentage of employee gross wages.

**WHEREAS**, there is a need to apply these resources in a special revenue fund.

Now, therefore, it is hereby **RESOLVED**, that the Humboldt County School District shall establish a special revenue fund entitled Workers Compensation Fund.

**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 24th day of July, 2012 by the following vote:

The wording will be changed and the Board will then be asked to sign the resolution.

**Discussion and Possible Action – Review of District Imperatives Defining District Direction by Superintendent – Dr. Dave Jensen**

The Board was provided a copy of the imperatives in their board packet. Seven imperatives were agreed upon at the retreat held by Dr. Jensen, Dr. Myhr and Mr. Novi that define the expectations in Humboldt County School District. The imperatives are:

1. We will ensure that every student has highly effective teachers supporting student academic growth that are supported by a highly effective principal in a safe environment.
  - a. The District will support and enhance meaningful Professional Development opportunities for all staff through a strategic professional development plan.
2. Our primary focus will be to ensure high quality instruction across the continuum. We will evolve our instruction to ensure that students graduate with the knowledge, skills and confident to meet and exceed Common Core State Standards (CCSS) and College and Career Readiness objectives.
  - a. Through strategic supports across the K-12 continuum, graduation rates will increase to significantly exceed State expectations.
3. Parents will be active participants in the education of their children.
  - a. Each school will provide a welcoming environment where all parents feel valued and welcomed.
4. The District will actively pursue an enhanced technology based infrastructure to support staff instruction and student learning.
5. All staff will be professional in all interactions and will foster attitudes of mutual respect, cooperation and civility.
6. As a District, we will continue to provide opportunities beyond the core curriculum to support complex reasoning, creativity, innovation and lifelong learning.
  - a. The District will continue to support electives, clubs and athletic programs which provide enhanced opportunities for future success.
7. As a District, we will ensure efficiency, transparency, accountability and sustainability in our financial governance, district operations and facilities.

Board members were comfortable with the imperatives.

Mrs. Miller moved to adopt the strategic imperatives as presented. Mr. Hill seconded, motion carried.

**Discussion and Possible Action – Review of Revised Organization Chart Defining Expectation of Central Office Personnel – Dr. Dave Jensen**

Dr. Jensen, Dr. Myhr and Mr. Novi met to review the organizational chart. Dr. Jensen will remain as Chief Financial Officer (District finance and bond projects). He will oversee Principals/Evaluation, contract negotiations, the School Resource Officer (crisis response and school safety), legal matters (grievances, discipline, policy), public relations, Special Services, the Chief Administrative Nurse, Building and Sites (Bryon Krell), grants management and personnel (requests and hiring).

5:55 p.m. Mr. Hillyer arrived.



Dr. Myhr will oversee professional development, curriculum (school, Leadership Team, SIP, DIP, ELL and Special Education), textbook adoption, personnel (teacher licensure, evaluation), staff evaluation (principal and certified evaluations) and Title IX/Human Rights Officer.

Mr. Novi will oversee instructional technology (summer/after/credit remediation, A+, District/school improvement), Technology Department, state and District testing (AYP analysis, MAPS), Career and Technical Education (Carl Perkins grants), Maintenance and Transportation personnel, homebound, home school and on-line charter options.

Mr. Seeliger moved to approve the revised the organization chart as presented. Mr. Betteridge seconded, motion carried. Mr. Hillyer abstained.

**Discussion Only – Review FY 2012 Goals and Begin Discussion of FY 2013 Goals – Dr. Dave Jensen, Dr. Bill Myhr, Kelly Novi**

At their meeting on November 22, 2011 the Board decided to continue with the goals they had established for the 2010-11 school year. During their administrative retreat, Dr. Jensen, Dr. Myher and Mr. Novi developed several District goals for the 2012-13 school year for the boards consideration. Three areas they addressed were; 1) rolling out the Common Core State Standards, 2) review and preparation for College and Career Readiness expectations and 3) professional development of Administrative personnel.

Dr. Jensen noted that the item will be placed on the next Board agenda, allowing the Board time to review the goals and provide feedback on any additional goals they wish to include.

In addition, the board was encouraged to consider the development of board goals for the upcoming school year.

**Public Comment – None**

**Board/Staff Comments:**

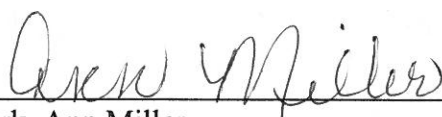
1. Mr. Novi reported that summer school at PASS (6<sup>th</sup> Judicial Court) and Lowry both had a great turnout. Fifty-five 8<sup>th</sup> graders attended health classes either at school or from home. Of the 70 computers set up at Lowry, 35-40 are currently being used. The majority of the students attending this year are focused. Mr. Novi will return to the Board at a later date with an update.
2. Mr. Hill welcomed Dr. Myhr.
3. Mr. Betteridge welcomed Dr. Myhr.
4. Mr. Betteridge thanked Dr. Jensen for the letter of clarification that was sent out regarding an incident from last year.
5. Mr. Betteridge congratulated Dr. Jensen on the start of his tenure.
6. Mr. Hillyer reported an eventful NIAA meeting. He will give a full report at the next meeting. He noted that one item that may be problematic for our athletic programs is the new hydration and heat stroke treatment policy. It may prove to be difficult to implement.
7. Mr. Hillyer noted that, in regards to the issue with Bishop Gorman High School, it was determined to be a Clark County issue. Clark County met with Bishop Gorman, ironed out some issues and received a lot of concessions from the school. "Things are moving forward on a positive basis now."
8. Mr. Hillyer reported that high schools have their own "branding" capability. Lowry is currently doing that with several local vendors. LRG is a company that works with schools to

help with merchandising to ensure schools are receiving the money from the sale of school merchandise.

9. Mr. Hillyer said he would also provide an update on the concussion policy at the next meeting. Two local doctors have expressed an interest in assisting at Lowry sports events.
10. Mr. Seeliger reported that an NASB meeting will be held in Elko on July 28<sup>th</sup>.
11. Mr. Seeliger asked about the status of the portables. Dr. Jensen said he would report on the status later in the meeting.
12. Dr. Mhyr said he was very happy to be here and thanked everyone for welcoming him.
13. Dr. Jensen noted that the District has had trouble cutting some checks for summer bond projects to coincide with the bill runs. Some vendors are asking for payment prior to the bill run. He asked if the Board was comfortable, especially with bond projects, to cut a check (with limitations) prior to the bill run with notification from him prior to approval of the warrants.
14. Dr. Jensen said the basketball floor at Winnemucca Jr. High is complete and looks wonderful. The warrior that was painted in the center of the floor was not able to be replicated as the gentleman who did the artwork has passed on. It has been replaced with a "W".
15. Dr. Jensen noted that construction is ongoing at Grass Valley Elementary with the air conditioning project. Secretary, Carla Salla, has been working out of the district office. The project will be complete prior to the first day of school. Teachers will have access starting at noon on August 8<sup>th</sup>, 2012.
16. Dr. Jensen reported that stairs will be added to the backside of Sonoma Heights Elementary on the Minor Street side. The project is to be completed by the start of school. The student parking across from Lowry will be re-oiled and the District is working with Hunewill to apply more chip to solidify the surface.
17. Dr. Jensen said that the District is working with Scott Movers for the portable relocations. They will be bringing the portables in the weekend of July 28<sup>th</sup>. The portables are being moved whole. They are coordinating with the Nevada Highway Patrol who will block roads to allow the portables through. Once here, there is an extensive list of things that will need to be done by the city building inspector. It is hoped to have Winnemucca Grammar and Sonoma Heights ready to go prior to the opening of school and, soon to follow, the Winnemucca Jr. High.
18. Mr. Betteridge asked if Dr. Jensen had any figure of costs savings for the solar panel usage. Dr. Jensen said he should have that information in October. He noted that at Grass Valley the panels were hooked up to the wrong panel. Hamilton Solar provided the District with a check for \$10,000 to compensate for the error. When questioned about any damage to the solar panels, Dr. Jensen noted that we have lost two panels at Grass Valley Elementary and two panels at French Ford Middle School. We now have cameras to monitor the panels. The District was fortunate enough to locate the individual that did the damage at French Ford and damage has been addressed.

Adjourned 6:35 p.m.

Submitted by Secretary, Paula Wright

  
Clerk, Ann Miller