

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

The regular meeting of the Humboldt County Board of School Trustees was held September 25, 2012 at 4:31 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, Jessica Powell-Humboldt Sun, Janet Kennedy, Noel Morton, Sandra Dendary, Jen Shuttters, Kristen Flanders, Keeli McClintick, Debbie and Mark Carstensen, Lisa Conn, Ray Parks, Ray Garrison, Dustin Christean, Kim Parks, Ann Rose, Dee Holzel-Silver Pinyon Journal and Secretary Paula Wright.

President Noble opened the meeting with the Pledge of Allegiance.

**Correspondence:** None

**Minutes:** Mr. Doyle noted several typos and suggested that on page one, under Superintendent report 4d, the sentence Clark County has re-affirmed that....be clarified to read....Clark County School District has re-affirmed that.....

Mr. Seeliger moved to approve the September 11, 2012 minutes with the noted corrections. Mr. Betteridge seconded, motion carried.

**Public Comment:** None

**Superintendent Report**

1. September 14<sup>th</sup> was "Count Day". We have a total of 3504 students. This represents an increase of 70 students from last year's count day.
2. Consistent with count day, our attendance audit has been scheduled for October 3<sup>rd</sup> and 4<sup>th</sup>.
  - a. Off site reviews will be conducted on Leighton Hall, Kings River Elementary and Orovada Elementary.
  - b. On site reviews will be conducted at Lowry High School and Winnemucca Grammar School.
  - c. All supporting documents were to be submitted to Technology on September 21<sup>st</sup> for review and preparation for the audit.
3. Dr. Myhr and Dr. Jensen met with a representative from ENI (Evans Newton Incorporated) on September 18<sup>th</sup> regarding support for McDermitt Combined School through the Focus School Improvement Process. In addition, discussion was held regarding offerings available to support Administrative Capacity.
4. Also on September 18<sup>th</sup>, Dr. Myhr and Dr. Jensen met with Dawn Hageness from RPDP to discuss the provision of services and supports for Humboldt County School District. We have requested specific supports relative to Math in conjunction with the Common Core State Standards roll out.

5. On September 20<sup>th</sup>, Dr. Jensen had the opportunity to meet with State Board of Education candidate, Donna Clontz. Their discussion centered on the relationship between the state board and individual districts and board of trustees.
6. Last Friday, Dr. Jensen participated with McDermitt staff in their work to develop the Focus School Improvement Plan.
7. The evaluation process has begun for administrative personnel. District administration is working with site administrators to develop goals associated with their SIP's.
8. On September 26<sup>th</sup>, Dr. Jensen will be giving a presentation to the Rotary Club regarding Humboldt County School District.
9. On September 27<sup>th</sup>, Dr. Jensen will be attending the RPDP Governance Board meeting in Elko. He has been asked to fill the role of Vice President of the Advisory Board, working with Jeff Zander, Superintendent of Elko County.
10. The evening of October 3<sup>rd</sup> and all day on the 4<sup>th</sup> Dr. Jensen will be attending a Superintendent's meeting. The evening discussion will address Special Education needs in Nevada districts, with the 4<sup>th</sup> being dedicated to the development of the iNVEST proposal for the upcoming Legislative Session.

**Public Comment:** None

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

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

#### **Discussion Only – Sonoma Heights Elementary Presentation – Noel Morton**

Mrs. Morton introduced staff that was present at the meeting.

Sonoma Heights Elementary School has set three goals for their School Improvement Plan, linking them to the District Improvement Plan; Goal 1: Students will demonstrate growth in English Language Arts; Goal 2: Students will demonstrate growth in Mathematics and Goal 3: Sonoma Heights staff will create a culture for learning that demonstrates collaboration, communication and instructional leadership.

Goal 1: Students will demonstrate growth in English Language Arts. Objectives: K-4 students will be tested using PALS and MAPS to master their intended literacy growth and they will score in the Meets or Exceeds range on grade level writing rubric. Staff will implement the Common Core State Standards, will continue their 90 minute literacy block, continue to use PALS, MAPS and DRA for assessment, conduct small group reading, goal setting with students, tracking student progress, implement grade level writing rubric, continue monthly writing prompt, continue to use the Lucy Calkins Writing Program and continue with the Instructional Consultation Team (IC) model.

Goal 2: Students will demonstrate growth in Mathematics. Objectives: K-4 students will master their intended math growth goal as measured by MAPS and will identify and state the content and language objective for all math lessons and link it to the learning outcome. Staff will implement the Common Core State Standards, implement SIOP within the content area of math, implement Math Investigations, school-wide assessments (MAP), establish goals with students, track student progress with a school-wide data base and continue using the IC Team model.

Goal 3: Sonoma Heights' staff will create a culture for learning that demonstrates collaboration, communication and instructional leadership. Objectives: All certified staff will implement the Common Core Standards, the SIOP model, attend weekly PLC meetings, attend the three

professional development days dedicated to the SIOP model and utilize the IC Team model. Mrs. Morton will create a SIOP implementation plan that will include bi-monthly feedback and will work collaboratively to create communication structures to notify all stakeholders for academic and social experiences at Sonoma Heights.

Mrs. Morton noted that collaboration is a key factor. She will provide resources and create a schedule to allow her staff to meet one hour a week for PLC time. Staff meetings will be used to focus on SIOP implementation.

Mrs. Morton said she feels great about her Parent/Teacher group this year. "They are a really motivate group". They have planned numerous parent events for the school year, which will allow for more parental involvement.

She invited Board members to visit the school anytime so she could "show off" the great things that Sonoma Heights' staff is doing.

**Discussion Only – Winnemucca Jr. High and Denio Elementary Presentation – Ray Garrison, Ray Parks, Kristen Flanders, Dustin Christean**

Mr. Garrison said that they are unable to complete their School Improvement Plan because of the different process they will be going through, based on their current identification under AYP (In Need of Improvement-Year 4).

The junior high provides a six period day. Each student receives 35 more minutes of instruction a week in core areas than in previous years, which equates to approximately four more days of instruction. Curriculum can be covered more in depth and students are much more alert at the end of the day. It also allows for smaller class sizes.

Mrs. Flanders stated that Junior High staff has common classroom expectations and classroom procedures for students. PLC's will focus on the implementation of the Common Core State Standards and professional development trainings with Dr. Myhr. PLC's are held every Wednesday from 2:30 to 3:30. Discussions will be held on Common Core Standards, previous CRT scores, student placement in courses based on ability, MAPS testing, instructional "Best Practices" and implementation of interventions, if necessary.

Mr. Christean touched on the transition from 6<sup>th</sup> to 7<sup>th</sup> grade and 8<sup>th</sup> to 9<sup>th</sup> grade. A visit is made to 6<sup>th</sup> grade classrooms and a transition flyer and registration paperwork is provided to the students. The Winnemucca Junior High provides an orientation and tour of the school. Mrs. Peters and Mrs. Carstensen meet with 6<sup>th</sup> grade teachers to help with student class placement. Mrs. Peters also meets with all French Ford Special Education teachers using a 6<sup>th</sup> grade Excel file that includes current grades, MAPS and CRT data and any other important information to establish the best plan for the student's success. Teacher recommendations are also sought for advanced and remedial classes.

Transition to Lowry High School begins with scheduled presentations for CTE and foreign language classes. Lowry counselors visit all 8<sup>th</sup> grade history classes to inform them of the registration process. A flyer is distributed to all 8<sup>th</sup> grade students to inform parents of registration and "Incoming Freshman Parent Night". Mrs. Peters will meet with each student and review their registration form to determine placement. She will also provide Lowry counselors with a credit deficiency list and IEP transition forms.

Mr. Parks noted that prior academic and social information is obtained from French Ford to identify low achieving students. Student performance is observed and reported to administration. Parents are notified and conferences are held. Three-week grade checks are performed for the entire school year. Interventions are provided for low achieving students.

Mrs. Flanders reported that Winnemucca Junior High and French Ford counselors meet to discuss CRT and MAPS results to identify incoming students who are identified as high achieving and teacher recommendations are taken into account. Identified high achieving students are placed into an Honors English class and/or Pre-Algebra.

Mr. Christean reported that Winnemucca Junior High and Lowry counselors consult to identify high achieving incoming freshman. A class list of Honors English students with academic grades is provided. A list of 8<sup>th</sup> grade Algebra I students with their academic grades is also provided to Lowry counselors. Recommendations are given for possible course placement for high achieving students in Honors or AP classes.

Mr. Garrison said that because the Junior High did not make AYP it will require them to submit a different type of School Improvement Plan. There was some discussion as to what they could do to meet AYP and what the District could provide to help them meet AYP.

Mr. Parks provided a broad picture of their school improvement goals. The state will dictate a more specific plan. Winnemucca Jr. High will 1) focus on Common Core State Standards (CCSS) implementation and professional development, 2) continue to develop strategies for Differentiated Instruction aimed at serving students with a wide range of skills and abilities, 3) provide Common Assessment collaboration and 4) use standardized grading procedures across all disciplines.

School Improvement goals include working collaboratively to design CCSS driven lesson plans and instructional units, mastery of each unit to include a test re-take program, and full implementation of CCSS curriculum, instruction and assessment for 2013.

#### Denio Elementary School – Ray Parks

Denio currently has eight students, K-8. They began the year with new teacher, Mary Thibodeaux, and aide, Melanie Grecco. Ms. Thibodeaux is a highly qualified teacher coming to us with eleven years of teaching experience in Tonopah. She understands the rural teaching environment, has a strong educational background in a variety of subject areas and is familiar with the requirements of the Common Core State Standards.

Denio Elementary has always made adequate yearly progress. They were deemed adequate for the 2011-12 school year and “High Achieving” for the 2009-10 school year. They were also designated one of the top 5 Title I schools in Nevada in 2009-10.

Denio’s School Improvement Plan includes full implementation of the Nevada Common Score Standards by year end, 100% of the student body will meet or exceed the standards on the CRT tests and will return to “High Achieving School” status.

#### **Discussion and Possible Action – Approval of 2012-13 Board Goals – Dr. Dave Jensen**

The Board established their 2012-13 Board goals during the Board retreat at the September 11<sup>th</sup> meeting.

- 1) As a Board, we will strive to be more visible throughout the District.

- a. Each Board member will conduct a minimum of three (3) individual site visits per school year.
  - b. A minimum of two (2) Board meetings will be scheduled in our Rural Communities, to include Paradise Valley and McDermitt.
- 2) As a Board, we will revisit the 1000 Series of the Board Policies both as individuals and as a collective Board.
- a. Specifically, sections 1025 through 1040 which address School Board processes, roles and responsibilities will be reviewed and discussed during a regularly scheduled board meeting.

All Board members were satisfied with the goals they established.

Mrs. Miller moved to approve the 2012-13 Board Goals as presented. Mr. Seeliger, Mr. Hillyer and Mr. Betteridge seconded, motion carried.

**Discussion and Possible Action – Discussion Regarding the Consideration of Funding of Early Incentive Retirement Policy for 2012-13 – Dr. Dave Jensen**

The Board reviewed the Early Incentive Retirement Policy during the Board retreat at the September 11<sup>th</sup> meeting. Dr. Jensen said that, as the budget was prepared for the 2012-13 school year, no funds were set aside to support the early incentive policy. Dr. Jensen noted that, under the Board's direction, funds could be set aside for early incentive buyouts. The Board was also asked to consider whether they wanted to move forward with the early incentive for the 2012-13 school year, given the fact that any individual interested in an early incentive buyout must submit a request by January 7<sup>th</sup>. The Board would then review the requests and make a determination to grant or deny the request. Last year four employees submitted a request and it was the Board's decision to deny all requests.

Dr. Jensen said the Board could decide whether to move forward in accepting requests or to decide not to support early incentive requests, at which time staff would be notified to not submit an application for this year. Dr. Jensen reminded the Board that the cost of a one year purchase is approximately \$25,000 on a teacher making the top end of the salary schedule (approx. \$69,000). When asked, Dr. Jensen said the District has not received any notification of changes to funding positive or negative. He stated that, if the Board were to opt to provide an early incentive, the funds would be taken from the ending fund balance.

There was some discussion regarding the odds of recouping the cost of early incentive purchases. Dr. Jensen said he believes that it is beneficial to the District, if we can buyout an employee and not fill the position. He said he also believes it provides the District a benefit in times of growth. If we are able to buyout a top end employee to replace them with two brand new teachers there is a benefit, although not an equal fiscal savings. As we prepare for growth in the District, Dr. Jensen stated that he felt the purchase of staff would be of benefit in the long run.

Further discussion on the merits of the early incentive was discussed.

Mrs. Miller moved to not approve the early incentive retirement for next year. Mr. Betteridge and Mr. Hill seconded, motion carried.



**Discussion and Possible Action – Review of the Final AYP Designations and Required School Interventions – Dr. Dave Jensen, Dr. Myhr, Kelly Novi**

Mr. Novi provided the Board with the final AYP designations. Schools making Adequate Yearly Progress include: Denio Elementary, Kings River Elementary, Orovada Elementary, Paradise Valley Elementary, Winnemucca Grammar School, Lowry High School, Leighton Hall and McDermitt High School. McDermitt Elementary and French Ford Middle School are deemed “In Need of Improvement” -Year 1. Grass Valley Elementary and McDermitt Jr. High are deemed “In Need of Improvement”-Year 2 and Winnemucca Jr. High is deemed “In Need of Improvement”-Year 4.

Dr. Jensen noted that the Winnemucca Jr. High is classified as a “turn around school”, which is based on state statute. There are very specific expectations for a school who is “In Need of Improvement-Year 4”.

McDermitt Elementary is classified as a “focus school”, based upon a gap analysis. Because their numbers are so small their IEP, LEP and Free and Reduced Lunch have been combined into a “super group”. Their identification is based on 2010-11 data, as well.

Dr. Jensen provided the Board information regarding Nevada Revised Statutes governing “turnaround” schools and varying requirements for Title I and Non-Title I schools.

In regards to Winnemucca Jr. High’s “turnaround” status, Dr. Jensen read from NRS 385.3745. 1) Except as otherwise provided in subsection 2 (charter schools), if a public school that is not a Title I school is designated as demonstrating need of improvement pursuant to NRS 385.3623, for four consecutive years, the Board of Trustees of the school district shall: Except as otherwise provided in subsection 2 (charter schools), if a public school that is not a Title I school is designated as demonstrating need for improvement pursuant to NRS 385.3623 for four consecutive years, we must: (1) develop a turnaround plan, (2) Provide notice of the designation to parents and 3) Ensure that the school receives technical assistance. In addition, we must ensure that 1) the plan Mr. Garrison and Mr. Parks are working on incorporates their Nevada Comprehensive Curriculum Audit Tool - School (NCCAT-S), 2) that they have specific measurable goals and objectives for attaining AYP (even though AYP will no longer be a measurement tool), 3) must include specific steps or actions for attaining AYP and 4) develop a timeline for the completion of a turnaround plan, which must provide for implementation of the plan, if the school enters a fifth year of “in needs of improvement”.

The Turnaround Plan must include 1) a list of individuals responsible for the development of the plan; Dr. Myhr will serve as the District level representative, 2) community notifications (parents, teachers, community), 3) comprehensive needs assessment, 4) an inquiry process, 5) a master plan design, 6) selection of an area of focus or goals (curriculum and instruction, assessment and accountability, or leadership) along with action step, timeline, resources, evidence and persons responsible, (7 monitoring and evaluation of the process, 8) a budget to carry out the plan, 9) required elements (expectations), and 10) approval and assurances.

In regards to McDermitt Elementary, Dr. Jensen noted that the “focus school” status was based on the fact that they have noted learning gaps between the highest achieving subgroups and the lowest achieving subgroups. This becomes the subgroup analysis “supergroup”, because the numbers in the different areas were insufficient to be specifically identified (IEP, LEP and FRL). This makes it difficult to pinpoint the exact areas to focus on. While working with the Department of Education on the requirements associated with the Focus plan, the District argued that McDermitt’s case was a systemic K-12 issue. The Department of Education agreed and, therefore, McDermitt’s plan will be a

K-12 plan. The plan they will be implementing includes three interventions; 1) NCCAT-S, 2) focus on technical assistance and 3) focus on professional development.

McDermitt Combined School will receive \$33,300 per year over a three year period in grant funds for the implementation of the plan. The application is due October 5<sup>th</sup>. As part of the plan, the State Department will make three visits per year to the school site. The grant requires that the District contract outside the District to complete the NCCAT-S, while the District has expressed interest in outside supports for staff capacity building and supports. The NCCAT-S must be completed by the end of the 2012-13 school year.

When asked what happens if a school “doesn’t make it”, Dr. Jensen noted that, under the old plan, the District would be required to make broad changes in curriculum, staff and administration. This would become a question for the Department of Education since we are transitioning to a growth model and AYP is going away.

#### **Discussion Only – Review of Count Day Enrollment Figures – Dr. Dave Jensen**

As noted during the Superintendent report, the district enrollment as of count day (September 14<sup>th</sup>) is 3504. This includes 55 early childhood students and 261 kindergarteners. The District receives a .6 calculation for early childhood and kindergarten students. Our weighted enrollment is identified as 3,377.6.

Dr. Jensen provided the Board with an historical analysis, cohort survival percentages and student to teacher ratios by school and grade. After considering the student to teacher ratios, two areas of concern are the numbers in Grass Valley’s 3<sup>rd</sup> grade at 24:1 and Sonoma Heights’ 3<sup>rd</sup> grade at 25:1.

Dr. Jensen was asked if the District needed to look at restructuring grades PK-6 into four, PK-6 schools rather than three. Dr. Jensen noted that within the next year or so the District may need to have the conversation of rezoning, in light of the new proposed housing developments.

**Public Comment:** None

#### **Board/Staff Reports:**

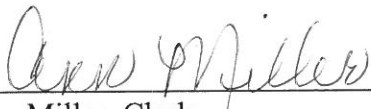
1. Mr. Hill asked if we had received any letters of interest for Shelly Noble’s board seat.
2. Mr. Betteridge asked if we had received the fourth proposal for management of our website. Dr. Myhr said we had received the proposal and will be reviewing the 4-5 proposals.
3. Mr. Hillyer asked if the school presentations could be more uniform, so that the Board receives the same information from each site.
4. Mr. Hillyer noted that he believes the parental involvement component needs to be included in every school’s School Improvement Plan (SIP).
5. Mr. Hillyer reported that the next NIAA meeting will be held Monday, October 1, 2012.
6. Mr. Hillyer reported that Michael Billingsley signed a letter of acceptance for wrestling to Navy through a one year prep-school.
7. Mr. Seeliger reminded everyone of the NASB meeting October 6<sup>th</sup> in Las Vegas, if anyone was available to attend.
8. Mr. Seeliger complimented the schools on the diversity of their reports. He personally appreciates the variety of the presentations.
9. Dr. Myhr noted that some of the misinformation regarding parent activities will be addressed with the new website. He said that the Leadership & Instruction (L&I) team will be working

on "parent academies" with Common Core Standards. He will be speaking to schools, the community and the Board to get parents more involved.

10. Dr. Myhr said that the Common Core Standards are going well. He had staff submit questions that were then answered, compiled to include questions from their peers and provided to the entire school staff. Once the modules are complete, RPDG will be invited to work on specific areas of the Common Core Standards. (Lesson plans, unit plans, learning/proficiency scales, etc.)
11. Dr. Myhr is working very strategically with McDermitt Combined and Winnemucca Jr. High to make sure they have support systems in place.
12. Dr. Jensen reported that we have received no letters of interest for President Noble's board seat as of September 25<sup>th</sup>. Letters of interest will close on Wednesday, October 3<sup>rd</sup> at 5 p.m.
13. Dr. Jensen reported that Lowry High School has made a preliminary offer to a math teacher. After filling this position, Lowry is left with a Special Education vacancy, while McDermitt Combined has now filled all vacancies.

Adjourned 7:30 p.m.

Submitted by Secretary, Paula Wright

  
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Ann Miller, Clerk