

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

The regular meeting of the Humboldt County Board of School Trustees was held November 27, 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, Jessica Powell-Humboldt Sun, DeAnna Owens, Carolyn Dufurrena, Dorene Kitras, Stella Maestrejuan, Dan and Debbie Watts, Jennifer Partee, Bruce Braginton, Anita Rolando, Sandy Hammargren-Silver Pinyon Journal, other interested persons and Secretary Paula Wright.

President Noble opened the meeting with the Pledge of Allegiance.

**Correspondence:** The Board was provided a copy of a memo from Dr. James Guthrie, Superintendent of Public Instruction, to Governor Sandoval regarding a summary of his impressions following visits to each Nevada school district.

**Minutes:** Mr. Hill moved to approve the November 13, 2012 minutes as written. Mrs. Deputy, Mr. Betteridge and Mr. Seeliger seconded, motion carried. Mr. Hillyer abstained.

**Public Comment:** None

**Superintendent Report**

1. During the last Bond Oversight Committee meeting, it was determined that it was time to conduct our next facilities assessment. This is necessary to re-prioritize the needs throughout the District and to provide a foundation to communicate facility needs. The majority of projects from the initial (\$8.5 million) plan have been completed. We will be contracting with Mike Mitchell Management, LLC to complete this analysis. Results will be shared with the Board of Trustees.
2. Upcoming Bond projects include the following: Lowry High School gym floor overlay, McDermitt bleachers and HVAC at Sonoma Heights. The flooring for Lowry will be delivered on December 3<sup>rd</sup>, with construction starting on December 10<sup>th</sup>, with completion early January to accommodate the basketball season.
3. We continue to work with Blackboard Edline in preparation for the new Website roll-out. Critical data files have been uploaded. We are excited for the progress and look forward to sharing with the Board soon.
4. The NASB Conference was held in Reno on Nov 15-17, 2012. The training was attended by Boyd Betteridge, Bruce Braginton, Glenda Deputy and John Seeliger. Board members will provide an update of the conference at the December 11<sup>th</sup> meeting.
5. On Saturday, November 17<sup>th</sup>, Lowry High School was recognized by the Reno Tahoe Winter Games Coalition for the success of student athletes with nine academic championships. The presentation was attended by Dr. Jensen, Chad Peters, John Brooks and six student athletes. Lowry is the first school to be inducted.
6. On November 19<sup>th</sup>, Dr. Myhr, Mr. Novi and Dr. Jensen met with representatives from Blackboard Edline on their Blackboard Connect system. This is similar to School Messenger and is integrated into

the Blackboard program. This program includes the ability to send text messages. Costs are roughly half of what we are currently paying for School Messenger.

7. Dr. Myhr and Dr. Jensen met with Dawn Hagness with RPDP to discuss CCSS supports for our sites. She is eager to establish the relationship. In addition, she will be providing information related to a training schedule that was used in Elko that may be of benefit to our district in the upcoming year.
8. During the afternoon of November 19<sup>th</sup>, Byron Jeppsen, Chad Peters and Dr. Jensen hosted the Bighorns for elementary school visits. This was a wonderful opportunity for the students to interact with athletes, sharing the message regarding the importance of education. On the trip down to Winnemucca, the Boise Stampede team stopped at McDermitt Combined School to visit with the students.
9. The Reno Bighorns played the Boise Stampede at Lowry High School on November 19<sup>th</sup> to a sold out crowd. This was an exciting opportunity for the community. In discussions after the game, the Bighorns were impressed with the support and are hoping to return next year, with perhaps additional teams. Chad Peters did an outstanding job in bringing the exhibition game to Winnemucca. Thank you Chad!!!  
Herb Santos Jr., owner of the Reno Bighorns, noted that because of the level of support they received from Humboldt County, he hopes to return next year with the Bighorns and possibly a couple more teams for a "round robin" format.
10. Mr. Novi and Dr. Jensen participated in an online webinar on software to facilitate rezoning and enrollment projection. More information will be shared during agenda item #7.
11. December 3-4<sup>th</sup>, 2012, Mr. Novi and Dr. Jensen will be traveling to Las Vegas for an Assessment Summit requested by Governor Sandoval and sponsored by West Ed. This will be the foundation towards discussions on the transition to CCSS and the Smarter Balanced Assessment Consortium.

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

Mr. Seeliger moved to approve the warrants as presented. Mrs. Deputy and Mr. Betteridge seconded, motion carried.

#### **IC Presentation and Professional Development Process – DeAnna Owens, Anita Roland, Carolyn Dufurrena, Dorene Kitras**

The IC Team program goal is to enhance, improve and increase student and staff performance. This is done by 1) developing a systemic support network within each building, including a trained IC Team Facilitator and trained Instructional Consultation Team, 2) enhance teachers' skills in and application of best practices of instructional assessment and delivery, 3) develop school-wide norms of collaboration and problem solving and 4) utilize data for classroom and school decisions.

The IC Team program is incorporated into the District Improvement Plan (DIP). Review of data helps identify critical needs with program and student populations (ELL). Principal involvement is a clear expectation of the program. IC Teams have become a critical professional development activity at the building and District level.

Mrs. Rolando noted that studies show that a highly effective teacher, over a three year period, can increase student achievement 50 percentile points. As teacher effectiveness increases, lower achieving students are the first to benefit.

IC team members meet weekly (morning and afternoon), schedule training sessions and provide structured coaching to individual new team members.

Mrs. Dufurrena provided research from Livingston County, Michigan in regards to IC Teams and student achievement; the impact on students and teachers. Student achievement is impacted by improving

instruction. The study also showed that Special Education referrals had declined and schools participating in the IC program showed performance level growth.

Mrs. Kitras provided a principal's perspective of the IC program; IC strategies at work in the classroom, training, teacher effectiveness and school-wide success.

Mrs. Owens noted that, when building an IC Team, the input is professional development and the output is effective instruction. The Department of Education provides support monetarily for substitute teachers, incentives and training of the facilitators (training, travel). Mrs. Owens does not take taking a teacher time out of the classroom lightly and believes the return in the investment of that teacher is worth it.

#### **Food Service Review and Update - Stella Maestresjuan**

Mrs. Maestresjuan provided the Board with a recap of expenditures for FY12. Salary and benefits average \$1.12 per meal, with an average of \$3.33 total revenue per meal and a cost of \$4 per meal, leaving the District paying \$.67 per meal. Total revenue for last year was \$826,364 and cost were \$993,164, with a transfer into Food Service from the General Fund of \$166,800.

New guidelines are making it difficult to use commodities to the fullest potential possible. The move to whole wheat and more fresh fruits and vegetables has increased costs. Mrs. Maestresjuan is currently in contact with the Nevada Department of Education to gather more information on Aramark, who is a food service management provider. Currently, Washoe and Carson City School District are using their services and are very satisfied.

A comparison of the number of meals served to date was provided. The year started low. Mrs. Maestresjuan contributes the low start to a new lunch system that was put into place and staff and parents were having trouble navigating the new system, however, the numbers are beginning to increase.

Last year Winnemucca Jr. High and Lowry High School sustained a profit, while all other schools ran in a deficit, accounting for the \$166,800 transfer of funds from the General Fund.

The elementary schools and French Ford Middle School provide Preferred Meals, while the Winnemucca Jr. High and Lowry High School serve a la carte.

McDermitt Combined is classified as a Provision II school, which means, every student receives a meal, free. The issue is that the District does not receive reimbursement for every student. Dr. Jensen noted that the District will need to decide if we want to continue to qualify McDermitt as a Provision II school.

The Board asked Mrs. Maestresjuan to return in a couple of months with an update.

#### **NASB Annual Conference Review – John Seeliger, Glenda Deputy, Boyd Betteridge** Postponed

#### **Discussion Only – Worker's Compensation Update – Dr. Dave Jensen**

Dr. Jensen provided a five month analysis of the District's Worker's Compensation Fund. The District has paid in a total of \$121,933. The total cost, to date, of claims is \$19,610. Third party administrator costs for five months total \$6,370. The third party administrator cost includes a flat \$1,250 and an additional \$6 per review of claim. We currently have a balance of \$95,953 in our Worker's Comp fund.

We currently have five employee's who have or had a Worker's Comp claim against the District; two at Lowry High School and three employees not associated with an individual school. One of those

employees continues to have issues and the District is working with them to fully recover. The District could possibly owe an additional \$24,000 in open claims; therefore, the total profitability in a five month period of our Worker's Comp Fund is identified as \$71,041.

Dr. Jensen hopes to update the Board on a quarterly basis.

**Discussion and Possible Action – Second Reading of the Implementation of an Unused Sick Leave Retirement Incentive – Dr. Dave Jensen**

Dr. Jensen noted that the only change to the policy, which was recommended from the initial review of the policy on November 13<sup>th</sup>, was the recommendation to change the twenty cumulative year eligibility requirement in the Humboldt County School District. This then necessitated a change to the Early Retirement Incentive Plan Acceptance Agreement. Because it will be a pay out of sick leave that the employee is entitled to, it is not necessary to bring it before the Board for ratification, therefore, the language was changed noting that notification to the Board would be provided upon the Superintendent's recommendation to use unused sick leave days to purchase PERS service and to notify the Board of the employee's resignation, if the purchase is granted.

Mrs. Miller suggested replacing the words "prior to the retirement year" on procedure # 4 of the policy, with ".....application must be made not later than January 7<sup>th</sup> of the retirement year and .....".

Mr. Seeliger moved to approve the 3040 policy (Early Retirement Incentive Plan-Unused Sick Leave PERS Purchase) with the noted change to item #4. Mr. Hillyer seconded, motion carried.

**Discussion Only – Preliminary Discussion Regarding Current Attendance Zones and Projected Enrollment Growth – Dr. Dave Jensen**

For future conversations regarding attendance zones, Dr. Jensen asked the Board to save the maps that were given to them at the November 13<sup>th</sup> meeting.

At the last board meeting, the Board asked Dr. Jensen to look into software that would assist in rezoning. After reviewing several options, Dr. Jensen and Mr. Novi were provided information on a company called "Planware". Dr. Jensen and Mr. Novi took part in an hour and a half web conference. Carson City School District utilizes this software. It is hoped to take a map of Humboldt County and show where our existing boundaries are and then, within a given boundary, be able to divide that into geographical quadrants (roads, etc.) One could then pin point down (superimpose) every house in the zone and, in every house, every student that resides in that house. This will allow us to determine ethnic diversity, which students are free and reduce lunch, IEP, or whatever information we may need as new boundaries are considered.

The cost of the software purchase is \$21,835, which includes account setup, street maps, drawing planning areas, school file preparation, preparing a student database and processing five years of historical student data for forecasting and training. Dr. Jensen reported that the District currently has \$34,000 in Impact Aid funds that have not been assigned. He said that Impact Aid funds could be used to purchase the program, if the Board supported the purchase.

After some discussion, the Board supported moving forward with the purchase of the software and asked Dr. Jensen to provide an update.

**Discussion Only – First Review of the Policy Manual, 4000 Series – Dr. Dave Jensen**

The Board reviewed the recommended language to be deleted from the series (Personnel). Most of the language that was suggested to be removed was job descriptions, obsolete evaluation forms and outdated



language that have been replaced by updated information. The Board was in agreement to remove the recommended language deletions. The remainder will be reformatted and placed on the December 11<sup>th</sup> agenda for review.

Mr. Hillyer asked if the District has a policy regarding reimbursement for tuition expenses for certified staff, if the class/course is beneficial to the classroom/school. Dr. Jensen said the District does incorporate a policy or practice to provide compensation for classes as they are used for recertification and column movement. The District did support payment of a Master's program in Literacy several years ago, but it was associated with a grant that was written for that specific purpose. General Funds were never used.

**Public Comment:** None

**Board/Staff Reports:**

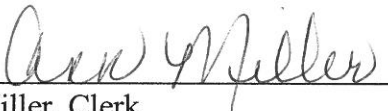
1. Mr. Hill reported how impressed he is with the Truancy Court process.
2. Mr. Hill asked if Humboldt County assesses impact fees for growth. Dr. Jensen said he would look into it.
3. Mr. Hillyer congratulated the McDermitt Combined and Lowry High School fall athletes. They represented Humboldt County well. Great job!
4. Mr. Hillyer asked if anyone saw the Bishop Gorman facilities in the newspaper. He noted that Bishop Gorman put on a very good tournament. Truckee won their championship, as well as, Pershing County.
5. Mr. Hillyer reported the Bighorn game netted the Century Club \$4000-5000, which will go right back into Lowry athletics. A meet and greet was held after the game at the bowling alley.
6. Mr. Hillyer said he emailed Board members the news that Mr. Bonine, with the NIAA, reported that Winnemucca lost out of the rotation for the wrestling tournament because we do not have enough motel rooms available. The majority of the rooms in Winnemucca are occupied by people living and working here.
7. Mr. Doyle, referring to a comment Mr. Hillyer made, asked if an easement had been granted to the property adjacent to the Winnemucca Jr. High, where a housing development is currently being built. Dr. Jensen said the Board had granted an easement at an earlier board meeting. Mr. Doyle said he was aware of the Board's approval for the easement; however, a formal written document must be entered into by the District. Dr. Jensen said the District has not entered into a formal written document. Mr. Doyle suggested following up.
8. Mrs. Deputy reported that Wayne Carlson gave a presentation at the NASB Conference regarding ethics and some other topics. Steve West is currently trying to bring Mr. Carlson to Winnemucca for a presentation. Dr. Jensen said that, prior to the board meeting; he was included in an email with Steve West, Bill Deist and Mr. Carlson regarding an invitation to an Open Meeting Law presentation Mr. Carlson is doing in Eureka. They asked Mr. Carlson if he would consider a presentation in Winnemucca. The date is to be determined.
9. Mrs. Deputy showed Board members a wrist band that was given at the NASB Conference signifying "the power of one". The writ band is a reminder that, as an individual, you can make an impact.
10. Mr. Novi reported a district-wide email was sent to solicit volunteers for the calendar committee. He received approximately 15 responses. Depending on the number of interested people, committee members will be drawn from a hat. Parents and the community as a whole will be surveyed.
11. Mr. Novi reported that the SBAC (Smarter Balanced Assessment Consortium) is releasing the pilot tests sooner than expected. All schools will participate in the computer based test this spring

and have been notified. This will allow a checks and balance as far as our technology and it will give students and staff an opportunity to get a feel for the test.

12. Dr. Myhr will be providing a presentation on Common Core for Lowry High School parents on November 28<sup>th</sup> at 6 p.m. Sonoma Heights and Grass Valley Elementary have been scheduled. The presentations to all faculties on the four modules will be complete next week.
13. Dr. Jensen informed the Board that the minimum day the Board authorized for Winnemucca Grammar School is currently being rescheduled because the SIOP trainer had a family emergency. Dr. Jensen asked the Board if they preferred Mrs. Kitras returning to the Board for approval of the new release day or if she could just work with the trainer to reschedule. The Board was comfortable allowing Mrs. Kitras and Dr. Jensen to finalize a date with the trainer.
14. Dr. Jensen reminded Board members that one of their board goals is to visit schools. If you have visited schools please let Paula know.
15. Dr. Jensen reminded Board members who attended the NASB conference that we need their hotel and meal receipts.
16. Dr. Jensen reported that Pam Salazar, with the Teachers and Leaders Council, will be here on Wednesday working with administrators. They will be reviewing the new evaluation system and will then transition into Common Core Standards and how administrators can support their staff.
17. Dr. Jensen reported that on December 17<sup>th</sup>, Clark County will send two representatives to train our administrative staff on their curriculum engine. They will be granting us full access.

Adjourned 7:40 p.m.

Submitted by Secretary, Paula Wright

  
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Ann Miller, Clerk