

Percentage of students receiving free or reduced lunch: 38.47%

Home to school transportation: District operated? **Yes** Contracted to? **-0-**
Number of bus routes: 20

Number of schools: Total: 13
Elementary schools (PreK-4): 3 Middle Schools: 2 High Schools: 1
Rural schools: (K-8): 4, (K-12): 1 Detention Center: 1 Adult Ed: 1

District Office Departments: Title & Name of Department Head:	Phone:
Superintendent, Dr. Dave Jensen	623-8108
Asst. Superintendent, Dawn Hagness	623-8104
Director of Innovation, Kelly Novi	623-8105
Director of Opportunities, DeAnna Owens	623-8128
Director of Performance, Noel Morton	623-8117
Maintenance/Transportation Supervisor, Bryon Krell	623-8110
Technology Supervisor, Josiah Brown	623-8157
Food Service Supervisor, Laura Jensen	623-8109

District documents: School board process, roles and responsibilities

1025 GENERAL ORGANIZATION

Organization and Governing of the District

1. **Board of Trustees**
The Board of Trustees of the Humboldt County School District is the governing body of the District.

The Board of Trustees exists by virtue of and derives its powers from the Constitution and the Acts of the Legislature of the State of Nevada and the rules and regulations of the State Board of Education.

The Board of Trustees, as the controlling body of the said school district, is charged with approving and adopting policies for the government of the schools, and with providing adequate funds to enable the administrative staff to execute these policies.

2. **Executive Officer:**
The general organization of the District is that of a county school district with the Superintendent as chief executive officer. All educational and business functions of the district are directed by the office of the Superintendent.

3. **District Seats**
 - SEAT A** Must live in the McDermitt/Orovada area
 - SEAT B** Must live in the Denio, Kings River, Paradise Valley, Paradise Estates, Golconda or Valmy area.
 - SEAT C** Must live in the immediate area around the City of Winnemucca (Grass Valley, Jungo Road, above high school outside the City limits, Sage Hills area, Lambert Subdivision)
 - SEAT D** Must live within the City limits

- SEAT E** Must live within the City limits
- SEAT F** Must live within the City limits
- SEAT G** Must live within the City limits

1030 BOARD OF TRUSTEES

General Functions of the Board of Trustees

1. Composition and General Duties:

The Board of Trustees is composed of seven members as provided by the State Education Code. It shall exercise all the powers, duties, responsibilities and obligations given to it by law. The primary function of the Board is the determination of general policies. The procedures and administration thereof shall be carried out by its officers and employees. It holds the Superintendent responsible for the efficient administration and supervision of the entire system.

Organization of the Board of Trustees

1. Officers of the Board of Trustees: Organization

The Board of Trustees shall meet and organize by:

- (a) Electing one of its members as president.
- (b) Electing one of its members as vice-president
- (c) Electing one of its members as clerk, or by selecting some other qualified person as clerk.
- (d) Electing additional officers as may be deemed necessary.
- (e) Fixing the term of office for each of its officers.

2. A record of the organization of the Board of Trustees must be entered in the minutes, together with the amount of salary to be paid to the clerk.

3. Immediately after the organization of the Board of Trustees, the Clerk shall file the names of the president, the clerk, and the members of the Board of Trustees with the department and the county auditor of the county whose boundaries are within the boundaries of the county school district.

4. Quorum and Rules of Procedure:

Four members of the Board of Trustees shall constitute a quorum for the transactions of business, and no action of the Board of Trustees shall be valid unless such action shall receive, at a regularly called meeting, the approval of a majority of the Board of Trustees. The "ayes" and "nays" shall be taken and recorded upon the call of any members.

5. Management of the School System

The administrative organization to execute Board policy and manage the school system shall be determined by the Board. The Board shall elect a Superintendent and such other officers as may be required and shall fix their compensation and terms of office.

6. Meetings:

- A1. The regular meeting of the Board of Trustees shall be held on the second Tuesday of each calendar month at such time and place as the Board shall determine. A second meeting on the fourth Tuesday of each month may be held at the discretion of the Board.
- A2. The Board of Trustees has authorized the Superintendent to approve payment of warrants to prevent past due status from account payable vendors when a discretionary Board meeting is not held, or in case of an emergency requiring payment of a warrant prior to the next Board meeting. Consultation with the President or the Clerk of the Board will occur in the event that Superintendent authorization prior to Board approval of warrants is necessary. All such warrants will be reviewed by the Board at the next regularly scheduled Board meeting. (Adopted 5/22/01)
- B. Special meetings of the Board of Trustees shall be held at the call of the President or upon the written request of three members of the Board as noted in NRS 386.330 Section 2.

7. Order of Business:

The order of business at all regular meetings shall be in accordance with a written agenda submitted by the Superintendent to the members before or at the beginning of each meeting. At his/her discretion, the President of the Board may change the order of any item posted.

8. Duties of Officers:

It shall be the duty of the President to preside at all meetings of the Board to enforce the usual parliamentary rules and to appoint all special committees. The President shall sign all papers and documents as required by law or as authorized by action of the Board. The President shall be authorized, and it shall be his/her duty, to call special meetings of the Board as provided by the Stated Education Code.

It shall be the duty of the Clerk to keep the minutes of all meetings and transactions of the Board. The Clerk shall, subject to the written direction of the Board of Trustees, draw all orders for the payment of moneys belonging to the school district. The Vice- President shall preside at the meetings of the Board in the absence of the President.

- 9. Board members will be compensated in accordance with N.R.S. 386.320. The compensation is currently set at \$250 per month for district's whose population is less than 20,000 residents.

10. Committees:

The Board shall not appoint standing committees, but shall act as a committee of the whole in all matters. The President shall appoint such temporary special committees as are deemed necessary from time to time. Such committees shall not have

executive power, but shall serve in an investigating and advisory capacity only, reporting all finds and recommendations to the Board for action.

11. Legal Counsel:

- A. The District Attorney of Humboldt County shall act as legal counsel for the Board on all questions pertaining to Board matters which shall be referred to him.
- B. The Board may, when circumstances dictate, employ other legal counsel at its discretion.

12. Board member Conflict of Interest:

The Board of Trustees shall not engage in conflicts of interest involving all matters considered by the Board. A conflict of interest exists when a member is presented with an issue in which the member has a personal or financial interest. It is the determination of the Humboldt County School Board of Trustees that service on the Board while concurrently employed with the Humboldt County School District presents an unacceptable conflict of interest. In response, any employee of the Humboldt County School District who is elected or appointed to a position on the Board of Trustees must terminate his or her employment with the District prior to executing the oath of office and entering into service.

13. Complaints:

The policy of the Humboldt County School District is to resolve all issues at the level at which they first began. The chain of command shall be: teacher level, building administrative level, central office level, board level. The Board of Trustees shall make it a policy to refer complaints to the Superintendent and/or his designee. Problems which cannot be resolved by the Superintendent shall be brought to the Board.

14. Keeping Confidence of the Board:

It shall be the policy of the Board to keep confidential matters inviolate. Members shall not make unguarded statements to the press or openly criticize or belittle other members of the Board or school personnel.

15. All Attendance Areas Equal:

It shall be the policy of the Board of Trustees to recognize problems peculiar to each attendance area in the county; to distribute available funds as equitably as possible; to deal equally with all teachers within the district; to welcome suggestions from citizens or committees from attendance areas, and to give them their full consideration with a view to providing the best possible education for all children within the district boundaries.

16. Attendance Areas:

- A. The Board of Trustees shall divide Humboldt County School District into attendance areas and shall establish schools therein to meet the needs of the resident school population of each area.
- B. Pupils residing within any one of the attendance areas established by the Board of Trustees shall attend the schools located therein. The administrative officers may modify this regulation to prevent overcrowding or to meet special or unusual conditions.
- C. In attendance areas in which two or more schools for equivalent grades are maintained, the Board shall divide such areas into attendance zones. Pupils residing within any school zone so established shall attend the school located therein and no pupil shall attend a school located outside the zone of his residence except by written permission from the office of the Superintendent of Schools of his designees.

1035 PARTICIPATION AT BOARD MEETING

All meetings of the Board are open to the press and to the public. The Board reserves the right to hold executive sessions in compliance with existing laws. However, action on all school matters will be taken at an open meeting.

Because the board desires to hear the viewpoints of citizens throughout the district, it will schedule a period during each planning session and regular meeting for public participation. The board president may use his/her discretion in imposing time limits on those wishing to speak and may require that only new information be submitted when comment and/or questions from one or more persons are repetitious in nature.

Comments and questions at the planning sessions and regular meetings may deal with any topic related to the operation of the Humboldt County School District. Items relating to school personnel, however, will not be included if the comment or question is deemed to be inappropriate for a public meeting.

The Board president will be responsible for recognizing all speakers, who will properly identify themselves, for maintaining proper order, and for adherence to any time limits set. Questions asked by the public will, when possible, be answered immediately by the president or referred to staff members for reply. Questions requiring investigation will be referred to the superintendent for consideration and later response.

Public Participation Request Form (To be used at the discretion of the Board President)

It is the responsibility of the Board of School Trustees to conduct its business at officially called board meetings after properly advertising those meetings as required by state statute. Further, the Board must balance its desire to conduct its business with the desire of the public to be heard on issues that affect Humboldt County School District. To that

end, and in conjunction with Policy 1035, any member of the public who wishes to address the board during a scheduled board meeting must fill in the following information and sign this form prior to the beginning of the board meeting. This form will be collected by the Board Secretary and presented to the President of the Humboldt County School Board. Discussion may be limited to 5 minutes or less and the authority to grant this request resides with the Board President.

Items relating to a person's character, misconduct or competency will not be included if the comment or question is deemed to be inappropriate for a public meeting.

DATE OF SHOOOL BOARD MEETING: _____

Name of Speaker:
(please print)

Signature of Speaker:

Agenda item to be addressed:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

Budget

Upon Request

Policy Manual

Upon Request

Collective Bargaining Agreements

Attached

Organizational Chart

Attached

Bond Projects

Provided as updated

District schools:

Name of school:	Grade Levels:	Principal:	Phone:
A. Lowry High School	9-12	Ray Parks	623-8130
Denio Elementary	K-8	Laura Molini	941-0376
French Ford Middle School	5-6	Robert Lindsay	623-8200
Grass Valley Elementary	PreK-4	Byron Jeppsen	623-8150
Kings River Elementary	K-8	Michelle Garrison	859-0352
McDermitt Combined	K-12	Doc Welter	532-8761
Orovada Elementary	K-8	Lisa Weber	272-3333
Paradise Valley Elementary	K-8	Robert Lindsay	578-3382
Sonoma Heights Elementary	PreK-4	Amy Nelson	623-8165
Winnemucca Grammar School	PreK-4	Jonathan Reynold	623-8150
Winnemucca Jr. High School	7-8	Janet Kennedy	623-8120
Leighton Hall	5-12	Ray Parks	623-6382

Governance team operations

Board meetings dates and times: 2nd and 4th Tuesdays of each month, 4:30 p.m. unless otherwise directed.

Board Officers 2014:

- President: Bruce Braginton
- Vice President: Glenda Deputy
- Clerk: Boyd Betteridge
- Secretary: Paula Wright
- NASB Director: Glenda Deputy and Nicole Bengochea
- Legislative Representative: Carrie Stringham
- Debt Management Representative: Bruce Braginton
- Negotiations Committee: Chris Entwistle and John Hill
- Truancy Committee: Nicole Bengochea and John Hill
- Insurance Committee: Chris Entwistle

Governance norms - How we behave toward members of the governance team and others

1040 Humboldt County School Board Member Code of Ethics

As a member of the Humboldt County School Board, I will:

- Listen carefully and respectfully to other board members
- Respect the opinions of others and agree that it is okay to disagree
- Respect and support the majority decisions of the board
- Recognize that authority is only vested in the full board when it meets in legal session
- Keep informed of developments relevant to issues that may come before the board
- Participate actively in board and committee meetings
- Bring to the attention of the board any issues that may adversely affect the school district
- Interpret the needs of the community to the district and the school district's actions to those we serve
- Refer complaints to the appropriate administrative level
- Understand that my responsibility is to see that the school district is well-managed, not to manage the school district itself
- Represent everyone this school district serves
- Act as a trustee of this school district and work carefully to ensure that it is well-maintained, fiscally secure, and operating in the best interests of those we serve
- Declare any conflict of interest between my personal life and my position on the board and abstain from voting when appropriate.

As a member of the Humboldt County School Board, I will not:

- Criticize fellow board members or the superintendent and staff, either in or out of the board room
- Use the school district for my personal advantage, or that of my friends, business associates or family members
- Discuss the confidential workings of the board outside the board room
- Promise how I will vote or commit to a position prior to a meeting
- Interfere with the superintendent's duties in day-to-day management, or undermine his or her authority with staff members

Signature

Date

Governance protocols – How we do business as a board

How the board meeting agenda is developed and reviewed and by whom:

On Monday's one week prior to the board meeting (unless otherwise scheduled), proposed agenda items are discussed and reviewed. Additional agenda items are identified, if appropriate, and added to the agenda. Agenda meetings are held in the Superintendent's office, with the opportunity for phone participation as necessary. Parties in attendance generally include: Board President, Vice President, Superintendent, Asst. Superintendent and legal counsel.

How items are placed on the board meeting agenda:

Written request is provided to the Superintendent's secretary or determined by the agenda review team. The Superintendent may also place items on the agenda to facilitate governance practices. Board members may request to have an item agendaized through the Board President. The Board President may direct the Superintendent's secretary to poll board members on their desire to hear the item.

Obtaining additional information about board meeting agenda items before the meeting:

Any question or request for additional information should be directed to the Superintendent of Schools prior to the meeting.

Alerting the board president of the desire to speak on a particular agenda item:

All board members are encouraged to engage in meaningful dialogue on respective agenda items. Humboldt County School District Board of Trustees has not adopted a formal process for Board discussion. A multifaceted approach and conversation encourages a decision based on multiple perspectives to ensure final decisions have been thoroughly discussed. However, the Board President may limit comment should such be determined necessary, such as in instances in which redundancy of comments begins to occur.

Introducing new ideas for the board's consideration:

New ideas or suggestions may be addressed during board comments. Should a Board member wish to have an items agendaized for a subsequent Board meeting, he/she is encouraged to discuss such a request with the Board President. The President may then implement the process as defined under "how items are placed on a board meeting agenda."

Making a motion:

Following the introduction and discussion of an agenda item, the Board President may move the agenda item forward for a vote. The Board President will generally ask for a motion and a board member may make a motion. Upon hearing a motion, the President will ask for a second. If a second is given, the board as a whole is asked to vote. Each board member will then be provided an opportunity to vote in accordance with the options listed below.

In making a motion, a board member has four general options: Approve; Oppose; Ask to table the agenda item pending further information; or Abstain. Board members will typically

abstain if he/she was not part of the discussion or may have some type of conflict of interest. In making a motion to approve, a board member may also recommend changes/modification to the action item. If ratified by a quorum, the item is approved pending final changes.

Responding to staff or community complaints or concerns at board meetings:

Board members are strongly advised not to address complaints or concerns that are brought to the Board's attention during public comment. Should an area of concern warrant further attention, consideration of agendaing the item should be addressed with the Board President and discussed with the Superintendent.

Communications between and among the board, board members and the superintendent:

Active and ongoing communication is encouraged with all members of the Board and Superintendent; however, discussions must not lead to consensus building, as all decisions must be determined in a public format.

As indicated, Board members are encouraged to support ongoing conversations; however, it is important to be cognizant of perception. A quorum is defined as majority (4 or more) members together at one time. Though it is not a violation to have 4 or more members in one location at the same time (sporting events, school functions, etc.) be cognizant of the appearance if a small group of Board members are holding a conversation, regardless of how mundane.

Board members are encouraged to engage in ongoing and frequent conversations with the Superintendent. The Superintendent is available via phone, e-mail or in person. If there is an item of concern or question, Board members are encouraged to call and/or visit with the Superintendent to address the issue.

Communications between the board and other staff:

Board members are encouraged to be visible and receptive to all members of the HCSD community. Board members should actively listen to thoughts, suggestions and concerns of individuals who are willing to share, however, board members should not actively seek staff feedback through inappropriate circumstances, such as, through conducting independent staff surveys or staff polling.

Responding to community or staff complaints or concerns outside of board meetings:

Board members are encouraged to be available to the concerns of both staff and community. In doing so, the Board member should be cautious in responding being sure to provide no promise of resolution. Remember, that one Board member in isolation has no ability to direct change. When complaints about staff are verbalized to a Board member, please encourage that they contact the teacher and principal first ensuring a "chain of command" process in problem resolution. This will support that issues are first brought to the teacher, the principal, and then if still unresolved, to the district office.

How, when and whom to notify about visiting school sites or participating in district activities:

As indicated, Board members are strongly encouraged to be visible and to visit sites and activities. During the school day, should a board member have available time to visit a school site, they are encouraged to contact the site administrator as a courtesy, and to check into the office, consistent with district expectation of all parents'/community members.

Individual board member requests for information from staff:

Request for information should follow a process in which administration and/or Superintendent is made aware of the information sought and for what purpose. The instructional time of teachers is important and should be uninterrupted to the extent possible. A majority of information that may be of interest to board members is available through district resources.

Board member participation on district committees and in district activities:

Board members are encouraged to actively participate on committees and activities. Specific board representation for committees will be nominated and approved as part of a regularly scheduled public board meeting. Membership on committees must be considered such that membership does not comprise a quorum.

When and how the board conducts a self-evaluation:

Currently, there is no formal process defined to conduct a self-evaluation. Desire for the board to conduct a self-evaluation will be determined through the Board President and may be an appropriate topic for a Board retreat.

When and how the board evaluates the superintendent:

The Superintendent is evaluated on an annual basis. The specific evaluation process is determined through discussions between the Superintendent, Board President and Board Vice President. All members of the Board will be provided with a forum to participate in the evaluation process to have input into the superintendents' evaluation.

GLOSSARY OF TERMS/COMMONLY USED ACRONYMS

ACT: American College Test
ANPM: Advanced Net Proceeds of Minerals
CCSS: Common Core State Standards
CRT: Criterion Reference Test
CTE: Career/Technical Education
DPP: District Performance Plan
EOC: End of Course
ELL: English Language Learners
ELPA: English Language Proficiency Assessment
ESEA: Elementary and Secondary Education Act
ESL: English Second Language
FRL: Free Reduced Lunch
HCEA: Humboldt County Education Association
HCSSO: Humboldt County Support Staff Organization
HSPE: High School Proficiency Exam
IC: Infinite Campus
ICAT: Instructional Consultation
IEP: Individual Education Plan
LEP: Limited English Proficient
NACS: Nevada Academic Content Standards
NASA: Nevada Association of School Administrators
NASB: Nevada Association of School Boards
NASS: Nevada Association of School Superintendents
NCCAT: Nevada Comprehensive Curriculum Audit Tool
NCCAT-D: Nevada Comprehensive Curriculum Audit Tool-District
NCCAT-S: Nevada Comprehensive Curriculum Audit Tool-School
NEPF: Nevada Educator Performance Framework
NPM: Net Proceeds of Minerals
NSHE: Nevada System of Higher Education
NSPF: Nevada School Performance Framework
NvACS: Nevada Academic Content Standards
SAT: Scholastic Aptitude Test
SBAC: Smarter Balanced Assessment Consortium
SMP: Standard Math Practices
SPED: Special Education
SPP: School Performance Plan

