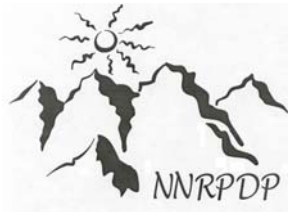


NORTHEASTERN NEVADA REGIONAL PROFESSIONAL DEVELOPMENT PROGRAM



Elko | Eureka | Humboldt | Lander | White Pine | WestEd
Great Basin College | Nevada Department of Education

PROFESSIONAL DEVELOPMENT PROGRAM MEETING NOTES GOVERNANCE BOARD

Meeting Date: May 28, 2008

Call to Order - The meeting was called to order by Bonnie Hofland at 3:37 pm.

In attendance:

Christine Back, NNRPDP Office Manager
Tom Brannan, Administrator/Lander Co.
Michael Bumgartner, Humboldt Co. Superintendent
Valerie Byrnes, NNRPDP Regional Coordinator
Antoinette Cavanaugh, Elko Co. Superintendent
Bob Dolezal, White Pine Co. Superintendent
Jack French, Director of K-12 Curriculum/Elko Co.
Ken Fujii, Administrator/Eureka Co.
Bonnie Hofland, Instructor/Great Basin College
Robin Johns, NNRPDP Coordinator
Curtis Jordan, Lander Co. Superintendent
Jerre Lamb, NNRPDP NELIP Regional Coordinator
Holly Marich, Teacher/White Pine Co.
Mark Martinsen, Counselor/Eureka Co.
Robert McGinty, NNRPDP Regional Coordinator
Caroline McIntosh, White Pine Co. Asst. Superintendent
Sharon McLean, NNRPDP Regional Coordinator
Laura Mercado, Teacher's Representative/Humboldt Co.
Kelly Moon, Teacher's Representative/Elko Co.
Teresa Noland, NNRPDP Regional Coordinator
Hugh Rossolo, NNRPDP Director
Teresa Ryan, Teacher's Representative/Lander Co.
Barbara Todd, Teacher's Representative/Eureka Co.
Jessie Westmoreland, NNRPDP Regional Coordinator
Ben Zunino, Eureka Co. Superintendent

All board members received copies of the following items: meeting agenda; NNRPDP 2008-2009 budget; NNRPDP 5 Year Plan (revised 4/18/08); NNRPDP Request for Services form; Regional Coordinator Schools/Specialist list (effective July 2008).

Bonnie Hofland asked all attendees to introduce themselves.

Agenda Item One: Great Basin College Update – Bonnie Hofland

The following items were discussed.

- Dr. Killpatrick is leaving Great Basin College June 30th and Carl Diekhans has been appointed the interim president.
- Mr. Rossolo thanked Ms. McIntosh for her service as an NNRPDP board member and congratulated her on her appointment as the new superintendent of Lyon County.

Agenda Item Two: 2008-2009 NNRPDP Budget – Hugh Rossolo

Please refer to the NNRPDP 2008-2009 budget.

The following items were discussed.

- Mr. Rossolo commented that the 2008-2009 budget is very similar to 2007-2008. The PDP did increase the number of site facilitators, decreased the number of substitutes and allowed for salary increases. The Principal's Academy (will be called Leadership Academy next year), action research portfolios and follow up actions will continue to be funded.
- The 2009-2011 biennium budget is due July 1st to the legislature.
- To date, the PDP has not been notified that the 2008-2009 budget will have to be cut.
- Antoinette Cavanaugh moved to approve the NNRPDP 2008-2009 budget; 2nd by Curtis Jordan; approved by all.

Agenda Item Three: NNRPDP 5 Year Plan – Hugh Rossolo

Please refer to the NNRPDP 5 Year Plan.

The following items were discussed.

- The 5 Year Plan was revised in April.
- Mr. Rossolo commented that the PDP would like to address the development of standards with a direct link to effective instruction and work the process in to the effective instruction part of the plan.
- Mrs. Cavanaugh asked about addressing effective strategies for struggling learners. Mr. Rossolo commented that the 5 superintendents will be meeting to discuss how to identify students at risk and how the PDP can help teachers provide appropriate services for those students.
- Antoinette Cavanaugh moved to approve the NNRPDP 5 Year Plan with the stipulation that the PDP will add effective instructional strategies to help teachers with at risk students, with recommendations from the superintendents; 2nd by Ben Zunino; approved by all.

Agenda Item Four: Site Facilitator Summer Institute – Hugh Rossolo

The following items were discussed.

- The Summer Institute for the PDP site facilitators will be held August 11-12 at the Western Folklife Center. We would like to have at least 1 administrator from each school in attendance. The main purpose of the institute is to have the site facilitators and principals develop the PDP site plan for their school. Part of the PDP mission is that we do not dictate professional development in any school but try to facilitate what a school feels are their professional development needs and how they can best serve their students.
- A Depth of Knowledge presentation will be presented by state department personnel on one of the institute days.
- The PDP will reimburse participants for their travel expenses to the institute.

Agenda Item Five: Northern Nevada Science Project – Teresa Noland

The following items were discussed.

- To date, the NNSP (Northern Nevada Science Project) has twenty-six teachers participating from all 5 counties.
- The project has the support of the UNR College of Education and the College of Science/Biology Department.
- The project is a 3 year program in which the participants will obtain 6 graduate credits.
- Each year will focus on 1 of the 3 content strands of the science standards and how the standards can be

- implemented at all grade levels.
- A week long field study trip to Lamoille, Nevada is scheduled in August.

Agenda Item Six: Request for Services Form – Hugh Rossolo

Please refer to the Request for Services form.

The following items were discussed.

- The Request for Services form will be reviewed with the site facilitators and principals at the Summer Institute in August.
- The purpose of the form is to help the PDP schedule their time and track the follow up component.
- Mr. Zunino commented that it is important to keep schools off the needs list. The PDP should prioritize the requests accordingly.
- Antoinette Cavanaugh moved to accept the Request for Services form; 2nd by Michael Bumgartner; approved by all.

Agenda Item Seven: NNRPDP Updates

Please refer to the Coordinator/School Assignments for 2008-2009 form.

The following items were discussed.

- Mr. Rossolo introduced Holly Marich from White Pine County. Holly is the new NNRPDP Regional Coordinator. She will begin working with the NNRPDP in July and will focus on school improvement.
- Due to the appointment of Mrs. Marich, some of the school assignments will change next year.
- The assignment form will be discussed with the site facilitators and administrators at the Summer Institute, particularly regarding the coordinator specialty areas.
- Robert McGinty commented that the PDP launched a pilot program for professional portfolios. The program was initiated to support teachers and linking professional development, provided by the PDP, to instruction and to student growth. The program involved 6 teachers from 3 different counties. The portfolios resulted in a reflection of the teachers own work and growth as leaders at their own school. At Owyhee Combined School, a portfolio student program was implemented K-12 in all curricular areas. Students select work to demonstrate their own growth and reflect upon that growth. The PDP will continue to support the portfolio program next year and hope to start a program in Lander County.
- Jerre Lamb commented that nineteen NELIP sites, including 175 teachers, participated in study groups. Examples of the books that were used are: One to One; Beyond Re-Telling and Writers Workshop-The Essential Guide; Strategies that Work and Comprehending Fluency. Each participant was asked to reflect on their study group and to discuss how their thinking may of changed; did they bring those changes in to the classroom and if so did it improve student growth and how could they show the growth. Useful data such as teacher/student surveys, writing assessments and reading assessments have been helpful in showing growth.
- Robin Johns commented on the success of the Principals Academy. The academy included diverse principal participation. Each participant selected an inquiry question to research and reflect upon throughout the year. Next year the Principals Academy will have a name change to the Leadership Academy. The academy will have designated topics of discussion and bring in speakers. All vice principals and deans are welcome to participate in the academy with approval from their superintendents. A possible novice group for teacher leaders, interested in administration, may be developed for 2008-2009. Mrs. Cavanaugh thanked the PDP for sponsoring the academy. Mr. Bumgartner commented on his support for the academy and hopes to have more participants from his district next year.
- Mr. Rossolo commented that the PDP will sponsor a McREL training in September and asked the superintendents to encourage their administrators to attend.

Agenda Item Eight: New Business

The following items were discussed.

- Mr. Rossolo commented that in accordance with the NNRPDP by-laws, we can not pay teacher representatives for serving on the Governance Board. Antoinette Cavanaugh moved to rescind compensation received by teacher representative that serve on the Governance Board in accordance with NRS statutes; 2nd by Kelly Moon; approved by all.

- Dr. Nancy Remington will continue to do the written evaluation for the PDP. An annual evaluation is required by LCB and is due August 31st of each year.

Antoinette Cavanaugh moved to end the meeting at 4:30 pm; 2nd by Kelly Moon; approved by all.

Respectfully submitted by Chris Back, August 22, 2008