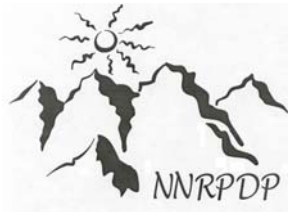


NORTHEASTERN NEVADA REGIONAL PROFESSIONAL DEVELOPMENT PROGRAM



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

MEETING NOTES GOVERNANCE BOARD September 18, 2008 3:30 – 5 PM

Meeting Date:

Call to Order: The meeting was called to order by Carl Diekhans at 3:40 PM

In attendance:

Tom Brannan, Administrator/Lander Co.
Michael Bumgartner, Humboldt Co. Superintendent
Valerie Byrnes, NNRPDP Regional Coordinator
Carl Diekhans, Interim President/Great Basin College
Bob Dolezal, White Pine Co. Superintendent
Sam Hanson, Teacher's Representative/White Pine Co.
Bonnie Hofland, Instructor/Great Basin College
Robin Johns, NNRPDP Regional Coordinator
Curtis Jordan, Lander Co. Superintendent
Jerre Lamb, NNRPDP NELIP Regional Coordinator
Holly Marich, NNRPDP Regional Coordinator
Robert McGinty, NNRPDP Consultant
Sharon McLean, NNRPDP Regional Coordinator
Kelly Moon, Teacher's Representative/Elko Co.
Teresa Noland, NNRPDP Regional Coordinator
Hugh Rossolo, NNRPDP Director
Vicki Rossolo, NNRPDP Regional Coordinator
Cathy Smales, NNRPDP Coordinator
Barbara Todd, Teacher's Representative/Eureka Co.
Jessie Westmoreland, NNRPDP Regional Coordinator
Ben Zunino, Eureka Co. Superintendent

Carl Diekhans asked all attendees to introduce themselves.

Mr. Rossolo commented that Mr. Diekhans served on the High Tech Center building committee and the PDP is grateful for the coordination he provided between the Elko County School District and GBC during the completion of the building.

Please note, agenda items were taken out of order since a quorum was not present until later in the meeting.

Agenda Item One: NNRPDP Annual Evaluation Report – Hugh Rossolo

The following items were discussed.

- Mr. Rossolo commented that Dr. Nancy Remington has completed the annual PDP report and it has been submitted to LCB. Copies of the report will be mailed to all board members. Those members attending the meeting today, in Elko, have received their copies.
- The annual report is available on our website, as well the annual reports from the other RPDP's.
- The PDP staff will meet to review Dr. Remington's recommendations.
- The PDP annual report is required by law.
- Due to budget cuts the state did not expend any money for completion of the state report.
- Mr. Diekhans commented that if any one has questions regarding the report, they should bring them up at the next board meeting.

Agenda Item Two: Great Basin College Update – Carl Diekhans/Bonnie Hofland

The following items were discussed.

- Mrs. Hofland commented that GBC lost an education instructor and that remaining staff members are teaching more classes.
- The education instructors are Tom Regan, Sara Negrete and Bonnie Hofland, as well as four adjunct positions.

Agenda Item Three: NNRPDP Budget – Hugh Rossolo

The following item was discussed.

- Mr. Rossolo commented that the PDP has \$43,000 in rollover funds for 2008-2009. Most of the monies will go towards substitute increases in all 5 counties and supplies.

Agenda Item Four: Legislative Council Update – Hugh Rossolo

The following items were discussed.

- Mr. Rossolo commented that all four RPDP sites were asked to submit two different 2009-2010 budgets. One budget reflects a 14% cut and the other budget was submitted at our current dollars with increases for salaries only.
- The 14% cuts are reflected in the site facilitators (about 50%) and travel expenditures.
- Most of the discussion at the council meeting was regarding budget matters. However, some bill drafts were proposed, including a "growth model" for improvement in schools. Improvement will be measured by the CRT scores.
- The RPDP's were favorably discussed. Mr. Rossolo feels confident that the RPDP funding will continue for 2010. The legislature is very aware of the services we provide and continue to assign new tasks.

Agenda Item Five: Summer Institute Update

The following items were discussed.

- Mr. Rossolo commented that the institute was held in August. The institute was well attended by site facilitators and administrators.
- The school site plans were due on Friday, September 12th. To date, not all of the plans have been submitted.
- The PDP has implemented a Request for Services (RFS) policy. The RFS was explained at the institute. The PDP is requesting a RFS be submitted for specific services that a school or district would like provided by our staff. The service request will allow the PDP staff to address particular needs and to help ensure follow up. The request will work in conjunction with the site plans.

Agenda Item Six: NNRPDP Updates

- Mrs. McLean and Ms. Noland commented on the Northeastern Nevada Science Project (NNSP). In August the project got underway with a week long field trip to Lamoille, Nevada. There were 25 participants, representing all five counties. Each participant was asked to do an individual investigation and submit a report on their findings. Follow up sessions will continue throughout the school year in Elko and Winnemucca. The focus of the project is to have science teachers begin to use inquiry based science with their students. Dr. Richard Vineyard, a UNR instructor will be teaching some of the follow up sessions. Mrs. McLean thanked the districts for their support of the program, especially by providing substitutes.
- Ms. Johns commented on the Leadership Academy (formerly the Principals Academy). The PDP had 15 participants at the first meeting, with two additional principals planning on attending in October. The PDP's goal at the academy is to make the best use of the administrator and teacher leader time.
- Ms. Johns commented on the Remote Rural School Seminar that will be held on October 27th. The PDP, in conjunction with Lander County School District is sponsoring the seminar which will be held at the Battle Mountain Civic Center with approximately 15 teachers attending. Jerre Lamb will be presenting a section on writing; Sharon McLean will be presenting on constructed response in math, with a group discussion in the afternoon.
- Mrs. Lamb commented on the NELIP program. There are 21 NELIP facilitators, representing all five counties. The facilitators plan and meet with their school's study groups, at least once a month, to share teaching practices. The fall meeting for the facilitators is scheduled for Monday, September 22. The facilitators will have an opportunity to strengthen their facilitator skills and develop their evaluation skills.
- Ms. Smales commented on the PDP content area meetings. The meetings are up and running and the first English meeting for this school year was today. Invitations and meeting schedules have been sent to all five districts. Meetings will be offered in social studies by Hugh Rossolo; math and science by Teresa Noland; and English by Cathy Smales. The response has been very positive from the participants. They appreciate the opportunity to share their ideas and strategies with others as well as discussing the issues and challenges they face each day.
- Mr. McGinty commented on professional portfolios. A rubric is being developed for teacher portfolios. For the second year, Mr. McGinty is working extensively with Owyhee on their professional portfolios. He met with teachers at Sonoma Heights in Winnemucca and Sage Elementary in Elko and gave a brief introduction to portfolios. Mrs. Hofland suggested using teacher portfolios as a support for National Board Certification.
- Mrs. Rossolo commented on the new teacher program. Part of Mrs. Rossolo's responsibilities as a PDP coordinator is to work with the Elko new teacher induction program called RISE. RISE is based on Harry Wong and involves the management, rules and procedures in the classroom. The RISE program has 4 coaches in Elko, with Theresa Ryan supporting teachers in Lander; Chelise Crookshanks supporting teachers in White Pine and Gini Cunningham supporting teachers in Humboldt. Mrs. Rossolo is the conduit and is working with all the coaches to improve each others programs.
- Mrs. Byrnes commented on technology trainings. The PDP is supporting teachers to incorporate technology in to their classrooms to meet the standards. The current demand is for support with SMART Boards and that is the PDP's technology focus for this year. Each district varies in their teacher use of the SMART Boards and the challenge will be to address teacher's needs across all five districts.

Agenda Item Six: NNRPDP Personnel Changes – Hugh Rossolo (Action Item)

The following item was discussed.

- Mr. Rossolo commented on two major personnel changes. Robert McGinty retired in June and the PDP has contracted with him and are using his expertise to continue working with West Wendover Elementary and Owyhee on school improvement. The second personnel change was Chris Back, the PDP office manager, she retired in August. Mrs. Back's position partially filled a classified position for Elko County School District. Mr. Rossolo has been working with Jeff Zander, the Assistant Superintendent in Elko County in charge of finances and Mr. Zander, along with the PDP released a job announcement for the office manager position. The PDP received 32 applications, including an application from Mrs. Back. Mrs. Back would like to continue working for the PDP as a private contractor. Mr. Zander and Mr. Rossolo interviewed 8 candidates, including Mrs. Back, for the position. Mr. Zander is proposing that the board hire Mrs. Back for the position. Mr. Zander and Mrs. Rossolo felt that Mrs. Back is the most qualified candidate for the position.
Ms. Moon moved to contract with Mrs. Back for the office manager position as proposed by Mr. Rossolo and Mr. Zander; Mr. Zunino second the motion. Mrs. Hofland asked how this position would affect the PDP budget. Mr. Rossolo commented that there would be a savings of \$5,800 since Mrs. Back will be responsible for her own benefits. Mr. Rossolo suggested that Mrs. Back be offered a one year contract for 2008-2009 and then continue with a two year contract to match the PDP funding schedule.
Mr. Bumgartner asked for confirmation of Mrs. Back's salary for this year and Mr. Rossolo said the contract would be for \$50,000. Mr. Diekhans commented that this is a contracted amount not a salary and Mrs. Back would be responsible for her own benefits and taxes.
Mr. Jordan asked whether Mrs. Back had set up a company and Mr. Rossolo commented that Mrs. Back has started an LLC and the PDP will contract with CB Services of Nevada.
Mr. Dolezal asked if the PDP has any liability due to conflict of interest in re-hiring Mrs. Back in to her own position. Mr. Rossolo commented that interviews were held on an open and honest basis and that all candidates were told that Mrs. Back had retired and was applying for the position as an independent contractor.
Mr. Dolezal asked if retired teachers need to re-apply for a position or do they just "roll over" in to a position. He questioned the legal ramifications. Mr. Rossolo commented that Elko County felt it would be best to post the position, complete interviews and select the best candidate, to ensure any legal ramifications. This was the process used to re-hire Mrs. Back. Mr. Dolezal asked if the PDP anticipated any problems with the Elko County support staff and Mr. Rossolo commented that out of the candidates, three were from Elko County School District, one was Mrs. Back and four others were from the outside. Mr. Rossolo commented that he felt our bases were covered.
Mr. Diekhans asked again for a vote to accept Mr. Rossolo's recommendation to hire Mrs. Back as a private contractor for one year, under the name CB Services of Nevada; all in favor, no opposition, motion was carried.

Agenda Item Seven: New Business

The following items were discussed.

- Mrs. Hofland commented that she met with Mrs. Rossolo to discuss the alternative routes to licensure in the state. Mrs. Rossolo is meeting with others to discuss changing the requirements to strengthen those alternative routes. Mrs. Rossolo plans to share the changes with all the counties at the next meeting.
- Mrs. Todd asked if the content area meeting schedule had been distributed. Ms. Smales commented that the schedule had been sent to all site facilitators and principals.
- Mrs. Marich asked if the PDP could provide interactive opportunities for those teachers wanting to attend content area meetings. Mr. Rossolo commented that interactive participation has not worked well in the past as teachers find the atmosphere of the meeting is not conducive to the interactive set up. However, Mr. Rossolo said he would be willing to set up the second social studies content meeting, interactively, if he had a request. Ms. Moon commented that as a participant at the content area meetings she feels like there is nothing like having a face to face meeting. Mr. Rossolo suggested that we could consider moving the location of the monthly meetings so everyone did not have to come to Elko every time.
- Mrs. Rossolo commented that the northeast region has been cut out of scoring the writing tests, both holistic and

analytic. We are held accountable for the scores but Mrs. Rossolo felt we are being treated as second class citizens where writing is concerned. All the scoring will be held in Reno and Las Vegas. Mrs. Rossolo suggested it would be helpful if each superintendent wrote the state department and stated their objections to being left out of the scoring process. Mrs. Rossolo will send the scoring information to all board members. Ms. Moon asked if it would be helpful for language arts teachers, especially those trained in holistic scoring, to send letters of concern to their superintendents. Mrs. Rossolo thought this would be very helpful. Mr. Rossolo commented that given economic conditions, letters need to be copied to the Legislative Committee on Education. The committee (Bill Raggio, Bonnie Parnell, Barbara Cegauske) needs to be aware of what cuts the state department is implementing. We need to get politically active. Mr. Rossolo commented that we heard this trend when the PDP sponsored the DOK training in Elko. The presenters commented many times that this would be the last time they would be traveling to Elko, consequently the PDP would be responsible for the DOK roll-out in the five counties.

- Mr. Jordan commented that Lander County is sponsoring a Solution Tree PLC Workshop on January 27-28 in Battle Mountain. Flyers will be sent out. The cost is \$150 for participants.

- Mr. Rossolo commented that the Literacy Conference will be held on January 23-24. Richard Allington will be presenting at no cost to participants.

Meeting adjourned at 4:50 PM

Respectfully submitted by Hugh Rossolo, NNRPDP Director, October 24, 2008