

**MINUTES OF THE CNETC GOVERNANCE BOARD MEETING  
JUNE 28, 2004**

**ATTENDING:**

DAN FOX, SUPERINTENDENT, PERSHING COUNTY SCHOOL DISTRICT  
SEAN MOYLE, ASSOCIATE SUPERINTENDENT, LYON COUNTY SCHOOL DISTRICT  
LISA FONTANA, DIRECTOR OF CURRICULUM & INSTRUCTION, DOUGLAS COUNTY  
SCHOOL DISTRICT  
RICK HARDY, SUPERINTENDENT, LINCOLN COUNTY SCHOOL DISTRICT, VIA VIDEO  
NYKKI HOLTON, ASSOCIATE SUPERINTENDENT, LINCOLN COUNTY SCHOOL DISTRICT,  
VIA VIDEO  
LORREL BLEAK, FORMER SUPERINTENDENT, LINCOLN COUNTY SCHOOL DISTRICT,  
VIA VIDEO  
LAMONT JOHNSON, UNR GOVERNANCE BOARD REPRESENTATIVE  
JACQUE EWING-TAYLOR, UNR PROJECT DIRECTOR  
KEN GIBSON, UNR PROJECT COORDINATOR, TITE-N  
GWEN SHONKWILER, ASSISTANT INDEPENDENT EVALUATOR  
JAN NEAL, GRANT FISCAL OFFICER  
MARY JOHNSON, GRANT FISCAL OFFICER  
KRISTEN KILBURN, UNR STUDENT ASSISTANT  
SAMANTHA LABEL, CNETC WEB MASTER

**NOT REPRESENTED:**

NYE COUNTY  
MINERAL COUNTY  
ESMERALDA COUNTY

**MINUTES:**

*Jacque mentioned that we are still short two district trainers: one for Mineral and one for Lyon county school districts. The superintendents/representatives of these specific districts agreed to follow up on getting a trainer appointed and notify us as soon as possible.*

Jacque reviewed the District Training Report (an updated copy is attached to these minutes) with regard to number of district trainings and hours completed and asked if the superintendents/representatives want to be notified about information regarding in-district trainings. She mentioned that we have poked and prodded the district trainers into getting their 48 hours of training done, and would like input as to what superintendents would like to see happen relative to this training function.

*Lisa Fontana, Douglas County S.D., suggested that perhaps a biannual or quarterly e-mail report could be sent and she would then be able to speak with her district trainers to encourage them to complete their 48 hours of in-district training.*

We had hoped that the district trainers would hit the ground running in order to get their trainings completed, but that did not happen. It may be that we did not follow up enough, but the trainers did not really get going on their own until early spring--when they began to panic.

***With the concurrence of the superintendents, we will push harder to get more trainings done—trying to get 48 hours of training in half a year is very difficult. We also need some help with attendance of your teachers (advertising, etc.).*** The district trainers have been the ones to notify teachers of trainings. What type of “pushing” do we or you do to get more teachers involved? What works best? What could we do differently in this regard? Could we notify you to send out a flyer regarding trainings?

We have had some issues with district trainer paperwork. Once they’ve completed eight hours of training, they are to submit to us (a) a detailed syllabus, (b) a District Trainer’s Report listing training participants, and (c) the participant evaluation forms. ***There have been numerous errors within these three reports and if there continue to be errors or items left out, we will simply return them to the district trainer for updating/correcting.***

### **Evaluation Report, Gwen Shonkwiler**

The evaluation team has interviewed 35 teachers and 18 administrators in the Churchill and Douglas County School Districts.

Apparently there were two other online technology surveys going on at the same time as our CNETC survey in May/June and we received only a 25% response rate.

The evaluators will work to get the evaluation survey online for individual district trainings. Not only will the district trainers have access to data but superintendents and assistant superintendents should be able to access this data as well.

Eleven of the 16 district trainers were interviewed by the evaluators. The results of those interviews will be available in the ***annual report, which we should have no later than the end of July.***

***The most obvious thing with the teachers’ surveys was that they had no idea what CNETC is—they didn’t know the name but had participated in the training. They were not aware of the program itself. This needs to be addressed. Our logo needs to be out there and the teachers need to know where the money and training is coming from. The district trainers should be letting the teachers know about CNETC.***

Teachers did note that the training being done is very useful.

Some of the teachers interviewed definitely felt a need for one-on-one training. Again, there should be additional needs assessment within the districts. It is apparent, however, that the district trainers seem to know what the needs are and the best delivery system.

Administrators are using PDAs on a regular basis and find that they are outstanding resources. They were very positive about using this tool.

Teachers know that there is a lot of curriculum-based software out there, but they would like to know what is good. They don't have time to do their own software reviews. They need examples of what is being used in other districts in Nevada and would like a list of what is good, content-specific and proven software.

## **Other**

Nykki Holton, Lincoln County, reported that they need to be notified a lot earlier about having their teachers go online and do the survey—like in April or sooner.

*Jacque mentioned that we are going to need to ask the districts to encourage more teacher participation in order to get the necessary data showing that we are doing what we say we are doing.*

Ken presented some of the new Web site details and mentioned that we can now check on participants, events, and trainers. Enrollment will show at the bottom of the page. Reports can be sorted by trainers by district, by county, etc. There are 1,848 teachers in our eight districts.

*Ken will provide a log-in for each of the superintendents so that they can access the training information/data.*

*The evaluation component of the district trainings is not currently online, but is planned for the future.*

The CNETC continuation report is due July 19 to the State Department of Education and we just barely received the packet of information this week. We may therefore have to ask for information from districts on pretty short notice.

## **Ideas for Future**

Jacque asked for ideas on what should be done differently in the future with regard to CNETC. In our February meeting there was some discussion about having a Governance Board chairman. Volunteers were called for.

Some discussion took place about when to have future meetings. It had always worked well in conjunction with the superintendent's monthly meeting on the first Thursday of each month. However, Jacque has a commitment that will always conflict with that time.

It was suggested that perhaps we could have the Governance Board meetings the Wednesday morning prior to the superintendents' monthly meetings. Apparently there is a finance meeting that superintendents are supposed to attend on Wednesday afternoon. *It was suggested we call Doug Thunder or Robin Loader for the superintendents' meeting dates and then coordinate our Wednesday morning Governance Board meetings with those dates. Dates of Governance Board meetings follow (from information provided by Robin Loder, Nevada Department of Education):*

- 1. October 6, 10:00 a.m.**
- 2. December 1, 10:00 a.m.**
- 3. February 2, 10:00 a.m.**
- 4. April 6, 10:00 a.m.**
- 5. June unscheduled (TBD)**

**See attached and updated District Trainer report.**