

HOT SPRINGS COUNTY SCHOOL DISTRICT NO. 1
 Board of Trustees
 Regular Meeting
 April 17, 2008
 Board Room
 7:00 P.M.

The regular meeting of the Board of Trustees of Hot Springs County School District No. 1 was called to order at 7:00 p.m. in the board room by Chairman, Liz Mahoney.

BOARD MEMBERS PRESENT: Liz Mahoney, Breez Daniels, Belenda Willson, Karen Leyba, Hub Whitt, Bobbi Miller, Barb Vietti, Student Trustee Erika Odde and (ex-officio) Superintendent John Balow

BOARD MEMBERS ABSENT:

OTHERS PRESENT: Administrators Dustin Hunt, Jodie Cameron, Lisa Pearce, Janet Philp, and Jay Stewart; Kelly Andreen, and approximately 75 visitors.

PLEDGE OF ALLEGIANCE

Chairman Mahoney called the meeting to order and led the pledge of allegiance.

A moment of silence was had in recognition of the Gilbert family for the loss of their daughter this week.

APPROVAL OF MINUTES

Moved by Vietti, seconded by Daniels, to approve the minutes of the regular meeting and executive session of March 18, 2008; minutes of the special board meeting and executive session of March 20, 2008

Ayes 7
 Nays None
 Student Trustee Aye
 Motion Carried

APPROVAL OF AGENDA

Moved by Daniels, seconded by Miller, to approve the April 17, 2008 board agenda with the following amendments:

- Delete Under IV. Delegations & Individuals – Item C. Larry Christensen, Fremont County BOCES representative

Ayes 7
 Nays None
 Student Trustee Aye
 Motion Carried

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DELEGATIONS AND INDIVIDUALS

Speech Team

Coach Ron Philips and the speech team were recognized for their accomplishments this year. Elizabeth Palmer gave her poetry presentation that won her several points throughout the year. The following speech members were in attendance: Spencer Nelson, Caleb Olsen, David Leonhardt, Kylie Olsen, Melissa McInstry, Jodi Rathbun, and Elizabeth Palmer.

Fremont County BOCHES Presentation

Jackie Meeker, Fremont County BOCHES representative, gave an update on the dual credit program being used at the high school. She gave a handout that gave comparisons between 06-07 and 07-08 classes, students and enrollments. The program has quadrupled in one year. The success rate is 100% for Hot Springs County compared to an average of 92% for the BOCHES program as a whole. There have been requests for additional classes for next year. The district should plan on seeing the program increase for the next few years. Due to the increase of student enrollment, the 1/8 mill will not completely cover the fees for the 07-08 school year. There are grant monies that can be used to help pay for the distance learning classes. Ms. Meeker and Mr. Hunt were thanked for their hard work in implementing this program. (See attached handout)

Fremont County BOCES

Mr. Balow gave a brief description of the Career & Technical Education industry-based certification programs that can be implemented in high schools. Some examples are CNA-Certified Nurses Aide, Fire Fighting, Energy Exploration, and ProStart- Food Service.

Visitors

Mr. Bruce Thurgood addressed the board regarding issues he felt have not been addressed by the board. He has a lot of respect for the board members for filling these positions. He is not here as a representative of the SOS group, but as a concerned father of a student. He feels that principals should be evaluated in a similar way as the superintendent, by a group. He would like to see parents and staff be allowed to give feedback as part of the evaluation process. He stated that the SOS group was not formed by Mr. Stewart, but by concerned community members who felt their concerns were not being heard. He would like to see Mr. Balow and Mr. Stewart heal wounds. He then thanked the board for their time.

Chairman Mahoney reminded the audience that when addressing the board the public must be careful when talking about employees as personnel issues are executive session items.

Dan Pebbles addressed the board as a concerned parent, citizen and SOS representative. He also respects the board members. He would like to see the board take advantage of a unique opportunity. He was dismayed with what happened at the March meeting. He and the concerned citizens feel that Principal Stewart was not given enough time to show his potential. His idea is for the board to give Principal Stewart a one year contract and then have teachers, community members and Principal Stewart devise a plan to increase achievement levels together. This would give all parties responsibility for the achievement levels. He feels there are still questions that haven't been answered and requests that the renewal of Principal Stewart's contract be reconsidered.

BILLS AND FINANCIAL REPORTS & OTHER BUSINESS OFFICE DATA

Bills & Financial Reports

Moved by Whitt, seconded by Leyba, to approve the bills and financial reports as follows:

| | |
|------------------------|------------------|
| General Fund | \$813,973.21 |
| Special Revenue | \$96,734.23 |
| Capital Projects | \$0.00 |
| Major Maintenance | \$47.92 |
| Debt Service | \$0.00 |
| Food Service | \$27,083.67 |
| Insurance Trust | \$8,380.92 |
| Activities | \$17,820.30 |
| Scholarship | \$0.00 |
| TOTAL EXPENDITURES | \$964,040.25 |

Ayes 7

Nays None

Student Trustee Aye

Motion Carried

Voiding Outstanding Checks

This is annual item that must be addressed. This year there are no outstanding checks to void.

Roof Repair Bid

Moved by Willson, seconded by Whitt, to award the bid to complete the roof repairs on the auditorium building to Dave Loden Construction, Inc. for a bid amount of \$21,885.00.

Ayes 7

Nays None

Student Trustee Aye

Motion Carried

Fuel Bid

Moved by Whitt, seconded by Nielsen, to award the fuel bid as follows:

Gas and Diesel to Nielsen Oil Company, Inc.:

| | <u>Markup per Gallon</u> |
|------------------------------|--------------------------|
| Regular Unleaded 85 Octane | |
| Joint Fuel Tank, Thermopolis | \$0.0975 |
| LU Ranch | \$0.1275 |
| Mid-Grade Unleaded 87 Octane | |
| Joint Fuel Tank, Thermopolis | \$0.0975 |
| LU Ranch | \$0.1275 |

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Diesel

| | |
|-----------------------------------|----------|
| Joint Fuel Tank, Thermopolis - #1 | \$0.0975 |
| Joint Fuel Tank, Thermopolis - #2 | \$0.0975 |

Trade name of the fuel bid by Nielsen's is Sinclair. Cost is based on rack price at the Sinclair Casper Refining Co/Little America Refinery.

The price for unleaded gas includes a \$.14 per gallon state tax and the diesel fuel price includes a \$.01 per gallon state U.S.T tax. The \$.14 per gallon state tax is refunded through the State of Wyoming.

Any price adjustment from the above noted prices will be passed on to the District by providing the District with proof of the price change from the supplier.

Ayes 7

Nays None

Student Trustee Aye

Motion Carried

Dairy Bid

Moved by Willson, seconded by Miller, to award the dairy bid as follows

Dairy Products to Meadow Gold Dairy

| | |
|--|---------|
| White Milk, ½ Pints, 2% Daily Requirement | \$0.166 |
| White Milk, ½ Pints, 1% Daily Requirement | \$0.162 |
| Chocolate Milk, ½ Pints, 1% Daily Requirement | \$0.169 |
| Ice-Cream Mix, ½ Gallon | \$1.820 |
| Cottage Cheese, 5 lb. Case, Weekly Requirement | \$5.600 |
| Buttermilk, Weekly Requirement, Case of 8 | \$0.750 |
| White Milk, 1 pint, 2% | \$0.40 |

Meadow Gold Dairy has an escalation/de-escalation clause with their bid that indicates all dairy prices may fluctuate in accordance with changes in the cost of raw ingredients, but that at no time will the price be changed without two weeks written notification to the School Food Services Department. The prices above are based on a cost of raw ingredients of \$19.25/cwt. If the raw milk aggregate cost changes up or down \$0.30/cwt, the milk price will change up or down \$0.0020 per half pint unit. Any other product on the bid will be evaluated based on changes in its raw ingredients and packaging costs.

Ayes 7

Nays None

Student Trustee Aye

Motion Carried

OLD BUSINESS**Job Descriptions**

George Mathes and Jock Ward presented the process used for developing job descriptions by Educational Management Solutions. After meeting with staff in focus groups, the descriptions were written, distributed to employees for review, revised, and distributed a second time for employee and supervisor review. Mr. Mathes stated that the district has a tremendous group of employees and they

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were great to work with. In addition to the descriptions themselves, the EMS process can provide title changes to bring the descriptions up to industry standards as well as equity of pay associated with responsibilities information. The descriptions are designed to have the ability to be used with the evaluation process. Once the descriptions have been adopted, EMS will send software to the district that can be used to update the current descriptions as well as develop new ones.

Moved by Whitt, seconded by Daniels, to approve first reading on the following job descriptions:

| | |
|--|---------------------------------|
| Cook | Attendance Secretary |
| High School Secretary | Guidance Counselor |
| Librarian | High School Teacher |
| Curriculum Secretary | Instructional Facilitator |
| Elementary Office Assistant | Elementary School Secretary |
| Speech/Language Pathologist | School Nurse |
| Elementary Teacher | Teacher Aide |
| Special Education Teacher Aide | Food Service Director |
| Middle School Secretary | Special Services Dept Secretary |
| Special Education Aide – Life Skills | School Psychologist |
| Middle School Teacher | Special Education Teacher |
| Board/Superintendent Secretary | Elementary Principal |
| High School Principal | Technology Coordinator |
| Curriculum Director | Business Manager |
| Superintendent of Schools | Assistant Bookkeeper |
| Head Bookkeeper | Crossing Guard |
| Custodian/Groundskeeper | Night Custodian |
| Custodian | Building Maintenance |
| Mechanic | Auditorium Technician |
| Bus Driver | Technology Assistant |
| M.S. Principal/Director of Special Education | |
| Drop Out Prevention Specialist (Student Support) | |
| Receptionist/Business Office Secretary | |
| Transportation & Maintenance Supervisor | |

Ayes 7

Nays None

Student Trustee Aye

Motion Carried

Admin Salary Index

This committee was formed from the IBN process last May to review the index used to calculate administrator salaries. After meeting, the recommendation from the committee is to discontinue the use of an index and remove the step to year correlation. This change will make it easier for negotiations for administrators. This will not affect any current salaries.

Moved by Whitt, seconded by Leyba, to discontinue the use of the current administrator salary index and approve the proposed administrator salary schedule as presented.

Ayes 6 (Ms. Miller abstained for conflict of interest as her husband is the Transportation/Maintenance Supervisor)

Nays None

Student Trustee Aye

Motion Carried

Principals' Monthly Report

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All three principals reported their NCA groups met with the NCA regional representative and have received accolades as well as suggestions regarding their goals and progress toward meeting these goals.

Principal Stewart reported the 1st grade classes are sponsoring a “Bingo for Books” night tonight and is well attended. The elementary staff is working with the DAT committee to get a new math textbook adopted. They are continuing to use the Imagine It writing series and have seen great success. The district writing assessment (DWA) will be given the end of April and will be scored May 20. The first 4th grade group is headed to Yellowstone tomorrow. The staff and students have persevered through the tragedy of this week. Grief counselors have been made available for anyone who needs their assistance.

Principal Cameron reported at TMS they have finished PAWS. The DWA has been given and was scored earlier in April. The staff has been researching the Step Up writing series and now will be discussing options with the high school staff.

Principal Hunt reported the high school staff has been focusing on building a comprehensive writing program that they would like to have in place next fall. The program consists of a handbook and forms that can be used across the curriculum. DWA at the high school has also been given and scored. He reminded the board they are invited to the Prom on Saturday. He feels putting on the prom has been quite a character builder for several students.

Chairman Mahoney asked if there was somewhere feedback could be given to the state regarding the length of the PAWS test. There is a state taskforce and the board will draft a letter to send.

Principal Hunt gave an update on the 1-to-1 computer initiative. Implementation for the first year occurred at HSCHS with 100% student, parent, and staff trainings completed. TMS is completing a second year of successful implementation and had a team present at the national conference in San Francisco. Professional development opportunities were very available to staff utilizing the professional development days, as well as team time. TMS shared staff to make it possible for HSCHS to utilize team time. The atomic learning program continues to be available to students, parents, and staff to improve technology skills. The district established a new web page that allowed teachers to have their own pages. We are receiving multiple hits per day. The site has evolved and in many classes is interactive with students sending, receiving and downloading work. The administrative team is continuing to build baseline data to measure the effects on student achievement. Possible changes and improvements for the upcoming years include an InfoSource program that gives support to staff and students for improving skills in technology and is differentiated to meet individual needs. We will be exploring more project-based learning opportunities that incorporate technology. We will be expanding PowerSchool training and improving student data tracking abilities to improve reporting accuracy. We will continue to look at possibilities for collaboration at HSCHS to improve integration and collegiality. No decision has been yet regarding seniors being given a computer as a graduation incentive at this time.

Student Success Committee Report

Principal Hunt reiterated that the this group plans to have Mr. Christensen from Fremont County BOCES attend to give the board a presentation on the Career & Technical Education industry-based certification programs in high schools. The intent would be to have the program up and running next fall.

Mr. McLean began his presentation by congratulating Student Trustee, Erika Odde on graduating this year. She has achieved the ultimate goal of the school. His research has shown that collaboration is an integral part of achievement and not just at the teacher level. It is effective for students to collaborate

with parents, community and other students, and not just in the school setting, to be successful. He had several handouts that included his research and a collaboration model for students. (see attached)

NEW BUSINESS

Grant Applications

Moved by Daniels, seconded by Whitt, to approve submission of the Wyoming Bridges Grant and School Based Instructional Facilitators/Instructional Coaches Grant Applications.

Ayes 7
Nays None
Student Trustee Aye
Motion Carried

HSC Rec. Board Members

Moved by Whitt, seconded by Leyba, to appoint Mark Hamilton to continue to serve as a member of the HSC Rec. Board with his term of service to expire July 1, 2013 and to advertise for one position open beginning July 1, 2008.

Ayes 7
Nays None
Student Trustee Aye
Motion Carried

Executive Session 8:59 p.m.

Moved by Vietti, seconded by Daniels, to go into executive session to discuss personnel and salaries/benefits.

Ayes 7
Nays None
Student Trustee Aye
Motion Carried

Adjourn out of Executive Session 10:37 p.m.

Moved by Miller, seconded by Daniels, to adjourn out of executive session.

Ayes 7
Nays None
Student Trustee Aye
Motion Carried

Staffing Recommendations

The following in-district transfers have been approved and are for the board's information:

Aimee Kay will be transferred to instructional facilitator, full-time

Lynda Wyss will be transferred to instructional facilitator, full-time

Jennifer Weber will be transferred to middle school science, full-time

Moved by Willson, seconded by Whitt, to advertise for two student summer positions, on grounds and at the bus barn, positions would begin June 2 and work through the start of school and be placed on Range A, Step 1.

Ayes 7

Nays None

Student Trustee Aye

Motion Carried

Moved by Whitt, seconded by Vietti, to advertise for an elementary teaching position.

Ayes 7

Nays None

Student Trustee Aye

Motion Carried

Moved by Daniels, seconded by Willson, to accept the resignation of Jonathan Bushey effective the end of his current contract.

Ayes 7

Nays None

Student Trustee Aye

Motion Carried

Moved by Vietti, seconded by Daniels, to accept the resignation of bus driver, David Peterson effective March 26, 2008.

Ayes 7

Nays None

Student Trustee Aye

Motion Carried

Moved by Whitt, seconded by Leyba, to accept the resignation of Tracy Matthews as cheerleading sponsor.

Ayes 7

Nays None

Student Trustee Aye

Motion Carried

Moved by Daniels, seconded by Miller, to employ Deborah Simon for Lights On Program Coordinator starting immediately, part-time position at 20 hours per week, including hours as middle school afterschool program coordinator, placed on classified salary schedule column L, step 6 or \$16.98 per hour.

Ayes 7
 Nays None
 Student Trustee Aye
 Motion Carried

Moved by Daniels, seconded by Leyba, to employ John O'Byrne as bus driver starting April 21, 2008, to be placed on Range I, Step 2 or \$14.18 per hour.

Ayes 7
 Nays None
 Student Trustee Aye
 Motion Carried

Moved by Vietti, seconded by Willson, to advertise for a job coach position.

Ayes 7
 Nays None
 Student Trustee Aye
 Motion Carried

Moved by Whitt, seconded by Daniels, to accept the following extra-duty recommendations:

High School Football:

Head: Greg Herold
 Asst.: Matt Mason
 Bryan Bailey

High School Volleyball:

Head: Donna Daniels
 Asst: Pam Kerr
 Asst: *VACANT*

High School Boys Basketball:

Head: Greg Herold
 Asst: Mark Hamilton
 9th: Bryan Bailey

High School Girls Basketball:

Head: *VACANT*
 Asst: Amy Mason
 9th: Donna Daniels

High School Track:

Head: Matt Mason
Asst: Aimee Kay
LeRoy Hayes
Kara Hulse

High School Wrestling:

Head: James Newby
Asst: Charlie Smith

High School Golf:

Head: Parke Price

Cross Country Track:

Head: Kara Hulse

High School Speech:

Head: Ron Philips

Cheerleading Coach Ashle Anderson

Drama Eric Kay

FFA Britton Van Heule

35 day Extended Contract Britton Van Heule

20 day Extended Contract Kathy Taylor

10 day Extended Contract Carol Lynch

H.S. Student Council Advisor *VACANT*

FCCLA Brenda Trippel

FBLA Kathie Richardson

H.S. Activities Director Kathy Taylor

Foreign Language Club Josh Garcia

National Honor Society Donna Daniels

M.S. Football:

8th Head: James Newby
8th Asst. Toby Emery
7th Head *VACANT*
7th Asst. Ernie Mecca

M.S. Volleyball:

7th Head: Jennifer Weber
7th Assistant: *VACANT*
8th Head: Amy Mason
8th Assistant: *VACANT*

M.S. Boys Basketball:

8th Head: Chris Fuller
Assistant: LeRoy Hayes
7th Head: Ernie Mecca
Asst: *VACANT*

M.S. Girls Basketball:

7th Head: *VACANT*
7th Asst: Kara Hulse
8th Head: Chris Fuller
8th Assistant: Kent Hessenthaler

M.S. Wrestling:

Head: Toby Emery
Assistant: *VACANT*

M.S. Track:

Head: Jim Lash
Assistant: Jim Cramer
Assistant: Kent Hessenthaler
Assistant: Pam Kerr

Activities Coordinator: Bob Uffelman

Ayes 7
Nays None
Student Trustee Aye
Motion Carried

Moved by Leyba, seconded by Whitt, to employ Martin J. Kobza as superintendent of schools effective July 1, 2008. Mr. Kobza will be provided a two-year contract and will be paid \$125,000.00 for the 2008-09 school year. Discussion: The board felt this was a fabulous process, although time consuming. The staff and community input were excellent. There was a wonderful pool of applicants and they were thanked for applying. It was felt the board had the opportunity to interview great candidates. Mr. Balow was also thanked for his professionalism during this process.

OTHER BUSINESS

Board Reports

Rec. Board: Bobbi Miller reported they will be advertising for a new member. The board is in the process of finalizing their budget in order to be able to present to the school board in May. The new coaching classes are exciting and the Rec. Board has been recognized in a recreation magazine for taking these steps.

BOCES: Barb Vietti reported that BOCES is still bursting at the seams with 18 students and a waiting list. Currently, the salary committee is trying to increase their staff salaries as they are one of the lowest paid groups in town.

BOCHES: none

Other:

Chairman Mahoney discussed an idea she learned while attending the NSBA conference last month. She would like to have an informal discussion with the community and parents to discuss concerns and thoughts. This could be set up starting at 6:00 p.m. just before the regular board meeting with dinner being served in the auditorium lobby. The intent will be to get some healthy dialogue going between the board, parents, and the community. This will start with the May meeting.

Ms. Mahoney and Ms. Willson will give a report on the NSBA conference at the May meeting.

Superintendent's Report

1) Supt. Balow gave an update on the budget process. Using an updated 3 year rolling average we will lose approximately 20 students for the funding calculations. This should be offset by the cost adjustment received from this year's legislative session. However, he doesn't anticipate any new money for next year.

2) Supt. Balow updated the board on the book study the DAT committee has been having. They have completed their study of "Framework for Teaching" by Charlotte Danielson. The next step will be to review the current evaluation system and other district evaluation systems.

Adjournment 10:52 p.m.

Moved by Vietti, seconded by Leyba, that there being no further business to come before the Board, to adjourn this meeting.

Chairman

ATTEST:

Clerk

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