

HOT SPRINGS COUNTY SCHOOL DISTRICT NO. 1
Board of Trustees
Regular Meeting
May 15, 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, and (ex-officio) Superintendent John Balow

BOARD MEMBERS ABSENT: Student Trustee Erika Odde

OTHERS PRESENT: Administrators Dustin Hunt, Jodie Cameron, Lisa Pearce, Janet Philp, and Jay Stewart; Kelly Andreen, and approximately 25 visitors.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF MINUTES

Moved by Vietti, seconded by Whitt, to approve the Minutes of the Special Meeting of April 8, 2008; Minutes of the Special Meeting of April 9, 2008; Minutes of the Special Meeting of April 14, 2008; Minutes of the Special Meeting of April 15, 2008; Minutes of the Special Meeting and Minutes of the Executive Session of April 16, 2008; Minutes of the Regular Meeting and Minutes of the Executive Session of April 17, 2008; and Minutes of the Special Meeting and Minutes of the Executive Session of May 1, 2008

Ayes 7
Nays None
Motion Carried

APPROVAL OF AGENDA

Moved by Whitt, seconded by Miller, to approve the May 15, 2008 board agenda with the following amendments:

- Delete Under IV. Delegations & Individuals – Item B. Sandy Barton, Fremont County BOCES representative
- Add Under VII. New Business – I. Consider for Approval Student Contract

Ayes 7
Nays None
Motion Carried

DELEGATIONS AND INDIVIDUALS

NW BOCES Update

Carolyn Conner gave her annual NW BOCES update to the board. Also present was Carrie Ryan, a PE, health, art, recreation, 4-H, and MANT Teacher at BOCES. Mrs. Conner presented the board with handouts that include information on program curriculum, related services offered, 08-09 fee schedule, 08-09 teaching salary schedule, 08-09 classified salary schedule, mill levy purchase needs and 5-year plan projects. Mrs. Connor thanked the board for their support and the opportunity to have Barb Vietti on the BOCES board. (see attached)

Other

The Board and the administrative team thanked Kelly Andreen for her work behind the scenes.

Visitors

None

BILLS AND FINANCIAL REPORTS & OTHER BUSINESS OFFICE DATA

Bills & Financial Reports

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

General Fund	\$796,137.41
Special Revenue	\$97,631.06
Capital Projects	\$33,963.09
Major Maintenance	\$0.00
Debt Service	\$0.00
Food Service	\$41,256.61
Insurance Trust	\$6,103.95
Activities	\$17,270.51
Scholarship	\$0.00
TOTAL EXPENDITURES	\$992,362.63

Ayes 7

Nays None

Motion Carried

Preliminary Budget

Lisa Pearce gave a presentation of the preliminary budget. This is only preliminary as the final numbers will not be available until the end of June. Using the funding model the state uses, the ADM figure for the 08-09 school year is approximately 16 less than previous. The legislature included a 4.3% external cost adjustment to non-staffing funding. Using the preliminary numbers we are estimating a decrease in funding of approximately \$147,000 from last year. The board requested a work session to be able to review line item details. This will be addressed under the special meeting agenda item.

Moved by Leyba, seconded by Willson, to approve the preliminary budget as presented.

Ayes 7

Nays None

Motion Carried

OLD BUSINESS

Job Descriptions

Moved by Daniels, seconded by Whitt, to approve second reading on the following job descriptions and postpone 3rd reading until the July board meeting:

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	Job Coach
Drop Out Prevention Specialist (Student Support)	
Receptionist/Business Office Secretary	
Transportation & Maintenance Supervisor	

Ayes 7

Nays None

Motion Carried

Principals' Monthly Report

Principal Hunt stated at the high school graduation is the current focus. He invited board members to attend the graduation ceremony on Sunday. The ceremony will begin at 2:00 and board members are requested to be there at 1:30. He is very proud of this group of students who have worked hard to get to this point. He also thanked Cindy Toth and the senior class advisors for their hard work in putting together the graduation ceremony. Track teams are headed to state this weekend. Staffing at the high school should be completed next week. Supt. Balow congratulated Principal Hunt on his successful first year and the great job he has done at the high school.

TMS is also wrapping up the school year. Principal Cameron gave a handout listing the upcoming events over the next two weeks. Board members are invited to attend any of the events. MAP and PAWS tests are completed,

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however, data is not available to share with the board at this time. Supt. Balow recognized Principal Cameron and her staff for an outstanding year and for being creative in educating our students.

Principal Stewart stated students at RWE have completed DIBELS, MAP, and PAWS testing. The 4th grade students are headed to Yellowstone tomorrow and a number of other activities are happening over the next two weeks to complete the year. He and his staff look forward to getting things accomplished and moving forward. Supt. Balow thanked Principal Stewart and his staff for the tremendous efforts towards the change initiatives that were instituted this year and believes their efforts are paying off.

Student Success Committee Report

Principal Hunt reported the student success committee has not met in the last month. A meeting has been scheduled after graduation to plan summer meetings and routine meeting dates for next year. The final numbers have not been calculated, but it appears that the high school will meet the AYP graduation rate for this year.

NEW BUSINESS

Student Support Services Update

Amy Mason, K-8 counselor, updated the board on the student support services objectives and accomplishments for the last year. The group consists of counselors, school nurse, resource officer, student support specialist, and psychologist. The group meets monthly. The group has been involved in training (both presenting and attending), student interventions, updating the crisis plan and crisis plan training for staff. (see attached handouts)

The board requested the job description for drop out prevention specialist be reviewed.

Reading First Update

Deb Brown, Reading Coach at RWE, gave a presentation on how the first year of implementation of the Reading First Program has worked. The program is seeing definite results from the staff efforts. (see attached handouts)

30-Day Textbook Review

Moved by Vietti, seconded by Whitt to place the Carnegie Learning on-line Pre-algebra program, *Bridges to Algebra*, for instruction of 8th grade and high school pre-algebra on 30 day review.

Ayes 7
Nays None
Motion Carried

Moved by Whitt, seconded by Miller to change the name of the high school Standards Math course to Pre-Algebra.

Ayes 7
Nays None
Motion Carried

After discussion of the reasons behind the recommendation of adding a two-year high school Algebra 1 course option at the high school level, the recommendation will be tabled to the June board meeting allowing board members time to review the supporting documentation:

Moved by Whitt, seconded by Vietti to place on 30 day review the Carnegie Learning on-line *Algebra 2* program. Discussion: The program is relatively expensive. However, it will be paid for out of Title V funds. It was also noted there is a limitation on the availability of online access for students who live out of town.

Ayes 7
Nays None
Motion Carried

The elementary is going through the textbook selection process for math. A recommendation was taken to the DAT team. The DAT committee had questions that needed to be answered before they could give their approval.

OT/PT/Speech/Language Services Advertising

Moved by Willson, seconded by Leyba to advertise for bids for occupational therapy, physical therapy, and speech/language services for 2008-2009. Discussion: As contract prices increase, it will be necessary for the district to review whether it is beneficial to hire a staff member rather than contracting these services.

Ayes 7
Nays None
Motion Carried

Special Meeting Date

The board scheduled a special meeting at 6:00 p.m. June 26, 2008 for the purpose of approving budget amendments, budget work session, and staffing recommendations.

Policy Revisions

Moved by Vietti, seconded by Whitt, to adopt on first and final reading revisions to Policy GDBD Support Staff Fringe Benefits. (see attached)

Ayes 7
Nays None
Motion Carried

Staffing Recommendations

Moved by Daniels, seconded by Vietti to employ Marvin Wagstaff as summer help for grounds to be placed on Column A, Step 1 and to employ Daniel Norskog as summer help at the bus barn to be placed on Column A, Step 1.

Ayes 7
Nays None
Motion Carried

Moved by Whitt, seconded by Miller to approve the addition of a school support services salary schedule to be added to the non-teaching salary schedule.

Ayes 7
Nays None
Motion Carried

Moved by Willson, seconded by Daniels to employ LeRoy Hayes as head high school indoor track coach for 08-09 season; to employ Robert Davis as Language Arts 6-12 placed on Column A, Step 4 (pending transcript and prior experience verification); to employ Kathie Richardson as Student Council Sponsor for 08-09 school year; to employ Heather Olsen as elementary teacher for the 08-09 school year placed on Column A, Step 1 (pending transcript verification); to employ Molly Coyne as high school science teacher for the 08-09 school placed on Column C, Step 1 (pending transcript and Wyoming certification verification); and to employ Molly Coyne as junior varsity volleyball coach for the 08-09 season, placed on Level 1, Step 21.

Ayes 7
Nays None
Motion Carried

Moved by Leyba, seconded by Whitt to accept the resignation of Jenny Manning as Speech/Language Pathologist at the end of her 07-08 contract and advertise for this position.

Ayes 7
Nays None
Motion Carried

Supt. Balow described the process used for selecting the elementary principal. The screening team of Dustin Hunt, Lisa Pearce, Janet Philp, Barb Vietti, John Balow, and Marty Kobza reviewed applications and selected 4 candidates. The 4 candidates were then interviewed by a staff committee, a parent committee and the administrative committee. (A board member was on each committee). Each committee provided their feedback and from that a final selection was made. Chairman Mahoney stated this process did allow for more feed back from the parent group than in the past.

Moved by Leyba, seconded by Whitt to employ Matthew Spring as Elementary Principal for the 08-09 school year placed on the elementary principal column, Step 1 (pending transcript and Wyoming certification verification).

Ayes 7
Nays None
Motion Carried

The following in-district transfer has been approved and is for the board's information:
Tom Olsen will be transferred from 5th grade teacher to job coach position at the high school.

Ratification of Salaries/Benefits

Moved by Daniels, seconded by Whitt to approve the following salary and benefit recommendations:

1. Increase the base salary for certified employees by \$715 (i.e. teacher base to \$39,465, an increase of 1.224%)
2. Allow horizontal movement for certified staff (8 individuals)
3. Increase the salary for classified staff \$.21 per hour (1.206% increase)
4. Increase the salary for substitute bus drivers and custodians \$1.00 per hour based on shift differential (late nights and weekend shifts) and increase all other classified substitutes \$.21 per hour
5. Increase the base salary for extra duty to \$39,465 (\$715 base increase or 1.947% increase)

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6. Increase the base salary for administrative/supervisors by \$1,150 (1.198%)
7. Increase full-time 12 month classified employees to 1 2/3 vacation days per month at 20 years of service
8. No vertical movement on any salary schedules in the District.
9. District will maintain at current levels health insurance contributions of \$425 for single coverage and \$825 for family coverage.

Discussion: Other committees formed for further study include: 1. Committee to review food service program; 2. Committee to research insurance program options; 3. Committee to look into feasibility of club fundraising through event cleanup; 4. Committee to set up insurance education for employees; 5. Committee for written guidelines for staff leave on trips

Ayes 6 (Bobbi Miller abstains due to conflict of interest)
 Nays None
 Motion Carried

Student Contract

Moved by Whitt, seconded by Vietti to approve the following student contract with Region V Board of Cooperative Educational Services: Contract for May 31 through June 30, 2008 in the amount of \$10,628.00 to include the following services: Tuition; Room and Board; Special Transportation; Related Services consisting of Individual Counseling, Social Skills Training, and Social Work Group.

Ayes 7
 Nays None
 Motion Carried

OTHER BUSINESS

Board Reports

Rec. Board: Bobbi Miller reported the Rec. Board was given a brief summary on the soccer and softball seasons. The Rec. District guide is printed and has been distributed. The 08-09 budget has been approved and ready for presentation to the school board. They are in the process of looking at doing a feasibility study for a recreation center.

BOCES: Barb Vietti reported the prices did go up. BOCES had a yard sale and were able to raise about \$1000. The students worked really hard to make that a success. There will be a picnic next week and all are invited to attend. As a side note, Ms. Vietti recommended everyone stop by the HSC Museum to see the new wolf they have on display.

BOCHES: none

Other: Chairman Liz Mahoney and Belenda Willson reported on the NSBA conference they attended the end of March in Florida. Chairman Mahoney attended several sessions on relations with community and parents. She attended a session with Sandra Day O'Conner as the speaker. The emphasis in this session was the need for civic education, how to educate students to compete in the future, and to be creative thinkers. Overall she felt it was a great conference. Ms. Willson attended the "boot camp" sessions for first timers. The sessions she attended emphasized professional learning communities and teaching students decision making processes to be able to make judgments and become part of a greater learning community.

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Superintendent's Report

- 1) Supt. Balow reported that 12-month employees will be starting their summer work schedules the week of June 2.
- 2) Supt. Balow reminded the board members that Baccalaureate will be on Saturday at 7:00 p.m. in the Auditorium. Graduation is Sunday at 2:00 p.m. in the High School Gym.
- 3) Supt. Balow reported that there is a tree in front of the administration building that is dead and removal has been recommended by a lawn care company. The final recommendation will come from the building committee.
- 4) Supt. Balow passed around a list of average elementary school class sizes from around the Big Horn Basin area. There will be a recommendation by the June meeting for any reconfiguration at the elementary school.
- 5) Supt. Balow noted he is excited about the discussions from the board meetings. He is proud of the staff and the work they have been doing over the last couple of years in focusing in on important issues.
- 6) Supt. Balow reported the latest information on the Lucerne demolition project. The SFC is in the final stages of closing out the RWE contract. Once that is complete we will know if there is any money left over to allocate to the demolition.

Adjournment 9:51 p.m.

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

Chairman

ATTEST:

Clerk