

HOT SPRINGS COUNTY SCHOOL DISTRICT NO. 1  
Board of Trustees  
Special Meeting/Regular Meeting  
May 21, 2009  
Board Room  
6:30 P.M./7:00 P.M.

The special meeting of the Board of Trustees of Hot Springs County School District No. 1 was called to order at 6:30 p.m. in the Board Room by Chairman, Liz Mahoney.

BOARD MEMBERS PRESENT: Liz Mahoney, Belenda Willson, Hub Whitt, Karen Leyba, Clay VanAntwerp, Joe Martinez, Dr. Travis Bomengen and (ex-officio) Superintendent Marty Kobza

BOARD MEMBERS ABSENT: none

OTHERS PRESENT: Administrators Matt Spring, Lisa Pearce; Kelly Andreen, and approximately 13 visitors.

**Executive Session 6:32 p.m.**

Moved by Willson, seconded by Whitt, to go into executive session to seek legal advice on the legalities of a previous board decision.

Discussion: Mr. VanAntwerp requested that any decisions regarding him personally be made in open session. Chairman Mahoney noted that this executive session was to seek legal advice on a previous board decision and is not regarding Mr. VanAntwerp personally.

Ayes 6  
Nays None  
Motion Carried

Dr. Bomengen arrived at 6:35 p.m.

**Adjourn out of Executive Session at 6:48 p.m.**

Moved by Bomengen, seconded by Leyba, to adjourn out of executive session and to reconvene at 7:00 p.m.

Ayes 7  
Nays None  
Motion Carried

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 Vice Chairman, Karen Leyba.

BOARD MEMBERS PRESENT: Belenda Willson, Hub Whitt, Karen Leyba, Clay VanAntwerp, Joe Martinez, Dr. Travis Bomengen, Student Trustee Katie Olsen and (ex-officio) Superintendent Marty Kobza

BOARD MEMBERS ABSENT: Liz Mahoney

OTHERS PRESENT: Administrators Dustin Hunt, Matt Spring, Janet Philp, Lisa Pearce; Kelly Andreen, and approximately 30 visitors.

**CALL TO ORDER**

Vice Chairman Leyba called the meeting to order.

**APPROVAL OF AGENDA**

May 21, 2009

Moved by Whitt, seconded by Martinez to approve the May 21, 2009 board agenda with the following additions:

**Under Consent Agenda Staffing Recommendations Add:**

- Accept the resignation of Toby Emery as assistant middle school football coach
- Accept the resignation of Kathie Richardson as high school student council advisor effective June 1, 2009
- Accept the resignation of Eleanor Faye Van Antwerp as kitchen helper effective May 15, 2009
- Employ Al McClelland as Special Services Director starting July 1, 2009
- Employ Mary Myers as K-8 Reading Coach for the 2009-2010 school year
- Employ Kara Janes as the foreign language teacher for the 2009-2010 school year

**Under VI. New Business, Item F. Ratification of Salaries Add:**

- Add recommendation to reduce the teaching and non-teaching contract days from 187 to 186

**Under VII. Other Business, Item B. Superintendent's Report Add:**

- Schedule Special Board Meeting for June 8 to award bid for track resurfacing
- Authorize advertising for bids on the RWE play surface

Ayes 6

Nays None

Student Trustee - Aye

Motion Carried

**CONSENT AGENDA**

Vice-Chairman Leyba asked if any items are requested to be pulled for discussion. Mr. Martinez requested that bills and financials be pulled for discussion.

Moved by Whitt, seconded by Martinez, to approve the consent agenda with the exception of bills and financials, which includes:

- Approval of Minutes of the Special Meeting of April 8, 2009; Minutes of the Regular Meeting of April 16, 2009; Minutes of Executive Session of April 16, 2009; and Minutes of the Special Meeting of May 11, 2009
- Consider for Approval Staffing Recommendations
  - ✓ Extra-Duty Contracts for the 09-10 school year (see attached list)
  - ✓ Accept the resignation of Toby Emery as assistant middle school football coach
  - ✓ Accept the resignation of Kathie Richardson as high school student council advisor effective June 1, 2009
  - ✓ Accept the resignation of Eleanor Faye Van Antwerp as kitchen helper effective May 15, 2009
  - ✓ Employ Al McClelland as Special Services Director starting July 1, 2009
  - ✓ Employ Mary Myers as K-8 Reading Coach for the 2009-2010 school year
  - ✓ Employ Kara Janes as the foreign language teacher for the 2009-2010 school year

Ayes 6

Nays None

Student Trustee - Aye

Motion Carried

Discussion: Mr. Martinez has a conflict with bill #1237 to Wyo Dept of Agriculture in the amount of \$50.00 and #1237-1 to Wyo Dept of Agriculture in the amount of \$50.00. Vice Chairman Leyba has a conflict with bill #41609 to Taco Johns in the amount of \$25.00.

Moved by Bomengen, seconded by VanAntwerp to approve the bills and financials with the exception of bill #1237 to Wyo Dept of Agriculture in the amount of \$50.00; bill #1237-1 to Wyo Dept of Agriculture in the amount of \$50.00; and bill #41609 to Taco Johns in the amount of \$25.00

Ayes 6

Nays None

Student Trustee - Aye

Motion Carried

Moved by VanAntwerp, seconded by Bomengen to approve bill #1237 to Wyo Dept of Agriculture in the amount of \$50.00; bill #1237-1 to Wyo Dept of Agriculture in the amount of \$50.00; and bill #41609 to Taco Johns in the amount of \$25.00.

Ayes 4 (Leyba and Martinez abstained due to a conflict of interest)

Nays None

Student Trustee - Aye

Motion Carried

## **DELEGATIONS AND INDIVIDUALS**

### **Speech Team Presentation**

Ron Philips, speech coach, and members of the speech team were introduced. Members in attendance were Kylie Olsen, Mark Hansen, Tasha Knight, Megan Kraushaar, Zack Anderson, David Leonhardt, and Chris Groh. Members won several awards at the state speech meet including several 1<sup>st</sup> and 2<sup>nd</sup> place wins.

### **NW BOCES Presentation**

Carolyn Conner gave her annual NW BOCES update to the board. The 2009 theme was Compass. Ms. Conner reviewed items such as the social skills program; learning opportunities levels; technology; assessments; facilities improvements; and the facility 5 year plan. She encouraged anyone to stop by to visit the residences and school.

### **Visitors/Public Comment**

None

### **Staff Recognition**

Ron Philips and Dustin Olsen were recognized and honored for their work and dedication to the school district and their respective programs. Ron Philips was honored as 1A/2A Coach of the Season by the Wyoming High School Forensics Association. The high school band and choir under the direction of Dustin Olsen, received all superior ratings at festival this year. Thank you!

## **OLD BUSINESS**

### **Property Sale**

Belenda Willson reported that the building committee met with representatives of the county commissioners and fire department regarding the sale of the property on 14<sup>th</sup> Street between the fire hall and Susan Zupan's property. According to the county commissioners, they have access to funding that will allow them to build a building on the property to house the Search and Rescue and also allow the use of the parking lot by the fire department. The building committee was in consensus that this was good use and stewardship of the land.

Commissioner Basse reported that the county commissioners intend to formalize easements with Susan Zupan through this process. A survey will be done to show exact boundaries and easements. The commissioners would ask that the school district provide a title insurance policy.

Moved by Willson, seconded by Bomengen to sell the property located on 14<sup>th</sup> Street to the HSC Commissioners in the amount of \$75,000 with a contract to be presented at the June board meeting.

Ayes 6  
Nays None  
Student Trustee - Aye  
Motion Carried

#### **Policy BEDB-E Agenda Format**

Moved by Martinez, seconded by Bomengen to approve the 1<sup>st</sup> Reading of *Policy BEDB-E Agenda Format*.

Ayes 6  
Nays None  
Student Trustee - Aye  
Motion Carried

#### **Fremont County BOCES/CTE Courses**

Principal Hunt reported representatives from Fremont County BOCES performed a survey of students (next year's juniors and seniors) for their interest in CTE classes. The responses were: 28 signed up for the wildland/wildfire certification; 26 for CNA certification; 22 for the pro-start food service certification; and 10 in energy exploration with a large number interested in the welding pieces within the energy field. The intent would be to offer 2 programs for the fall semester. The CTE classes will also complement the alternative program that is being developed for fall implementation. Lisa Pearce noted that per budget information she has received, 1/8 mill should cover the costs for this program.

Moved by VanAntwerp, seconded by Bomengen to approve partnering with Fremont County BOCES to offer career and technical education courses at the high school.

Ayes 6  
Nays None  
Student Trustee - Aye  
Motion Carried

#### **Writing/Enrichment Position**

Supt. Kobza clarified that the position at the elementary school will be part-time writing and part-time enrichment rather than gifted and talented. The change will give additional funding opportunities while supporting all students. The purpose of the position will be to offer opportunities for those students needing additional challenges or help. Gifted and talented is technically a special education term and requires students to be tested and qualify to participate. The enrichment program will not include those stipulations.

Moved by Bomengen, seconded by Whitt to approve the title change to writing/enrichment position.

Ayes 6  
Nays None  
Student Trustee - Aye  
Motion Carried

### **Food Service**

Cindy Wallingford and Supt. Kobza gave a short presentation on changes being planned for the food service program for 2009-2010 to make the program more efficient and cost effective.

Ms. Wallingford noted these changes were recommended by K&M Consulting during an audit performed last fall. The changes will include: increase of adult meal prices to \$4.00; increase student meals by \$.25; charge \$1.75 for seconds on entrées (seconds on the health bar are free); increase the ala carte line at the high school; increase the catering charges for organizations; and purchase an inventory system (will be available in all 3 buildings). It is estimated these changes will increase revenue by \$32,000. The program may increase the hours of the 6 ½ hour positions to help with inventory. Other personnel changes will occur through attrition. As individuals who are in benefited positions retire or leave the district, the hours for the positions may be reduced. This would allow the district to add another non-benefited position, giving more hours for the program. The inventory program will cost approximately \$1900. Lisa Pearce noted that the projections of increased revenue are reasonable, but the group must take into account that the state subsidy will be decreased this year and the additional labor hours will result in approximately a \$10,000 savings for next year.

### **NEW BUSINESS**

#### **Policy Review, Sections C and D**

Policy Sections C and D were reviewed by the board members.

The board requested better definitions of the management and administrative teams in Policy CD. In Policy CBF, misspellings were noted. These changes will be brought to the board for first reading at the June Board meeting.

Supt. Kobza noted these policies were developed by WSBA and slight changes made to meet the needs of our school district. Major changes to our policies are reviewed by legal counsel.

Ms. Willson asked about purchasing and buying groups. Ms. Pearce noted that the food service participates in a co-op, but for school supplies there is not a purchasing group. Rick Engelbrecht participates in some technology purchasing groups.

#### **Tech Steps Curriculum**

Moved by Willson, seconded by VanAntwerp to approve the "Tech Steps" Curriculum as requested by the Technology Integration Committee.

Ayes 6

Nays None

Student Trustee - Aye

Motion Carried

#### **403(b) Plan Adoption**

Moved by Willson, seconded by Whitt to adopt the following resolutions:

Be it resolved, that the Hot Springs County School District #1 403(b) Plan set forth in the plan agreement, a copy of which is attached hereto, is hereby adopted. Resolved further, that the CPI Common Remitter Service is hereby authorized and instructed to execute Plan Agreement for and on behalf of the organization.

Ayes 6

Nays None

Student Trustee - Aye

Motion Carried

May 21, 2009

**OT/PT/Speech/Language Services**

Moved by Willson, seconded by Bomengen to advertise for bids for occupational therapy, physical therapy, and speech/language services for 2009-2010.

Ayes 6

Nays None

Student Trustee - Aye

Motion Carried

**Special Meeting**

Moved by Whitt, seconded by VanAntwerp to schedule a special meeting at 7:00 p.m. June 25, 2009 for the purpose of approving budget amendments and staffing recommendations.

Ayes 6

Nays None

Student Trustee - Aye

Motion Carried

**Ratification of Salaries**

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

1. Increase the base salary for certified employees by \$235 (i.e. teacher base to \$39,700, an increase of .396%)
2. Allow horizontal movement for certified staff (.103%)
3. Allow vertical movement for certified staff (.9% increase)
4. Increase the base salary for classified staff \$.10 per hour (.572% increase)
5. Increase the base salary for administrative/supervisors by \$500 (.533%)
6. District will maintain at current levels health insurance contributions of \$425 for single coverage and \$825 for family coverage.
7. Reduce the teaching and non-teaching contract days from 187 to 186

Discussion: The contract days request came from a sub-committee formed during the IBN process. Additional contract days had been added during a year when large pay increases were given. This is being requested due to the decrease in pay raises received.

Ayes 6

Nays None

Student Trustee - Aye

Motion Carried

**Executive Session 8:29 p.m.**

Moved by Martinez, seconded by Willson, to go into executive session to discuss personnel.

Ayes 6

Nays None

Student Trustee - Aye

Motion Carried

**Adjourn out of Executive Session 8:51 p.m.**

Moved by Whitt, seconded by Bomengen, to adjourn out of executive session.

Ayes 6

Nays None

Student Trustee - Aye

Motion Carried

**OTHER BUSINESS**

May 21, 2009

## Board Reports

Rec. Board: Dr. Bomengen reported that the Rec. District met and is still wrapping up the end of the evaluation and recommendation from the company out of Colorado. There is a question as to the best time to present the information to the community. There has been a discussion about starting a youth girls softball. The tumbling program has been discontinued due to lack of participation.

BOCES: Ms. Leyba noted that Carolyn Conner had brought everyone up to date earlier in the meeting. She noted that the funding mechanism is different and that has been a change of thinking for her. Board members and families are invited to a picnic on May 27 at 5:30 at NW BOCES.

BOCHES: none

Other:

Building Committee: Groathouse and the original play surface supplier will be meeting with Supt. Kobza and Phil Miller on May 27 at 8:00 a.m. at the RWE playground to review the play surface material. We are still finding foreign objects in the material and it does not stay in place. This must be addressed for next year. The district is still trying to get a monetary value to replace the surface. Options available include a tile product, a poured in place product, and an artificial turf product. All 3 are ADA compliant.

Moved by Willson, seconded by Whitt to authorize advertising for bids for the RWE play surface.

Ayes 6

Nays None

Student Trustee - Aye

Motion Carried

CLI update: Supt. Kobza reported on the progress of the CLI groups. The board members acted on a tech integration committee recommendation earlier in the meeting. The math committee has some recommendations now, but would like to present a complete package to the board. The recommendations will include course name changes and high school math requirements. This process has allowed a venue for staff to discuss issues such as how to ensure students are learning what we want them to and raising the bar for students. At the high school, staff has been discussing rigor of courses. Janet is the local CLI representative. It was requested that the board members receive a monthly update. The minutes are posted on the website. Minutes will be e-mailed to board members. Ms. Willson requested that the community be educated and given updates on the CLI process/program.

## Superintendent's Report

1) Supt. Kobza gave a pre-school update. The district is continuing to kick around ideas which include: sending a kindergarten checklist to pre-schools and offering a resource center for learning activities that would be run by the school district. Parents and pre-school instructors could see how and what techniques are being used in the school. Once a recommendation is more concrete, it will be brought back to the board. The district has been offering in-service hours for pre-school instructors. Mr. Martinez asked how the district can use the kindergarten screening information. It is too late to use it for this summer, but the hope would be to have something in place for next summer.

2) Supt. Kobza informed the board that handbooks will be brought for approval at the June board meeting. There are significant changes being proposed, including more specific alignment between the high school and middle school. Principals will make the presentations on the handbooks. As sections are available, they will be forwarded to board members. The academic team is also working on the required anti-bullying policy that must be in place by next year. The climate survey showed that bullying is a big issue in our school district.

3) The board retreat will be held June 19 and 20 at the Parkway Plaza in Casper. The goal setting meeting will be held on Friday with administrators. Saturday will be board members only working on operating procedures and board/superintendent relations. The times will be verified with the facilitator and forwarded to the board members and administrators.

4) Moved by Willson, seconded by VanAntwerp to move the regular June board meeting to June 25, 2009 at 7:00 p.m.

Ayes 6  
Nays None  
Student Trustee - Aye  
Motion Carried

Supt. Kobza requested a special meeting be scheduled for June 8 to award bids for track resurfacing and staffing recommendations. Bids will be opened on the afternoon of June 8. This will allow time to get finished before the football season.

Moved by Martinez, seconded by Bomengen to hold a special meeting to award bids for track resurfacing and staffing recommendations on June 8, 2009 at 6:00 p.m.

Ayes 6  
Nays None  
Student Trustee - Aye  
Motion Carried

5) Katie Olsen was thanked for her participation as the student trustee in the board meetings this year. She was asked to share anything that would make position more helpful. It was suggested to set aside a time at each board meeting for the student trustee to give a student council report.

#### **Adjournment 9:24 p.m.**

There being no further business to come before the Board, Chairman Mahoney adjourned this meeting.

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Chairman

ATTEST:

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Clerk

May 21, 2009