

## HOT SPRINGS COUNTY SCHOOL DISTRICT NO. 1

Board of Trustees  
 Regular Meeting  
 June 25, 2009  
 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, Belenda Willson, Hub Whitt, Karen Leyba, Clay VanAntwerp, and (ex-officio) Superintendent Marty Kobza

BOARD MEMBERS ABSENT: Dr. Travis Bomengen and Joe Martinez

OTHERS PRESENT: Administrators Dustin Hunt, Matt Spring, Deborah Brown, Al McClelland, Janet Philp, Lisa Pearce; Kelly Andreen, and approximately 11 visitors.

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

Moved by Willson, seconded by Whitt to approve the June 25, 2009 board agenda. Willson amended the motion to include the following additions to the agenda:

**Under Consent Agenda Add:**

- Add – Additional bills paid through June 25, 2009
- Employ David Norskog as custodian effective July 13, 2009

**Under Delegations & Individuals Add:**

- WSBA representative will be here to present certificates to board members for training points received

**Under VI. New Business, Item C Review of Policy Sections E and F Add:**

- Proposed updates to policies per board member review

**Under VI. New Business Add (continuation of Item I):**

- Add request to authorize advertising for bids for banking services

Ayes 5

Nays None

Motion Carried

**CONSENT AGENDA**

Ms. Willson requested that the staffing recommendations be pulled and voted on separately.

Moved by VanAntwerp, seconded by Leyba, to approve the consent agenda with the exception of staffing recommendations which includes:

- A. Approval of Minutes of the Minutes of the Regular Meeting/Special Meeting of May 21, 2009; Minutes of Executive Sessions of May 21, 2009; and Minutes of the Special Meeting of June 8, 2009
- B. Bills and Financials, including additional bills presented through June 25, 2009

Ayes 5

Nays None

Motion Carried

Moved by Willson, seconded by Leyba to Employ Jennifer Graham as Art Teacher for 2009-2010 school year.

Ayes 5  
Nays None  
Motion Carried

Moved by Willson, seconded by VanAntwerp to accept the resignation of Karissa Williams as the assistant 8<sup>th</sup> grade volleyball coach.

Ayes 5  
Nays None  
Motion Carried

Moved by Willson, seconded by VanAntwerp to accept the resignation of Jo Anne Stickney as special education/alternative program teacher

Ayes 5  
Nays None  
Motion Carried

Moved by Willson, seconded by Whitt to Employ David Norskog as custodian effective July 13, 2009

Ayes 5  
Nays None  
Motion Carried

## **DELEGATIONS AND INDIVIDUALS**

### **WSBA Presentations**

Terril Mills, the local area WSBA representative and Ten Sleep school board member, presented Breez Daniels, Belenda Willson, and Hub Whitt with certificates of achievement for attending trainings with the school board association. Congratulations!

### **Visitors/Public Comment**

None

## **OLD BUSINESS**

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

Moved by Leyba, seconded by VanAntwerp to adopt on 2<sup>nd</sup> and final reading revision to *Policy BEDB-E Agenda Format*. Discussion: Ms. Willson requested that the personnel recommendations be removed from the consent agenda and presented separately. Supt. Kobza noted that the agenda available to the public includes a list of the personnel recommendations. Board members do have the option to pull individual personnel recommendations to be discussed in executive session. Chairman Mahoney, Vice Chairman Leyba, and Mr. VanAntwerp were all comfortable with leaving the staffing recommendations under the consent agenda.

Ayes 5  
Nays None  
Motion Carried

**Policy CBF Superintendent's Conduct/Policy CD Management Team**

Moved by Whitt, seconded by VanAntwerp to approve the 1<sup>st</sup> Reading of revisions to *Policy CBF Superintendent's Conduct and Policy CD Management Team*.

Ayes 5

Nays None

Motion Carried

**Policy EFA Cafeteria Policy**

Moved by Whitt, seconded by VanAntwerp to approve the 1<sup>st</sup> Reading of revisions to *Policy EFA Cafeteria Policy*. Discussion: Chairman Mahoney requested that the policy reflect that even if a student does not have money in their lunch account, they will be fed, even if it is not the regular meal for that day. Ms. Wallingford commented that this is the first year she has had problems. She does work with parents. In visiting with other school districts, many do not allow charging at all. If giving a meal other than the regular meal, it must be reimbursable. An option would be to have the section read "may" or "at the discretion of the supervisor may not be fed the regular meal". Ms. Wallingford noted that she had received more free/reduced lunch applications in the last 2 months of school than in the past. Ms. Wallingford sends out letters weekly to parents regarding negative lunch balances and makes phone calls as needed. Principals do have the option of putting students on free/reduced lunches without the parents applying if they feel there is a need.

Whitt amended his motion to include "in the second paragraph under general information, in the last sentence replace *he/she will be denied being served that meal* with *may be denied being served that meal at the discretion of the food service director*", VanAntwerp seconded the motion.

Ayes 5

Nays None

Motion Carried

**Update: Policy BEDF Voting Method at Board Meetings**

Supt. Kobza reported that he spoke with Tracy Copenhaver, legal counsel for WSBA, regarding sample policies allowing voting by phone at board meetings. Mr. Copenhaver stated that sample policies do not exist. NW BOCES is considering this change due to their board members living in different counties. Mr. Copenhaver cautioned against having a policy allowing voting by phone because board members need to be able to participate in the discussion held during the meeting. He also cautioned against board members calling in to vote on one item, rather than the entire meeting. The consensus was not to revise the policy. (It was noted by Ms. Andreen that all policies are being updated to show that they were reviewed, whether or not any changes are being made to them.)

**OT/PT/Speech/Language Bids**

Supt. Kobza noted that the district did not receive any bids for speech/language. Mr. McClelland noted that the OT bid showed an increase of 13% increase and the PT showed an increase of 18%. Ms. Willson asked at what point do we start hiring individuals rather than contracting. Mr. McClelland stated that the contract amounts are quite a bit short of being able to pay for a full time position. The district would prefer a speech/language pathologist on staff, however, the position is hard to fill.

Moved by Whitt, seconded by Willson to award the bid for occupational therapy services for 2009-10 to Gottsche Rehabilitation Center as follows: 175 school day calendar at \$60.00/hour based on an average of 5 hours per day and 25 hours per week with a flexible schedule. It is understood that additional hours may be needed during the year to be determined by the Director of Special Services and Gottsche Rehabilitation Center and to award the bid for physical therapy services for 2009-10 to Gottsche Rehabilitation Center as follows: 38 weeks at

\$65.00/hour based on an average of 13 hours per week with a flexible schedule. It is understood that additional hours may be needed during the year to be determined by the Director of Special Services and Gottsche Rehabilitation Center.

Ayes 5  
Nays None  
Motion Carried

#### **RT Communications Agreement (School Programming)**

Moved by Willson, seconded by Leyba to approve entering into a school programming agreement with RT Communications, Inc. Discussion: Ms. Leyba noted that this will be a nice addition.

Ayes 5  
Nays None  
Motion Carried

#### **14<sup>th</sup> Street Property**

Moved by Whitt, seconded by Willson to approve the contract to sell a portion of the middle school property, as designated in survey by R.L. Hudson job no. 09-3461 dated June 2009, to the HSC Commissioners in the amount of \$75,000. Discussion: Ms. Leyba thanked the building committee for doing the leg work on this project.

Ayes 5  
Nays None  
Motion Carried

#### **NEW BUSINESS**

##### **HSC Rec. District Agreements/Budget**

Moved by Willson, seconded by Whitt to approve the Agreement for the Use of District-Owned Vehicles and the Agreement for use of District Facilities between HSCSD#1 and the HSC Rec. District.

Ayes 5  
Nays None  
Motion Carried

Moved by Willson, seconded by VanAntwerp to approve the Proposed 2009-10 HSC Rec. District Budget.

Ayes 5  
Nays None  
Motion Carried

Mr. Donnie Bjorhus discussed a possible location being proposed for the new recreation center. During the study, 4 possible sites were noted including property west of the middle school. Mr. Bjorhus met with the building committee and at this point this is the #1 site choice. This would not affect the ropes course. The building committee recommended that the land be appraised and that the school district and Rec. District split the cost. Mr. Bjorhus stated that the Rec. District did approve this payment at their last meeting.

Moved by VanAntwerp, seconded by Whitt that the school district share the cost of an appraisal with the HSC Rec. District for the parcel west of the middle school being requested as a possible site for the new recreation center. (see attached map)

Ayes 5

Nays None

Motion Carried

### **Seek Presentation**

Heidi Hunt gave a presentation on the SEEK (Structured and Expanded Enrichment in Knowledge) program she will be implementing at the elementary level next year. Ms. Hunt is excited to be able to fill the enrichment position at RWE. She went to Casper to work with someone on setting up the program for our district. (See attachments) Discussion: Mr. Whitt asked that updates be given to board regularly. The board is excited to see the program implemented and appreciates Ms. Hunt's work on the program

### **Policy Review, Sections E and F**

Policy Sections E and F were reviewed by the board members.

Comments and suggestions received from board members were discussed. It is being recommended that the parent notification system be added to Policy EBCE-R Emergency Plan & Closing Procedures as well as updated contact numbers for the radio stations and television stations used. A recommendation to remove the reference to coach bus or Bobcat bus in Policy EEAF Special Use of School Buses due to the fact the district no longer has either bus is being proposed. Changes being proposed for Policy EFI Food Service Records and Reports include changing any reference to "he/him" to "he/she" and "him/her".

There was discussion regarding the crisis management plans that have been developed for each building. Supt. Kobza has been in contact with Bill Gordon, Emergency Management Director, for his direction in updating and improving our crisis plans. It was noted that each building has a building response team that responds during an emergency. There are plenty of staff members within each building who are certified in CPR/first aid to assist while waiting for emergency personnel. The principal is not on the response team as they will be performing incident command functions such as lockdowns and parent notifications.

Policy EDC-R Student Sign Out of Retired Computers will be reviewed and updated with the technology supervisor, and any changes will be brought before the board at the July meeting.

Moved by Willson, seconded by VanAntwerp to approve the 1<sup>st</sup> reading of revisions to *Policy EBCE-R Emergency Plan & Closing Procedures*.

Ayes 5

Nays None

Motion Carried

### **Sports Training Contract with Gottsche Rehabilitation Center**

Gotsche Rehabilitation Center is presenting a partnership with the school district which would help all students as well as those in athletics with prevention and treatment of injuries. Gottsche did hold a free joint evaluation clinic this week which was well received by students. Red Rock Family Practice is on board with the program as well.

Moved by VanAntwerp, seconded by Leyba to approve the contract with Gottsche Rehabilitation Center in the amount of \$6000.00 to offer the sports training services for the

2009-2010 school year. Discussion: Ms. Willson questioned who would carry the liability with this contract. Supt. Kobza stated it would depend on the specifics. Anytime there is an injury that happens on school premises, the potential liability lies with the school district. The potential liability associated with treatment of the injury would fall to Gottsche. Ms. Willson stated she did not want to see the school get into a situation where the district is providing medical services and is very concerned with the liability purposes.

Ayes None  
Nays 5  
Motion Carried

Moved by VanAntwerp, seconded by Willson to table this item, have legal counsel review the contract, and bring back to the board for consideration at the July board meeting.

Ayes 5  
Nays None  
Motion Carried

### **Special Education Contract**

Moved by Willson, seconded by Whitt to approve the following contract:

- Big Horn Basin Hearing, Inc.: Contract is for August 24, 2009 through May 27, 2010 in the amount of \$6000.00 for audiology services

Ayes 5  
Nays None  
Motion Carried

### **Student Contracts**

Moved by Whitt, seconded by Leyba to approve the following student contracts:

Contract with Northwest Wyoming Board of Cooperative Educational Services for July 1, 2009 through June 30, 2010 in the amount of \$150,521.25 to include the following services: Tuition; Special Transportation; Related Services: Counseling, Behavior Consultation, APE, School Nurse; Extended School Year; and Other: School Social Work, Parent Counseling, Recreational Therapy, Psychological Counseling and the contract with Region V Board of Cooperative Educational Services for July 1, 2009 through June 30, 2010 in the amount of \$173,974.60 to include the following services: Tuition; Room and Board; Special Transportation; Related Services: Individual Counseling, Social Skills Training, Social Work Group, Therapeutic Riding; Extended School Year.

Ayes 5  
Nays None  
Motion Carried

### **Policy JRA Student Records**

Moved by VanAntwerp, seconded by Willson to approve the 1<sup>st</sup> Reading of revisions to *Policy JRA Student Records*.

Ayes 5

Nays None

Motion Carried

### **09-10 Student Handbooks**

The principals reviewed the major changes with the student handbooks.

RWE Principal Brown noted the changes in the RWE student handbook include: removal of duplications; additions of family night information, parent notification information, academic opportunity information, online lunch payment information and a medication permission form for parents to use. The drop off in front of the school building will be changed. The front parking lot will be for drop-offs only. Staff, with a few exceptions, will park in the lot behind the building.

TMS Principal Spring noted the format for the TMS student handbook is completely different. The discipline point system has changed. A STAR program has been added as well as guidelines of promotion at the middle school (these guidelines are subject to change based on CLI recommendations). A bullying rubric will be in place. The handbook is in alignment with the elementary and high school handbooks to help students with the transition from building to building.

HSCHS Principal Hunt reviewed the major changes to the high school handbook in a handout. (see attachment)

The athletic handbook is still a work in process. The handbooks will be taken to the building site councils for input in the fall. Supt. Kobza noted that the state passed a law requiring each district to have an anti-bullying policy in place. The plan is to bring the policy for first review in July. Once the policy is approved it will be added to the student handbooks and a letter will go home to parents outlining the process and procedures.

Moved by Willson, seconded by Leyba to approve the handbooks as presented for the 2009-10 school year.

Ayes 5

Nays None

Motion Carried

### **Budget Revisions/RFP for Banking Services**

Moved by Whitt, seconded by VanAntwerp to approve the fund transfers as recommended to properly allocate funds within budgeted funds for the 2008-2009 fiscal year. (see attached list)

Ayes 5

Nays None

Motion Carried

**RFP for Banking Services**

Supt. Kobza requested the board approve advertising for banking services proposals. After action was taken at the June 8 meeting, the district received interest from banking entities who felt there was a miscommunication. This is part of the reason motivating this RFP request. Supt. Kobza clarified that when the board approved the emergency designated depository, the board included a caveat that the district look into local banks in more detail. It is felt that an RFP creates a very professional way to handle this review. Lisa Pearce, business manager, is requesting a committee to review the proposals that are received. The committee would include Ms. Pearce, Supt. Kobza, community members and 1-2 board members. It was noted the district did not have to use the emergency backup depository and therefore funds did not leave the county. Ms. Pearce noted the proposals do not allow for exclusive investment opportunity.

Moved by VanAntwerp, seconded by Whitt to advertise the RFP for banking services and include a committee to review the proposals received as part of the process.

Ayes 5  
Nays None  
Motion Carried

**Executive Session 8:56 p.m.**

Moved by Willson, seconded by Whitt, to go into executive session to discuss personnel and salaries.

Ayes 5  
Nays None  
Motion Carried

**Adjourn out of Executive Session 9:31 p.m.**

Moved by Willson, seconded by VanAntwerp, to adjourn out of executive session.

Ayes 5  
Nays None  
Motion Carried

**Superintendent Salary, 09-10**

Moved by Leyba, seconded by Whitt, that the salary for the superintendent remain the same for the 2009-2010 fiscal year and that \$3500 be put in a house savings account.

Ayes 5  
Nays None  
Motion Carried

**OTHER BUSINESS****Board Reports**

Rec. Board: Mr. VanAntwerp reported the Rec. District heard a presentation from company that is doing the study and are looking at finalizing the costs. A public presentation will be made in July. At this time, the Rec. District is focusing on the middle school property.

BOCES: Ms. Leyba noted the current enrollment is 15 students; six are placed by school districts and nine by DFS or court ordered. She noted that NW BOCES is paid less from DFS/court ordered, leaving the school districts to carry the difference. They, too, are reviewing their staff evaluation system.

BOCHES: none

Other: none

**Superintendent’s Report**

- 1) Supt. Kobza reported that the School Facilities Commission did approve the amendment to the track resurfacing request. Our custodians will be cutting sod for the additional end zone area. The track will be closed starting July 6. The district pushed back the start date, but we have requested that the resurfacing be complete by the first home football game.
- 2) The custodians are also cutting sod at TMS to prepare for the additional playground equipment.
- 3) A building committee meeting will be held on July 7 to meet with a representative from the apparent low bidder to present the options available. Groathouse will be there to present a proposal to rectify the funding situation. Ultimately, we would like the project completed by the beginning of school. However, we are going slow to make sure we are getting the appropriate solution.
- 4) Starting in July a section will be added to the agenda under “other reports” for goals update. A second version for review was e-mailed to everyone late this afternoon. Supt. Kobza has received feedback and plans to work through those suggestions during the July meeting.

**Adjournment 9:39 p.m.**

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

\_\_\_\_\_  
Chairman

ATTEST:

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Clerk