

## HOT SPRINGS COUNTY SCHOOL DISTRICT NO. 1

Board of Trustees

Regular Meeting

July 16, 2008

Board Room

7:00 P.M.

Budget Hearing: 8:00 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, Hub Whitt, Belenda Willson, Clay VanAntwerp, Dr. Travis Bomengen, Joe Martinez and (ex-officio) Superintendent Marty Kobza

BOARD MEMBERS ABSENT: Karen Leyba

OTHERS PRESENT: Administrators Matt Spring, Deborah Brown, Al McClelland, Lisa Pearce; Kelly Andreen, and approximately 4 visitors.

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

Moved by Whitt, seconded by Bomengen to approve the July 15, 2009 board agenda with the following additions:

**Under Consent Agenda, Staffing Recommendations Add:**

- Employ Kara Janes as the Foreign Language Club Sponsor for 2009-2010 school year
- Employ Jamie Hart as 9<sup>th</sup> grade volleyball coach for 2009-2010 school year
- Employ Donna Daniels as high school assistant girls basketball coach for 2009-2010 year
- Employ Tara Bailey as freshman girls basketball coach for 2009-2010 year

**Under VII. New Business Add:**

- Item M: Discussion of part-time vocational teacher at middle school

Ayes 6

Nays None

Motion Carried

**CONSENT AGENDA**

Moved by VanAntwerp, seconded by Bomengen, to approve the consent agenda.

Discussion: Ms. Willson requested that the staffing recommendations be pulled for further discussion.

Moved by VanAntwerp, seconded by Bomengen to amend the motion to read to approve the consent agenda with the exception of staffing recommendations which includes:

- A. Approval of Minutes of the Regular Meeting of June 25, 2009 and Minutes of Executive Session of June 25, 2009
- B. Bills and Financials

Ayes 6

Nays None

Motion Carried

Ms. Willson requested an executive session to discuss staffing recommendations.

Moved by Willson, seconded by Whitt to amend the agenda to include an executive session.

Ayes 6

Nays None

Motion Carried

## **DELEGATIONS AND INDIVIDUALS**

### **Visitors/Public Comment**

None

### **Staff Recognition**

Jim Lash is being recognized for his many years of service and for being nominated the HSCSD#1 Teacher of the Year. Supt. Kobza noted that throughout the nomination process Mr. Lash was commended for being consistent, putting kids first, making kids feel safe and treated equally, and that student achievement is his first priority. Congratulations Jim!

## **OLD BUSINESS**

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

Moved by Willson, seconded by VanAntwerp to adopt on 2<sup>nd</sup> and final reading revisions to *Policy CBF Superintendent's Conduct* and *Policy CD Management Team*.

Ayes 6

Nays None

Motion Carried

### **Policy EFA Cafeteria Policy**

Moved by Whitt, seconded by Martinez to approve the 2<sup>nd</sup> Reading of revisions to *Policy EFA Cafeteria Policy*.

Ayes 6

Nays None

Motion Carried

### **Policy JRA Student Records**

Moved by VanAntwerp, seconded by Whitt to approve the 2<sup>nd</sup> Reading of revisions to *Policy JRA Student Records*.

Ayes 6

Nays None

Motion Carried

### **Policy EBCE-R Emergency Plan & Closing Procedure**

Moved by VanAntwerp, seconded by Martinez to approve the 2<sup>nd</sup> Reading of revisions to *Policy EBCE-R Emergency Plan & Closing Procedure*.

Discussion: Mr. Whitt discussed the use of the new parent notification system. Supt. Kobza reported the procedure is for Mr. Miller to contact him starting around 4:00 a.m. so that a decision can be made by 6:00 a.m. when the first bus heads out. A meeting will be scheduled in the fall with stakeholders regarding a district crisis plan. The policy will be amended after that meeting based on any recommendations that come from the meeting.

Ayes 6

Nays None

Motion Carried

### **Anti-Bullying Policy**

Supt. Kobza reported that legal counsel would be writing a sample policy for WSBA. The recommendation of our attorney was to wait until after WSBA has adopted their policy. The anti-bullying policy must be in place by January per state legislation.

Moved by Whitt, seconded by Willson to table the approval of the anti-bullying policy until legal counsel has written a sample policy to follow.

Ayes 6

Nays None

Motion Carried

### **Policy EAAF Special Use of School Buses; Policy EFI Food Service Records & Reports; Policy EDC-R Student Sign Out of Retired Computers**

Moved by Willson, seconded by VanAntwerp to approve the 1<sup>st</sup> Reading of revisions to *Policy EAAF Special Use of School Buses; Policy EFI Food Service Records & Reports; and Policy EDC-R Student Sign Out of Retired Computers.*

Ayes 6

Nays None

Motion Carried

### **2010-2011 School Calendar**

Supt. Kobza reported that the calendar committee has reviewed the proposed calendar and is recommending adoption for the 2010-2011 school year. By adopting the 2010-2011 calendar now, it would allow time for the committee to review non-traditional school calendars and the impact on student achievement. The calendar committee added additional teaching representation from each building.

Moved by VanAntwerp, seconded by Bomengen to approve the 2010-2011 school calendar as presented.

Ayes 6

Nays None

Motion Carried

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

Supt. Kobza reported that the sports training contract from Gottsche Rehabilitation Center was forwarded to the district's legal counsel for review. The recommended revisions were made to the contract and forwarded to Gottsche for their review. The contract has now been sent to the district's legal counsel for final review. Supt. Kobza stated the approval of the contract will be brought to the board at the August meeting.

Moved by Whitt, seconded by Willson to table the approval of the sports training contract with Gottsche Rehabilitation Center until the August board meeting.

Discussion: Dr. Bomengen noted that the August board meeting will be held on August 20, after the pre-activities education that would be done by Gottsche. The education would include information on injury prevention and education about diet and hydration. He felt this education is very important to the program and would be missed by waiting until August.

Moved by Whitt, seconded by VanAntwerp (Willson withdrew her second to the original motion due to a conflict of interest) to table final approval of the sports training contract with Gottsche until the August meeting, but the board does accept the concept if approved by legal counsel.

Ayes 5 (Belenda Willson abstained due to conflict of interest)

Nays None

Motion Carried

### **Award Bid for RWE Play Surface**

Supt. Kobza gave background information on the RWE play surface. Members were reminded that the issues over the current play surface include the mobility of the rubber and the fact that metal was in the rubber although it was guaranteed to be 100% metal free. Supt. Kobza has been discussing the issues with Groathouse, the sub-contractor and the building committee to come up with a satisfactory solution. The sub-contractor offered three options to resolve the metal issue: to clean the existing mulch to remove the metal; to clean existing mulch and bind it; or to pay the school district \$20,000 (the approximate cost of cleaning the mulch). Legally, the obligation that the subcontractor has would be to clean the product and give a metal free surface. The building committee met to review surface sample options from the apparent low bidder. Two options, poured-in place products and turf grass products were reviewed. The turf product has a 3 year longer warranty. Regardless of the type of surface placed, you will have some mobility but not to the extent of the current product. The company can incorporate the existing mulch product into the new system. Groathouse has agreed to move any play equipment to meet safety standards.

Moved by Willson, seconded by Whitt to: 1) Award the bid for the RWE play surface to Child's Play Synthetic Play Surfaces of Colorado, LLC, option #2 – utilizing existing rubber mulch as base mat, using Playground Grass Ultra by ForeverLawn in the amount of \$132,960.00, utilizing 1 lb of rubber infill rather than the 1.5 lb per bid; 2) Accept option #2 payment in the amount of \$20,000 to school district from Children's Playstructures & Recreation as settlement and 3) have Groathouse move play equipment as needed.

Discussion: The product has proven to sustain cold weather. In addition to testing in the laboratory, the company will be testing the product once it is in place.

Ayes 6

Nays None

Motion Carried

### **NEW BUSINESS**

#### **Policy Review, Section G, Professional (Policies GA through GCBD)**

Policy Section G, Professional (Policies GA through GCBD) was reviewed by the board members.

Supt. Kobza requested that this time be set aside for board members to suggest revisions to the policies they have reviewed. Any suggestions will be reviewed by legal counsel and brought to the board at a later date for approval.

A revision request from administration for Policy GBGA Staff Health has been reviewed by legal counsel. Supt. Kobza received a response with many concerns. We are asking for clarification by legal counsel as this policy, as are most of the policies, is almost verbatim from the WSBA sample policy. The policy revision will be brought to the board for approval after clarification is received.

There was discussion regarding physical examinations of new employees and whether there is need for this. It was noted that the policy shows it was adopted in 1996, but does not reference having been reviewed since then. Ms. Willson requested a policy be developed for reviewing policies. Supt. Kobza noted that WSBA sends sample policies to school districts. These policies have been reviewed by legal counsel. The school district can modify the sample policy to fit their needs.

The policies regarding professional relations committees will be rewritten to reflect the IBN process that is now used. Ms. Willson suggested that all employees sign a conflict of interest statement or disclaimer.

### **CCC Member Stipend**

Curriculum Coordinating Council (CCC) has been in place since January. This committee replaced the DAT committee. The only members who receive the stipend are the certified staff. The stipend request is due to the additional work load that is required of being a CCC member.

Moved by Willson, seconded by Martinez that the teachers who are members of the CCC be paid a stipend of \$1000 for the 09-10 fiscal year.

Ayes 5

Nays None

Motion Carried

### **Bus Routes**

Moved by VanAntwerp, seconded by Bomengen to recommend the following town bus routes for the 2009-10 school year:

- Pig Bus number 86 will pick up students in the area of Amoretti Street.
- Frog Bus number 87 will pick up students in the area of Canyon Hills.
- Bear Bus number 75 will pick up students in the area of Candy Jack Park.
- Turtle Bus number 79 will pick up students in the area of East Thermopolis.
- Worm Bus number 80 will pick up students in the area of Shoshoni and Richards Street.
- Deer Bus number 76 will pick up students in the area of Broadway and Arapahoe

And that the TMS parking lot and the bus transfer area at RWE be designated bus loading zones.

Discussion: It was noted that the rural routes do not require board action.

Ayes 5

Nays None

Motion Carried

### **09-10 Transportation Manual**

Mr. Miller stated the addition of “Leaving a student on the bus at the end of the route after the bus has been parked” in the transportation manual is due to a nationwide problem of students being left on buses at the end of routes. There are two systems in place that this school district uses to prevent this problem. Mr. Whitt asked about the pre-trip inspection procedures used by bus drivers. Currently, they use a system called Zonar. This system scans and logs each section of the bus as it is inspected. Mr. Whitt requested that the position of reflectors reflect WYDOT regulations. Mr. Miller noted the distance was based on the CDL manual.

Moved by VanAntwerp, seconded by Martinez to approve the transportation manual as presented for the 2009-10 school year.

Ayes 6

Nays None

Motion Carried

**BUDGET HEARING 8:00 p.m.**

Moved by Bomengen, seconded by Whitt, to recess the regular meeting in order to hold the 09-10 budget hearing.

Ayes 6  
Nays None  
Motion Carried

Lisa Pearce, Business Manager, presented the 2009-10 fiscal budget including the following detail:

	<b>Revenues</b>	<b>Expenditures</b>	<b>Fund Balances</b>
General Fund	\$9,913,237	\$10,388,521	\$1,766,885
Special Revenue Fund	\$985,658	\$987,000	\$241,171
Capital Projects Fund	\$15,000	\$195,000	\$705,353
Major Maintenance Fund	\$370,833	\$950,000	\$647,468
Debt Service Fund	\$573,883	\$1,267,887	\$792,802
School Lunch Fund	\$394,000	\$396,904	\$15,950
Insurance Trust Fund	\$1,382,000	\$1,382,000	\$164,624
Scholarship Fund	\$11,000	\$11,000	\$15,593
Student Activity Fund	\$196,000	\$195,000	\$86,474

**Mill Levy Requirements**

Special District Tax	25.00 mills
County School Tax	6.00 mills
Debt Service	2.03 mills

Ms. Pearce reported the post -97 reserves were at 13.7% at year end. The projection for next year is 10.7%. The instruction budget for RWE compared to TMS was discussed. Ms. Pearce prepared a spreadsheet explaining the costs.

Ms. Pearce then reviewed the special revenues, capitol projects, major maintenance, debt service, school lunch and scholarship information.

Chairman Mahoney requested public input on the budget. There was none. (See filed copy of budget.)

Moved by Bomengen, seconded by Whitt to approve the 2009-10 budget as presented and to levy the following for fiscal year 2009-10:

Special District Tax:	25.00 mill
County School Tax:	6.00 mill
Debt Service;	2.03 mill

Ayes 6  
Nays None  
Motion Carried

Moved by Bomengen, seconded by Martinez to levy the following for fiscal year 2009-10:

NW BOCES	.5 mill
BOCHES	.25 mill
Fremont BOCES	.25 mill

Ayes 6  
Nays None  
Motion Carried

Moved by Whitt, seconded by VanAntwerp to levy the following for fiscal year 2009-10:

July 15, 2009

HSC Rec District: 1.00 mill

Ayes 6  
Nays None  
Motion Carried

Moved by Whitt, seconded by Martinez, to return to regular session at 8:52 p.m.

Ayes 6  
Nays None  
Motion Carried

### **Designated Depositories**

Supt. Kobza reported on the process and committee used to review the proposals received through the RFP.

Moved by Whitt, seconded by Willson to approve the following as designated depositories for 2009-2010:

- ✓ Central Bank & Trust
- ✓ Pinnacle Bank
- ✓ Security State Bank
- ✓ Wyo-Star Investments
- ✓ Wyoming Governmental Investment Fund (WGIF)
- ✓ Bank of Thermopolis
- ✓ Big Horn Federal Savings Bank
- ✓

Discussion: Mr. VanAntwerp questioned if moving funds out of the county would require board action. Once the designated depositories are approved, it is the responsibility of the business manager and superintendent to deposit funds based on what is in the best interest of the district. Ms. Pearce noted that Wyo-Star and WGIF are not local institutions. Chairman Mahoney noted that this list gives Ms. Pearce the options and flexibility to get the best rates for the district.

Ayes 6  
Nays None  
Motion Carried

### **Federal Funds Representative**

Moved by Willson, seconded by Whitt to designate Marty Kobza, Superintendent of Schools, as the official representative for Federal Funds for the 2009-10 fiscal year.

Ayes 6  
Nays None  
Motion Carried

### **Attendance Officers**

Moved by Whitt, seconded by Bomengen to approve the attendance officers for the 2009-10 school year as follows:

Ralph Witters Elementary (K-5):	Deborah Brown
Thermopolis Middle School (6-8):	Matthew Spring
Hot Springs County High School (9-12):	Dustin Hunt

Ayes 6  
Nays None  
Motion Carried

### **Superintendent/Business Manager Bonds**

Moved by VanAntwerp, seconded by Willson to approve purchasing bonds for the Superintendent and Business Manager in the amount of \$50,000 each for the 2009-10 fiscal year.

Ayes 6  
Nays None  
Motion Carried

### **Disclosure Law 6-5-118**

Wyoming Statute requires that board members and administrators responsible for investment of funds disclose their affiliation with District depositories:

The following board members and administrators disclosed their affiliation with the District's depositories as follows:

Liz Mahoney: checking at Central Bank & Trust; checking and savings at Pinnacle Bank

Belenda Willson: business checking, savings at Central Bank & Trust; savings, business account, and personal account at Big Horn Federal Savings Bank; checking at Security State Bank

Hub Whitt: business checking, personal checking and savings, and loan at Central Bank & Trust

Joe Martinez: checking and savings at Central Bank & Trust; checking at Pinnacle; loan at Big Horn Federal

Clay VanAntwerp: savings and checking at Pinnacle bank

Dr. Travis Bomengen: business checking, personal checking and savings at Central Bank & Trust; savings and checking at Pinnacle Bank

Marty Kobza: checking, savings, HSA, and loan at Central Bank & Trust

Lisa Pearce: checking, savings and HSA at Central Bank & Trust, savings at Security State Bank

### **WHSAA Activity Enrollment**

Moved by VanAntwerp, seconded by Bomengen to approve membership and enrollment in the Wyoming High School Activities Association, and that Dustin Hunt by the official WHSAA representative from HSCSD #1 for 2009-10. (The total cost for membership in the WHSAA for 2009-10 is \$2530.00 and \$1320.00 for catastrophic liability insurance coverage for students in grads 6-12.)

Discussion: Mr. Whitt thanked Dustin Hunt for volunteering to be the official WHSAA representative.

Ayes 6  
Nays None  
Motion Carried

### **09-10 Student Athletic Handbook**

Supt. Kobza noted that major policy changes such as substance abuse will be taken under consideration this year and worked through with the building site council. This will include athletes, coaches and parents. There are not many changes to the policy for this year. There is a clarification of Saturday School.

Moved by VanAntwerp, seconded by Whitt to approve the 09-10 student athletic handbook as presented for the 2009-10 school year.

Ayes 6  
Nays None  
Motion Carried

### **Operating Procedures and Goals**

Supt. Kobza reported the primary feedback he has received in regards to the operating procedures and goals was to write out the acronyms. It was requested to add the ultimate goal of 100% graduation rate under the goals at the end. A signing ceremony is planned as part of the August board meeting.

### **Vocational Position**

Supt. Kobza reviewed the background of the vocational position at the middle school. The position was reduced due to budget reasons. This reduction took the woods program out of the middle school. At this time we have an opportunity to allow the woods program back into the middle school teaching one hour per day. The impact on the budget is minimal. Supt. Kobza is requesting permission to pursue the option. The only concern is the ability to continue funding in the future. The board gave permission to pursue this option.

### **Executive Session 9:19 p.m.**

Moved by VanAntwerp, seconded by Whitt, to go into executive session to discuss personnel.

Ayes 6

Nays None

Motion Carried

### **Adjourn out of Executive Session 9:38 p.m.**

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

Ayes 6

Nays None

Motion Carried

### **Staffing Recommendations**

Moved by Bomengen, seconded by Whitt to approve the following staffing recommendations:

- Employ Bob Uffelmann as District Athletic Director for 2009-2010.
- Employ Kara Janes as the Foreign Language Club Sponsor for 2009-2010 school year
- Employ Jamie Hart as 9<sup>th</sup> grade volleyball coach for 2009-2010 school year
- Employ Donna Daniels as high school assistant girls basketball coach for 2009-2010 year
- Employ Tara Bailey as freshman girls basketball coach for 2009-2010 year

Ayes 6

Nays None

Motion Carried

### **OTHER BUSINESS**

#### **Board Reports**

Rec. Board: Mr. VanAntwerp reported there has not been a meeting since the last school board meeting. There will be a community presentation on the proposed new recreation center on Monday July 27 at 7:00 p.m. in middle school commons. He encouraged everyone to attend.

BOCES: no report

BOCHES: no report

Other:

- Building Committee: Supt. Kobza reported that while digging into the track on the north end of the field, the company ran into clay from a couple inches to 12". The company recommended it be removed as did Mr. Whitt after having a chance to review or there will be problems in the future. This is a significant change order. After reviewing options with the company, Supt. Kobza agreed to a time & material contract, reduce the area by 10 feet, bringing the cost of the change order to \$28,000. Mr. Miller and contractors were all in agreement on this choice. School Facilities Commission has given the authority to spend the additional amount.

Goals Update: no report

#### **Superintendent's Report**

1) Supt. Kobza reported the administrators have started to review preliminary PAWS results. The administrators hope to bring final results to the board in August.

**District Initiatives**

Supt. Kobza gave a report on Curriculum Leadership Institute (CLI). The discussion included the primary components of CLI, the structure including Curriculum Coordinating Council and Subject Area Committees, staff input, current activities and timeline for curricular review and implementation. (See attached handout)

**Adjournment 10:04 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