

HOT SPRINGS COUNTY SCHOOL DISTRICT NO. 1  
Board of Trustees  
Board Retreat  
September 11, 2008  
Board Room  
5:00 P.M.

The regular meeting of the Board of Trustees of Hot Springs County School District No. 1 was called to order at 5:00 p.m. in the Board Room by Vice-Chairman, Breez Daniels.

BOARD MEMBERS PRESENT: Liz Mahoney, Bobbi Miller, Barb Vietti, Breez Daniels, Belenda Willson, Hub Whitt, Karen Leyba and (ex-officio) Superintendent Marty Kobza

BOARD MEMBERS ABSENT: none

OTHERS PRESENT: Administrators Dustin Hunt, Matt Spring, Jodie Cameron, Janet Philp, Lisa Pearce; Kelly Andreen, and approximately 2 visitors.

### **PLEDGE OF ALLEGIANCE**

Vice-Chairman Daniels called the meeting to order and led the pledge of allegiance.

### **EXPECTATIONS AND GOALS**

Supt. Kobza began the meeting with a PowerPoint presentation. The presentation was based on minutes from the academic team retreat held 7/22/08-7/25/08. (see attached minutes)

#### **Administrative Overview**

The academic team established norms or rules to guide their conversations to enable them to work as a team. The team will be operating in an open and honest format. The team meets weekly at this time. The 3<sup>rd</sup> Monday of each month will be an operations team meeting that will include all administrators and supervisors. The instructional facilitators will attend an academic team meeting once a month.

The team is developing staff expectations which include a minimum dress code for teachers, para-professionals, administrators and secretaries. The administrators are requiring consistency across the district for all staff. Principals will be enforcing the expectations.

#### **Staffing**

The academic team reviewed staffing based on three points: recruitment, retention, and rewards. To give the board an overview of where we stand for staffing currently there are 12 certified staff that have reached 85 points and are eligible for Wyoming retirement. In 3 years that will increase to 19 and in 6 years will be 26. This shows that the district is a great place to work, but offers opportunities and challenges in the future as these staff members retire.

#### **Recruitment:**

The team evaluated the reasons why people work here (see 7/22/08 minutes, page 2). The board wanted to add the availability of the Hathaway Scholarship as well as the community scholarships available to students.

Salary comparisons with other districts in the state show that our base salary ranking has dropped significantly over the last year. It was discussed putting together figures that would show the complete benefit package that a staff member receives from the district.

The academic team also reviewed where the majority of our staff comes from. (see 7/22/08 minutes, page 3) A goal of having 100 applications on file for open positions was set.

#### Plan for Recruitment:

- Create information about our district
- 1page information sheets
- CD with district information
- Recruit at university job fairs (whether we have job openings or not)
  - ✓ Creating a list in relationship to where our employees are coming from
  - ✓ Make personnel decisions early
  - ✓ Make decisions based upon characteristics of successful individuals

It was also recommended that we establish networking connections/relationships with universities to get recommendations of possible applicants.

#### **Housing**

Housing is a big issue for new employees based on affordability and availability. Brainstorming solution ideas include: partnering with Gottsche/Hospital for long term leases with local landlords; fixing up the current house behind the bus garage for rent; teacherages; a building trades program building rental units; and purchase of modular homes and placing on current school property. The board requested estimates on what it would take to fix up the house we currently own and present to the board what the district can and can not pay for.

#### **Communication with stakeholders**

To communicate effectively with stakeholders, the district must input a systematic plan. The district needs to communicate through the several means. Currently the district has signed with a new website provider. Supt. Kobza will present a framework responsibilities for the website as well as a mock up of the site itself. The website will continue to have a link to PowerSchool. Other communication opportunities include a quarterly newsletter that would be included with the local newspaper; promotional pamphlets in all the buildings; list-serve available on the website (community members can sign up to have e-mail notifications sent based on the calendar information); and a parental contact system. PTA and site council groups are other opportunities to communicate to stakeholders.

#### **Communication with Board of Trustees**

Currently, Supt. Kobza is sending a weekly report to the board regarding district happenings. Included with the report from the superintendent is a report from one of the principals or directors regarding their building or department. The board requested that the administrators continue to attend the board meetings. Supt. Kobza requested that the administrators not be blindsided by questions at board meetings and that they are allowed to research any questions and come back at a later date with a complete answer.

## **Academics**

### Reading

In the minutes of 7/24/08, page 1, the academic team listed the programs and strategies currently in place for reading. Based on that discussion a reading target was developed along with goals and a timeline for the target. (see 7/24/08 minutes)

It was noted that the curriculum system must be able to adapt to all levels of learning to keep all students engaged and challenged.

### Writing

In the minutes of 7/24/08, page 2, the team outlined programs and strategies currently being used for writing. Based on that discussion a writing target for each building was developed along with goals and a timeline for the target. (see 7/24/08 minutes)

Each building is utilizing the instructional facilitators to help with the implementation of the strategies to reach the targets. The use of the instructional facilitators will help with across the district collaboration.

### Technology

In the minutes of 7/24/08, page 3, the team outlined the equipment currently in place in each building. Based on that discussion the technology target developed was to implement and use effectively the equipment currently in place.

A SWOT (*Strengths, Weaknesses, Opportunities, Threats*) Analysis was then used on each target.

### Math

A lot of effort and hard work has been put into the development of a math curriculum in the last 1-2 years. The team will continue to implement strategies and build units for the math curriculum. A question regarding the implementation of CLI and how that would effect the efforts completed so far on the math curriculum. The work that has been put into the curriculum will transfer over and will be put within a system to follow through the process.

## **Instructional Facilitators**

The function of the instructional facilitator is to coach and support the teachers and staff development, not to evaluate. The position is backed by research and is the missing link in staff development. The instructional facilitator becomes the expert on the strategy and then is a source of support and training after the initial staff development. In the 7/25/08 minutes, the areas of concentration were identified for each IF and the administrator that would be evaluating each IF. The evaluations will be done based on goals that have been established as well as identified items within the job description and observation.

## **Professional Learning Communities**

Professional Learning Communities involve teacher collaboration, looking at data constructively, sharing strategies, and collaborating not only within a grade or subject, but also vertically within the district.

Dufour and Hope Foundation are two resources for PLC. Dufour is based on 3 original questions and a 4<sup>th</sup> that has now been added: 1) What do we want students to know? 2) How do we know if they know it? 3) What do we do if they don't? and 4) What do we do if they do?.

These questions help to clarify the direction, interventions, and challenges used by the entire district through a systematic approach.

The district already has many of the pieces needed. The pieces just need to be put into a systematic approach for the entire district to reach the ultimate goal of student achievement. If the goal is not being met, the system is adjusted and changes made where needed.

The administrators were thanked for all their work. Their positive approach has been greatly appreciated.

It was suggested that the district evaluate high school alumni to see if they felt academically prepared for college or the work force, and if they went to college, did they complete.

## **Miscellaneous**

Future topics of discussion for student achievement include the implementation of certification programs, tech ed, and pre-school. In kindergarten this year, 25 students were tested as needing intense intervention in the area of reading. Future discussions will include how to address the issue. It was noted that research shows that for every \$1 spent on pre-school, \$17 in interventions is saved.

## **Adjournment 7:57 p.m.**

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

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Chairman

ATTEST:

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Clerk