

HOT SPRINGS COUNTY SCHOOL DISTRICT NO. 1  
Board of Trustees  
Regular Meeting  
September 17, 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, Hub Whitt, Karen Leyba, Clay VanAntwerp, Dr. Travis Bomengen, Joe Martinez, Belenda Willson, Student Trustee Tamarah Byer and (ex-officio) Superintendent Marty Kobza

**BOARD MEMBERS ABSENT:** none

**OTHERS PRESENT:** Administrators Dustin Hunt, Matt Spring, Deborah Brown, Al McClelland, Lisa Pearce; Kelly Andreen, and approximately 7 visitors.

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

Moved by Martinez, seconded by Leyba to approve the September 17, 2009 board agenda with the following additions:

- Move the financial report from Superintendent's report to New Business, Item F for board consideration.

Ayes 7

Nays None

Motion Carried

**CONSENT AGENDA**

Ms. Leyba requested the bills and financials be pulled for discussion.

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

- A. Approval of Minutes of the Regular Meeting of August 20, 2009
- B. Consider for Approval Staffing Recommendations
  - a. Employ Laura Meyer as the Visual/Hearing Specialist
  - b. Employ Sarah Perry as the Special Olympics Coordinator
  - c. Approve \$1000 stipend for the 2009-2010 school year for the safe & drug free coordinators (Sharon Cordingly-RWE, Cody McLean-TMS, Amy Mason-HS)
  - d. Accept the retirement notice for Earlene Carey as bus driver effective 9/8/09

Ayes 7

Nays None

Student Trustee Aye

Motion Carried

Discussion: Ms. Leyba will need to abstain on invoice #70788792 and Mr. VanAntwerp will need to abstain on the scholarship invoice for Jaylene Cavalli.

Moved by VanAntwerp, seconded by Bomengen to accept the bills and financials with the exception of invoice #70788792 to Super 8 Motel - Thermopolis and invoice #297 to Sheridan College.

Ayes 7  
Nays None  
Student Trustee Aye  
Motion Carried

Moved by Whitt, seconded by Martinez to approve invoice #70788792 to Super 8 Motel – Thermopolis in the amount of \$88.26.

Ayes 6 (Leyba abstains)  
Nays None  
Student Trustee Aye  
Motion Carried

Moved by Leyba, seconded by Whitt, to approve invoice #297 to Sheridan College in the amount of \$500.00.

Ayes 6 (VanAntwerp abstains)  
Nays None  
Student Trustee Aye  
Motion Carried

## **DELEGATIONS AND INDIVIDUALS**

### **Visitors/Public Comment**

Jacky Wright invited the board to attend the Spencer Bohren performances that will be held in October. Again performances will include daytime performances for the schools. She will forward detailed information for the board's review.

### **Student Trustee Introduction**

Tamarah Byer will represent the high school student council on the board of trustees for the 09-10 school year. Chairman Mahoney requested that Tamarah be given the opportunity each month to report to the board any student council updates. Tamarah reported that the student council has finalized plans for homecoming activities. The theme this year is the 80's. Ms. Leyba noted that Tamarah is also the voice of the board to the student council. Welcome Tamarah!

### **Staff Recognition**

Kelly Andreen was recognized this month for her work in the district. Supt. Kobza discussed the changes that are being made to the procedures for staff recognition. The buildings will rotate nominating a teacher for the monthly staff recognition. Each building will form a selection committee. The committee will select from the nomination forms completed by staff, students, parents or community members. Those who are recognized will be the nominations for our district teacher of the year.

## **OLD BUSINESS**

### **Policy Adoptions**

Moved by Willson, seconded by VanAntwerp to adopt on 3<sup>rd</sup> and Final Reading revisions to:

1. *Policy EAAF Special Use of School Buses*
2. *Policy EFI Food Service Records & Reports*
3. *Policy EDC-R Student Sign out of Retired Computers*

Ayes 7  
Nays None  
Student Trustee Aye  
Motion Carried

**2<sup>nd</sup> Reading, Policy Revisions**

Moved by Whitt, seconded by Martinez to approve the 2<sup>nd</sup> Reading of revisions to:

1. *Policy IHCD Advanced Placement Courses*
2. *Policy BHC-E1/CCB-E1 Chain of Command*
3. *Policy BHC-E2 Athletic Chain of Command*

Ayes 7

Nays None

Student Trustee

Motion Carried

**Update: High School Math Requirements**

Supt. Kobza reported that during the August board meeting, the board members requested a clarification from the CCC on the high school math requirements. The CCC has met and clarified the recommendation. Chairman Mahoney noted that the committee felt strongly about the recommendation being three consecutive years of math. Due to ACT testing, members wanted students to have math in their junior year. It was noted that the top two levels of the Hathaway scholarship require four years of math.

Moved by Willson, seconded by Bomengen, to require three consecutive years of math at the high school level per recommendations made by the Curriculum Coordinating Council (CCC) and the math Subject Area Committee (SAC). Discussion: This requirement is the same as it was two years ago with the exception of the three years being consecutive.

Ayes 7

Nays None

Student Trustee

Motion Carried

**2<sup>nd</sup> Reading, Job Descriptions**

Moved by VanAntwerp, seconded by Leyba to approve the 2<sup>nd</sup> reading of the following job descriptions:

1. SEEK/Writing Teacher (new)
2. Special Services/Alternative Program Director (new)
3. Sponsor-Extra Duty (new)
4. Curriculum Director (revised)
5. Food Service Director (revised)
6. Middle School Principal (revised)

Ayes 7

Nays None

Student Trustee

Motion Carried

**NEW BUSINESS****Update: Policy Review**

Supt. Kobza updated the board on the policies that have been reviewed and the progress on requested changes. Because we have several requested changes that are being reviewed by legal counsel, the board will hold off on reviewing additional policies until the current ones are completed. (see attached spreadsheet)

**Disposition/Sale of Surplus Property**

Supt. Kobza reported that the storage building is full in part due to the RWE remodel. The principals have checked the items in storage to see if there is anything their staff can use. An inventory list will be sent to the board members. Ms. Leyba asked about the possibility of NW BOCES being able to see if there is anything they could use prior to the sale. Ms. Pearce will visit with Ms. Conner to make arrangements.

Moved by Whitt, seconded by Leyba to approve the disposition/sale of surplus district property with NW BOCES being allowed first chance to review items, with the sale to be held on October 17.

Ayes 5  
Nays None  
Student Trustee  
Motion Carried

### **1<sup>st</sup> Reading, Policy JICFA Harassment, Intimidation, and Bullying**

Supt. Kobza noted this policy was forwarded from WSBA for districts to be in compliant with state legislation that was passed. Dr. Bomengen questioned whether the policy had received input from parents and community members. The procedures for the policy will be reviewed by the building site councils prior to the 3<sup>rd</sup> reading of this policy by the board. Ms. Willson questioned if there was an anonymous vehicle for reporting such incidences. The buildings have a local anonymous tip center and the State of Wyoming offers WeTip free to all school districts.

Moved by Bomengen, seconded by Willson to approve the 1<sup>st</sup> Reading of revisions to *Policy JICFA Harassment, Intimidation and Bullying* with the stipulation that the policy be reviewed by the building site councils prior to the 3<sup>rd</sup> reading by the board.

Ayes 7  
Nays None  
Student Trustee  
Motion Carried

### **Early Notification Bonus**

Supt. Kobza presented a change to the early notification bonus that has been in practice in the district since 2004-05. In the past, there was one notification date usually in April. Offering the bonus earlier in the year allows the district the opportunity to make staffing decisions early and to start recruiting earlier. One of the goals set by the board is to hire the best teachers available. This is one way to help reach that goal. Ms. Willson requested that there only be one date rather than three. Mr. Martinez was concerned with how this would affect the budget and paying both the bonus and unused sick leave. Dr. Bomengen felt the priority was to hire the best teachers and this would help the district be able to do that.

Moved by VanAntwerp, seconded by Leyba to offer the following early notification of resignation or retirement bonus for certified staff:

November 1 - \$1500 for tenured certified staff, \$750 for non-tenured certified staff

January 1 - \$1000 for tenured certified staff, \$500 for non-tenured certified staff

March 1 - \$500 for tenured certified staff, \$250 for non-tenured certified staff

(written notification must be received by the superintendent's office by the dates listed above)

Ayes 7  
Nays None  
Student Trustee  
Motion Carried

### **PAWS Presentation**

Supt. Kobza and the principals presented the PAWS and assessment scores from 2008-2009. Supt. Kobza noted that the scores are not as strong as they had hoped. He is continuing discussions at the state level regarding the PAWS test itself. While No Child Left Behind legislation states the test should not be used to compare schools, it appears that is how it is being used in Wyoming. The way the test works, it becomes a moving target. This means the academic team has to be more in tuned with what is happening.

The principals reported on the scores for their respective buildings. (see attached handouts)

Supt. Kobza reported how the district is beginning the process of building and implementing a structure that will support both the teachers and the students. Through the CLI process, alignment is beginning to

take shape. The structure will include frequent checks to see if there is alignment in the curriculum and if students are learning what we feel is important. The structure also includes interventions for students who are not learning. The structure will offer support for both the teacher and student. Once the structure is in place, it will allow the teachers, students and board to receive more frequent updates on the progress being made. The district feels it is very important that teachers have time to collaborate. Collaboration time has been given during the school day and early release days have been scheduled throughout the year to allow additional collaboration time. PLC's will play a very important role. The principals are the instructional leaders and will coordinate the PLC process.

The report included in the local newspaper from the Wyoming Department of Education was discussed along with where the district falls in comparison to other districts.

### **Financial Options**

As had been discussed during the budget session in July, because of the increase in the assessed valuation locally, the amount received from the state has decreased. Usually, the district receives enough funds from the state in October to cash flow until December. Because of the decrease, the district will have to find other sources to cash flow until December when the district will receive local funding and then again in the spring. Supt. Kobza and Ms. Pearce have checked with the state, legal counsel and local banks for options. They are asking for permission to take out a short term note with Central Bank and Trust. In the meantime, other options will be researched to handle the cash flow problem that will happen in the spring. Supt. Kobza reported that currently if a school district is at 100% local funding, they can borrow from the state to cover the cash flow issues. A bill is currently being written that will allow districts who are less than 100% local funding to borrow from the state. When that bill is completed, Supt. Kobza will bring to the board for review and support.

Moved by Bomengen, seconded by Martinez to take out a short tem note with Central Bank & Trust to provide necessary cash flow for the school district. Discussion: Ms. Willson asked why the district would not borrow from reserves. Supt. Kobza reported this would deplete the reserve funds available.

Ayes 7

Nays None

Student Trustee

Motion Carried

### **OTHER BUSINESS**

#### **Board Reports**

Rec. Board: The last meeting was a picnic. Neither Dr. Bomengen or Mr. VanAntwerp were able to attend.

BOCES: Ms. Leyba reported enrollment is at 14 students. This is down 1 student. The school district was thanked for allowing BOCES students to participate in different events in the district.

BOCHES: none

Other: Per policy, the board must complete a self-evaluation and the superintendent evaluation in October. Hard copies of both evaluations were given to members to complete prior to the October 15 board meeting.

Moved by Whitt, seconded by Leyba to hold a special board meeting to review the evaluations at 5:30 p.m. on October 15, 2009.

Ayes 7

Nays None

Student Trustee

Motion Carried

NSBA Conference: The NSBA Conference will be held in Chicago in April 2010. Funds have been budgeted for members to attend such conferences. If you would like to attend, please let Ms. Andreen know so registration and travel arrangements can be made.

Goals Update: This was covered under the PAWS presentation. Tri-fold pamphlets will be sent to board members and available to the community for both the goals and operating procedures.

**Superintendent’s Report**

1) Supt. Kobza reported that the district was notified by DEQ that materials from the Lucerne demolition project were not being disposed of properly. A meeting was held with Ms. Pearce, Mr. Miller, a DEQ representative, and the contractor to discuss the issue. The contractor has cleaned up the area where the materials were being disposed and have properly disposed of the material. Supt. Kobza and Ms. Pearce received notification today that because the contract required the contractor to use proper disposal methods and to purchase any permits, the district will not receive any fines or violations. The demolition is continuing.

**District Initiatives**

The PAWS presentation earlier in the meeting covered this month’s district initiatives presentation.

**Adjournment 9:55 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