

HOT SPRINGS COUNTY SCHOOL DISTRICT NO. 1  
 Board of Trustees  
 Regular Meeting  
 December 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 Superintendent Kobza.

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

BOARD MEMBERS ABSENT: Karen Leyba and Student Trustee Tamarah Byer

OTHERS PRESENT: Administrators Dustin Hunt, Matt Spring, Deborah Brown, Al McClelland, Janet Philp, Lisa Pearce; Kelly Andreen, and approximately 35 visitors.

**PLEDGE OF ALLEGIANCE**

Superintendent Kobza called the meeting to order and led the pledge of allegiance.

**ELECTION OF OFFICERS**

Martinez nominated Liz Mahoney for Chairman, Karen Leyba for Vice Chairman, Belenda Willson for Clerk and Clay VanAntwerp for Treasurer, seconded by Bomengen.

VanAntwerp nominated Hub Whitt for Treasurer, no second received.

A vote by secret ballot declared Liz Mahoney for Chairman, Karen Leyba for Vice Chairman, Belenda Willson for Clerk and Clay VanAntwerp for Treasurer by 5-1.

**CONFLICT OF INTEREST**

In accordance with Policy BCB, *Board Member Conflict of Interest*, the following conflicts of interest were stated:

Belenda Willson declared she did not have a conflict of interest.

Travis Bomengen declared he did not have a conflict of interest.

Liz Mahoney declared she did not have a conflict of interest.

Joe Martinez declared he did not have a conflict of interest.

Clay VanAntwerp declared he had a conflict of interest due to his father working part-time as custodian for the district.

Hub Whitt declared he did not have a conflict of interest.

Marty Kobza declared he did not have a conflict of interest.

**BOND FOR TREASURER**

Moved by Whitt, seconded by Bomengen that a bond in the amount of \$50,000.00 be purchased for the Board Treasurer.

Ayes 6

Nays 0

Motion Carried

**MEETING DATES/TIMES**

Moved by Willson, seconded by Bomengen, that the regular meetings of the Board of Trustees of Hot Springs County School District No. 1 for 2010 be held at 7:00 p.m. on the fourth Thursday of each month in the Board Room located at 415 Springview Street, Thermopolis, Wyoming.

Willson amended the motion to include “with the following exception: The July meeting will be held on Wednesday, July 21, 2010, to coincide with the annual budget hearing”, Bomengen seconded.

Ayes 5

Nays 1 (Whitt)

Motion Carried

**COMMITTEE APPOINTMENTS**

The following board members were appointed to serve on the following committees for 2010:

**Northwest Wyoming BOCES**

Karen Leyba

**Rec. Board**

Clay VanAntwerp, Dr. Travis Bomengen

**Building Committee**

Hub Whitt, Belenda Willson, Liz Mahoney

**McCurdy Scholarship**

Belenda Willson

**Legislative Liaison**

Liz Mahoney

**Fremont County BOCHES**

Belenda Willson

**Fremont County BOCES**

Joe Martinez

**Curriculum Coordinating Council (CCC) Member**

Liz Mahoney

**APPROVAL OF AGENDA**

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

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

- Employ Dave Manning as custodian effective January 4, 2010
- Employ Nicholas Belleque as 1on1 paraprofessional at Ralph Witters Elementary effective January 4, 2010
- Employ Cindy Glasson as assistant speech coach for the 09-10 season
- Employ Brenna Dooley as high school social studies teacher for the remainder of the 09-10 school year

Ayes 6

Nays None

Motion Carried

**CONSENT AGENDA**

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

- A. Approval of the Minutes of the Regular Meeting of November 16, 2009
- B. Consider for Approval Pat Schmidt as the community representative for the McCurdy Scholarship Committee
- C. Consider for Approval Staffing Recommendations
  - 1. Employ Shawna Gibbel as 5<sup>th</sup>/6<sup>th</sup> grade paraprofessional effective December 4, 2009
  - 2. Employ Deborah Chick as Speech Language Pathologist effective January 4, 2009
  - 3. Approve Amy Mason as the school district representative for the McCurdy Scholarship Committee
  - 4. Accept the retirement notice from Helen Ready effective the end of the 2009-2010 school year
  - 5. Accept the resignation of Greg Herold effective December 31, 2009 and per Policy GCQC Resignation of Professional Staff, assess liquidated damages in the amount of \$1500.00.
  - 6. Employ Dave Manning as custodian effective January 4, 2010
  - 7. Employ Nicholas Belleque as 1on1 paraprofessional at Ralph Witters Elementary effective January 4, 2010
  - 8. Employ Cindy Glasson as assistant speech coach for the 09-10 season
  - 9. Employ Brenna Dooley as high school social studies teacher for the remainder of the 09-10 school year

Ayes 6

Nays None

Motion Carried

Discussion: Mr. Whitt asked for clarification on invoice #2868-110309. This was a payment for expenses for professional staff development. The trip was to Kansas City. Mr. Whitt stated he would abstain from invoice #112309 in the amount of \$143.00 payable to himself. Ms. Willson stated she would abstain from check #120809 in the amount of \$157.59 payable to herself.

Moved by Bomengen, seconded by Martinez to accept the bills and financials with the exception of invoice #112309 to Hub Whitt and invoice #120809 to Belenda Willson.

Ayes 6

Nays None

Motion Carried

Moved by Bomengen, seconded by VanAntwerp to approve invoice #112309 to Hub Whitt in the amount of \$143.00 and invoice #120809 to Belenda Willson in the amount of \$157.59.

Ayes 4 (Whitt and Willson abstain)

Nays None

Motion Carried

**DELEGATIONS AND INDIVIDUALS****Visitors/Public Comment**

None

**Update from Student Trustee**

None

### **Student Recognition**

The SEEK and Lights On Lego League teams were recognized. They competed in Casper in early December in the First Lego League Competition. The Lights On Team took 2<sup>nd</sup> place in Innovative Ideas. The SEEK Team won 3<sup>rd</sup> place in the teamwork category. Congratulations to both teams!

### **Staff Recognition**

Principal Hunt thanked the board and Supt. Kobza for the opportunity to recognize academic and athletic excellence at each board meeting.

Britton VanHeule was recognized as the December Teacher of the Month. Principal Hunt noted that Mr. VanHeule received nominations from students, staff and community members. Mr. VanHeule is always available to make sure students have what they need to be successful. Congratulations, Britton!

### **Board Recognition**

The HSCSD#1 Board of Trustees was awarded the 2009 Standard of Excellence Award (when a majority of current members have received or are eligible for the Certified Master Board Member Award) and the Excellence in Student Achievement Award (for districts achieving graduation rates between 85-100%) during the WSBA Fall Conference in November. Liz Mahoney was awarded the Award of Distinction – Level III (earning 300 certification points).

### **OLD BUSINESS**

#### **Policy Adoptions**

Moved by Willson, seconded by Martinez to adopt on 3<sup>rd</sup> and Final Reading revisions to *Policy BBBB Board Member Oath of Office*.

Ayes 6

Nays None

Motion Carried

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

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

1. *Policy BBAA Board Member Authority/Responsibilities, Quorum and Voting Methods*
2. *Policy AC-R – Discrimination Complaint Form*
3. *Policy GBGA – Staff Health*
4. *Policy GCCA – Professional Short Term Leaves & Absences & Policy GDC – Support Staff Short Term Leaves & Absences*
5. *Policy GCF-R – Professional Staff Hiring*
6. *Policy IKF – Graduation Requirements*
7. *Remove Policy GCF-E – Professional Staff Hiring Forms*

Discussion: Mr. Martinez noted that Policy BBAA states that all voting will be done by roll call; however, the board does not currently follow that practice. The policy will be reviewed with legal counsel to change wording to coincide with current practice.

Mr. Martinez also wished to discuss the section regarding board members abstaining from motions. After discussion, it was decided to keep the wording as it is presented.

VanAntwerp amended his motion to exclude Policy BBAA Board Member Authority/Responsibilities, Quorum and Voting Methods from approval, seconded by Martinez

Ayes 6 (Bomengen abstained on Policy GBGA Staff Health, but voted in the affirmative on all others)

Nays None

Motion Carried

**Award RWE Roof Project Bid**

Supt. Kobza reported that the facilities committee met on Wednesday to discuss the bids received for the RWE roof project. The original specifications required Hypalon roofing product. In response to inquiries, the specifications were amended to include other types of product. After researching the different types, it was felt the Hypalon product was the best option. The apparent lowest bidder was Briggs Roofing Company. References were reviewed and were satisfactory. The recommendation from Mr. Phil Miller and the facilities committee is to award the bid to Briggs Roofing Company in the amount of \$127,031.

Moved by Whitt, seconded by VanAntwerp to award the bid for the RWE roof project to Briggs Roofing Company in the amount of \$127,031. Discussion: Mr. Martinez asked about the difference in warranty times. The specifications required a 15 year warranty. Mr. VanAntwerp asked about the \$5.50/sq ft listed. This amount is for addendum #6 regarding any issues due to unforeseen damage that will need to be fixed prior to the roofing.

Ayes 6

Nays None

Motion Carried

**NEW BUSINESS****2008-09 Audit Report**

Michel Wright, representative from Koerwitz, Michel, Wright & Associates, presented the board with the 08-09 audit. Items noted in the audit include the HSC Rec. District financial statements are not prepared on GAAP basis. Due to the size of our organization, it is not practical to have enough staff for adequate segregation of duties, therefore board oversight is extremely important to mitigate this risk. Minor non-compliance issues noted include a technical error in the 601 report to the state due to accounts being marked as inactive and therefore not being transmitted (Ms. Pearce has addressed this issue); budget to actual variances; and out of 25 samples one invoice could not be found. Mr. Wright noted that in the past the fixed assets has been issue, but during this audit it appeared that those issues have been addressed. There were 8 findings during the compliance audit for federal funds including: missing invoices, coding errors, and the use of funds not within the purposes of the grant.

Ms. Willson and Mr. Whitt met with Mr. Wright to review the audit in detail. Ms. Willson stated that she felt the audit review was very thorough and that the district is addressing all of the findings. Mr. Whitt concurred.

Moved by Willson, seconded by Martinez to approve the 08-09 audit as presented.

Ayes 6

Nays None

Motion Carried

**1<sup>st</sup> Reading, Policy Revisions**

Moved by Willson, seconded by VanAntwerp to approve the 1<sup>st</sup> Reading of revisions to *Policy GCCAB Family & Medical Leave*.

Ayes 5 (Mr. Whitt was unavailable for vote)

Nays None

Motion Carried

**Job Description, After School Program Coordinator**

Moved by Martinez, seconded by VanAntwerp to approve the 1<sup>st</sup> Reading of the After School Program Coordinator job description.

Ayes 5 (Mr. Whitt was unavailable for vote)

Nays None

Motion Carried

**Auditing Services Bid Request**

Moved by Willson, seconded by Martinez to approve solicitation for bids for auditing services for the fiscal years 2009-2010, 2010-2011, and 2011-2012.

Ayes 6

Nays None

Motion Carried

**Equipment Bid Request**

Moved by VanAntwerp, seconded by Whitt to approve advertising for sealed bids for a snow blower attachment and welders.

Ayes 6

Nays None

Motion Carried

**Executive Session 8:14 p.m.**

Moved by Martinez, seconded by VanAntwerp, to go into executive session to discuss personnel, salaries and benefits, and a student issue.

Ayes 6

Nays None

Motion Carried

**Adjourn out of Executive Session 8:58 p.m.**

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

Ayes 6

Nays None

Motion Carried

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

Rec. Board: Mr. VanAntwerp reported the programs are going very well. The director is doing a great job.

NW BOCES: none

BOCHES: none

Other:

Goals Update: Supt. Kobza reported to the board on possible funding options for the ARRA (stimulus) funds available to the district. Discussions have been held with community members, parents, staff and students to discuss priorities. At this time, the administration is recommending the purchase of Read 180, a reading intervention program for 7-12<sup>th</sup> grades; the development of a pre-school resource center for daycare providers, pre-schools and parents to have access to activities and curriculums for early childhood. Assistive technology is the focus of the special education funds as well as partnering with NW BOCES and CRC on purchases. The board was in consensus with these options.

Delegate Assembly at WSBA Fall Conference: Ms. Mahoney reported that the major legislation being lobbied for by WSBA is the removal of body of evidence. All other legislation followed the WSBA recommendations sent out prior to the fall conference. Ms. Mahoney attended training by WSBA that she felt would benefit the entire board. The district is entitled to one free training from WSBA from the superintendent search. It was felt that Ms. Mahoney should contact WSBA to see if they would be willing to bring the training to Thermopolis.

### **Superintendent's Report**

1) Supt. Kobza reported that the first phase of the strategic planning process is complete. The second phase involves a designated planning team of approximately 20 individuals representing the groups attending Phase 1. The group will meet for a day and a half to establish the action plan to implement the goals developed by the board last summer. Additional literature and samples of finished products was requested to help board members have a better understanding of the process. It was felt the board would have a product to review at the February board meeting. The dates chosen for Phase 2 are January 25 and 26 with Ms. Mahoney and Mr. Whitt being the board representatives. Ms. Mahoney will visit with Ms. Leyba to see if she would like to participate.

2) Supt. Kobza noted that Hot Springs County will be hosting the Legislative dinner. The possible dates that have been sent to the legislators are January 19, 26, and 27. We plan to hold the event at the Days Inn in a banquet room. Updates will be forwarded to the board as we have them.

### **District Initiatives**

Principal Hunt presented a follow up to the proposed schedule changes presented in November. While the final schedules are still being developed, Principal Hunt mapped out the possibilities for electives. The choices remain the same while the number of required electives will be reduced. Options that are being considered while developing the schedule include: combining PE and health into 1 class; adding an ACT prep class with an offsetting Fremont County BOCES program; and offering 0 hour classes. Mr. Bomengen asked if the ACT prep class could be offered during the study table timeframe. The building site council has been involved in discussions regarding the changes. The rewards for students in good standing were well accepted by the council. Mr. VanAntwerp asked if the changes would affect the elective programs. Principal Hunt stated the intent is not to eliminate any of the programs. The hope would be to give the students pathway options depending on their interests. This would address all different levels of education.

### **Adjournment 9:48 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