

Washakie County School District No. 1

Board of Trustees Meeting

October 23, 2017

Administration Building

WSBA Board Training-6:00 to 7:00 pm- Led by Sue Belish, WSBA Director of Board Development

A. MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE—7:00 PM

The Washakie County School District No. 1 Board of Trustees held their regular meeting on Monday, October 23, 2017 at the board room of the administration building. Chairman Don Bryant called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

Those in attendance were: Don Bryant, David Tommerup, Dean DuPree, Terri Logan, Duane Whitlock, Joe Bishop and Anna Venable.

Also in attendance were: David Nicholas, Chris Peterson, Wade Sanford, Kenneth Dietz, Mark Mortimer, Brian Gunderson, Ryan Clark, Kathy Wise, Bruce Miller, Kim Sanford, Jacque Pike, Rose and Lawrence Montanez, Carl Cottrell, Caitlin Cottrell, Peyton McEndree, Amy Reid and Karla Pomeroy (NWDN).

B. APPROVAL OF MINUTES—September 25

Joe Bishop made a motion to approve the minutes as presented to the Board members in the packet. Dean DuPree seconded the motion. There was no discussion. The motion passed 7-0.

C. COMMUNICATION/AUDIENCE

1. WHSAA Good Sportsmanship Award-

WHS Student Body -Worland vs Thermop-Sept 28, 2017

Caitlin Cottrell-Powell vs Worland volleyball game-Sept 19, 2017

2. Student Representatives: Caitlin Cottrell, Peyton McEndree

3. New Staff Introduction-Angela Richardson (MS science)

4. All Conference 3A, Cross Country Coach of the Year FOR BOTH BOYS AND GIRLS-

Tanya Kienlen

Also during this time, Lawrence Montanez addressed the Board of Trustees asking for a hearing.

D. APPROVAL OF AGENDA

Duane Whitlock made a motion to approve the agenda with the addition of an item G. New Business 2. Approve the recommendation for hiring Charlie Sweeney, full time ES para and approve the recommendation for hiring Brittany Swalstad, full time ES para.

David Tommerup seconded the motion. There was no discussion. The motion passed 7-0.

E. APPROVAL OF BILLS

Don Bryant reviewed the bills. Terri Logan made a motion to approve the bills as follows: \$1,193,519.35 from payroll with warrant numbers 28064-28102 and 117915-11850, \$441,603.09 from utility with warrant numbers 82435-82705 and \$13923.12 from credit cards.

David Tommerup seconded the motion. There was no discussion. The motion passed 7-0.

F. OLD BUSINESS-none

G. NEW BUSINESS

1. Discuss and approve coaches.

Dean DuPree made a motion to hire:

Amy Worley for HS assistant cheer coach and

Brian Hopkinson for the 8th grade assistant boys basketball coach.

Duane Whitlock seconded the motion. Don Bryant and Dean DuPree both clarified that Amy Worley and Brian Hopkinson were working on their certification. There was no other discussion. The motion passed 7-0.

2. Discuss and approve hiring new classified staff.

Joe Bishop made a motion to hire:

Jonah Michaels for the position of part time West Side housekeeper,

Jessica Tharp for the position of High School full time para,

Charlie Sweeney for the position of East Side full time para and,
Brittany Swalstad for the position of East Side full time para.

Duane Whitlock seconded the motion. There was no discussion. The motion passed 7-0.

3. Discuss Consolidated Grant.

David Nicholas reported the following information to the board.

The 2017-18 Consolidated Grant is approved. The following table outlines allocations for the past four years:

Grant	2014-15	2015-16	2016-17	2017-18
Title I-A Basic	\$427,265.22	\$383,262.00	\$511,479.99	\$499,241.34
Title I-C Migrant	\$188,747.00	\$0	\$0.00	\$0.00
Title II-A Teacher Quality	\$151,421.00	\$149,080.00	\$147,610.00	\$147, 531.00
Title IV-Student Support and Academic Enrichment				\$28,395.29
IDEA Part B 611 Special Ed	\$413,174.00	\$411,398.00	\$434,461.00	\$431,137.00
IDEA Part B 619 Preschool	\$2,354.00	\$2,354.00	\$2,423.00	\$2,352.00
Perkins	\$35,739.00	\$31,773.21	\$34,970.00	\$35,892.85
Total	\$1,218,700.22	\$977,867.21	\$1,130,943.99	\$1,144,549.48

These federal funds are used for:

- Supplemental services for Reading, Math and English Learner Support
- Teacher/Leader Quality
- Special education staff training, travel, supplemental supplies and equipment
- Child find program
- Vocational Education- Modernization of Programs

4. Discuss and approve second reading of new tiered volunteer policy.

David Nicholas recommended to the board to remove volunteer driver from the tiered volunteer policy section B. 4. Superintendent Nicholas explained that volunteers were not allowed to operate district vehicles.

Joe Bishop made a motion to approve the second reading of the new tiered volunteer policy with the amendment of B. 4. By striking the words “for volunteer drivers”.

Dean DuPree seconded the motion. There was no other discussion. The motion passed 7-0.

5. Discuss and approve the second reading of change to policy 1.15, annual days for all full time staff (classified and certified).

Duane Whitlock made a motion to approve the second reading of the changes to policy 1.15 as presented. David Tommerup seconded the motion. Anna Venable asked some questions to clarify the reading.

The motion passed 7-0.

6. Discuss proposed change to policy 1.15, the addition of bereavement days for all full time staff (classified and certified).

David Nicholas explained to the Board of Trustees that the addition of this proposed bereavement policy would be a new benefit to staff and would be an addition to staff policy 1.15. It is from the district Policy Committee with their full support. This would allow for 3 sick days to be converted into bereavement days, if necessary. For bereavement days only, the definition of immediate family would include siblings.

Anna Venable addressed the board by asking why not just go to one set of annual days (any use days)?

Don Bryant commented that would be easier policy-wise. This could be re-evaluated in a year.

David Nicholas reminded the Board that education is different than most business because the value is gone out of a classroom when a teacher is absent and this value (time with students) cannot be recouped.

Anna Venable stated that the use of these days would be a professional, character issue.

Dean DuPree asked if we went to any use leave, what would happen to the sick bank?

Joe Bishop asked what do teachers and admin think?

Dean DuPree followed up with, “what would this change cost the district”?

Joe Bishop recommended that the Board of Trustees go forward with the suggested bereavement days and send the idea of “any use days” back to the district Policy Committee.

Don Bryant asked what other schools do.

Don Bryant mentioned to Mr. Nicholas to bring the bereavement days to the November meeting for the first reading and take the “block days” (any use days) to the district Policy Committee.

7. Discuss and approve first reading of a new student data privacy and security policy.

David Nicholas and Kathy Wise explained to the Board of Trustees that this proposed student data privacy and security policy is a general, overarching policy that would be backed up with district procedure. State statute requires that each district have a compliant policy in place by January 1, 2018. This policy basically states that student data cannot be transmitted by email that is not encrypted, student data has to be backed up off site, student data has to be secured and cannot be viewed by unauthorized staff or people and that there is an increase in employee training and a tighter password policy concerning student data.

Dean DuPree asked when passwords would have to be changed. Kathy Wise answered that the district will update passwords every 90 days but the Board of Trustees will update before designated board meetings because they have to be “in network” in order to update.

Duane Whitlock made a motion to approve the student data privacy and security policy as presented. Terri Logan seconded the motion. The motion passed 7-0.

8. Discuss and approve the first reading of the changes to the seclusion and restraint policy 2.33.

David Nicholas and Kim Sanford discussed the changes to the seclusion and restraint policy. These new changes replace the old policy. These changes reflect current requirements from the state and are attached to these minutes.

Anna Venable made a motion to approve the first reading to the changes to policy 2.33 as presented. Dean DuPree seconded the motion. There was no other discussion. The motion passed 7-0.

9. Discuss and approve out of state trip.

David Tommerup made a motion to approve Kim Wyman to take 14 students to Billings MT for a visit to Cosmetology School and MSU-B, Thursday, October 26, 2017.

Duane Whitlock seconded the motion. Anna Venable clarified that this was just a day trip. There was no other discussion. The motion passed 7-0.

10. Discuss Administrative Procedure Manual. (Google Docs)

Comments from David Nicolas, pages 21- 30.

H. BOARD REPORTS

1. **BOCES**
2. **Technology/Curriculum**
3. **Policy**
4. **Salary**
5. **Recreation**
6. **Buildings & Grounds**
7. **Transportation**
8. **Insurance/Wellness**

I. WEA REPORT

Jacque Pike thanked the Board of Trustees on behalf of WEA for looking at bereavement days for staff.

J. SUPERINTENDENT’S REPORT

1. Enrollment (Oct 18, 2017): High School—407, Middle School—336, West Side—195, South Side—165, East Side—176. Total enrollment: 1279. (Last year’s enrollment: 1,328)
2. Attendance/Membership Summary Report for each grade was enclosed, showing in the last column, the percentage of attendance for September.
3. We had 126 staff sign up for a flu shot and 115 who actually participated on Tuesday, October 10th. Those who signed up but were unable to make it on that day will be able to go to the Public Health Office to receive their vaccination prior to October 31st.
4. American Education Week is November 13-17, 2017.
5. Parent Teacher conferences were scheduled for October 23-25, 2017.
6. Worland will be hosting the WILN meeting on Oct 24, 2017 at the Central Office and Middle School.

7. The WSBA Annual Conference will be November 15-17 in Casper. Rooms have been reserved at the Hampton Inn; please let me know as soon as possible if you will not be attending so we can cancel the room.
8. Delegate for State School Board meeting- Terri Logan was selected to serve as delegate again this year.
9. WSBA Board/Board member awards.
10. The Board retreat is scheduled for Monday, Nov 20, 2017 starting at 6:00 pm at TBA
11. Review resolutions.
12. The legislative meeting is in December (time and date TBA).
13. Discuss moving the December school board meeting to December 18, 2017 to accommodate the holiday season.
14. The National School Board Convention will be April 7-9, 2018 in San Antonio TX.
15. Report on Superintendent 10 day absence meetings with students- Nov 30 was selected by the Board for a student hearing at noon. Mr. Nicholas announced this time and date for the press also.
16. Report on Parent Focus Group.

K. ADMINISTRATORS' REPORTS

Administrator reports were heard from:

Kim Sanford, Ryan Clark, Chris Peterson, Bruce Miller, Kenneth Dietz, Wade Sanford, Brian Gunderson and Mark Mortimer.

L. BUSINESS MANAGER'S REPORT-none

M. EXECUTIVE SESSION

David Tommerup made a motion to go into executive session. Duane Whitlock seconded the motion. The motion passed 7-0.

N. ADJOURNMENT

Duane Whitlock made a motion to adjourn the meeting. Anna Venable seconded the motion. The meeting was adjourned at 9:20 pm.

Respectfully submitted.

Melissa Hefenieder

CHAIR

CLERK

DATE