The Board of Trustees of Carbon County School District No. 2 held their regular meeting at 4:00 p.m. on Monday, January 21, 2013 at the Medicine Bow School in Medicine Bow, Wyoming. Chairman Bartlett called the meeting to order.

Board Members present: Chairman Greg Bartlett; Vice-Chairman Diana Berger; Clerk Janice Peterson; Treasurer Joe Gaspari, Mike McGraw, Kay Lynn Palm, Tonya Bartholomew, Bob Patton and Laurie Johnston.

Others present: Superintendent Robert Gates; Business Manager Sally Wells; District Secretary Robin Jones; Attorney Bill MacPherson; Principals: Mark Shipp and Dale Kari – Hanna; Dave Rangitsch and Larry Uhling – Saratoga; Press: Joe Elder; as well as several staff members.

The meeting opened with the Pledge of Allegiance.

SPECIAL MUSIC:
Mr. Steinhardt’s band students from Elk Mountain and Medicine Bow entertained the Board with several musical tunes.

APPROVE AGENDA:
Berger moved, Patton seconded, and motion carried to amend the agenda as follows:
*add Item E under New Business – consider request for “exception” to policy from Lori Trevillyan
*add Item F under New Business – consider request for administrative internship from Steven Priest.

READ AND APPROVE MINUTES:
In a motion by Peterson, seconded by Palm, the minutes of the regular meeting of the Board of Trustees held on December 17, 2012 were approved as mailed.

CORRESPONDENCE:
There was no correspondence to share.

TREASURER’S REPORT:
General Fund balance as of December 31, 2012 was $4,978,593.79.

CONSIDERATION OF BILLS:
Gaspari moved, Berger seconded, and the motion carried to approve the bills as presented for payment in the amount of $558,889.60.

Chairman Bartlett appointed Gaspari, Bartlett and Johnston to the February Bill Committee.

PRESENTATIONS/RECOGNITIONS:
No presentations/recognition were made.

HIRINGS:
There were no hirings to consider.

ADMINISTRATIVE REPORTS:
Superintendent’s Report
December 2012 enrollment showed a total of 643 students, down 4 students from November’s enrollment.

Recreation Board grant process
Mr. Gates shared the revised submission process that schools are to use to submit grant applications to the Recreation Board. The process was changed in October of 2012.

NCA team dinner
Superintendent Gates reported that when the District has its NCA visit this fall we may need to host a dinner for the NCA team.
Mr. Gates shared a district-wide social/emotional tier diagram for grades 3-12 with the Board. He also discussed the need for the Board to be involved in the budget process. He shared some district policy and leadership governance policy regarding Board’s role in prioritizing the needs of the budget.

Superintendent Gates reminded the Board that Harry George’s maintenance shop will need to be moved from the Hanna Elementary School to H-E-M Jr/Sr High. The district is still waiting to hear from the School Facilities Department on how it will be paid for.

Mr. Gates noted that the district finally received the signed copy of the BOCES agreement from Western Wyoming Community College (WWCC). The next step will be to get a Board representative from WWCC to serve with four of our Board members to form the BOCES board.

Superintendent Gates reported administration, school personnel and law enforcement got together to discuss emergency/crisis/safety issues for our schools. The first 30 seconds are the most important and a plan must be established. Discussion took place regarding offices being moved for a direct view of the entrance doors, phones being accessible in the buildings other than classrooms/office, doors being locked at all times, possible metal detectors, and change in the phone systems for any school personnel to be able to call in a lockdown.

Mr. Gates noted that having a district mechanic on staff would better serve the needs of the district for bus repairs. An existing District Mechanic job description was shared with the Board. He reported the district probably would not save any money by having its own mechanic and/or repair shop. This process is going to take some additional time to work through the issues.

Superintendent Gates shared several policy examples regarding Staff and Social Media. Three versions of IHAK-Employee use of Social Media Sites, including Personal Sites were shared and a revision to GCC-Staff Ethics was also presented. Many thoughts, concerns, suggestions were shared by the Board. The Board asked the Attorney and Superintendent to work on a draft social media policy that might cover issues discussed.

The building principals reported on the safety/security meetings they had and are working on improving the security/lockdown process. They reported on MAP and DIBELS testing, parent/community meetings, NCA survey results, All-State music festival, stock show, athletic events, speech meets, upcoming district in-service on the 25th, and the many activities/events going on in their buildings. Principal Shipp welcomed everyone to Medicine Bow for the meeting.
Wendy Phillips, Hanna Elementary teacher, handed out a copy of the White Paper Findings and Proposals for 2012 to the Board from the Wyoming Education Summit she attended. She shared some of the topics from the proposal regarding Wyoming’s desire to attract and retain high quality and well-prepared teachers.

Debra Riker was unable to attend the meeting.

Gaspari moved, Berger seconded, and motion carried to delete existing Policy IHAJ-Internet Usage, Regulation IHAJ-R-Regulations for Internet Acceptable Use Policy and Exhibit IHAJ-E-Internet User form and replace with new/revised Policy IHAJ-Computer Assisted Instruction-Internet Safety and Exhibits IHAJ-E-User Agreement and Parental Permission Form and IHAJ-E1-Staff Internet User Form as presented on second and final reading.

The following Board Salary Committee members were appointed by the Chairman: Patton and Bartlett.

The District Mission/Vision/Goals placemat was reviewed. A few minor changes dealing with grammar were made.

Board members thanked Mr. Steinhardt and his band students for the great performance, thanked Mr. Rangitsch for the DIBELS data and thanked Mr. Shipp and Medicine Bow staff for hosting the meeting. They thanked Mr. Gates for his time and extra effort in saving the old Hanna gym (cost savings as well) so it will be part of the new Hanna Elementary School. Gaspari enjoyed his visit to the Medicine Bow School today. Peterson asked Principals to share teacher lessons using iPads. Johnston asked Principals on how receptive staff, parents, and students have been regarding the safety changes in the buildings.

No audience members addressed the Board.

Peterson moved, Johnston seconded, and motion carried to approve the Consent Agenda as presented:
A. Approved Planned Work Order – install 2 new security cameras on exterior of school – Medicine Bow
B. Approved Planned Work Order – install 2 new security cameras on exterior of school – Elk Mountain
C. Approved Planned Work Order – replace refrigerator at Saratoga prep kitchen
D. Approved Bond replacement for new Board Treasurer – Joseph Gaspari

Bond approves said Bond for the newly elected Treasurer, which bond does not exceed one and one fourth of the amounts of all school monies handled by such officer in any one (1) year. The Board further requests that said bond be approved as to form by Board Attorney William M. MacPherson, then properly executed and filed with the County Treasurer. Bond form is approved by Attorney MacPherson.
NEW BUSINESS:
CCSD#2 Recreation Board Audit/Financial Review
Laurie Johnston reviewed the CCSD#2 Recreation Board’s Financial Report/Review for fiscal year 2012. The report indicated no material modifications need to be made.


Revised policy GCCB
Berger moved, Gaspari seconded, and motion carried to approve revisions to Policy GCCB – Staff Conduct on first and only reading.

2013/2014 calendars
No action took place regarding the draft copy of the calendars. Some issues still need to be worked out. Questions asked by Board members were answered by the Principals. Final copies of the calendars will be presented in February for Board approval.

Superintendent Contract
Berger moved, Gaspari seconded, and motion carried to offer Superintendent Bob Gates a contract for the 2013/2014 school year.

Exception to policy request
Johnston moved, Peterson seconded, and motion carried to approve an “exception” to Policy Regulation GCBD-R-Sick Leave Bank Rules and Regulations for Certified Employees for Lori Trevillyan to join the sick bank.

Internship request
No action took place at this time regarding Steven Priest’s request for an Administrative Internship due to policy stating teacher must have continuing contract status.

SET NEXT MEETING DATE:
The next regular meeting of the Board of Trustees will be held at 4:00 p.m. at the Central Office on Wednesday, February 20, 2013.

Work Session:
The Board plans to hold a work session on Tuesday, February 5, 2013 from 5:30 – 9:00 p.m. The board will be reviewing Leadership Governance Policy and the work session will be held at the Central Office in Saratoga.

EXECUTIVE SESSION:
Berger moved, Johnston seconded, and motion carried to enter into executive session at 6:28 p.m. to discuss personnel issues considered confidential by law. Nine Board Members, Superintendent Gates, and Attorney MacPherson attended the session.

Johnston moved, Bartholomew seconded, and motion carried to return to the regular meeting at 6:55 p.m. and to approve the executive session minutes as signed by the Chairman and Clerk.
ADJOURNMENT: With no other business to come before the Board, Chairman Bartlett declared the meeting adjourned at 6:56 p.m.

Respectfully submitted,

Robin Jones
District Secretary

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Chairman                  Clerk