



I. PRELIMINARY

A. CALL TO ORDER

Vice Charman Ms. Lynette Jeffres called the August 28, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services to order at 7:03 p.m.

B. ROLL CALL

BOARD MEMBERS PRESENT

Ms. Lynette Jeffres, Vice Chairman, Fremont #25
Mr. Keith McIntosh, Big Horn #2 via conference
Ms. Jenn Rinn, Converse #1 via conference
Mr. Gavin Woody, Fremont #24
Mr. Rick Engelbrecht, Hot Springs #1
Mr. Kim Dillivan, Park #1
Mr. Terril Mills, Washakie #2 via conference

ADMINISTRATION PRESENT

Ms. Carolyn Conner, Administrative Director, NW BOCES
Ms. Kristen Miller, Business Manager, NW BOCES

RECORDING SECRETARY PRESENT

Ms. Sally Hanson, Administrative Assistant, NW BOCES

C. APPROVAL OF MINUTES

MOTION #2833

A motion was made by Mr. Gavin Woody to approve the minutes of the June 26, 2019 meeting as presented. Mr. Kim Dillivan seconded the motion. The motion carried.

D. APPROVAL OF AGENDA

MOTION #2834

A motion was made by Mr. Gavin Woody to approve the agenda as presented. Mr. Rick Engelbrecht seconded the motion. The motion carried.

II. COMMUNICATIONS

A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

Students of the Month from June and July were present and praised for their progress in the NW BOCES program. July Residential Employees of the Month, Ms. Sue McCann and Ms. Ellie McMartin, were present and congratulated for being recognized by their peers for exceptional employee performance. July School Employee of the Month, Dr. Jeffrey Clark, was unable to attend the meeting but was recognized at an earlier date for being a great member of the NW BOCES team. Residential Employee of the Year, Mr. Travis Dobbins, Rookie of the Year, Mr. Brody Gillespie, and School Employee of the Year, Ms. Carolyn Conner, were present and recognized for this achievement as voted on by their peers. Ms. Carolyn Conner reported that NW BOCES received a letter of accreditation from the Wyoming Department of Education for one year, beginning on June 15, 2019. Ms.

Conner passed around pictures of the students in the cottage setting. Ms. Conner also reported on the recent Staff Development.

B. AUDIENCE COMMENTS

There were no audience comments.

C. FINANCIAL REPORT/APPROVAL OF BILLS

The Financial Report was presented by Ms. Kristen Miller. A copy is attached to the permanent minutes. Mr. Kim Dillivan pulled check #022544 to One Stop Repair in the amount of \$145.20. Check number, vendor and amount matched said item in the Financial Report.

MOTION #2835

A motion was made by Mr. Kim Dillivan to approve the payment of bills and transfer of funds as presented. Ms. Jennifer Rinn seconded the motion. The motion carried.

D. RESIDENTIAL REPORT

The Residential Report was presented by Ms. Lynette Jeffres in the absence of Mr. Matt Ivie. A copy is attached to the permanent minutes.

E. MAINTENANCE AND TRANSPORTATION REPORT

The Maintenance and Transportation Report was presented by Mr. Tony Larson. A copy is attached to the permanent minutes. Mr. Larson reported on the recent hail damage to the residences, school, and vehicles. Estimates of damage were shared. Mr. Larson has documentation of all damages and insurance correspondence. Mr. Larson also reported on the Fire Sprinkler inspection. It was also noted that the school janitor who also helped with maintenance, Mr. Mark Liesch, has resigned pending replacement of his janitorial position. Mr. Liesch will then move to a substitute position.

F. ADMINISTRATORS REPORT

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner added the following to her report:

- Student Enrichment Day activities to Merlin's Hide Out and Ava's Rock & Silver Shop.
- Health inspection of the school kitchen with one suggested change (not a corrective).
- DFS inspection of the residences with no correctives.
- Legislative update session to be held in Cody the end of September.
- Low student numbers.
- Houseparent resignation due to obtaining a job for Hot Springs County School District #1.
- Student transported to WBI for stabilization and subsequent return to NW BOCES.

III. GENERAL BUSINESS

A. ACTION ITEMS

1. Liability Insurance

MOTION #2836

A motion was made by Mr. Kim Dillivan to approve payment of the NW BOCES liability insurance in an amount not to exceed #31,567.00. Mr. Rick Engelbrecht seconded the motion. The motion carried.

2. Ratify Payment of July Bills

MOTION #2837

A motion was made by Mr. Gavin Woody to ratify payment of bills for July 2019. Mr. Kim Dillivan seconded the motion. The motion carried.

3. Ratify 2018-2019 Budget Addendums

MOTION #2838

A motion was made by Ms. Jenn Rinn to ratify 2018-2019 Budget Addendums. Mr. Gavin Woody seconded the motion. The motion carried.

B. DISCUSSION ITEMS

1. WDE BOCES/BOCHES Survey & Mill Survey

Ms. Conner reported on the recent discussions regarding the Wyoming Department of Education surveys of BOCES/BOCHES and Mill Levy appropriations.

2. 2019-2020 Staff Development Plan

Ms. Conner reported on the upcoming 2019-2020 Staff Development Plan. The documentation of this plan will be emailed to all Board members tomorrow. Ms. Conner also reported that participation in Staff Development is forwarded to the Professional Teaching Standards Board. Certified staff and substitute teachers receive PTSB credits for attending Staff Developments.

3. Exit Interview

Ms. Conner presented an exit interview completed by an employee who worked for NW BOCES for 10 months. The employee resigned due to relocation.

IV. FUTURE AGENDA ITEMS

A. Policy Manual Review & Revisions

B. Picnic September 25th at the Cottages

V. EXECUTIVE SESSION

MOTION #2839

A motion was made by Mr. Rick Engelbrecht to go into Executive Session at 7:49 p.m. for Administrative Director August Evaluation. Ms. Jenn Rinn seconded the motion. The motion carried. The session ended at 7:57 p.m.

VI. ADJOURNMENT

Vice Chairman Ms. Lynette Jeffres declared the August 28, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 7:58 p.m.

Recording Secretary

Approved and entered according to proceedings.

Chairman

Clerk