



I. PRELIMINARY

A. CALL TO ORDER

Chairman Dr. Kristen Benson called the September 25, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services to order at 7:03 p.m.

B. ROLL CALL

BOARD MEMBERS PRESENT

Dr. Kristen Benson, Chairman, Fremont #6
Ms. Lynette Jeffres, Vice Chairman, Fremont #25
Mr. David Tommerup, Treasurer, Washakie #1
Mr. Keith McIntosh, Big Horn #2 via conference
Mr. Greg Gloy, Big Horn #4 via conference
Mr. Gavin Woody, Fremont #24
Mr. Rick Engelbrecht, Hot Springs #1
Mr. Terril Mills, Washakie #2

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 #2840

A motion was made by Ms. Lynette Jeffres to approve the minutes and Executive Session minutes of the August 28, 2019 meeting as presented. Mr. Rick Engelbrecht seconded the motion. The motion carried.

D. APPROVAL OF AGENDA

Additions:

Action Item #4—November Meeting Date Changes

Discussion Item #6—GoToMeeting

MOTION #2841

A motion was made by Mr. David Tommerup to approve the agenda as amended. Ms. Lynette Jeffres seconded the motion. The motion carried.

II. COMMUNICATIONS

A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

May Student of the Month was present and recognized for his accomplishments in the NW BOCES program. August Student of the Month, Residential Employee of the Month Tim McQuivey, and School Employee of the Month Karen Hubele were unable to attend the meeting. They will be recognized at a later date. Ms. Carolyn Conner thanked Board member Mr. Terril Mills for recognizing NW BOCES at the Fall Roundup. She also

reported that Mr. Allen Demaret, Special Education Director from Sweetwater County School District #2, spoke up at the recent WASEA conference regarding the excellent communication between NW BOCES and districts that place students with us. Ms. Conner also reported on recent donations to NW BOCES.

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. Rick Engelbrecht pulled Check #22588 written to the Circuit Court in the amount of \$602.74. Check number, vendor and amounts matched with the Financial Report.

MOTION #2842

A motion was made by Ms. Lynette Jeffres to approve the payment of bills and transfer of funds as presented. Mr. Terril Mills seconded the motion. The motion carried.

D. RESIDENTIAL REPORT

The Residential Report was presented by Mr. Matt Ivie. A copy is attached to the permanent minutes. Mr. Ivie thanked Board members for attending the annual picnic at the NW BOCES residences. Mr. Ivie also reported on the entry of a new female student; recent resignation of a Residential House Parent and the ability to fill this position internally and also to fill the vacancy that transfer created with an existing staff person; rehiring a former staff member to serve as substitute personnel; the donation of ear corn by former Board member Mr. Dain Medow; and recent student outings to include high school football games, fishing, and a scavenger hunt at the Hot Springs County Museum.

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 also reported on the recent hail damage and insurance coverage of said damage; roof leak at the school; and fire sprinkler inspection.

F. ADMINISTRATORS REPORT

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner also reported she will be attending the AdvancEd meeting of institutional schools to be held in Casper on October 3, 2019; recent referrals; student running from the cottage area with corrective action to follow regarding gate locks.

III. GENERAL BUSINESS

A. ACTION ITEMS

1. Policies 1001-1005 Under Revision/Review 1st Reading

MOTION #2843

A motion was made by Mr. Terril Mills to approve Policies 1001-1005 Under Revision/Review on first reading. Ms. Lynette Jeffres seconded the motion. The motion carried.

2. School Improvement Goals

MOTION #2844

A motion was made by Mr. David Tommerup to approve the School Improvement Goals with changes as noted. Mr. Gavin Woody seconded the motion. The motion carried.

3. Mission, Philosophy, and Values Statements

MOTION #2845

A motion was made by Ms. Lynette Jeffres to to approve the Mission, Philosophy, and Values Statements as amended. Mr. David Tommerup seconded the motion. The motion carried.

4. November Meeting Date Changes

MOTION #2846

A motion was made by Mr. David Tommerup to set Thursday, November 21st at 4:00 p.m. at the Ramkota Inn in Casper as the November meeting date. Ms. Lynette Jeffres seconded the motion. The motion carried.

B. DISCUSSION ITEMS

1. Enrollment and Staffing

Ms. Conner reported that recent referrals will be put on hold pending being able to meet staffing needs. There is a pending interview on Wednesday, October 2, 2019.

2. Title I Neglected & Delinquent Grant

Ms. Conner reported that NW BOCES declined the Title I Neglected & Delinquent Grant this year due to low need for new educational materials. These funds will go back into the pool for other Institutional/Special Purpose Schools needs.

3. Wyoming Association of Special Education Administrators

Ms. Conner reported on the recent Fall 2019 WASEA Conference held in Laramie. Ms. Conner resigned the Treasurer position she has held with WASEA for 11 years.

4. JEC Cody September 26 & 27

a. Efficiencies

Ms. Conner will have input on cooperative purchasing and other information sharing.

b. Medicaid

Information will be presented regarding Medicaid billing for school districts and other educational/residential institutions.

5. WSBA Resolutions

Ms. Conner and Board members will be watching for information regarding resolutions to be presented at the annual WSBA conference to be held in Casper in November.

6. GoToMeeting

Discussion was held regarding the efficiency of using GoToMeeting for Board meetings. It was suggested that another option to try would be Zoom, which has a lower cost and seems to be a little more efficient.

IV. FUTURE AGENDA ITEMS

A. Audit Report

B. Policies 1001-1005 Under Revision/Review 2nd Reading

C. WSBA Delegate

V. EXECUTIVE SESSION

No Executive Session necessary.

VI. ADJOURNMENT

Chairman Dr. Kristen Benson declared the September 25, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 7:52 p.m.

Recording Secretary

Approved and entered according to proceedings.

Chairman

Clerk