



Northwest Wyoming Board of
Cooperative Educational Services
Minutes

I. PRELIMINARY

A. CALL TO ORDER

Chairman Kristen Benson called the February 22, 2017 meeting of the Northwest Wyoming Board of Cooperative Educational Services to order at 7:03 p.m.

B. ROLL CALL

BOARD MEMBERS PRESENT

Ms. Kristen Benson, Chairman, Fremont #6
Mr. Dain Medow, Vice Chairman, Fremont #24—via conference
Mr. Hans Hawley, Clerk, Big Horn #2—via conference
Ms. Kim Hiser, Converse #1—via conference
Mr. Greg Gloy, Big Horn #4—via conference
Ms. Jenni Rosencranse, Park #6—via conference
Ms. Lynette Jeffres, Fremont #25—via conference
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 #1955

A motion was made by Mr. Greg Gloy to approve the minutes of the January 25, 2017 meeting as presented. Mr. Terril Mills seconded the motion. The motion carried.

D. APPROVAL OF AGENDA

MOTION #1956

A motion was made by Mr. Terril Mills to approve the agenda as presented. Mr. Greg Gloy seconded the motion. The motion carried.

II. COMMUNICATIONS

A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

Ms. Carolyn Conner presented the following communications:

- Thank you card from Mr. and Mrs. Claus for the generous donation.
- Thank you note from NAEP testing team for having them come to NWBOCES to test 4th grade students.
- Picture of students doing an exercise in P.E. class with a parachute.
- Letter and donation from parent of a former student praising the NWBOCES program.
- Newspaper clippings sent by Ms. Dorothy Milek reporting the groundbreaking of the NWBOCES school building and the grant loan for the residential buildings.
- None of the Employees of the Month or Student of the Month were able to attend, so will be recognized at a later date.

B. AUDIENCE COMMENTS

Board Chairman, Ms. Kristen Benson, commented that P.E. exercises involving a parachute are timeless.

C. FINANCIAL REPORT/APPROVAL OF BILLS

The Financial Report was presented by Ms. Kristen Miller. A copy is attached to the permanent minutes. Ms. Miller brought several items to the attention of the Board, including checks with unusual or high amounts. Board Chairman, Ms. Kristen Benson, pulled check #20510 for a comparison with the Financial Report. No issues were noted.

MOTION #1957

A motion was made by Mr. Greg Gloy 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 brought the Board up to date on student numbers, swimming lessons, student activities, and the recent tour by DFS licensing personnel.

E. MAINTENANCE AND TRANSPORTATION REPORT

The Maintenance and Transportation Report was presented by Ms. Carolyn Conner in the absence of Mr. Tony Larson. A copy is attached to the permanent minutes. Ms. Conner made note of the installation of camera system in the Counseling Room and upgrade to the camera system in one of the Safe Rooms

F. ADMINISTRATORS REPORT

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner brought the Board up to date on the recent NAEP testing of 4th grade students, transition process for 5 students, and health concerns leading to Homebound status for 1 student.

III. GENERAL BUSINESS

A. ACTION ITEMS

1. Policies 4009 thru 4013b Under Revision/Review—2nd Reading

MOTION #1958

A motion was made by Mr. Terril Mills to approve Policies 4009 through 4011 and Policies 4011b through 4013b under revision/review on second and final reading and to bring back Policy 4011a for 3rd reading. Mr. Hans Hawley seconded the motion. The motion carried.

2. Policies 4014 thru 4016-R4 Under Revision/Review—2nd Reading

MOTION #1959

A motion was made by Ms. Lynette Jeffres to approve Policies 4014 through 4016-R4 under revision/review on second and final reading. Mr. Greg Gloy seconded the motion. The motion carried.

3. Policies 4020 thru 4022-R Under Revision/Review—1st Reading

MOTION #1960

A motion was made by Mr. Greg Gloy to approve Policies 4020 through 4022-R under revision/review on first reading. Mr. Terril Mills seconded the motion. The motion carried.

4. Transition Grant Approval

MOTION #1961

A motion was made by Ms. Lynette Jeffres to approve submission of the Transition Grant in an amount not to exceed \$15,000.00. Mr. Greg Gloy seconded the motion. The motion carried.

B. DISCUSSION ITEMS

1. Transition Visits

Ms. Conner gave the Board members a run down of the transition process for students per program guidelines, to include the level system, day visits to the home and district, and progression to longer school visits and overnight home visits.

2. DFS Inspection

Ms. Nichole Anderson from the Department of Family Services at the state level conducted an unannounced inspection of the school and residences. These inspections occur at least 4 times during the year. Ms. Anderson noted the cleanliness of the facility, the amount of space in the residences and classrooms, and was pleased that a camera system is in place. Some areas were discussed and explained, but no corrective action was suggested.

3. Staff Evaluations

Ms. Conner included a copy of the Administrative Director evaluation that is done throughout the year. New Board members were updated on how the evaluation process for the Administrative Director is completed. Ms. Conner also noted that all staff evaluations will be completed before the next regular Board meeting.

4. Legislative Discussion

Discussion was held on the current legislative bills regarding education. Ms. Conner reported that as of July 1, 2017 BOCES will no longer be part of the Special Districts. Board Chairman, Ms. Kristen Benson, requested a compilation of ideas for cost saving measures that could be implemented at NWBOCES in the upcoming budget process.

IV. FUTURE AGENDA ITEMS

- A. Policies 4020 thru 4022-R Under Revision/Review—2nd Reading
- B. Policy 4011a Under Revision—3rd Reading
- C. March Administrative Director Evaluation
- D. Budget Discussion

V. EXECUTIVE SESSION

MOTION #1962

A motion was made by Mr. Greg Gloy to go into Executive Session at 7:52 p.m. for student issues Mr. Dain Medow seconded the motion. The motion carried. The session ended at 8:04 p.m.

VI. ADJOURNMENT

Chairman Kristen Benson declared the February 22, 2017 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 8:05 p.m.



Recording Secretary

Approved and entered according to proceedings.



Chairman



Clerk