



## I. PRELIMINARY

### A. CALL TO ORDER

Vice Chairman Ms. Lynette Jeffres called the March 27, 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 via conference  
Mr. David Snyder, Clerk, Fremont #21 via conference  
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. John McCue, Park #6 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 #2794

A motion was made by Mr. Greg Gloy to approve the minutes and Executive Session minutes of the February 27, 2019 meeting as presented. Mr. Keith McIntosh seconded the motion. The motion carried.

### D. APPROVAL OF AGENDA

**Changes or Additions:** Move Discussion Item #3 Immunization Registry to Action Item #5.

#### MOTION #2795

A motion was made by Mr. Greg Gloy to approve the agenda as amended. Mr. Gavin Woody seconded the motion. The motion carried.

## II. COMMUNICATIONS

### A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

Ms. Carolyn Conner reported the following:

- Student of the Month was unable to attend due to illness. He will be recognized at a later date.
- Residential Employee of the Month, Ms. Sheryl Salinas, and School Employee of the Month, Ms. Leigh Dobbins were unable to attend. They, also, will be recognized at a later date.
- A thank you note was received from Mr. & Mrs. Claus, thanking NW BOCES for the opportunity to interact with the students, staff, and staff's children at the annual Christmas Party.

- Dr. Clark, the recently hired clinical psychologist, is a great asset to the NW BOCES program. Dr. Clark praised the program with the statement, "If I personally had a child in need of residential treatment I would choose NW BOCES."
- Pictures of the recent Enrichment Day activities were passed around.

**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. Check #022243 in the amount of \$150.00 was selected for Board review. All pertinent information matched information on the Financial Report.

*MOTION #2796*

A motion was made by Mr. Rick Engelbrecht to approve the payment of bills and transfer of funds as presented. Mr. Gavin Woody seconded the motion. The motion carried.

**D. RESIDENTIAL REPORT**

The Residential Report was presented by Ms. Carolyn Conner in the absence of Mr. Matt Ivie. A copy is attached to the permanent minutes. Ms. Conner added that 2 new staff members were hired to help with substituting needs.

**E. MAINTENANCE AND TRANSPORTATION REPORT**

The Maintenance and Transportation Report was presented by Mr. Tony Larson. A copy is attached to the permanent minutes. Board members noted the door to the server room has been repaired. Board members expressed appreciation for the new camera system at school being operational so quickly.

**F. ADMINISTRATORS REPORT**

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner also reported the following information:

- Bids for a new phone system are being requested. The current system is out of date and was down for 2 full days this past month.
- 7 of 10 students are on Level III or IV of the NW BOCES IV level program. Due to the high level status there are many home and school transitions occurring as well as numerous off-campus activities.
- The day student from Hot Springs County School District #1 has made amazing progress in the program.
- A new student entered the program yesterday.
- There was a call of inquiry from DFS for placement of an 8<sup>th</sup> grade student. Due to age/grade/proximity to end of the school year Ms. Conner referred them to a more appropriate facility.
- Ms. Conner reported on the ACES conference she attended in Riverton today. Ms. Conner was a member of the panel regarding Mill Levy funding. Ms. Conner was also privileged to be part of a group touring the Fremont County Job Corps.

**III. GENERAL BUSINESS**

**A. ACTION ITEMS**

**1. Policies Chapter 9 HIPAA 2nd Reading**

*MOTION #2797*

A motion was made by Mr. Greg Gloy to approve Policies Chapter 9 HIPAA on second and final reading. Mr. Keith McIntosh seconded the motion. The motion carried.

## **2. Student Contracts**

### *MOTION # 2798*

A motion was made by Mr. Gavin Woody to approve the student contract with Sweetwater County #2 as presented. Mr. Greg Gloy seconded the motion. The motion carried.

## **3. 2019-2020 NW BOCES School Calendar-Revised**

### *MOTION #2799*

A motion was made by Mr. Keith McIntosh to approve the revised 2019-2020 NW BOCES School Calendar. Mr. Greg Gloy seconded the motion. The motion carried.

## **4. Certified Staff Intent to Rehire**

### *MOTION #2800*

A motion was made by Mr. Greg Gloy to approve the Intent to Rehire Certified Staff as presented. Mr. Gavin Woody seconded the motion. The motion carried.

## **5. Immunization Registry**

### *MOTION #2801*

A motion was made by Mr. Keith McIntosh to approve Ms. Carolyn Conner as the designee for the Immunization Registry. Mr. Gavin Woody seconded the motion. The motion carried.

## **B. DISCUSSION ITEMS**

### **1. Insured Cash Sweep (ICS)**

Business Manager, Ms. Kristen Miller, gave a report to the Board on the information they were given regarding using the ICS program for NW BOCES deposits and money market funds with Pinnacle Bank. This will be pursued further at the regular NW BOCES Board meeting in April 2019.

### **2. Salary Committee**

Ms. Conner requested participation of Board member(s) on the annual Salary Committee. Ms. Lynette Jeffres and Mr. John McCue expressed that they would like to be on the committee. Ms. Conner will be in contact with them regarding meeting dates.

### **3. Immunization Registry**

This item was moved to Action Item #5.

### **4. Annual Wellness Plan Report**

#### *MOTION #2802*

A motion was made by Mr. David Snyder to table Discussion Item #4 Annual Wellness Report until the April 2019 meeting. Mr. Greg Gloy seconded the motion. The motion carried.

## **IV. FUTURE AGENDA ITEMS**

### **A. Auditor's Contract**

### **B. AdvancEd ELEOT Report**

### **C. Fee Schedule**

### **D. Health Insurance & TSA amounts**

### **E. Salary Schedules**

### **F. Health and Safety Plan**

### **G. Insured Cash Sweep (ICS)**

### **H. Annual Wellness Plan Report**

**V. EXECUTIVE SESSION**

*MOTION #2803*

A motion was made by Gavin Woody to go into Executive Session at 7:37 p.m. for Student Grievances. Greg Gloy seconded the motion. The motion carried. The session ended at 7:45 p.m.

**VI. ADJOURNMENT**

Vice Chairman Lynette Jeffres declared the March 27, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 7:46 p.m.

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Recording Secretary

Approved and entered according to proceedings.

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Chairman

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Clerk