



Northwest Wyoming Board of
Cooperative Educational Services
Minutes

I. PRELIMINARY

A. CALL TO ORDER

Chairman Kristen Benson called the March 22, 2017 meeting of the Northwest Wyoming Board of Cooperative Educational Services to order at 7:04 p.m.

B. ROLL CALL

BOARD MEMBERS PRESENT

Ms. Kristen Benson, Chairman, Fremont #6 via conference
Mr. Dain Medow, Vice Chairman, Fremont #24
Mr. Hans Hawley, Clerk, Big Horn #2 via conference
Mr. David Tommerup, Treasurer, Washakie #1
Ms. Nicole Weyer, Hot Springs #1
Mr. Trace Paul, Park #1
Ms. Lynette Jeffres, Fremont #25 via conference
Mr. Terril Mills, Washakie #2 via conference

ADMINISTRATION PRESENT

Ms. Carolyn Conner, Administrative Director, NWBOCES
Ms. Kristen Miller, Business Manager, NWBOCES

RECORDING SECRETARY PRESENT

Ms. Sally Hanson, Administrative Assistant, NWBOCES

C. APPROVAL OF MINUTES

MOTION #1963

A motion was made by Mr. Dain Medow to approve the minutes and Executive Session minutes of the February 22, 2017 meeting as presented. Mr. David Tommerup seconded the motion. The motion carried.

D. APPROVAL OF AGENDA

Additions:

Add Executive Session Item B. Discussion of Staff

Add Executive Session Item C. Student Grievance

MOTION #1964

A motion was made by Mr. Dain Medow to approve the agenda as amended. Mr. Trace Paul seconded the motion. The motion carried.

II. COMMUNICATIONS

A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

Ms. Carolyn Conner presented the following communications:

- Student of the Month was present and awarded a Certificate and goody bag. The student was recognized for being a role model and being in the transition phase of the NWBOCES program.
- Residential Employee of the Month, Omar Bridges, and School Employee of the Month, Brian Hopkinson, were unable to attend the meeting. They will be recognized at a later date.

- Ms. Ellie McMartin was present and recognized for 20 years of service to NWBOCES as a Residential Houseparent, Residential Cook, and Residential Nurse.
- A student celebrating a birthday today had a surprise visit by her mother today. Mom attended the birthday celebration at the residence and will do a lunch visit tomorrow before returning home.
- Pictures of the March 10, 2017 Enrichment Day activities to the Equine Therapy arena at Hamilton Dome were passed around.
- One student was unable to attend the Equine Therapy activity due to an allergy to horses. He enjoyed Enrichment day at the Washakie Museum.

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.

Ms. Miller also reported the following:

- Money-market funds currently deposited in Pinnacle Bank and the Wyo Star account. Pinnacle Bank has either met or exceeded interest rates currently being paid by Wyo Star.
- With the fiscal year 75% complete, revenue is at 61%, expenses at 54%
- Progress is being made with Medicaid billing.
- Checks with unusual vendors/amounts were pointed out to the Board.

Board member, Mr. Trace Paul, pulled Food Service Check #2473. Amounts and vendor matched the Financial Report.

MOTION #1965

A motion was made by Mr. David Tommerup to approve the payment of bills and transfer of funds as presented. Mr. Dain Medow 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 made special note of the Talent Show presented by Cottage B. Students are anxious to have another Talent Show soon. Board members expressed an interest in attending this event. School staff will also be invited.

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 that operating systems were being installed on computers donated by the USDA office located in Bozeman, Montana. Mr. Larson also reported the camera system in the therapy area is up and working.

F. ADMINISTRATORS REPORT

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner expanded on the computer donation by the USDA. Computers are "cleaned up" and donated to schools when they become out of date. She also reported the following:

- PAWS testing has been completed.
- Cottage House Parents and aides take care of "Tooth Fairy" money for students at the residences.
- Health class was on "Parts of the Brain". Students made brain "caps" to wear, with the parts appropriately labeled.

III. GENERAL BUSINESS

A. ACTION ITEMS

1. Policies 4020 thru 4022-R Under Revision/Review—2nd Reading

MOTION #1966

A motion was made by Mr. Dain Medow to approve Policies 4020 thru 4022-R Under Revision/Review on second and final reading. Mr. Hans Hawley seconded the motion. The motion carried.

2. Policy 4011a Under Revision—3rd Reading

MOTION #1967

A motion was made by Mr. David Tommerup to approve Policy 4011a Under Revision on third and final reading. Mr. Dain Medow seconded the motion. The motion carried.

3. Policies 5001 thru 5001a-6 Under Review—1st Reading

MOTION #1968

A motion was made by Ms. Lynette Jeffres to approve Policies 5001 thru 5001a-6 Under Review on first reading. Ms. Nicole Weyer seconded the motion. The motion carried.

4. Policies 5001d-R; 5001g-R to 5001k-R; 5001o-R Under Revision/Review—1st Reading

MOTION #1969

A motion was made by Mr. Trace Paul to approve Policies 5001d-R; 5001g-R to 5001k-R; 5001o-R Under Revision/Review on first reading. Mr. Dain Medow seconded the motion. The motion carried.

5. Professional Staff Intent to Rehire

MOTION #1970

A motion was made by Mr. David Tommerup to approve Certified Staff Intent to Rehire as presented with contracts to be presented at a later date. Ms. Nicole Weyer seconded the motion. The motion carried.

6. 2017/2018 School Calendar

MOTION #1971

A motion was made by Mr. Dain Medow to approve the 2017/2018 School Calendar as presented. Mr. David Tommerup seconded the motion. The motion carried.

B. DISCUSSION ITEMS

1. 2017/2018 Budget Discussions

Business Manager, Ms. Kristen Miller, presented Board members with a pie chart showing the high budget item to be staff salaries and benefits. Administrative Director, Ms. Carolyn Conner, noted that several students are in the transition phase of the program. She also noted districts may be hesitant to place students with the budget cuts passed by the State Legislature. Ms. Miller will present a bullet list at a future meeting showing areas that may help with budget cuts for NWBOCES.

2. JEC Committee Review of BOCES

Ms. Carolyn Conner updated the Board on the process Northeast Wyoming BOCES, Region V BOCES and Northwest Wyoming BOCES are using to educate legislators on the crisis of funding, fiscal management within the Wyoming Department of Education, and other areas relevant to funding BOCES. They have hired Ms. Stephanie Weaver of Pingora Consulting to develop a white paper for presentation to the JEC

3. Enrichment Day Activities

Ms. Conner presented the Board with further information regarding the Equine Therapy program the students attended for Enrichment Day. This program is held at Hamilton Dome, which is 30 miles west of Thermopolis. Staff were very impressed with the program and expressed that they would like to use this program for future equine sessions.

4. Staff Evaluations

Ms. Conner reported that annual Staff Evaluations have been completed. Evaluations include:

- 5 Supervisory Staff
- 5 Teachers
- 3 Food Service Staff
- 27 Classified Staff

An example of the Classified Staff Evaluation was included in the Board packet.

5. Teaching Interaction

An example of the Teaching Interaction form that is used for students after a behavioral crisis was presented to the Board. Ms. Conner explained how and when this form is used for further success for NWBOCES students.

6. Spring PR Visits Plan

Ms. Conner reminded the Board that she will be scheduling annual PR trips to Member Districts. Ms. Conner presented a potential presentation to include academic growth, student diagnosis, plus several of the processes used to obtain and track data regarding student growth in the program.

IV. FUTURE AGENDA ITEMS

A. Policies 5001d-R; 5001g-R to 5001k-R; 5001o-R Under Revision/ Review—2nd Reading

B. Policies 5001 thru 5001a-6 Under Review—2nd Reading

C. WASEA Conference

D. Eclipse Day Planning

E. DFS Licensing Renewal

F. Contract Staff Minimum Contracts

V. EXECUTIVE SESSION

MOTION #1972

A motion was made by Mr. Dain Medow to go into Executive Session at 8:08 p.m. for Administrative Director March Evaluation, Staff Discussion, and Student Grievance. Mr. Trace Paul seconded the motion. The motion carried. The session ended at 8:30 p.m.

VI. ADJOURNMENT

Chairman Kristen Benson declared the March 22, 2017 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 8:31 p.m.

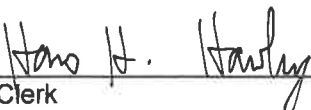


Recording Secretary

Approved and entered according to proceedings.



Chairman



Clerk