



I. PRELIMINARY

A. CALL TO ORDER

Chairman Ms. Lynette Jeffres called the October 28, 2020 meeting of the Northwest Wyoming Board of Cooperative Educational Services to order at 7:04 p.m.

B. ROLL CALL

BOARD MEMBERS PRESENT

Ms. Lynette Jeffres, Chairman, Fremont #25 via conference
Mr. Keith McIntosh, Vice Chairman, Big Horn #2 via conference
Mr. David Snyder, Clerk, Fremont #21 via conference
Mr. David Tommerup, Treasurer, Washakie #1 via conference
Ms. Jenn Rinn, Converse #1 via conference
Mr. Gavin Woody, Fremont #24 via conference
Mr. Rick Engelbrecht, Hot Springs #1 via conference
Mr. Kim Dillivan, Park #1 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 #1950

A motion was made by Mr. David Snyder to approve the minutes of the September 23, 2020 meeting as presented. Mr. Keith McIntosh seconded the motion. The motion carried.

D. APPROVAL OF AGENDA

Additions: Change Action Item #5 to read November & December Meeting Dates

MOTION #1951

A motion was made by Mr. Keith McIntosh to approve the agenda as amended. Mr. Rick Engelbrecht seconded the motion. The motion carried.

II. COMMUNICATIONS

A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

Ms. Carolyn Conner presented the following:

- Co- Students of the Month were present and recognized for their achievement in the NW BOCES program. One of the student's parent also attended the meeting.
- Ms. Judy Cramer was present and recognized for her 30 years of being a substitute teacher for NW BOCES. Her husband, Mr. Jim Cramer, was also present.

- Albany County School District #1 sent a note of praise for the NW BOCES program re: a recent NW BOCES graduate who entered their district this month.
- Pictures were presented of students building a snowman at the residence. Also presented were pictures of a student picking a costume for Halloween.

B. AUDIENCE COMMENTS

Parent of one of the Students of the Month thanked the Board and NW BOCES staff for all they are doing for his child. Mrs. Conner thanked the parent for supporting NW BOCES and stressed the importance of parental involvement for a child's success.

C. AUDIT REPORT

The Audit Report was presented by Mr. Michael Wright of Koerwitz, Michel, Wright & Associates. Mr. Wright explained the procedures for the Audit and stated NW BOCES is in compliance with state law. Mr. Wright made note of one observation regarding expenditures. A corrective has been put in place.

MOTION #1952

A motion was made by Mr. Rick Engelbrecht to approve the Audit Report as presented. Mr. David Snyder seconded the motion. The motion carried.

D. FINANCIAL REPORT/APPROVAL OF BILLS

The Financial Report was presented by Ms. Kristen Miller. A copy is attached to the permanent minutes. Ms. Miller explained that signature cards would not be updated until after the December meeting, when election of officers is completed. Mr. Tony Larson pulled check #23389 to Kapp Electric in the amount of \$265.00. Check number, vendor and amount all matched the Financial Report.

MOTION #1953

A motion was made by Rick Engelbrecht to approve the payment of bills and transfer of funds as presented. Ms. Jenn Rinn seconded the motion. The motion carried.

E. 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 further reported that interviews will resume due to the resignation of a weekend residential aide who will be retained as substitute personnel. Ms. Conner also reported that off-campus outings are still limited due to COVID 19 but that on-campus events such as pet therapy and take out meals are being used for social interaction. Parent visits have resumed with visits done in the Commons building only. These have been very successful visits for parent and student morale.

F. MAINTENANCE AND TRANSPORTATION REPORT

The Maintenance and Transportation Report was presented by Mr. Tony Larson. A copy is attached to the permanent minutes. Board Chairman, Ms. Lynette Jeffres, inquired about what stage of updating the 406 fire suppression system is in. Mr. Larson said with the exception of waiting on a few parts the system is close to completion.

G. ADMINISTRATORS REPORT

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner gave further information regarding a recent referral. Ms. Conner also reported the Parent Survey will be resent due to low participation.

III. GENERAL BUSINESS

A. ACTION ITEMS

1. Policies 3017 to 3017e-R Under Revision/Review 2nd Reading

MOTION #1954

A motion was made by Mr. Terril Mills to approve Policies 3017 to 3017e-R Under Revision/Review on second and final reading with changes as amended to Policy 3017b-R. Mr. Rich Engelbrecht seconded the motion. The motion carried.

2. Policies 3018 to 3021 Under Revision/Review 1st Reading

MOTION #1955

A motion was made by Mr. Rick Engelbrecht to approve Policies 3018 to 3021 Under Revision/Review on first reading. Mr. Kim Dillivan seconded the motion. The motion carried.

3. Student Contracts

MOTION #1956

A motion was made by Ms. Jenn Rinn to approve Student Contracts as presented. Mr. Keith McIntosh seconded the motion. The motion carried.

4. WSBA Voting Delegate

MOTION #1957

A motion was made by Mr. David Snyder to select Mr. David Tommerup as the WSBA voting delegate for NW BOCES. Mr. Kim Dillivan seconded the motion. The motion carried.

5. November & December Meeting Dates

MOTION #1958

A motion was made by Ms. Jenn Rinn to select Wednesday, November 18, 2020 and Thursday, December 17, 2020 at 7:00 p.m. as meeting dates for November and December via Zoom. Mr. Keith McIntosh seconded the motion. The motion carried.

B. DISCUSSION ITEMS

1. Pandemic Effects

Ms. Conner urged Board members to go over the bullet points in the Audit Report regarding the effects of the pandemic on NW BOCES. Ms. Conner also reported that there has been very strong parental support during the pandemic.

2. WSBA Conference

Ms. Carolyn Conner and Ms. Lynette Jeffres reported on the upcoming WSBA Conference to be held remotely in November. There will be two keynote speakers during the conference.

3. Student & Staff Surveys

Ms. Conner presented the final tabulations for the student and staff surveys. Ms. Conner explained that the many of the children in the NW BOCES population have been traumatized and do have many fears, thus the answers related to where they feel safe or unsafe. Ms. Conner pointed out that although there were a few negative responses to the staff survey, for the most part there was a very positive outcome.

4. Speech Services

Ms. Conner reported that the contracted speech therapist for NW BOCES will not be able to serve the needs of our students as in the past. Therefore, Ms. Conner is looking at other options to find replacement therapy. Tele therapy does work well for our students, thus several options are being looked at.

IV. FUTURE AGENDA ITEMS

- A. Policies 3018 to 3021 Under Revision/Review 2nd Reading**
- B. Annual Report**

V. EXECUTIVE SESSION

MOTION #1959

A motion was made by David Snyder to go into Executive Session at 8:12 p.m. for Administrative Director October Evaluation. Ms. Jenn Rinn seconded the motion. The motion carried. The session ended at 8:25 p.m.

VI. ADJOURNMENT

Chairman Lynette Jeffres declared the October 28, 2020 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 8:26 p.m.

Recording Secretary

Approved and entered according to proceedings.

Chairman

Clerk