



## I. PRELIMINARY

### A. CALL TO ORDER

Chairman Dr. Kristen Benson called the February 27, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services to order at 7:00 p.m.

### B. ROLL CALL

#### BOARD MEMBERS PRESENT

Dr. Kristen Benson, Chairman, Fremont #6  
Ms. Lynette Jeffres, Vice Chairman, Fremont #25 via conference  
Mr. David Snyder, Clerk, Fremont #21 via conference  
Mr. David Tommerup, Treasurer, Washakie #1 via conference  
Mr. Keith McIntosh, Big Horn #2 via conference  
Ms. Jenn Rinn, Converse #1 via conference  
Mr. Rick Engelbrecht, Hot Springs #1  
Mr. Kim Dillivan, Park #1 via conference  
Mr. John McCue, Park #6 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 #2785

A motion was made by Mr. John McCue to approve the minutes and Executive Session minutes of the January 23, 2019 meeting as presented. Mr. Rick Engelbrecht seconded the motion. The motion carried.

### D. APPROVAL OF AGENDA

#### MOTION #2786

A motion was made by Ms. Lynette Jeffres to approve the agenda as presented. Ms. Jenn Rinn seconded the motion. The motion carried.

## II. COMMUNICATIONS

### A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

January school Employees of the Month, Ms. Shawna Bradshaw, and January Residential Employee of the Month, Mr. Travis Dobbins, were unable to attend the meeting. They will be recognized at a later date. February Student of Month was present, as well as his Grandmother, Aunt & Cousin who joined via GoToMeeting. The student was praised for his progress in the NW BOCES program and presented with a certificate and "goodybag". Mr. Tony Larson was acknowledged for his 15 years of service to NW BOCES. Board members

thanked Tony for his dedication to NW BOCES. Ms. Conner also reported the following information to the Board:

- Board member Mr. Terril Mills doing a presentation at the Hot Springs County Museum on March 9, 2019.
- NW BOCES Special Education teacher Ms. Shawna Bradshaw did a presentation for Hot Springs County School District #1 using resources from the book she published for her Masters program, "Say It So They Want To Hear It".

## **B. AUDIENCE COMMENTS**

Audience member, Mr. Karl Studt, commented that, due to the dynamics of the NW BOCES program, anyone who was thinking of entering the teaching or counseling fields would benefit from working at NW BOCES prior to attaining a teaching or counseling degree.

## **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 pointed out items listed in the Financial Report that may be of special interest to Board Members. Mr. Rick Engelbrecht pulled Check #22154 written to Mack's Market for \$1370.87. Check number, vendor and amount matched the Financial Report. Ms. Miller also answered questions the Board asked regarding flight expenses and conference fees for the ACRC Conference in April being attended by Ms. Shawna Bradshaw and Mr. Brian Hopkinson.

### *MOTION #2787*

A motion was made by Mr. Rick Engelbrecht to approve the payment of bills and transfer of funds as presented. Mr. David Snyder 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 also reported the following additions to his report:

- The flu bug has hit, with one student being diagnosed with Influenza A.
- A new student was welcomed to the program on February 19, 2019.
- A full-time staff member resigned to take full-time employment at Hot Springs County School District. At the present time, her position will be filled with substitute personnel.
- Due to the extremely cold temperatures and not being able to play outside, the students have been able to utilize the school gym for after school activities.
- The students enjoyed the annual Super Bowl party in the Commons building.

## **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 expanded on his list with explanations of procedures for several items. Mr. Larson also made the Board aware of the generous donation of time and equipment by Hot Springs County School District #1 to replace the rope for the flag pole at the school.

## **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:

- Staff Development will be held March 11, 2019. Staff will review the annual goals they set in August. Board Chairman Dr. Kristen Benson will be a presenter along with APE/Health Teacher Brian Hopkinson and Residential Nurse/Cook Ms. Ellie McMartin. Individual student profiles will also be presented to staff by Ms. Carolyn Conner for review and team input.
- Exited student information is shared with the home school districts for the students' continued success.
- Ms. Conner shared further information regarding the ACRC Conference in New Orleans being attended by Ms. Shawna Bradshaw and Mr. Brian Hopkinson.

### III. EXECUTIVE SESSION

#### *MOTION #2788*

A motion was made by Mr. Rick Engelbrecht to go into Executive Session at 7:36 p.m. for Administrative Director Contract and Student Grievances. Mr. David Snyder seconded the motion. The motion carried. The session ended at 7:44 p.m.

### IV. GENERAL BUSINESS

#### A. ACTION ITEMS

##### 1. Administrative Director Contract

#### *MOTION # 2789*

A motion was made by Ms. Lynette Jeffres to offer a 2 year contract for Administrative Director to Ms. Carolyn Conner. Ms. Jenn Rinn seconded the motion. The motion carried.

##### 2. Policies Chapter 9 HIPAA-Assign a Privacy Officer 1st Reading

#### *MOTION #2790*

A motion was made by Ms. Lynette Jeffres to approve Chapter 9 HIPAA Policies and to assign the Administrative Director as Privacy Officer on first reading. Mr. Terril Mills seconded the motion. The motion carried.

##### 3. Student Contract

#### *MOTION #2791*

A motion was made by Mr. Kim Dillivan to approve the Student Contract for Platte County School District #1 as presented. Mr. David Snyder seconded the motion. The motion carried.

##### 4. Mill Levy Purchase Needs

#### *MOTION #2792*

A motion was made by Mr. Rick Engelbrecht to approve the Mill Levy Purchase Needs as presented. Mr. Terril Mills seconded the motion. The motion carried.

##### 5. 2019-2020 NW BOCES School Calendar

#### *MOTION #2793*

A motion was made by Ms. Jenn Rinn to approve the 2019-2020 School Calendar as presented. Ms. Lynette Jeffres seconded the motion. The motion carried.

#### B. DISCUSSION ITEMS

##### 1. AdvancEd ELEOT

Ms. Conner reported to the Board regarding the recent monitoring by AdvancEd ELEOT personnel. They will be sending a report, which will be presented to the Board at a future meeting. The monitoring went well, with positive responses by the AdvancEd team.

##### 2. DFS Re-certification

DFS re-certification will be held April 9, 2019. This is a bi-annual recertification. Employee and student record keeping is key for this re-certification.

**3. Bank Signature Cards & Disclosure of Interest Forms**

Bank signature cards will be sent to new Board officers. Also annual Disclosure of Interest Forms need to be filled out and returned by all Board members relating to any interest in Pinnacle Bank.

**4. Staff Evaluations**

Examples of the Staff Evaluations were presented. NW BOCES uses the Danielson Model for evaluations. Ms. Conner read some pre-observation input from certified staff, which outlines their projected work in various areas.

**V. FUTURE AGENDA ITEMS**

- A. Policies Chapter 9 HIPAA-Assign a Privacy Officer 2nd Reading**
- B. Certified Staff Intent to Rehire**
- C. Salary Committee**
- D. Annual Wellness Report**
- E. Auditor’s Contract**
- F. AdvancEd ELEOT Report**

**VI. ADJOURNMENT**

Chairman Dr. Kristen Benson declared the February 27, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 8:04 p.m. Dr. Benson thanked all Board members for their participation.

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Recording Secretary

Approved and entered according to proceedings.

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Chairman

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Clerk