



## I. PRELIMINARY

### A. CALL TO ORDER

Chairman Dr. Kristen Benson called the April 22, 2020 meeting of the Northwest Wyoming Board of Cooperative Educational Services to order at 7:03 p.m.

### B. ROLL CALL

#### BOARD MEMBERS PRESENT

Dr. Kristen Benson, Chairman, Fremont #6 via Zoom  
Ms. Lynette Jeffres, Vice Chairman, Fremont #25 via Zoom  
Mr. David Snyder, Clerk, Fremont #21 via Zoom  
Mr. Gavin Woody, Fremont #24 via Zoom  
Mr. Kim Dillivan, Park #1 via phone conference  
Mr. Terril Mills, Washakie #2 via Zoom

#### ADMINISTRATION PRESENT

Ms. Carolyn Conner, Administrative Director, NW BOCES  
Ms. Kristen Miller, Business Manager, NW BOCES via Zoom

#### RECORDING SECRETARY PRESENT

Ms. Sally Hanson, Administrative Assistant, NW BOCES

### C. APPROVAL OF MINUTES

#### *MOTION #1895*

A motion was made by Ms. Lynette Jeffres to approve the minutes and Executive Session minutes of the March 25, 2020 meeting as presented. Mr. Terril Mills seconded the motion. The motion carried.

### D. APPROVAL OF AGENDA

#### *MOTION #1896*

A motion was made by Mr. David Snyder to approve the agenda as presented. Mr. Kim Dillivan seconded the motion. The motion carried.

## II. COMMUNICATIONS

### A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

No communications to share at this time.

### 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. Mr. Tony Larson pulled check number 023049 to Vicklund Pharmacy in the amount of \$8.00. Vendor and amount were compatible with check number in the Financial Report.

*MOTION #1897*

A motion was made by Ms. Lynette Jeffres 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:

- No interviews conducted since last month.
- No parent or home visits at this time.
- Planning outings has been challenging to include: walks; weekend outings to the school playground or gym; "Bear Hunt" count in the community from vehicles.
- Sanitation procedures.
- Easter basket donations from a parent.

**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 also reported the following:

- Sanitation procedures for the school.
- Sprinkler system done in Cottage C.

**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 evaluations completed. Two samples were read.
- No admission of new students at this time.
- Note from a student's foster parents re: praise for the program.
- District Sped @ a 90 day student evaluation meeting described NW BOCES as, "The most loving, caring facility; placement at NW BOCES is an investment in the child's future."

**III. GENERAL BUSINESS**

**A. ACTION ITEMS**

**1. Fee Schedule**

Board member, Mr. Terril Mills noted incorrect date on Fee Schedule. Date should be updated to read 2020-2021.

*MOTION #1898*

A motion was made by Mr. Terril Mills to approve the Fee Schedule with change to 2020-2021 with no other changes noted. Ms. Lynette Jeffres seconded the motion. The motion carried.

**2. Contract Staff Minimal Contracts for 2020-2021**

*MOTION #1899*

A motion was made by Mr. Gavin Woody to approve the minimal contracts for 2020-2021 as presented. Mr. Kim Dillivan seconded the motion. The motion carried.

**3. Policies 2007a-R to 2007m-R Under Revision/Review 1st Reading**

*MOTION #1900*

A motion was made by Ms. Lynette Jeffres to approve Policies 2007a-R to 2007m-R Under Revision/Review on first reading. Mr. Kim Dillivan seconded the motion. The motion carried.

**B. DISCUSSION ITEMS**

**1. Staff Evaluations**

Ms. Conner shared comments from supervisors and staff that were documented on the recent staff evaluations. Dr. Benson suggested we keep a binder with positive comments from staff, districts, etc. to share with parents.

**2. Salary Committee**

Salary committee members Ms. Carolyn Conner, Ms. Kristen Miller, Dr. Kristen Benson, and Ms. Lynette Jeffres shared information and suggestions with the Board. Board member input centered on being able to sustain step and salary schedule increases.

**3. COVID-19**

Ms. Conner reported on precautions being taken by NW BOCES and information gathered through teleconferences with Public Health/Emergency Management meetings for Hot Springs County, Superintendent meetings, and Special Education Directors meetings.

**4. Parent Training, Speech, OT, PT, Counseling**

Parent Training for March was conducted via flash drive virtual training with Ms. Shawna Bradshaw. Parents were sent a link to Love & Logic Parent Training for the April session. Speech, Occupational, and Physical therapies will be done via Zoom. Dr. Clark will do regular psychological therapies with day students via Zoom also.

**5. Statement of Health & Safety Procedures**

The updated Statement of Health & Safety Procedures was presented to the Board. Ms. Conner pointed out updates need to be made regarding adding Dr. Dana McDermott to the list of medical providers and also adding procedures for pandemics.

**IV. FUTURE AGENDA ITEMS**

**A. Preliminary Budget**

**B. Salary Schedule**

**C. Health & Wellness Policy**

**D. Policies 2007a-R to 2007m-R Under Revision/Review 2<sup>nd</sup> Reading**

**V. EXECUTIVE SESSION**

No Executive Session necessary.

**VI. ADJOURNMENT**

Chairman Dr. Kristen Benson declared the April 22, 2020 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 8:02 p.m.

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Recording Secretary

Approved and entered according to proceedings.

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Chairman

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Clerk