



## I. PRELIMINARY

### A. CALL TO ORDER

Chairman Kristen Benson called the May 24, 2017 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. Kim Hiser, Converse #1 via conference  
Mr. Greg Gloy, Big Horn #4 via conference  
Ms. Nicole Weyer, Hot Springs #1  
Mr. Trace Paul, Park #1 via conference  
Mr. Terril Mills, Washakie #2 via conference

#### ADMINISTRATION PRESENT

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

#### RECORDING SECRETARY PRESENT

Ms. Sally Hanson, Administrative Assistant, NW BOCES

### C. APPROVAL OF MINUTES

#### MOTION #1984

A motion was made by Mr. Terril Mills to approve the minutes and Executive Session minutes of the April 26, 2017 meeting as presented/amended. Mr. Trace Paul seconded the motion. The motion carried.

### D. APPROVAL OF AGENDA

#### Additions:

**Action Item 7 – June Meeting Date**  
**Executive Session Item C – Salaries**

#### MOTION #1985

A motion was made by Mr. Greg Gloy 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:

- Pictures of Enrichment Day activities and May Day deliveries to the Pioneer Home.
- Visit from former Board member, Mr. Curt Lutz.
- Thank you letter from resigning Board member, Mr. Hans Hawley.
- Employees of the Month Ms. Melissa Racay & Ms. Kayla Gano, Student of the Month, and 10 Years of Service recipient Mr. Matt Ivie will be recognized at a later date due to not being able to attend the meeting.
- Fremont County School District #25 Superintendent Terry Sterling's comment regarding residential placement.

## **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 informed the Board of the upcoming preliminary audit, explanations of voided checks, and percentage of income vs. expenses for the 2016-2017 fiscal year. Board member, Ms. Nicole Weyer, pulled check #0206890 for a comparison with the Financial Report. No discrepancies were noted.

### *MOTION #1986*

A motion was made by Ms. Nicole Weyer to approve the payment of bills and transfer of funds as presented. Mr. Trace Paul 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 also updated the Board on swim lesson progress for residential students.

## **E. MAINTENANCE AND TRANSPORTATION REPORT**

The Maintenance and Transportation Report was presented by Ms. Carolyn Conner in the absence of Mr. Tony Larson. A copy is attached to the permanent minutes. Ms. Conner also updated the Board on the following items:

- Need for parking lot repairs at the school.
- Need for lift for the maintenance work truck.
- Tires purchased from the last transition grant for 3 vehicles, last set put on last week.
- New Fire Marshall will be scheduling a yearly inspection.

## **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:

- 2 new students entered the program in May for an evaluation period.
- 1 new student will be entering the program June 7 for an evaluation period.
- The annual Awards Ceremony will be held Friday, May 26, 2017, with 32 expected family guests.

## **III. GENERAL BUSINESS**

### **A. ACTION ITEMS**

#### **1. Preliminary Budget**

##### *MOTION #1987*

A motion was made by Ms. Nicole Weyer to approve the Preliminary Budget as presented. Mr. Greg Gloy seconded the motion. The motion carried.

#### **2. Therapist, Consultant, & Pharmacist Contracts**

##### *MOTION #1988*

A motion was made by Ms. Nicole Weyer to approve Therapist, Consultant, & Pharmacist Contracts as presented. Mr. Greg Gloy seconded the motion. The motion carried.

#### **3. Policies 5002 to 5007k-R Under Revision/Review 1st Reading**

##### *MOTION #1989*

A motion was made by Mr. Terril Mills to approve Policies 5002 to 5007k-R Under Revision/Review on first reading. Mr. Greg Gloy seconded the motion. The motion carried.

#### **4. TSA Amount**

*MOTION #1990*

A motion was made by Ms. Nicole Weyer to keep the TSA amounts for qualifying full-time staff at \$189.00/month and qualifying permanent part-time staff at \$94.50/month. Mr. Trace Paul seconded the motion. The motion carried.

#### **5. Elect Board Clerk**

*MOTION #1991*

A motion was made by Mr. Greg Gloy to elect Ms. Nicole Weyer as Board Clerk. Mr. Trace Paul seconded the motion. There being no other nominations, the motion carried by unanimous vote.

#### **6. Student Contracts**

*MOTION #1992*

A motion was made by Mr. Trace Paul to approve Student Contracts as presented. Ms. Nicole Weyer seconded the motion. The motion carried.

#### **7. June Meeting Date**

*MOTION #1993*

A motion was made by Mr. Greg Gloy to set the June meeting date as June 28, 2017 at 7:00 p.m. Mr. Terril Mills seconded the motion. The motion carried.

#### **8. Summer Sub Approvals**

*MOTION #1995*

A motion was made by Ms. Nicole Weyer to give the Administrative Director discretion over sub approvals and rate of pay for summer work. Mr. Greg Gloy seconded the motion. The motion carried.

### **B. DISCUSSION ITEMS**

#### **1. Eclipse Day Planning**

Ms. Conner reported that students will be staying on campus during the eclipse, with several activities being planned to include a picnic. The Health teacher is planning classes for the students regarding safety during the eclipse. The decision was made not to rent out any facilities during the eclipse.

#### **2. Health Inspection—Food Service**

The Food Service department passed the recent Health Inspection with flying colors.

#### **3. Mill Purchases & Needs List Update**

The mill purchases and needs list was presented to the Board for informational purposes.

#### **4. Board Visits**

Ms. Conner reported on her recent and future PR trips to member districts.

#### **5. Navigant Cost Study & WDE Court Ordered Placement (COPS) Meeting**

Ms. Conner updated the Board on the agenda for the meetings she is attending in Cheyenne on Thursday, May 25, 2017 with the Wyoming Department of Education and Department of Family Services regarding the Navigant Cost Study and inconsistency of funding for court ordered placement children.

**IV. FUTURE AGENDA ITEMS**

- A. Contract Staff Contracts**
- B. Administrative Director Contract**
- C. Final Budget**
- D. Policies 5002 to 5007k-R Under Revision/Review 2<sup>nd</sup> Reading**

**V. EXECUTIVE SESSION**

**MOTION #1994**

A motion was made by Ms. Nicole Weyer to go into Executive Session at 7:47 p.m. for Student Grievances; Administrative Director May Evaluation; Salaries. Mr. Greg Gloy seconded the motion. The motion carried. The session ended at 8:06 p.m.

**VI. ADJOURNMENT**

Chairman Kristen Benson declared the May 24, 2017 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 8:08 p.m.

  
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Recording Secretary

Approved and entered according to proceedings.

  
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Chairman

  
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Clerk