



Northwest Wyoming Board of  
Cooperative Educational Services  
**Minutes**

**I. PRELIMINARY**

**A. CALL TO ORDER**

Chairman Dr. Kristen Benson called the October 24, 2018 meeting of the Northwest Wyoming Board of Cooperative Educational Services to order at 7:05 p.m.

**B. ROLL CALL**

**BOARD MEMBERS PRESENT**

Dr. Kristen Benson, Chairman, Fremont #6  
Mr. Dain Medow, Vice Chairman, Fremont #24  
Mr. David Tommerup, Treasurer, Washakie #1 via conference  
Mr. Greg Gloy, Big Horn #4 via conference via conference  
Ms. Jenn Rinn, Converse #1 via conference  
Mr. David Snyder, Fremont #21 via conference  
Ms. Lynette Jeffres, Fremont #25 via conference  
Mr. Trace Paul, Park #1 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 #2751*

A motion was made by Mr. Dain Medow to approve the minutes and Executive Session minutes of the August 22, 2018 meeting as presented. Ms. Jenn Rinn seconded the motion. The motion carried.

**D. APPROVAL OF AGENDA**

**Additions:**

**Combine Discussion Item #6 with Discussion Item #1**  
**Add Discussion Item #6 – WDE Corrective Action Plan**

*MOTION #2752*

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 Employees of the Year: Ms. Kristen Miller-School Employee of the Year; Ms. Kendra Kimes-Residential Employee of the Year; and Ms. Hannah Varner-Rookie of the Year. Ms. Conner also presented the August Students of the Month and the September co-students of the month. They were each congratulated on being chosen by their peers for Student of the Month and awarded a "goodie bag". The

September Residential Employee of the Month, Ms. Sam Zupan, was unable to attend the meeting. The September School Employee of the Month, Ms. Sally Hanson, was thanked for her service to NW BOCES. Ms. Kristen Miller was also recognized for 30 years of service to NW BOCES. Pictures of various activities that the students participated in were passed around for the Board members to enjoy.

#### **B. AUDIENCE COMMENTS**

All award recipients gave thanks to NW BOCES and to the Board for their recognitions.

#### **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 pointed out various checks of unusual amounts or unusual vendors, to include recruitment checks to NW BOCES employees.

##### *MOTION #2753*

A motion was made by Mr. Dain Medow to approve the payment of bills and transfer of funds as presented and to ratify the payment of bills and transfer of funds for September 2018 as presented by e-mail. Ms. Lynette Jeffres 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 on various activities attended by residential students, to include Hot Springs High School Homecoming events, an evening meal at the Days Inn attended by all residential students, movies, the Hot Springs County Library, and swimming at the Tepee pool.

#### **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 updated the Board on construction projects that have been completed, a recent accident involving a NW BOCES vehicle, the hiring of a new Janitor, and the replacement of new lights throughout the school building.

#### **F. ADMINISTRATORS REPORT**

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner also updated the Board on recent student referrals, the recent attempted runaway by a residential student, proposed home visit changes for residential students, the recent Staff Development, WYTOP testing information, visits by former students, and NW BOCES receipt of full WDE accreditation status.

### **III. GENERAL BUSINESS**

#### **A. ACTION ITEMS**

##### **1. Policies 8014 thru 8024 Under Revision/Review 2nd Reading**

##### *MOTION #2754*

A motion was made by Dain Medow to approve Policies 8014 thru 8024 Under Revision/Review on second and final reading. Ms. Lynette Jeffres seconded the motion. The motion carried.

##### **2. Policies 8026 thru 8026e-R Under Revision/Review 1st Reading**

##### *MOTION #2755*

A motion was made by Ms. Jenn Rinn to approve Policies 8026 thru 8026e-R Under Revision/Review on first reading. Mr. David Snyder seconded the motion. The motion carried.

### **3. Staff Flu Shots**

#### *MOTION #2756*

A motion was made by Mr. Dain Medow to approve payment of flu shots for NW BOCES employees. Ms. Lynette Jeffres seconded the motion. The motion carried.

### **4. November Board Meeting**

#### *MOTION #2757*

A motion was made by Ms. Lynette Jeffres to hold the November meeting of NW BOCES on November 15, 2018 at 4:15 p.m. in the Natrona Room of the Ramkota in Casper and to nominate Mr. Trace Paul to be the representative at WSBA for NW BOCES. Mr. Dain Medow seconded the motion. The motion carried.

### **5. Property Disposal—Ratify E-mail Vote**

#### *MOTION #2758*

A motion was made by Mr. Dain Medow to ratify the e-mail vote for disposing of excess property. Ms. Jenn Rinn seconded the motion. The motion carried.

### **6. Policy 2007j-R Under Revision 1st Reading**

#### *MOTION #2759*

A motion was made by Mr. Dain Medow to omit item #3 from the Policy section of Policy #2007j-R with renumbering as necessary. Ms. Lynette Jeffres seconded the motion. The motion carried.

### **7. Policies 8027 thru 8030-R Under Revision/Review 1st Reading**

#### *MOTION #2760*

A motion was made by Mr. Dain Medow to approve Policies 8027 thru 8030-R Under Revision/Review on first reading. Mr. David Tommerup seconded the motion. The motion carried.

## **B. DISCUSSION ITEMS**

### **1. DFS Staff File Review & Allegation of Non-Compliance/Background Check Concerns**

Ms. Conner reported that during the recent DFS Staff File Review, NW BOCES was found to be in noncompliance due to background check information being absent from an employee file. Corrective action has been taken. Ms. Conner reported to the Board regarding background check information not being received in a timely manner, thus losing potential employees due to them having to have gainful employment and not being able to wait for this information to be obtained by NW BOCES. Some solutions have been offered by DFS which should alleviate this situation.

### **2. ServSafe Manager & Handler Certification**

Ms. Conner reported that another ServSafe class will be held for 2 NW BOCES employees and 2 Taco Johns employees. This class will once again be given by Ms. Nita Werner of NEW BOCES.

### **3. Meeting with Tracy Copenhaver**

Ms. Conner updated the Board on the meeting held with the residential BOCES Directors and attorney Tracy Copenhaver. Several issues were presented for discussion, to include lack of full cost reimbursement for room and board from DFS and a possible FERPA violation in regards to DFS reviewing non-DFS student files.

**4. RBOCES Update**

The residential BOCES are working together with the Legislature regarding changes to the Special Education funding for special education students served by RBOCES.

**5. Enrollment, Discharges, Inquiries**

This item was addressed in the Administrative Director report.

**6. WDE Corrective Action Plan**

The position of each employee of NW BOCES—example: Houseparent; Residential Aide; etc.—was added to the training log sheet for each employee, fulfilling the suggested Corrective Action Plan by WDE.

**IV. FUTURE AGENDA ITEMS**

**A. Policies 8026 thru 8026e-R Under Revision/Review 2nd Reading**

**B. Policy 2007j-R Under Revision 2nd Reading**

**C. Policies 8027 thru 8030-R Under Revision/Review 2nd Reading**

**D. AdvancEd Accreditation**

**E. Annual Report**

**F. Audit Report**

**V. EXECUTIVE SESSION**

**MOTION #2761**

A motion was made by Mr. Dain Medow to go into Executive Session at 8:14 p.m. for Administrative Director October Evaluation. Ms. Lynette Jeffres seconded the motion. The motion carried. The session ended at 8:20 p.m.

**VI. ADJOURNMENT**

Chairman Kristen Benson declared the October 24, 2018 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 8:21 p.m.

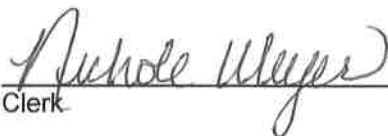


Recording Secretary

Approved and entered according to proceedings.



Chairman



Clerk