



## I. PRELIMINARY

### A. CALL TO ORDER

Chairman Dr. Kristen Benson called the May 27, 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 conference  
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  
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 #1901*

A motion was made by Mr. Kim Dillivan to approve the minutes of the April 22, 2020 meeting as presented. Mr. Terril Mills seconded the motion. The motion carried.

### D. APPROVAL OF AGENDA

#### **Additions:**

**Action Item #2 should read Policies 2008 to 2012 and likewise be changed on the Future Agenda Items**

**Action Item #6 changed to Discussion Item #4**

**Add Action Item #7 June Meeting Date**

#### *MOTION #1902*

A motion was made by Ms. Lynette Jeffres to approve the agenda as amended. Mr. David Snyder seconded the motion. The motion carried.

## II. COMMUNICATIONS

### A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

Student of the Month was present and congratulated for his accomplishments in the NW BOCES program. School Nurse Supervisor, Ms. Dawn Davis, was present via Zoom and congratulated on her 15 years of service to NW BOCES. School Employees of the Month, Ms. Sara McMartin and Ms. Melissa Racay, along with

Residential Employee of the Month, Brody Gillespie, were unable to attend the meeting. They will be honored at a later date. Ms. Conner presented her "Testimonial Binder", started after the last Board meeting as suggested by Board Chairman Dr. Kristen Benson. The binder included new testimonials by a parent, a former student, and school district staff from Platte County School District #1.

#### **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. Discussion was held on the recent Salary Committee meeting with reports from Ms. Carolyn Conner, Ms. Kristen Miller, Ms. Lynette Jeffres, and Dr. Kristen Benson. Board members voiced their concerns. Mr. Tony Larson pulled check #23102. Check number, amount, and vendor matched the Financial Report.

##### *MOTION #1903*

A motion was made by Ms. Lynette Jeffres to approve the payment of bills and transfer of funds as presented. Mr. David Tommerup seconded the motion. The motion carried.

##### *MOTION #1904*

A motion was made by Mr. Kim Dillivan to approve Budget Addendum #1 to transfer Carryover/Reserve in the amount of \$100,000 to Residential Maintenance for contract repairs and the amount of \$5,000 to Food Service for food.

#### **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 reported on weekend craft activities at the residences to include themes of "Space" and "Easter Houses" and also that students have gone for nature walks and scenic drives. These activities have helped alleviate some of the stress from the pandemic.

#### **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 several projects that were completed this month.

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

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner also reported that parent visits are now being allowed with 5 parents visiting last weekend and 1 scheduled for the coming weekend. A teacher from Platte County School District #1 will be coming to visit a student weekend after next. Students have also been doing a Bike Safety program conducted by Mr. Karl Studt, a substitute employee. Progress for 1 particular student has been amazing, as he is now able to ride a bike without issue after 3 years of trying. Ms. Conner also reported on student levels.

### **III. GENERAL BUSINESS**

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

##### **1. Policies 2007a-R to 2007m-R Under Revision/Review 2nd Reading**

##### *MOTION #1905*

A motion was made by Ms. Lynette Jeffres to approve Policies 2007a-R to 2007m-R Under Revision/Review on second and final reading. Mr. Terril Mills seconded the motion. The motion carried.

##### **2. Policies 2008 to 2012 Under Review 1st Reading**

##### *MOTION #1906*

A motion was made by Ms. Lynette Jeffres to approve Policies 2008 to 2012 Under Review on first reading. Mr. Kim Dillivan seconded the motion. The motion carried.

### **3. Consultant Contracts**

#### *MOTION #1907*

A motion was made by Mr. David Tommerup to approve Consultant Contracts as presented. Mr. Keith McIntosh seconded the motion. The motion carried.

### **4. Preliminary Budget**

Ms. Kristen Miller presented 3 options for the Preliminary Budget for the 2020-2021 fiscal year. Discussion was held on the recent Salary Committee meeting with reports from Ms. Carolyn Conner, Ms. Kristen Miller, Ms. Lynette Jeffres, and Dr. Kristen Benson. Board members voiced their concerns of being able to maintain each option.

#### *MOTION #1908*

A motion was made by Mr. Terril Mills to approve the Preliminary Budget Option C for the 2020-2021 fiscal year as presented and to approve NW BOCES to pay ½ of the increase in insurance premium Plan E for the 2020-2021 fiscal year. Mr. David Snyder seconded the motion. The motion carried.

### **5. Salary Schedules**

#### *MOTION #1909*

A motion was made by Ms. Lynette Jeffres to approve the 2020-2021 Certified Staff Salary Schedule with no changes and approve the Classified Staff Salary Schedule with changes as presented. Mr. David Tommerup seconded the motion. The motion carried.

### **6. Statement of Health & Safety Procedures**

This item moved to Discussion Item #4.

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

#### *MOTION #1910*

A motion was made by Mr. Terril Mills to approve the June meeting of the NW BOCES Board for Wednesday, June 24, 2020 at 7:00 p.m. Ms. Lynette Jeffres seconded the motion. The motion carried.

## **B. DISCUSSION ITEMS**

### **1. COVID Update**

Ms. Carolyn Conner reported on the excellent communication between staff, students, and parents/guardians regarding the COVID-19 pandemic. Staff are required to record their temperatures at the beginning of their shift and residential students' temperatures are recorded each morning. Likewise, day students' temperatures are taken prior to entering the NW BOCES transport vehicle or prior to entering the main school building each morning.

### **2. Student Academic Assessments**

Ms. Conner reported there were no MAPS or WyTOPP testing done this spring. STAR testing has been completed.

### **3. Student Individual Behavior Plans**

Ms. Conner gave examples of individual plans developed to fit the behavior modification program as needed by a specific behavior. Initiating this process has been quite successful for NW BOCES students.

### **4. Statement of Health and Safety Procedure**

Changes were made to the Statement of Health and Safety Procedure manual to include Thermopolis Eye Care as a medical provider and also procedures were developed for a pandemic.

**IV. FUTURE AGENDA ITEMS**

- A. Policy 2008 to 2012 Under Review 2nd Reading**
- B. Health & Wellness Policy**
- C. 2020-2021 Budget Approval**

**V. EXECUTIVE SESSION**

**A. Administrative Director May Evaluation**

*MOTION #1911*

A motion was made by Ms. Lynette Jeffres to go into Executive Session at 8:09 p.m. for Administrative Director May Evaluation. Mr. Terril Mills seconded the motion. The motion carried. The session ended at 8:14 p.m.

**VI. ADJOURNMENT**

Chairman Kristen Benson declared the May 27, 2020 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 8:15 p.m.

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Recording Secretary

Approved and entered according to proceedings.

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Chairman

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Clerk