



## I. PRELIMINARY

### A. CALL TO ORDER

Chairman Dr. Kristen Benson called the June 26, 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  
Mr. David Snyder, Clerk, Fremont #21 via conference  
Mr. David Tommerup, Treasurer, Washakie #1  
Mr. Keith McIntosh, Big Horn #2 via conference  
Mr. Greg Gloy, Big Horn #4 via conference  
Mr. Gavin Woody, Fremont #24  
Mr. Kim Dillivan, Park #1  
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 #2824*

A motion was made by Ms. Lynette Jeffres to approve the minutes and Executive Session minutes of the May 22, 2019 meeting as presented. Mr. David Tommerup seconded the motion. The motion carried.

### D. APPROVAL OF AGENDA

#### *MOTION #2825*

A motion was made by Mr. Kim Dillivan to approve the agenda as presented. Ms. Lynette Jeffres seconded the motion. The motion carried.

## II. COMMUNICATIONS

### A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

- May Student of the Month, Residential Employee of the Month, and School Employee of the Month were unable to attend the meeting. They will be recognized at a later date.
- Ms. Conner received notification from the Wyoming Department of Education that tuition for court ordered youth would be increased from \$296.00/day to \$337.00/day.
- Due to being a member of the Thermopolis Hot Springs Chamber of Commerce the NW BOCES has had 69 hits accessed through the Chamber web site.

- SPED director of Converse County School District #1 shared information regarding the full transition of an 8<sup>th</sup> grade NW BOCES student back to Converse County before the start of the regular school year. Converse County staff and special education case workers will be contacting the student as well as coming to Thermopolis to visit. These actions will help make the transition as smooth as possible.

## **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 shared additional information with the Board regarding recent financial activity. Ms. Lynette Jeffres pulled check #22398 in the amount of \$810.00 to Dr. Jeffry Clark for travel expenses. Check number, amount, and payee all matched the Financial Report.

### *MOTION #2826*

A motion was made by Mr. David Tommerup to approve the payment of bills and transfer of funds as presented. 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 reported the following:

- Due to recent student exits one student was moved from Cottage A to Cottage B. This move evened out numbers to 4 students in each cottage.
- No interviews were conducted this month due to low student numbers.
- The students participated in several fun activities this month such as fishing, playing in the park, attending a dance recital, and going to the movies.
- Mr. Ivie is still looking for someone to teach swim lessons as 3 students have a high need for these services.

## **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 on the repairs to the sprinkler system, reupholstering of the NW BOCES pickup seat, and installation of a key pad.

## **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:

- Ms. Conner has completed all of the out-of-town PR trips for 2019.
- There were 2 student referral calls this month.
- Ms. Conner offered help to the interim facilitator at the Jackson, Wyoming facility, Red Top if needed.
- Enrichment Day activities for July 5 include out of town activities for Level III & IV students, in town off-campus activities for Level II students, and educational activities on-campus for Level I and Safety Watch students.

## **III. GENERAL BUSINESS**

### **A. ACTION ITEMS**

#### **1. Student Contracts**

### *MOTION #2827*

A motion was made by Ms. Lynette Jeffres to approve student contracts for 2019/2020 as presented. Mr. Kim Dillivan seconded the motion. The motion carried.

## **2. Staff Contracts**

### *MOTION #2828*

A motion was made by Mr. Kim Dillivan to approve staff contracts for 2019/2020 as presented. Mr. David Snyder seconded the motion. The motion carried.

## **3. Consultant Contracts**

### *MOTION #2829*

A motion was made by Ms. Lynette Jeffres to approve consultant contracts for 2019/2020 as presented. Mr. David Tommerup seconded the motion. The motion carried.

## **4. Classified Staff Salary Schedule**

### *MOTION #2830*

A motion was made by Mr. David Tommerup to approve changes to the classified staff salary schedule as presented. Ms. Lynette Jeffres seconded the motion. The motion carried.

## **5. Final Budget Approval**

### *MOTION #2831*

A motion was made by Mr. Kim Dillivan to approve the final budget as presented. Ms. Lynette Jeffres seconded the motion. The motion carried.

## **6. Policy 3021 Under Revision 2<sup>nd</sup> Reading**

### *MOTION #2832*

A motion was made by Ms. Lynette Jeffres to approve Policy 3021 on second and final reading. Mr. David Tommerup seconded the motion. The motion carried.

## **B. DISCUSSION ITEMS**

### **1. Fees**

Discussion was held regarding the increase in fees for contracted therapists. The remainder of the fee schedule has not changed for many years.

### **2. JEC Cody 9/26 & 27/2019**

Ms. Conner informed the Board that the JEC would be meeting in Cody, Wyoming on September 26 & 27, 2019. Board Chairman Dr. Benson suggested it would be beneficial for Board members to attend this meeting.

### **3. July Picnic at the Cottages Prior to Meeting**

Due to scheduling conflicts in July the annual picnic at the Cottages for Board members and their families will be held on the evening of August 28, 2019 prior to the Board meeting

## **IV. FUTURE AGENDA ITEMS**

**There are no future agenda items at this time.**

## **V. EXECUTIVE SESSION**

**No Executive Session was necessary.**

## VI. ADJOURNMENT

Chairman Kristen Benson declared the June 26, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 7:50 p.m.

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Recording Secretary

Approved and entered according to proceedings.

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Chairman

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Clerk