



I. PRELIMINARY

A. CALL TO ORDER

Chairman Dr. Kristen Benson called the April 24, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services to order at 7:02 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
Ms. Jenn Rinn, Converse #1 via conference
Mr. Gavin Woody, Fremont #24
Mr. Rick Engelbrecht, Hot Springs #1
Mr. John McCue, Park #6 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 #2804

A motion was made by Mr. David Snyder to approve the minutes and Executive Session minutes of the March 27, 2019 meeting as presented. Ms. Lynette Jeffres seconded the motion. The motion carried.

D. APPROVAL OF AGENDA

Additions:

Action Item #5: Auditor's Contract

Action Item #6: ICS

Action Item #7: Student Contract

MOTION #2805

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

II. COMMUNICATIONS

A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

- Students of the Month from February and March were present and congratulated for their hard work in the NW BOCES program. Parents of the February Student of the Month were also present.
- March Residential Employee of the Month, Ms. Sam Zupan, was present. Ms. Zupan fills in for many duties at NW BOCES and is an integral part of the NW BOCES team.
- March School Employee of the Month, Mr. Brian Hopkinson, was unable to attend due to attending an ACRC Conference in New Orleans. He will be recognized at a later date.
- A new student will be arriving approximately May 1 from Green River, WY for a 90 day evaluation.
- Currently there are 2 students on Level I, 2 students on Level II, 6 students on Level III, and 1 student on Level IV. Many home visits and district school transitions are taking place.
- The Thermopolis Quilter's Guild donated 24 pillow cases for our students. Each student was able to pick out a pillow case. The extra pillow cases along with the quilts donated by the Zion Lutheran Church ladies will be given to each new student on entry into the NW BOCES program. The Zion Lutheran ladies have been donating quilts for the students for several years.
- 3 weeks in a row no student has lost their electronics or television privileges due to too many negative write-ups, which is determined by school psychologist, Dr. Clark.

B. AUDIENCE COMMENTS

February Student of the Month's parents thanked NW BOCES for the help NW BOCES has given their son.

C. FINANCIAL REPORT/APPROVAL OF BILLS

The Financial Report was presented by Ms. Kristen Miller. A copy is attached to the permanent minutes. Board Chairman, Dr. Kristen Benson, pulled Check #22299 to Taco Johns for the amount of \$37.92 which matched amounts and vendor in the Financial Report.

MOTION #2806

A motion was made by Mr. Rick Engelbrecht 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 added to the report with the following information:

- 2 new staff member have been hired as substitute personnel.
- A 16 year veteran staff member retired. She was a weekday overnight Houseparent in Cottage A.
- 2 staff shifted positions—one moved from weekend overnight Houseparent to fill the vacancy left by the retiree, with the weekend overnight aide moving up to the vacancy of weekend overnight Houseparent, which leaves a weekend overnight aide position open. Internal transfer notices have gone out for this position.
- Students who remained at the residences for Easter were treated to an Easter Egg hunt in the yard of the residences. The "Easter Bunnies" were part of a fundraiser for the PreK Academy and Kinder Camp.
- The students have taken part in various community outings and have done several craft projects at the residences.
- Praise given to cottage staff for the recent DFS inspection, which had no corrective action required.

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 added the following information to his report:

- Hunter Clean Care of Worland, Wyoming completed the duct cleaning, with the recommendation of cleaning the ducts every 4 to 5 years.
- New from doors were installed on the south side of the building at the main entrance.
- The school cameras have been adjusted for better viewing with zoom and pan capabilities.
- A dropped sidewalk on the main playground along the bike path was removed and replaced.
- A system upgrade was completed on the fire alarm system.

- Cottage kitchen chairs are being repaired.
- New carpet will be installed in classroom #1 and the hallway by classroom #3.
- We are looking into a phone system upgrade.
- The DFS inspection at the residences went well.

F. ADMINISTRATORS REPORT

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner added the following to her report:

- Ms. Conner's spring PR trips to member districts will focus on parent progress.
- Several students are in the transition stage of the program with home and district visits.
- The DFS recertification inspection, which is held every other year, was held on April 9. There was no corrective action necessary.
- 3 staff members were let go due to not having paperwork or training completed after several requests for these items were sent out. These items are necessary for the NW BOCES certification process.
- A "Buddy Bike" was purchased to help train smaller/younger students in bike riding and bike safety.

III. GENERAL BUSINESS

A. ACTION ITEMS

1. Fee Schedule

The proposed Fee Schedule for 2019/2020 was presented. After discussion Board members requested this item be tabled until next meeting.

MOTION #2807

A motion was made by Ms. Lynette Jeffres to table action on the Fee Schedule until the May 22, 2019 meeting. Mr. Gavin Woody seconded the motion. The motion carried.

2. Health & Safety Policy 1st Reading

MOTION #2808

A motion was made by David Tommerup to approve the Health & Safety Policy under revision on first reading. Mr. David Snyder seconded the motion. The motion carried.

3. Certified Staff Minimum Contracts

MOTION #2809

A motion was made by Ms. Lynette Jeffres to Certified Staff Minimum Contracts as presented. Mr. David Tommerup seconded the motion. The motion carried.

4. WSBAIT Board Representation

MOTION #2810

A motion was made by Ms. Lynette Jeffres to appoint Ms. Kristen Miller as the WSBAIT Board Representative for NW BOCES. Mr. David Tommerup seconded the motion. The motion carried.

5. Auditor's Contract

MOTION #2811

A motion was made by Ms. Lynette Jeffres to approve the auditor's contract with Koerwitz, Michel, Wright & Associates for an amount between \$10,600.00 - \$11,100.00. Mr. David Tommerup seconded the motion. The motion carried.

6. ICS

MOTION #2812

A motion was made by Ms. Lynette Jeffres to approve ICS (Insured Cash Sweep) participation at Pinnacle Bank of Wyoming. Mr. David Snyder seconded the motion. The motion carried.

7. Student Contract

MOTION #2812

A motion was made by Mr. Gavin Woody to approve the student contract with Sweetwater County School District #2 in an amount not to exceed \$49,183.75. Ms. Lynette Jeffres seconded the motion. The motion carried.

B. DISCUSSION ITEMS

1. Salary Committee Report

Ms. Lynette Jeffres gave a report on the recent Salary Committee meeting. It was reported that the carryover for NW BOCES for the past 10 years has been an average of \$189,000.00. Step raises were discussed.

2. AdvancEd ELEOT Report

Ms. Conner gave a comprehensive overview of the AdvancEd ELEOT report. The report scored NW BOCES low in the area of electronics. Ms. Conner related that on the day the ELEOT team did their observation that electronics were not part of the lesson plans for that time period. NW BOCES classrooms do, however, use electronics such as IXL and others extensively.

3. Health Insurance & TSA Amounts

Ms. Kristen Miller reported that health insurance rates could go up as high as 8.6% for the coming fiscal year. TSA amounts were not discussed at this time. There will be discussion on these items at a future date.

IV. FUTURE AGENDA ITEMS

A. Preliminary Budget

B. Salary Schedules

C. Health & Safety Policy 2nd Reading

D. Health Insurance & TSA Amounts

V. EXECUTIVE SESSION

NO EXECUTIVE SESSION NECESSARY

VI. ADJOURNMENT

Chairman Dr. Kristen Benson declared the April 24, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 8:13 p.m.

Recording Secretary

Approved and entered according to proceedings.

Chairman

Clerk