



## I. PRELIMINARY

### A. CALL TO ORDER

Chairman Dr. Kristen Benson called the September 27, 2017 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. David Tommerup, Treasurer, Washakie #1  
Mr. Greg Gloy, Big Horn #4 via conference  
Ms. Lynette Jeffres, Fremont #25 via conference  
Ms. Jenni Rosencranse, Park #6 via conference  
Mr. Terril Mills, Washakie #2

#### 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 #2022*

A motion was made by Mr. David Tommerup to approve the minutes and Executive Session Minutes of the August 23, 2017 meeting as presented. Mr. Terril Mills seconded the motion. The motion carried.

### D. APPROVAL OF AGENDA

#### *MOTION #2023*

A motion was made by Mr. Terril Mills to approve the agenda as presented. Mr. David Tommerup seconded the motion. The motion carried.

## II. COMMUNICATIONS

### A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

Student of the Month is in 6<sup>th</sup> grade football in his home district and was unable to attend the meeting due to a football game. School Employee of the Month Melissa Racay and Residential Employee of the Month Wyatt Wilson, were unable to attend the meeting. School Employee of the Year Shawna Bradshaw, Residential Employee of the Year Omar Bridges, and Rookie of the Year Brian Hopkinson were also unable to attend the meeting. The aforementioned will be recognized at a later date.

### 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 explained several checks to the Board with unusually high monetary amounts. Check #020956 to Owl Lumber in the amount of \$20.57 was pulled by Mr. David Tommerup. Check number, vendor and amount matched the Financial Report.

#### *MOTION #2024*

A motion was made by Terril Mills to approve the payment of bills and transfer of funds as presented. Mr. David Tommerup 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 reported on student numbers, student entries and exits, and student activities.

### **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 reported on furniture repairs and replacement needs, wasp spraying, and a bull snake visiting the building while Mr. Larson was attending to janitorial duties.

### **F. ADMINISTRATORS REPORT**

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner added information regarding new hires; Board survey regarding GoToMeeting; teacher Shawna Bradshaw acquiring her Master's Degree in the near future; and thanked Board member Mr. David Tommerup for the purchase of Styrofoam lunch containers for student meals. Ms. Conner also reported on the Student Survey results.

## **III. GENERAL BUSINESS**

### **A. ACTION ITEMS**

#### **1. Policies 6001 thru 6004n-R Under Revision/Review 1st Reading**

##### *MOTION #2025*

A motion was made by Mr. David Tommerup to approve Policies 6001 thru 6004n-R Under Revision/Review on first reading. Ms. Lynette Jeffres seconded the motion. The motion carried.

#### **2. Annual Report**

##### *MOTION #2026*

A motion was made by Mr. Terril Mills to approve the Annual Report as presented. Mr. David Tommerup seconded the motion. The motion carried.

#### **3. Approve Funding for Staff Flu Shots**

##### *MOTION #2027*

A motion was made by Mr. David Tommerup to approve NW BOCES paying for flu shots for staff that do not qualify for free flu shots through the Wyoming School Board Association Insurance Trust. Ms. Jenni Rosencranse seconded the motion. The motion carried.

#### **4. Food Service Account**

##### *MOTION #2028*

A motion was made by Mr. David Tommerup to close the Food Service account and transfer any funds in said account to the General account. Mr. Terril Mills seconded the motion. The motion carried.

#### **5. Student Contract**

##### *MOTION #2029*

A motion was made by Ms. Lynette Jeffres to approve the Student Contract with Sheridan County School District #2 as presented. Mr. David Tommerup seconded the motion. The motion carried.

### **B. DISCUSSION ITEMS**

#### **1. Food Service**

Ms. Conner reported that the recent change in the Food Service program is going well. Staff are doing an amazing job of filling in where needed to make the program work.

#### **2. Student Transitions & Enrollment**

Ms. Conner reported that 4 of the 10 students are currently in the transition phase of the program. She also reported that a 7 year old from Hot Springs County School District #1 and a 7 year old girl, who is a Department of Family Services placement, have been accepted into the NW BOCES program. There was also an inquiry from Park County School District #6 regarding a potential placement.

#### **3. Staff Goal Sheets**

Ms. Conner shared Staff Goal Sheets that staff fill out annually during Staff Development. Goal sheets ask that staff list any personal or professional goals for the coming year, plus a list of staff trainings they would be of interested in.

#### **4. Janitorial**

At the present time, school janitorial needs are being taken care of by the 5 para educators. Each para was assigned a day of the week to do janitorial duties. This plan has worked well due to a lower student population, but will be re-addressed if student numbers increase.

#### **5. Parent Training**

Teacher Shawna Bradshaw has taken on the duties of facilitator for Parent Training, which is held once a month. There has been over 50% participation so far for the 2017-2018 year.

#### **6. Student Survey**

The Student Survey was discussed during the Administrators Report.

### **IV. FUTURE AGENDA ITEMS**

**A. Policies 6001 thru 6004n-R Under Revision/Review 2nd Reading**

**B. Student Contracts**

**C. November and December 2017 meeting dates**

**V. EXECUTIVE SESSION**

*MOTION #2030*

A motion was made by Mr. David Tommerup to go into Executive Session at 7:55 p.m. for Student Grievances. Mr. Greg Gloy seconded the motion. The motion carried. The session ended at 7:58 p.m.

**VI. ADJOURNMENT**

Chairman Dr. Kristen Benson declared the September 27, 2017 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 7:59 p.m.

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Recording Secretary

Approved and entered according to proceedings.

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Chairman

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Clerk