



## I. PRELIMINARY

### A. CALL TO ORDER

Chairman Dr. Kristen Benson called the March 25, 2020 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 via Zoom  
Ms. Lynette Jeffres, Vice Chairman, Fremont #25 via Zoom  
Mr. Keith McIntosh, Big Horn #2 via Zoom  
Mr. Greg Gloy, Big Horn #4 via Zoom  
Ms. Jenn Rinn, Converse #1 via Zoom  
Mr. Rick Engelbrecht, Hot Springs #1 via Zoom  
Mr. Kim Dillivan, Park #1 via telephone conferencing  
Mr. Terril Mills, Washakie #2 via Zoom

#### 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 #2890*

A motion was made by Ms. Lynette Jeffres to approve the minutes and Executive Session minutes of the February 22, 2020 meeting as presented. Mr. Terril Mills seconded the motion. The motion carried.

### D. APPROVAL OF AGENDA

#### **Additions:**

#### **Change discussion item #4—Title I Grant—to Pandemic Planning**

#### *MOTION #2891*

A motion was made by Mr. Greg Gloy to approve the agenda as amended. Mr. Kim Dillivan seconded the motion. The motion carried.

## II. COMMUNICATIONS

### A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

Ms. Rebecca Moore, February 2020 Residential Employee of the Month, was present via Zoom. Ms. Moore was thanked for the many hats she wears at NW BOCES and for her dedication to the NW BOCES program. School Employee of the Month, Ms. Shawna Bradshaw, and Student of the Month were unable to attend the meeting. They will be recognized at a later date. Ms. Carolyn Conner congratulated Fremont County School District #6 for being awarded the Magna Award from National School Board for the second consecutive year.

**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 also reported on the process for stopping payment on a check. Mr. Tony Larson pulled Check #23001 to Vicklund Pharmacy in the amount of \$500.00. Check number, vendor and amount all matched the Financial Report.

*MOTION #2892*

A motion was made by Ms. Lynette Jeffres to approve the payment of bills and transfer of funds as presented. Ms. Jennifer Rinn 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 student numbers, new hires, and the precautions being taken due to 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 also reported on the progress of residential roofing repairs.

**F. ADMINISTRATORS REPORT**

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner reported on the numerous incidents with janitorial staff. Hopefully that situation has been alleviated with the help of a former Janitor/Maintenance person. Ms. Conner also explained the change of plans necessary for Parent Training due to the pandemic. Ms. Conner also explained staff recruitment guidelines and the success of this procedure.

**III. GENERAL BUSINESS**

**A. ACTION ITEMS**

**1. Policies 2001 to 2007 Under Revision/Review 2<sup>nd</sup> Reading**

*MOTION #1893*

A motion was made by Mr. Terril Mills to approve Policies 2001 to 2007 Under Revision/Review on second and final reading. Ms. Lynette Jeffres seconded the motion. The motion carried.

**2. Contract Staff Intent to Rehire**

*MOTION #1894*

A motion was made by Ms. Jennifer Rinn to approve the Contract Staff Intent to Rehire as presented. Mr. Kim Dillivan seconded the motion. The motion carried.

**B. DISCUSSION ITEMS**

**1. Parent Training Modification for March**

Ms. Conner covered this discussion item in her Administrative Director Report.

**2. Salary Committee**

Board members Dr. Kristen Benson and Ms. Lynette Jeffres volunteered to be representatives on the Salary Committee.

**3. Legislation**

Ms. Conner reported on HB66 failing in the Senate, the cap on Special Education continuing; and that the Governor vetoed Medicaid billing in Schools.

**4. Pandemic**

Ms. Conner reported on the procedures being taken by NW BOCES to assure the highest safety possible for students and staff to include no student outings (virtual zoo tours have been discussed); no home or parent visits; and day students staying home with a plan being formulated to serve these students during the pandemic.

**5. Spring PR Visits**

Spring PR visits will be suspended until fall. Invitations to member district Superintendents and Board members to join us for the upcoming 50<sup>th</sup> Anniversary celebration of NW BOCES will also be sent.

**6. Evaluations**

Board members were provided samples of the evaluations used by NW BOCES for all full-time, permanent part-time, and contracted staff.

**IV. FUTURE AGENDA ITEMS**

**A. Statement of Staff Health & Safety Precautions 2-20-2020 Revised**

**B. Health & Wellness Procedures**

**C. Title I Grant**

**V. EXECUTIVE SESSION**

No Executive Session was necessary

**VI. ADJOURNMENT**

Chairman Dr. Kristen Benson declared the March 25, 2020 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 7:35 p.m.

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Recording Secretary

Approved and entered according to proceedings.

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Chairman

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Clerk