



## I. PRELIMINARY

### A. CALL TO ORDER

Chairman Dr. Kristen Benson called the January 23, 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 via conference  
Mr. David Tommerup, Treasurer, Washakie #1 via conference  
Mr. Keith McIntosh, Big Horn #2 via conference  
Mr. Gavin Woody, Fremont #24  
Mr. Rick Engelbrecht, Hot Springs #1  
Mr. Kim Dillivan, Park #1  
Mr. Terril Mills, Washakie #2 via conference

#### ADMINISTRATION PRESENT

Ms. Carolyn Conner, Administrative Director, NW BOCES

#### RECORDING SECRETARY PRESENT

Ms. Sally Hanson, Administrative Assistant, NW BOCES

### C. APPROVAL OF MINUTES

#### MOTION #2780

A motion was made by Mr. Terril Mills to approve the minutes and Executive Session minutes of the December 13, 2018 meeting as presented/amended. Mr. David Tommerup seconded the motion. The motion carried.

### D. APPROVAL OF AGENDA

#### MOTION #2781

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

## II. COMMUNICATIONS

### A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

December Student of the Month was present and praised for his hard work in NW BOCES program. Student's mother joined the meeting via GoToMeeting to view her son receiving his award and to also give praise for his hard work. December Residential Employee of the Month, Ms. Ellie McMartin, was present. Ellie was praised and thanked for the different "hats" she wears at NW BOCES. School Employee of the Month, Mr. Mark Leisch, was unable to attend the meeting. A card, recognizing Ms. Carolyn Conner for her 35 years of service to NW BOCES, was passed around and signed by Board members. Ms. Conner passed around pictures of students participating in winter activities. Ms. Conner also presented a note from a district Special Education Director thanking NW BOCES for the help given a student that was just exited from the program.

### B. AUDIENCE COMMENTS

There were no audience comments.

### **C. FINANCIAL REPORT/APPROVAL OF BILLS**

The Financial Report was presented by Ms. Carolyn Conner in the absence of Ms. Kristen Miller. A copy is attached to the permanent minutes. Mr. Gavin Woody pulled Check #22108 to Child Support Services in the amount of \$242.50, which matched all information in the Financial Report.

#### *MOTION #2782*

A motion was made by Mr. Terril Mills to approve the payment of bills and transfer of funds as presented. Mr. Gavin Woody 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 that cottage coverage is good with current staffing; several students went home over the Christmas Holiday; and that students participated in many community activities the past month.

### **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 brought Board members up to date re: egress door issues and status of camera system at school.

### **F. ADMINISTRATORS REPORT**

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner also reported: current student population is 10; Mr. Mark Leisch has rejoined the full-time workforce at NW BOCES as Janitor and Maintenance Aide; there were 3 calls of inquiry this past month.

## **III. GENERAL BUSINESS**

### **A. ACTION ITEMS**

#### **1. Policies 6004b1-R to 6004b2-R Under Revision 2nd Reading**

##### *MOTION #2783*

A motion was made by Mr. Terril Mills to approve Policies 6004b1-R to 6004b2-R under revision on second and final reading. Mr. David Tommerup seconded the motion. The motion carried.

### **B. DISCUSSION ITEMS**

#### **1. Board Mentors**

Board member mentors per volunteer: Mr. Greg Gloy mentor for Mr. Kim Dillivan  
Mr. Terril Mills mentor for Mr. Rick Engelbrecht  
Dr. Kristen Benson mentor for Mr. Gavin Woody  
Mr. Keith McIntosh mentor for Mr. John McCue

#### **2. Fremont CSD #6 Notification**

Ms. Conner presented a letter from Fremont CSD #6 stating they will be a non-contributing member district for NW BOCES but will no longer be levying the mill as a contributing member district. This is due to the higher need for mill funds for a community project.

#### **3. Trauma Webinars**

Ms. Conner reported that Region V BOCES invited all Special Education facilities to participate in trauma webinars at no cost.

**4. Restraint Data**

Ms. Conner presented student restraint data to the Board. An effort is made to keep restraints as low as possible and to follow MANDT standards for restraints.

**5. Employee Exit Interview**

An exit interview from former NW BOCES psychologist, Dr. Kim Faulkner, was presented and discussed.

**6. Dr. Clark**

Dr. Jeffrey Clark, replacement psychologist for retiring psychologist Dr. Kim Faulkner, is adjusting well to the NW BOCES program. Students also seem to be transitioning in a positive manner to the new therapist.

**IV. FUTURE AGENDA ITEMS**

- A. Chapter 9 Policies**
- B. 2019-2020 School Calendar**
- C. Prioritize Mill Fund List**

**V. EXECUTIVE SESSION**

*MOTION #2784*

A motion was made by Mr. Terril Mills to go into Executive Session at 7:53 p.m. for:

- A. Student Grievance
- B. January Administrative Director Evaluation

Mr. David Tommerup seconded the motion. The motion carried. The session ended at 8:06 p.m.

**VI. ADJOURNMENT**

Chairman Kristen Benson declared the January 23, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 8:07 p.m.

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Recording Secretary

Approved and entered according to proceedings.

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Chairman

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Clerk