

## I. PRELIMINARY

### A. CALL TO ORDER

Chairman Dean Peranteaux called the September 28, 2016 meeting of the Northwest Wyoming Board of Cooperative Educational Services to order at 7:05 p.m.

### B. ROLL CALL

#### BOARD MEMBERS PRESENT

Mr. Dean Peranteaux, Chairman, Fremont #25  
Ms. Kristen Benson, Vice Chairman, Fremont #6  
Ms. Melissa Johnson, Clerk, Hot Springs #1  
Mr. Greg Gloy, Big Horn #4 via conferencing  
Mr. Hans Hawley, Big Horn #2 via conferencing  
Ms. Linda Cole, Converse #1 via conferencing

#### 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 #1894*

A motion was made by Ms. Melissa Johnson to approve the minutes of the August 24, 2016 meeting as presented. Ms. Kristen Benson seconded the motion. The motion carried.

### D. APPROVAL OF AGENDA

#### **Additions:**

#### **Action Item #10—Cyber Liability Insurance**

#### *MOTION #1895*

A motion was made by Mr. Hans Hawley to approve the agenda as amended. Ms. Kristen Benson seconded the motion. The motion carried.

## II. COMMUNICATIONS

### A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

Ms. Carolyn Conner presented the following:

- Student of the Month was present. The student's mother attended this portion of the meeting via phone. The student was praised for her hard work in the NWBOCES program and presented with a certificate and a "goody bag" to celebrate being nominated Student of the Month by her peers.
- Mr. Omarilee Bridges attended the meeting and was presented with a 5 Years of Service award. Mr. Bridges has been an important part of the NWBOCES residential program, using his calming attitude in many different aspects of the residential setting.

- Food Service Director, Ms. Sandy Clouse, received a thank you note from WDE employees for her assistance mentoring other Food Service Directors. Sandy also recently assisted HSCSD#1 employees with the Nutri Kids program.
- Employees of the Month, Ms. Tamy Brazell and Ms. Sandy Clouse, were unable to attend the meeting. They will be recognized during a NWBOCES activity.
- The Independent Record, weekly newspaper for the Thermopolis area, has done a great job of recognizing NWBOCES students and staff. Articles include the Equine Assisted Learning program, Garden of the Month recognition, and Employee of the Year award.
- Retired employee, Ms. Catherine Holton, sent a thank you note to Ms. Conner thanking NWBOCES for the opportunity to work with the students in the residential setting.
- Ms. Susan Nichols' classroom is doing a Life Skills program. Recent life skills activities included learning how to sew on buttons. Samples of students' work were presented to the Board.
- A poem written by Ms. Maria Eastman from Rainhorse Equine Assisted Learning, was attached to the Board packet. Ms. Eastman will present at the Cowboy Poets annual conference in Las Vegas, Nevada in January 2017.

## **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 reviewed the list of checks issued. The Board pulled a random check from the list, Check #20167 to the State of Wyoming. No discrepancies were noted.

### *MOTION #1896*

A motion was made by Ms. Kristen Benson to approve the payment of bills and transfer of funds as presented. Ms. Melissa Johnson seconded the motion. Mr. Dean Peranteaux abstained from Check #20183 to TCI Inc. in the amount of \$259.99. 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 the following to his report:

- 1 full-time staff member and 1 permanent part-time staff member retired. The full-time position will be filled. The part-time position will not be filled due to low student numbers.
- A help wanted ad for substitute positions has been placed in the Independent Record.
- Students have attended several local outings, to include the Demolition Derby, Library, Tepee Pool, the monthly 2<sup>nd</sup> Friday Art Stroll and movies at the Ritz theater. One student is attending church with staff members.
- Swimming lessons may be a possibility for our students.

## **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 to his report:

- Appliances at the residences have taken a hit this last month with replacements and repairs.
- Mr. Larson is working on irrigation/sprinkler system leaks.
- The new garbage disposal for the school kitchen was installed.
- The blue suburban has been retired to in-town use due to having 190,000 miles on it.
- The white suburban will be used for out-of-town use, having only 77,000 miles on it.
- The school roof had no leaks from the recent rain, which measured over 2 inches of moisture.

## **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:

- Fremont #24 School District donated two AED units to NWBOCES—thank you Dain Medow.

- DFS was here for a random check on the residential facilities. There was only 1 issue, which was resolved, and no violations noted.
- Ms. Conner reported on a conference call she participated in re: DFS Draft Rules.
- Notices from Homeland Security re: Emergency Management—we are now on the list to receive notices in a more timely manner.
- 2 referrals were received this month, 1 from Fremont County School District #24 for a day placement, and one from Fremont County School District #25 for a possible evaluation period.
- NWBOCES participated in Spirit Week in conjunction with Homecoming at Hot Springs County School District #1. Teacher, Shawna Bradshaw, compiled a list of weekly activities for each day of Spirit Week. Thank you Shawna.
- Ms. Conner is still working with the legislative task force committee to remove BOCES from the Special Districts designation.

### **III. GENERAL BUSINESS**

#### **A. ACTION ITEMS**

##### **1. Policy 3023 Under Revision—1st Reading**

*MOTION #1897*

A motion was made by Ms. Melissa Johnson to approve Policy 3023 Under Revision on first reading. Ms. Kristen Benson seconded the motion. The motion carried.

##### **2. Policy 8010 & 8010a Under Revision/Review—3rd Reading**

*MOTION #1898*

A motion was made by Ms. Kristen Benson to approve Policy 8010 & 8010a Under Revision/Review on third and final reading. Mr. Greg Gloy seconded the motion. The motion carried.

##### **3. Policy 3022 Under Revision—3rd Reading**

*MOTION #1899*

A motion was made by Ms. Kristen Benson to approve Policy 3022 Under Revision on third and final reading. Mr. Hans Hawley seconded the motion. The motion carried.

##### **4. Policy 1011 Under Revision—2nd Reading**

*MOTION #1900*

A motion was made by Ms. Melissa Johnson to approve Policy 1011 Under Revision on second and final reading. Ms. Kristen Benson seconded the motion. The motion carried.

##### **5. Salary Increases**

*MOTION #1901*

A motion was made by Ms. Kristen Benson to change the salary schedule for classified staff as presented, award step raises to classified staff as proposed by Ms. Carolyn Conner using the new salary schedule, and award full-time certified/contracted staff a one time stipend of \$1500.00 following the stipend guidelines. Ms. Melissa Johnson seconded the motion. The motion carried.

##### **6. Achievement & Behavioral Goals**

*MOTION #1902*

A motion was made by Ms. Melissa Johnson to approve the Achievement & Behavioral Goals as presented. Ms. Kristen Benson seconded the motion. The motion carried.

## **7. School Improvement Goals**

### **MOTION #1903**

A motion was made by Ms. Kristen Benson to approve the School Improvement Goals as presented. Mr. Greg Gloy seconded the motion. The motion carried.

## **8. Title I N&D Grant Approval**

### **MOTION #1904**

A motion was made by Mr. Hans Hawley to approve submittal of the Title I N&D Grant. Mr. Greg Gloy seconded the motion. The motion carried.

## **9. Food Service Grant Approval**

### **MOTION #1905**

A motion was made by Ms. Kristen Benson to approve submittal of the Food Service Grant. Ms. Melissa Johnson seconded the motion. The motion carried.

## **10. Cyber Liability Insurance**

### **MOTION #1906**

A motion was made by Mr. Greg Gloy to not opt for Cyber Liability Insurance. Ms. Kristen Benson seconded the motion. The motion carried.

## **B. DISCUSSION ITEMS**

### **1. Special Districts**

Ms. Conner will be attending a legislative meeting in Cheyenne on November 21 & 22 related to removing BOCES from the Special Districts.

### **2. Legislative Task Force about BOCES**

Ms. Conner presented information to the Board regarding meeting with the Legislature regarding funding for residential treatment facilities, responses from the Department of Health, Department of Family Services, and legislative representative.

### **3. Annual Report**

Ms. Conner presented the Annual Report to the Board. This report will also be sent to member Special Education Directors and Superintendents.

## **IV. FUTURE AGENDA ITEMS**

### **A. Policy 3023 Under Revision—2nd Reading**

### **B. Audit Report**

### **C. November and December Meeting Dates and Times**

## **V. EXECUTIVE SESSION**

### **A. Administrative Director September Evaluation**

### **B. Student Grievances**

### **MOTION #1907**

A motion was made by Ms. Melissa Johnson to go into Executive Session at 8:37 p.m. for Administrative Director September Evaluation and Student Grievances. Ms. Kristen Benson seconded the motion. The motion carried. The session ended at 9:12 p.m.

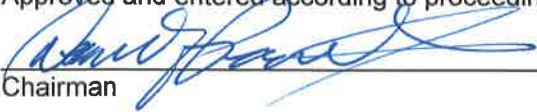
**VI. ADJOURNMENT**

Chairman Dean Peranteaux declared the September 28, 2016 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 9:13 p.m.



Recording Secretary

Approved and entered according to proceedings.



Chairman



Clerk