



Northwest Wyoming Board of  
Cooperative Educational Services  
**Minutes**

## I. PRELIMINARY

### A. CALL TO ORDER

Vice Chairman Kristen Benson called the July 27, 2016 meeting of the Northwest Wyoming Board of Cooperative Educational Services to order at 7:00 p.m.

### B. ROLL CALL

#### BOARD MEMBERS PRESENT

Mr. Dean Peranteaux, Chairman, Fremont #25 – via conference  
Ms. Kristen Benson, Vice Chairman, Fremont #6  
Ms. Melissa Johnson, Clerk, Hot Springs #1  
Mr. Greg Gloy, Big Horn #4 – via conference  
Mr. Dain Medow, Fremont #24

#### 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 #1869

A motion was made by Mr. Dain Medow to approve the minutes of the June 29, 2016 meeting as presented. Ms. Melissa Johnson seconded the motion. The motion carried.

### D. APPROVAL OF AGENDA

#### Additions:

**Add Action Item #8 – Bus Sale**

**Change Discussion Item #2 from Bus—No Bids to WDE Fees**

#### MOTION #1870

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

## II. COMMUNICATIONS

### A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

Ms. Carolyn Conner presented the following:

- June 2016 Student of the Month was in attendance and presented with a goodie bag and certificate to celebrate her achievement as voted on by her peers.
- Employees of the Month, Ms. Kristi Gordon and Mr. Tony Larson were unable to attend. They will be presented with their awards at a later date.
- Pictures of Blue Heeler cross puppies brought in by an employee for Pet Therapy Day were presented to the Board.
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### 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 brought several items to the attention of the Board, to include the following:

- Transfer of funds to balance the budget
- Request for transfer of \$400,000.00 from the General Account to the money market account with Pinnacle Bank.
- NWBOCES ended the fiscal year \$288,000.00 to the good.

#### *MOTION #1871*

A motion was made by Mr. Dain Medow to approve the payment of bills and transfer of funds to include transfer of \$400,00.00 from the General Fund to the Money Market Fund as presented. Ms. Melissa Johnson 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 amended his report with the following information:

- Staffing needs seem to be working in relation to student numbers, with one new substitute staff being hired that is willing to work nights and weekends.
- When weather permits, students have been participating in several outside water activities.
- Students attended off-campus outings to include the PRCA Rodeo and Parade.
- 4<sup>th</sup> of July fireworks were watched on television rather than attending the local event due to the lateness of the activity.
- The cottage garden is doing well with the help of a weekend staff member with a "green thumb".
- The Friday school day has been extended for 1 hour due to loss of funding from WDE. WDE began pro-rating the Friday tuition rate earlier this year.

### **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 added additional information regarding the recent fire and irrigation systems.

### **F. ADMINISTRATORS REPORT**

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Additional information provided included the following:

- 3 calls of inquiry last week. None of the potential students met NWBOCES criteria and 2 were referred to other agencies.
- A memo regarding drinking water quality for students was received from the Food Service Program. NWBOCES provides bottled water for students, thus already meets the criteria for safety.
- A staff member recently incurred a family tragedy and sent a heart-warming thank you to NWBOCES staff in appreciation for all the support they gave during this trying time.
- Ms. Conner is attending the WDE WAVE Conference in Cheyenne on August 2<sup>nd</sup> and 3<sup>rd</sup>. During this time, BOCES Directors will meet to discuss proposed legislative statute changes. Ms. Conner will also attend the WASEA Executive Committee meeting and will also welcome the new state Special Education Director, Anne Marie Williams, to visit NWBOCES.

## **III. GENERAL BUSINESS**

### **A. ACTION ITEMS**

#### **1. Policies 3011-3015 Under Revision/Review 2<sup>nd</sup> Reading**

##### *MOTION #1872*

A motion was made by Mr. Dain Medow to approve Policies 3011-3015 Under Revision/Review on second and final reading. Mr. Greg Gloy seconded the motion. The motion carried.

## **2. Policy 3009a Under Revision 2<sup>nd</sup> Reading**

### *MOTION #1873*

A motion was made by Melissa Johnson to approve Policy 3009a Under Revision on second and final reading. Mr. Dain Medow seconded the motion. The motion carried.

## **3. Policy 8010a Under Revision 1<sup>st</sup> Reading**

### *MOTION #1874*

A motion was made by Mr. Dain Medow to approve Policy 8010a Under Revision on 1st Reading. Mr. Dean Peranteaux seconded the motion. The motion carried.

## **4. Policy 3010 Under Review 1<sup>st</sup> Reading**

### *MOTION #1875*

A motion was made by Mr. Dain Medow to approve Policy 3010 Under Review on first reading. Ms. Melissa Johnson seconded the motion. The motion carried.

## **5. Policies 3018-3030 Under Revision/Review 1<sup>st</sup> Reading**

### *MOTION #1876*

A motion was made by Ms. Melissa Johnson to approve Policies 3018-3030 Under Revision/Review on first reading. Mr. Dain Medow seconded the motion. The motion carried.

## **6. Policy 1011 Under Revision 1<sup>st</sup> Reading**

### *MOTION #1879*

A motion was made by Mr. Dain Medow to approve Policy 1011 Under Revision on first reading. Mr. Greg Gloy seconded the motion. The motion carried.

## **7. PE Teacher Contract**

### *MOTION #1880*

A motion was made by Ms. Melissa Johnson to hire Mr. Brian Hopkinson for the P.E. Teacher position from September 19, 2016 to June 30, 2017 for a term of 192 days in the amount of \$45,154.62 contingent on PTSB approval. Mr. Dain Medow seconded the motion. The motion carried.

## **8. Bus Sale**

### *MOTION #1881*

A motion was made by Ms. Melissa Johnson to sell the bus for the bid of \$100.00 pending legal counsel. Mr. Dain Medow seconded the motion. The motion carried.

## **B. DISCUSSION ITEMS**

### **1. Task Force via JEC Meeting**

The Judiciary Education Committee has formed a task force re: funding for BOCES facilities. Region V Director, Mr. Dan Mayer has been appointed to the committee. Ms. Carolyn Conner has asked to also be appointed to the committee.

### **2. WDE Fees**

A letter received the first part of July from WDE informed NWBOCES the school tuition per day for court appointed students would be dropping from \$278.00/day to \$230.00/day. A letter received on Monday,

July 25, 2016 informed NWBOCES that Related Services Fees would be changing, with some increases and some decreases. With mock billing for one student being done, there was an actual increase in the monthly payment of \$132.00.

### **3. Equine Fall Plan**

There are funds for four Equine Assisted Learning sessions this fall. Ms. Conner also reported there is a new equine program starting at Hamilton Dome.

### **4. Outcome Data**

7 students completed both the Fall and Spring MAPS testing. Math scores showed a 57% or 12.8 point growth greater than or equal to the peer group. Reading scores showed a 28% or 7.9 point growth greater than or equal to the peer group. Language Arts also showed a 57% or 12.8 point growth greater than or equal to the peer group. Also, new outcome data showed that of the students completing the NWBOCES program, 84% did not re-enter a treatment facility. Data for the past 3 years showed that of students not completing the program only 37% re-entered a treatment facility, which is down from 60% in previous years.

### **5. SYSCO Montana Food Service Vendor**

SYSCO Montana will be the new Food Service vendor, replacing Food Service of America. NWBOCES Food Service Assistant has worked with this vendor at a previous job and had high praise for them.

### **6. DFS Facility Licensing Visit**

A visit from Lee Thurmond of DFS Licensing occurred last week. All files were up to date, with no corrective action suggested.

### **7. Cottage Dining Chairs**

NWBOCES purchased 6 tables and 36 chairs from Oak Express 10 years ago. The chairs had a 10 year warranty on them, which has been honored faithfully by Oak Express until just recently, with many, many chairs being replaced.

### **8. 2016-2017 Theme=Lighthouses "Lighting the Way"**

Lighthouses – Lighting the Way was voted the NWBOCES theme for 2016-2017. An employee donated use of her lighthouse collection to be utilized any way staff wished.

## **IV. FUTURE AGENDA ITEMS**

- A. Review Education & Behavioral Goals**
- B. Policy 8010a Under Revision/Review 2<sup>nd</sup> Reading**
- C. Policy 3010 Under Revision/Review 2<sup>nd</sup> Reading**
- D. Policies 3018-3030 Under Revision/Review 2<sup>nd</sup> Reading**
- E. Policy 1011 Under Revision 2<sup>nd</sup> Reading**
- F. Bus Update**

## **V. EXECUTIVE SESSION**

- A. June & July Administrative Director Evaluations.**
- B. Student Grievances**

*MOTION #1882*


A motion was made by Mr. Dain Medow to go into Executive Session at 8:00 p.m. for June & July Administrative Director Evaluations and Student Grievances. Ms. Melissa Johnson seconded the motion. The motion carried. The session ended at 8:15 p.m.

## VI. ADJOURNMENT

Vice Chairman Kristen Benson declared the July 27, 2016 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 8:16 p.m.

  
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Recording Secretary

Approved and entered according to proceedings.

  
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Chairman

  
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Clerk