



I. PRELIMINARY

A. CALL TO ORDER

Chairman Dr. Kristen Benson called the June 24, 2020 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 via conference
Ms. Lynette Jeffres, Vice Chairman, Fremont #25 via conference
Mr. David Snyder, Clerk, Fremont #21 via conference
Mr. David Tommerup, Treasurer, Washakie #1 via conference
Mr. Keith McIntosh, Big Horn #2 via conference
Mr. Greg Gloy, Big Horn #4 via conference
Mr. Rick Engelbrecht, Hot Springs #1 via conference
Mr. Kim Dillivan, Park #1 via conference
Mr. Terril Mills, Washakie #2 via conference

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 #1912

A motion was made by Mr. Greg Gloy to approve the minutes and Executive Session minutes of the May 27, 2020 meeting as presented. Mr. David Snyder seconded the motion. The motion carried.

D. APPROVAL OF AGENDA

Changes and Additions:

Action Item #8 should be changed to read Health & Wellness Policy Under Revision 1st Reading

Delete Action Items #1, #4 & #5

Change Action Item #6 Budget Approval to read Budget Approval: a) Navigant rate; b) Step Raises Effective July 1; c) Administrative Director Contract; d) Staff Contracts

MOTION #1913

A motion was made by Mr. David Tommerup to approve the agenda as amended. Ms. Lynette Jeffres seconded the motion. The motion carried.

II. COMMUNICATIONS

A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

May Student of the Month was present along with his Mother and brother joining the meeting via Zoom. The student was presented with his certificate and goody bag by Mr. Matt Ivie, Residential Supervisor. Residential Employee of the Month Mr. Karl Studt was present and recognized for his contributions to the NW BOCES program. Co-Residential Employee of the Month, Ms. Erin Bradshaw, and School Employee of the Month, Mr. Brian Hopkinson, were unable to attend the meeting. The Positives Binder was added to with the following:

- Email from a former Board Member asking for help concerning a cochlear implant. Ms. Conner was able to provide contact information.
- A former student was adopted at age 16 and is doing well
- Another former student is living independently in Utah.
- A judge from Sheridan praised NW BOCES for rising above other facilities in Wyoming and elsewhere.

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. Mr. Tony Larson pulled check #23156 to Leslie Murtagh in the amount of \$375.00. Check number, amount and vendor all matched the financial report.

MOTION #1914

A motion was made by Ms. Lynette Jeffres to approve the payment of bills and transfer of funds as presented. Mr. Kim Dillivan 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 activity planning by staff, the cottage garden, and new employee hire status.

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 completion of large projects prior to the end of the fiscal year.

F. ADMINISTRATORS REPORT

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner also reported that the Student Census was completed. Ms. Conner also reported that the summer project for the lower grade students was a study of butterflies and lady bugs from live larvae. The butterflies have already been released and the lady bugs will be released soon.

III. EXECUTIVE SESSION

MOTION #1915

A motion was made by Mr. Greg Gloy to go into Executive Session at 7:37 p.m. for: A. Administrative Director Contract B. Employee Related Mr. Kim Dillivan seconded the motion. The motion carried. The session ended at 7:41 p.m.

IV. GENERAL BUSINESS

A. ACTION ITEMS

1. Administrative Director Contract

This action item was deleted.

2. Auditor's Contract

MOTION #1916

A motion was made by Ms. Lynette Jeffres to approve the auditor's contract with Koerwitz, Michel & Wright in the amount of \$10,700.00 to 11,200.00 for the 2019-2020 fiscal year. Mr. Greg Gloy seconded the motion. The motion carried.

3. Student Contracts

MOTION #1917

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

4. Staff Contracts

This action item was deleted.

5. 2019-2020 Stipend

This action item was deleted.

- 6. Budget Approval:**
- a) Navigant tuition rate drop from \$337.00/day to \$242.00/day**
 - b) Step raises effective July 1, 2020**
 - c) Administrative Director Contract**
 - d) Staff Contracts**

MOTION #1918

A motion was made by Mr. Kim Dillivan to approve budget items a, b, c, & d as presented. Mr. David Snyder seconded the motion. The motion carried.

7. Policies 2008 to 2012 Under Review 2nd Reading

MOTION #1919

A motion was made by Ms. Lynette Jeffres to approve Policies 2008 to 2012 Under Review on second and final reading. Mr. Greg Gloy seconded the motion. The motion carried.

8. Health & Wellness Policy Under Revision 1st Reading

MOTION #1920

A motion was made by Ms. Lynette Jeffres to approve the Health & Wellness Policy Under Revision on first reading. Mr. Greg Gloy seconded the motion. The motion carried.

9. Policies 3001 to 3005 Under Revision/Review 1st Reading

MOTION #1921

A motion was made by Mr. Greg Gloy to approve Policies 3001 to 3005 Under Revision/Review on first reading. Mr. David Snyder seconded the motion. The motion carried.

B. DISCUSSION ITEMS

1. COVID-19 Update

Ms. Conner updated the Board regarding effects of COVID-19 regarding staff, students, and parents. All are handling the situation well. Occupational Therapy, Physical Therapy, & Speech/Language Therapy are still holding sessions via tele-therapy. No home visits are being done at the present time, but parent on-campus visits have resumed on a limited basis.

2. 50th Anniversary Celebration

Ms. Conner reported that the 50th Anniversary Celebration for NW BOCES has been moved ahead to spring rather than fall as initially planned. Board Chairman Dr. Kristen Benson suggested a virtual celebration for those unable to attend in person. Dr. Benson also volunteered to do a video presentation for the celebration.

IV. FUTURE AGENDA ITEMS

A. Health & Wellness Policy Under Revision 2nd Reading

B. Policies 3001 to 3005 Under Revision/Review 2nd Reading

VI. ADJOURNMENT

Chairman Dr. Kristen Benson declared the June 24, 2020 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 8:14 p.m.

Recording Secretary

Approved and entered according to proceedings.

Chairman

Clerk