



I. PRELIMINARY

A. CALL TO ORDER

Vice Chairman Ms. Lynette Jeffres called the January 22, 2020 meeting of the Northwest Wyoming Board of Cooperative Educational Services to order at 7:13 p.m.

B. ROLL CALL

BOARD MEMBERS PRESENT

Ms. Lynette Jeffres, Vice Chairman, Fremont #25 via conference
Mr. David Snyder, Clerk, Fremont #21 via conference
Mr. David Tommerup, Treasurer, Washakie #1
Mr. Keith McIntosh, Big Horn #2 via conference
Mr. Greg Gloy, Big Horn #4 via conference
Mr. Gavin Woody, Fremont #24 via conference
Mr. Rick Engelbrecht, Hot Springs #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 #2870

A motion was made by Mr. David Tommerup to approve the minutes and Executive Session minutes of the December 18, 2019 meeting as presented. Mr. Rick Engelbrecht seconded the motion. The motion carried.

D. APPROVAL OF AGENDA

Additions:

Add Student Grievance to Executive Session

MOTION #2871

A motion was made by David Tommerup to approve the agenda as amended. Mr. Rick Engelbrecht seconded the motion. The motion carried.

II. COMMUNICATIONS

A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

December Student of the Month was present and praised for his accomplishments. The student shared with the Board, "I had a dream—I had a dream I got to Level IV and graduated the program." December Residential Employee of the Month, Mr. Matt Ivie, was present and thanked for his dedication to NW BOCES. December Residential Co-Employee of the Month, Ms. Erin Bradshaw, was unable to attend the meeting. December School Co-Employees of the Month, Ms. Leigh Dobbins and Ms. Melissa Racay, were unable to attend the meeting. Ms. Conner reported that Board Chairman, Ms. Kristen Benson, and Board Vice-Chairman, Ms. Lynette Jeffres, attended the December 23 student graduation and annual Christmas Party. Ms. Conner also

reported that Nicole Anderson from the state DFS office congratulated NW BOCES on the good job being done with our students.

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. Rick Engelbrecht pulled check number 22857 to Vicklund Pharmacy in the amount of \$500.00. Check number, vendor, and amount all matched the Financial Report.

MOTION #2872

A motion was made by Mr. David Tommerup to approve the payment of bills and transfer of funds as presented. Mr. Rick Engelbrecht 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 recent interviews and hires, with 2 of the new hires being former staff members. Internal transfer notices will go out for cottage positions. At Christmas 5 of 8 cottage residents went home, with staff willing to take time off due to the low number of students left at the cottages. Students went on several community outings this last 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 also reported problems with the fire sprinkler system and possible solutions for fixing the system. Mr. Larson also presented the Board with a vehicle mileage chart showing the exact mileage of each vehicle.

F. ADMINISTRATORS REPORT

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner also added that 2 new day students were enrolled in NW BOCES from Washakie County School District #1. One student entered on January 3 and the other student will be arriving on January 27. Also, a full-time residential and school student will be entering the program on January 27 from Fremont County School District #25. Ms. Conner also reported that the annual Navigant Cost Study Report had been finished. She also gave a brief report on local fingerprinting problems encountered by potential employees.

III. GENERAL BUSINESS

A. ACTION ITEMS

1. Policies 1017 to 1019 Under Revision 2nd Reading

After discussion, Board members felt Policy 1019 should be brought back with different wording and on a 1st reading at the next regular Board meeting.

MOTION #2873

A motion was made by Mr. David Tommerp to approve Policies 1017 to 1018h on second and final reading and to approve Policy 1019 as amended on first reading. Mr. Terril Mills seconded the motion. The motion carried.

2. Policies 1020 to 1025 Under Revision/Review 1st Reading

MOTION #2874

A motion was made by Mr. David Tommerup to approve Policies 1020 to 1025 Under Revision/Review on first reading. Mr. Terril Mills seconded the motion. The motion carried.

3. Roofing Project

MOTION #2875

A motion was made by Mr. Terril Mills to re-roof the cottages one at a time. Mr. David Snyder seconded the motion. The motion carried.

4. Residential Fire Suppression System Project

MOTION #2876

A motion was made by Mr. Rick Engelbrecht to utilize mill levy funds and to re-do the system one building at a time. Mr. David Tommerup seconded the motion. The motion carried.

5. Student Contract

MOTION #2877

A motion was made by Mr. David Tommerup to approve Student Contracts with Washakie County School District #1 and Fremont County School District #25 as presented. Mr. Rick Engelbrecht seconded the motion. The motion carried.

B. DISCUSSION ITEMS

1. Cost Report

The cost report was covered in the Administrators Report.

2. Restraint Data

Ms. Conner reported to the Board that average number restraints per student has dropped.

3. Transitions: home, discipline, home environment, planning

Ms. Conner reported on some of the positives and negatives of monthly student home visits.

4. DFS variance requests for background checks; fingerprinting issues

This discussion item was covered in the Administrators Report.

IV. FUTURE AGENDA ITEMS

- A. Policies 1019 to 1025 Under Revision/Review 2nd Reading**
- B. Administrative Director Contract**
- C. NW BOCES 2020-2021 Calendar**
- D. Student Contract(s)**

V. EXECUTIVE SESSION

MOTION #2878

A motion was made by Mr. Greg Gloy to go into Executive Session at 8:06 p.m. for Administrative Director Evaluation and Student Grievance. Mr. Terril Mills seconded the motion. The motion carried. The session ended at 8:15 p.m.

VI. ADJOURNMENT

Vice Chairman Ms. Lynette Jeffres declared the January 22, 2020 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 8:16 p.m.

Recording Secretary
Approved and entered according to proceedings.

Chairman

Clerk