



## I. PRELIMINARY

### A. CALL TO ORDER

Vice Charman Ms. Lynette Jeffres called the May 22, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services to order at 7:00 p.m.

### B. ROLL CALL

#### BOARD MEMBERS PRESENT

Ms. Lynette Jeffres, Vice Chairman, Fremont #25  
Mr. David Snyder, Clerk, Fremont #21 via conference  
Mr. David Tommerup, Treasurer, Washakie #1  
Mr. Greg Gloy, Big Horn #4 via conference  
Mr. Gavin Woody, Fremont #24  
Mr. Rick Engelbrecht, Hot Springs #1  
Mr. Kim Dillivan, Park #1 via conference  
Mr. John McCue, Park #6 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 #2813*

A motion was made by David Tommerup to approve the minutes of the April 24, 2019 meeting as presented. Mr. Rick Engelbrecht seconded the motion. The motion carried.

### D. APPROVAL OF AGENDA

#### *MOTION #2814*

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

## II. COMMUNICATIONS

### A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

- School Employee of the Month Ms. Carolyn Conner, Residential Employee of the Month Ms. Kendra Kimes, and Student of the Month were all present and praised for their hard work and dedication to the NW BOCES program.
- School employee Ms. Crystal Chapel was unable to attend the meeting but will be honored at a later date for 5 years of service to NW BOCES.
- Pictures of the recent Enrichment Day at the Casper Interpretive Center were shared with the Board.

- The WY-TOPP and Maps Testing showed that most NW BOCES students are at or above grade level, with only 1 student showing a drop in scores.

## **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. David Tommerup pulled check #22347 to Oriental Trading in the amount of \$45.77. Check number, amount and vendor all matched the Financial Report.

### *MOTION #2815*

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 reported on staffing issues, his presentation at the April Parent Training re: "The 3 No's", and a student's special tour of the Dinosaur Museum guided by the museum Director.

## **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 reported on the recent visit by the Fire Marshall and noted no corrective action. He recommended removing the stop on the gym door, removing a laundry basket that was placed in front of the breaker box at the residences, and finding an alternative to the bolt slide locks on the safe room doors.

## **F. ADMINISTRATORS REPORT**

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner reported on student exits, calls of inquiry, and the social skills learned by a student's first experience with an ice cream cone.

# **III. GENERAL BUSINESS**

## **A. ACTION ITEMS**

### **1. Salary Schedule**

- a. Classified Staff**
- b. Certified Staff**

### *MOTION #2816*

A motion was made by Mr. David Snyder to: a) have no changes to the Classified Staff Salary Schedule and to give Classified Staff a step raise per the salary schedule; b) have no changes to the Certified Staff Salary Schedule and to give Certified Staff a step raise per the lines on the salary schedule. Mr. David Tommerup seconded the motion. The motion carried.

### **2. Health Insurance & TSA Amounts**

### *MOTION #2817*

A motion was made by Mr. David Tommerup for Health Insurance and TSA amounts paid by NW BOCES to remain unchanged for the 2019/2020 fiscal year. Mr. Gavin Woody seconded the motion. The motion carried.

### **3. Fee Schedule**

#### *MOTION #2818*

A motion was made by Mr. David Tommerup to approve the Fee Schedule as presented. Mr. Greg Gloy seconded the motion. The motion carried.

### **4. Preliminary Budget**

#### *MOTION #2819*

A motion was made by Mr. Gavin Woody to approve the Preliminary Budget as presented. Mr. David Tommerup seconded the motion. The motion carried.

### **5. Health & Wellness Policy Under Revision 2nd Reading**

#### *MOTION #2820*

A motion was made by Mr. David Tommerup to approve the Health & Wellness Policy on second and final reading. Mr. Terril Mills seconded the motion. The motion carried.

### **6. Policy 3021 Under Revision 1st Reading**

#### *MOTION # 2821*

A motion was made by Mr. David Tommerup to approve Policy #3021 under revision on first reading. Mr. Gavin Woody seconded the motion. The motion carried.

## **B. DISCUSSION ITEMS**

### **1. District Spring PR Visits**

Ms. Conner reported she had conducted 3 district member PR visits this spring with several others scheduled.

### **2. Legislative Meeting June 5 & 6 Efficiency Studies**

Ms. Conner plans on attending the Joint Education Committee Efficiency Studies meeting in Casper on June 5 & 6, 2019. A report will be given at the next regular Board meeting.

## **IV. FUTURE AGENDA ITEMS**

### **A. Student Contracts**

### **B. Staff Contracts**

### **C. Administrative Director Contract**

### **D. Consultant Contracts**

### **E. Final Budget**

### **F. Policy 3021 Under Revision 2nd Reading**

## **V. EXECUTIVE SESSION**

#### *MOTION #2822*

A motion was made by David Tommerup to go into Executive Session at 7:40 p.m. for:

### **A. Student Exit**

### **B. Administrative Director May Evaluation**

### **C. Administrative Director Contract**

Mr. Greg Gloy seconded the motion. The motion carried. The session ended at 8:12 p.m.

#### *MOTION # 2823*

A motion was made by Mr. Gavin Woody for the Administrative Director 2019/2020 Contract to remain the same as 2018/2019 including the 2 year contract period. Mr. David Tommerup seconded the motion. The motion carried.

## VI. ADJOURNMENT

Vice Chairman Ms. Lynette Jeffres declared the May 22, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 8:13 p.m.

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Recording Secretary

Approved and entered according to proceedings.

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Chairman

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Clerk