



I. PRELIMINARY

A. CALL TO ORDER

Chairman Dr. Kristen Benson called the December 18, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services to order at 7:00 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. Keith McIntosh, Big Horn #2 via conference
Ms. Jenn Rinn, Converse #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

RECORDING SECRETARY PRESENT

Ms. Sally Hanson, Administrative Assistant, NW BOCES

C. APPROVAL OF MINUTES

MOTION #2864

A motion was made by Ms. Lynette Jeffres to approve the minutes of the November 21, 2019 meeting as presented. Ms. Jenn Rinn seconded the motion. The motion carried.

D. APPROVAL OF AGENDA

Additions:

Change Action Items 4 & 5 to Discussion Items 2 & 3

MOTION #2865

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

II. COMMUNICATIONS

A. COMMUNICATIONS, EMPLOYEE & STUDENT RECOGNITIONS

- Students of the Month for October and November attended the meeting and were presented with “Goody Bags” and certificates for their progress in the NW BOCES program.
- November Residential Employee of the Month, Samantha Zupan, attended the meeting and was honored with a gift and a certificate to thank her for her continued hard work as a Residential Houseparent.
- November School Employees of the Month, Leigh Dobbins and Crystal Trent, were unable to attend the meeting.

- Parents of a previous student of NW BOCES made a generous donation to the program. This is a twice a year donation and is much appreciated.

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. Due to Board members all being present via conference video, Mr. Tony Larson pulled check #22786 written to Quality Inn in the amount of \$81.99. All data matched the Financial Report.

MOTION # 2866

A motion was made by Mr. Terril Mills to approve the payment of bills and transfer of funds as presented. Ms. Jenn Rinn seconded the motion. The motion carried.

D. RESIDENTIAL REPORT

The Residential Report was presented by Ms. Carolyn Conner in the absence of Mr. Matt Ivie. A copy is attached to the permanent minutes. Additions to the report include the addition of a new student on December 4, 2019; upcoming holiday home visits; planned visits by parents of students not able to go home for the Christmas holiday; student outings; and generous donations.

E. MAINTENANCE AND TRANSPORTATION REPORT

The Maintenance and Transportation Report was presented by Mr. Tony Larson. A copy is attached to the permanent minutes.

F. ADMINISTRATORS REPORT

The Administrators Report was presented by Ms. Carolyn Conner. A copy is attached to the permanent minutes. Ms. Conner also added the following: referral calls; upcoming Christmas Party/Student Graduation; prospective new day student from Washakie County School District #1; a NW BOCES para educator will help with final transition steps for the graduating student the first 2 days he is back in the regular district school.

III. GENERAL BUSINESS

A. ACTION ITEMS

1. Board Reorganization

MOTION #2867

A motion was made by Mr. Terril Mills to retain all officers from the previous year. Mr. Keith McIntosh seconded the motion. The motion carried.

2. Policies 1011 thru 1016 Under Revision/Review 2nd Reading

MOTION #2868

A motion was made by Ms. Lynette Jeffres to approve Policies 1011 thru 1016 on second and final reading. Mr. Terril Mills seconded the motion. The motion carried.

3. Policies 1017 thru 1019 Under Review 1st Reading

MOTION #2869

A motion was made by Mr. John McCue to approve Policies 1017 thru 1019 on first reading. Ms. Lynette Jeffres seconded the motion. The motion carried.

B. DISCUSSION ITEMS

1. Student Home & School Visits

Several home and school transition visits have occurred the last month. These visits make transitioning back to the home and district much easier for students and families.

2. Roofing Project

Mr. Tony Larson reported on the roofing projects needed due to the summer hail storm. Cost and longevity of shingles vs. steel roofing were discussed. Mr. Larson will be keeping the Board updated on the project, which will be delayed until spring.

3. Fire Suppression System Project

Mr. Tony Larson updated the Board on progress of the fire suppression system project. Mr. Larson will keep the Board updated on progress.

IV. FUTURE AGENDA ITEMS

A. Policies 1017 thru 1019 Under Revision 2nd Reading

B. Policies 1020 thru 1025 Under Revision/Review 1st Reading

C. January Administrative Director Evaluation

V. EXECUTIVE SESSION

No Executive Session was necessary.

VI. ADJOURNMENT

Chairman Dr. Kristen Benson declared the December 18, 2019 meeting of the Northwest Wyoming Board of Cooperative Educational Services adjourned at 7:48 p.m.

Recording Secretary

Approved and entered according to proceedings.

Chairman

Clerk