

Minutes of the  
**BOARD OF COOPERATIVE EDUCATIONAL SERVICES**  
of  
**UINTA COUNTY SCHOOL DISTRICT NO. ONE**  
and  
**WESTERN WYOMING COMMUNITY COLLEGE**

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When the Clerk's signature is affixed, this is an official and public record of the Board of Trustees, organized under the laws of the State of Wyoming.

**Meeting Location:** Educational Service Center

  XX   Regular             Called

**Date:** December 13, 2017

**CHAIRPERSON/CLERK  
CERTIFICATION**

*These minutes are a true account of proceedings approved by majority vote of a quorum of the membership.*

**Trustees Attending:**

David Bennett  
Jenny Welling  
Cassie Torres  
Dr. Thomas Spicer (Audio)

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*Chairperson Signature*

**Also Attending Were:**

Mike Williams  
Kiley Ingersoll  
Heidi Currutt  
Diane White

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*Clerk Signature*

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The meeting was called to order by Chairperson Bennett at 6:00 p.m. There being a quorum present the meeting was adjourned by Chairperson Bennett at 7:14 p.m.

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**I. WELCOME AND CALL TO ORDER**

Chairperson Bennett called the meeting to order at 6:00 p.m.

**II. APPROVAL AND SETTING OF AGENDA**

Motion to approve Agenda with the addition of adding D. Personnel under New Business: Jenny Welling  
Second: Cassie Torres  
Vote: Unanimous, motion carries

**III. REVIEW AND APPROVAL OF MINUTES**

Motion: Cassie Torres to approve the minutes from September 19, 2017 board meeting

Second: Dr. Thomas Spicer

Vote: Unanimous, Motion Carries

#### **IV. SCHEDULE OF BILLS**

##### **A. General Fund**

Motion: Jenny Welling to approve amount of \$360,808.48

Second: Cassie Torres

Vote: Unanimous, Motion Carries

##### **B. Payroll**

Motion: Jenny Welling to approve amount of \$178,785.40

Second: Cassie Torres

Vote: Unanimous, Motion Carries

##### **C. Bills Prior to Next Board Meeting as Listed**

Motion to approve all expenditures as presented: Jenny Welling

Second: Cassie Torres

Vote: Unanimous, Motion Carries

#### **V. COMMUNICATIONS**

##### **A. Visitors to Address the Board**

Diane White gave a report on the College and Career Readiness Center. Diane White spoke about all of the programs offered and changes that had taken place since she has been the coordinator of the program. The programs included were BOOST, English Second Language, Families Becoming Independent, a mentoring program, Evanston Families Becoming Independent, and adult basic education. Diane White stated the staff for the College and Career Readiness Center include Mike Williams, Diane White, Carol Bourland, and David Day. Diane White discussed how the program is not just a high school equivalency program anymore, but now they focus on the bigger picture.

Diane White also spoke about the grant opportunities available for these programs which include Wyoming Community College Commission grant, workforce services, Wyoming Family Services, UCHS, Community Based Service Grant, United Way, Bank of the West, Rocky Mountain Power which are all used to keep the programs running.

David Bennett asked how long the BOOST program has been running. Diane White stated it was started in 2009. David Bennett stated he has seen growth from this program and it is really good for the kids.

#### **B. B.O.C.E.S. Roundtable**

#### **C. Director's Report**

In addition to the written report:

Mike Williams stated he is still working extensively with both the Southwest Wag and the Uinta Wag. Mike Williams stated the pilot project in Lyman High School is up and running and if it goes well, we hope it expands to the rest of the communities.

Mike Williams stated Carbon Fiber is looking for a training program and he referred them to Heidi Currutt at WWCC.

Mike Williams stated he has been in touch with Union Tank. They are looking for a mid-level supervisor training. Mike Williams stated several years ago, we did a similar program for SGL. Mike Williams stated we are working on getting this going.

#### **D. WWCC Coordinator's Report**

In addition to the written report:

Heidi Currutt stated that WWCC is going through some major changes.

Division Chairs are going through every instructor's files to see that they meet the qualifications for teaching through the Higher Learning Commission.

Heidi Currutt stated because of this, we are losing several instructors.

David Bennett asked what the teachers need to be qualified. Heidi Currutt stated they need a masters in the subject area and the 18 additional credits that match the discipline.

Dr. Thomas Spicer stated that this is also a change because the federal government is putting pressure on accrediting agents to make sure they are enforcing their rules.

Heidi Currutt gave an update on the enrollment numbers.

Heidi Currutt stated that she is attempting to get several other instructors qualified including Kiley Ingersoll to teach concurrent public speaking at the High School and Mike Williams to teach education classes, including substitute teaching which would help the FBI program.

Heidi Currutt is currently starting to teach the First Year Success class.

April Lange has a tutoring class for remedial English which is very successful.

Heidi Currutt stated the welding classes are going good and the instructor is bilingual so he is taking some additional students who speak only Spanish.

Heidi Currutt stated that WWCC has some changes to the C.N.A. program. The long-time instructor has decided to retire. WWCC has had an online C.N.A. Program for the past five years, and now wants Evanston to move to that platform. The classes are online, but there is an in-person instructor. The instructor is Baily Jensen (high school nurse). The program include the course, plus 19 hours of clinical and lab hours with the instructor.

WWCC will be closed for the holiday break.

## **VI. NEW BUSINESS**

### **A. Election of Board Officers**

Motion: Dr. Thomas Spicer to nominate Dave Bennett for Chairperson

Second: Jenny Welling

Vote: Unanimous, motion carries

Motion: Jenny Welling to nominate Cassie Torres for Vice Chairperson

Second: Dr. Thomas Spicer

Vote: Unanimous, motion carries

Motion: Jenny Welling to nominate Josh Welling for Clerk

Second: Cassie Torres

Vote: Unanimous, motion carries

Motion: Cassie Torres to nominate Jenny Welling for Treasurer

Second: Dr. Thomas Spicer

Vote: Unanimous, motion carries

### **B. Approval of the Meeting Schedule 2018**

Motion: Cassie Torres to approve the stated schedule as presented with the change for the December meeting to be moved from December 18, 2018 to December 12, 2018

Second: Jenny Welling

Vote: Unanimous, motion carries

**C. Uinta B.O.C.E.S. #1 Board Size**

David Bennett asked that we look at moving to a 5 member board.

Mike Williams stated that a few years ago, he did have a conversation with Dr. Leach about the possibility of moving to a smaller board, but Dr. Leach was not interested in moving that direction at that time.

David Bennett asked if our current board is even interested in the option. Mike Williams stated it would be a process that would take some time to go through and work out. Discussion surrounding the number of WWCC board members vs. school board members would also have to be included.

Dr. Thomas Spicer stated that he does participate in a lot of boces organizations. All of the others only have one board member from WWCC. Dr. Thomas Spicer stated that money from Uinta County needs to be spent in Uinta County. Dr. Spicer stated he was not opposed to looking at the options or a smaller board, and he would prefer the split be UCSD board members have 3 spots and WWCC have 2 board spots.

Cassie Torres stated she has done some research and most are 5 representative boards. She stated by statute, the board cannot have more than 9 or less than 5.

Jenny Welling stated she felt like many of the other boces boards are 4 representatives from the school districts and one from WWCC. She would lean to that representation.

Cassie Torres stated the only reason she would want more than one representative from WWCC is to make sure they were represented in the event one board member was sick, etc.

Mike Williams asked if the board wanted him to reach out to Dr. Leach and the other trustees.

David Bennett directed Mike Williams to begin to examine the issue.

**D. Personnel**

Motion: Cassie Torres to approve Ms. Andreasen's resignation as of January 3, 2018.

Second: Jenny Welling

Vote: Unanimous, motion carries

Discussion: Kiley Ingersoll read LaDean Andreasen's resignation letter to the board. Mike Williams stated due to economic reasons, we did not look at replacing her at this time. Mike Williams stated that based on the need for him to complete the job LaDean is leaving, he has instructed Diane White to look for a part-time evening teacher and bring in some employees for more hours than they currently work to help cover the job. Mike Williams stated he has some expertise in the areas LaDean has performed for Uinta B.O.C.E.S. #1 because he has done the same type of job in the past including human resources and budgeting. Mike Williams stated he may need to get some additional training. David Bennett asked where LaDean was moving. Mike Williams stated Cheyenne where all of her family is close by.

**VII. OLD BUSINESS**

**VIII. NEXT MEETING**

Tuesday, March 20, 2018 – 6:00 p.m.  
Uinta B.O.C.E.S. #1 Education Center  
1013 W Cheyenne Dr, Evanston, WY

**IX. ADJOURNMENT**

Motion to adjourn: Jenny Welling

Second: Cassie Torres

Vote: Unanimous, Motion Carries

Meeting adjourned at 7:14 p.m.

Board Approved: