

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

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: June 19, 2018

Trustees Attending:

David Bennett
Regina Clark
Cassie Torres
Dr. Thomas Spicer (Audio)

Also Attending Were:

Mike Williams
Kiley Ingersoll
Heidi Currutt
Tamra Peterson

**CHAIRPERSON/CLERK
CERTIFICATION**

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

Chairperson Signature

Clerk Signature

The meeting was called to order by Chairperson Bennett at 6:03 p.m. There being a quorum present the meeting was adjourned by Chairperson Bennett at 7:11 p.m.

I. WELCOME AND CALL TO ORDER

Chairperson Bennett called the meeting to order at 6:03 p.m.

II. APPROVAL AND SETTING OF AGENDA

Motion to approve Agenda with the addition of adding A. Reduction of the Board under Old Business, and B. Meeting Change under New Business and C.

Election of Officers under New Business: Regina Clark

Second: Cassie Torres

Vote: Unanimous, motion carries

III. REVIEW AND APPROVAL OF MINUTES

Motion: Dr. Thomas Spicer to approve the minutes from March 20, 2018 board meeting

Second: Cassie Torres

Vote: Unanimous, Motion Carries

IV. SCHEDULE OF BILLS

A. General Fund

Motion: Dr. Thomas Spicer to approve amount of \$393,444.02

Second: Regina Clark

Vote: Unanimous, Motion Carries

B. Payroll

Motion: Dr. Thomas Spicer to approve amount of \$178,134.65

Second: Regina Clark

Vote: Unanimous, Motion Carries

C. Bills Prior to Next Board Meeting as Listed

Motion to approve all expenditures as presented Dr. Thomas Spicer

Second: Regina Clark

Vote: Unanimous, Motion Carries

V. COMMUNICATIONS

A. Visitors to Address the Board

Tamra Peterson gave a report on the After School Program run through the 21st Century Grant. Tamra Peterson spoke about all of the opportunity offered through the program. The programs works with primarily k-8 grade students and hires certified teachers to work in the program. Tamra spoke about how many students participate in the program as well as how much those students have improved. In a survey, teachers stated that 87% of the students who needed to improve in reading and participated in the afterschool program did improve. Tamra Peterson stated that we currently have great collaboration with the school district, Uinta B.O.C.E.S. #1, and the teachers.

Tamra Peterson expressed appreciation to the school board for funding transportation for the program because it is a huge link to help those students who may need the program most. Tamra Peterson spoke about the summer learning kits that went home to all kindergarten kids in the district. It includes a book, activities, and some ideas to help increase and maintain learning throughout the summer. The kits also include family engagement activities.

Tamra Peterson stated that she is currently focused on the summer camps as they are happening right now.* There are two camps, Extreme Science Camp and Camp Imagination. Extreme Science Camp is science-based and Camp Imagination is literacy based. The first session of camp had 103 students and the second session has 109. Camps are free to all participants. Tamra Peterson then showed a variety of projects that the students do during camp.

David Bennett asked Tamra what financial shape her grants were in. Tamra Peterson stated that the grants run one year behind. She stated Cohort 8 ended in April and we have just applied for Cohort 12, which was similar to 8 and we hope we are awarded that grant. USCD #1's contribution to the program is great, but would not be enough to cover the entire program, so we are at the mercy of the federal government to continue funding.

Cassie Torres and Regina Clark both stated they think the camp looks like a lot of fun for the students.

David Bennett asked if the students get school lunches. Tamra replied yes. David Bennett noted that the board does appreciate all of Tamra's hard work.

B. B.O.C.E.S. Roundtable

Cassie Torres wanted to state how great graduation was and felt it was so nice to see all of the varieties of students. David Bennett apologized for missing the graduation ceremony.

C. Director's Report

In addition to the written report:

Mike Williams stated we were very excited to have LUCDA in to replace chevron. LUCDA has been having some issues getting the correct compliance and approval for LUCDA. There were some delays with getting the building up to the fire code it needs to support LUCDA. The building does have a secondary sprinkler system, but does not have fire treated wood. After LUCDA appealed the decisions, the fire marshals did approve with minor adjustments. LUCDA should be in the building this fall. They are planning to do stick built walls.

Mike Williams stated we currently have a Key staff member out on medical leave. She will be out until she gets a medical release. She had extensive back surgery. Carol Bourland has agreed to stay until the end of this month to help while the staff member is out. The key staff member is working at home doing some reporting for approximately eight hours a week.

Peggy Harvey who was LaDean's main assistant is planning to retire. Peggy Harvey stated she would retire on December 31, 2018. We will have to replace

a position when she does retire.

Mike Williams stated Uinta B.O.C.E.S. #1 needs to tighten up our human resource, as we get ready for several of our long-term employees to be leaving.

Mike Williams stated the CPA firm will be in on Monday to help start the transfer from CYMA to QuickBooks Enterprise. We will have a lot of work over the next few weeks and months, but are getting help from the auditors and the CPA to close out this past fiscal year and make the transition as clean as possible.

Mike Williams stated he would be traveling tomorrow to the 21st century training, which goes through Friday. He also stated he would be attending the summer institute so we meet the 80% requirement.

D. WWCC Coordinator's Report

In addition to the written report:

Heidi Currutt stated right now they are focused on the day-to-day business for the summer semester. They are having the chemistry class that is online coming to Evanston High School to do their lab in July.

Heidi Currutt mentioned that she has been helping students who are going to attend school in Rock Springs and those who are in Mountain View and Lyman because the WWCC Outreach is closed in the summer.

Heidi Currutt stated they WWCC Staff will be attending a financial aid training tomorrow over WebEx which should be good.

Heidi Currutt stated she was in Rock Springs today for teaching 1st year success. The common reader has been chosen, and the class has been revamped. Heidi Currutt stated she feels it is much more conducive to helping students succeed.

Heidi Currutt stated there is a new director of distance learning, Kasey Damori. Kasey and her team are planning to come over in the next week.

Heidi Currutt stated WWCC went with a company called Prometrix for the CNA testing. Currently, there are some issues with the communication of Prometrix and the sites. Hopefully, we are on the way to figuring out all of the kinks

VI. NEW BUSINESS

A. 2018-2019 Budget

Motion: Regina Clark to approve a 4% raise for the Uinta B.O.C.E.S. #1 staff beginning July 1, 2018

Second: Dr. Thomas Spicer

Vote: Unanimous, motion carries

Discussion: Mike Williams stated in the packet was a summary sheet for the 2018-2019 budget. Mike Williams stated this is the first time in several years we have seen an uptick in the mill levy. It is not a significant increase, but is higher. Mike Williams stated that payroll is down because of all of the reductions in staff we have done in the past year that we now cover with part time staff. Carol Bourland is planning to retire at the end of this year (June 30, 2018) and part time staff will replace her position. Peggy Harvey has also given notice that she is planning to retire in December 2018. Due to all of the reductions, Mike Williams stated that this position would most likely be replaced with a full-time staff member. Mike Williams stated that Uinta B.O.C.E.S. #1 did write for an additional grant, and we would have to look at potentially hiring if we are awarded that grant.

Mike Williams stated that the budget does include money to pay for financial services and an updated website.

Dr. Thomas Spicer asked Mike Williams to explain why personal costs were up in the last board meeting. Mike Williams stated when providing the report, a minor update in the excel spreadsheet was not corrected, which caused the wrong information to be pulled from our accounting system.

Mike Williams asked the board to pass a motion to approve a raise for Uinta B.O.C.E.S. #1 staff of 4% that is in the 2018-2019 budget. David Bennett asked if we have the money. Mike Williams stated yes, it is built into the 2018-2019 budget.

B. Meeting Change

Motion: Cassie Torres to approve the next meeting for July 18, 2018 at 5 pm at the Educational Service Center

Second: Dr. Thomas Spicer

Vote: Unanimous, motion carries

Discussion: The July budget meeting was scheduled for July 18, 2018 at the Educational Service Center at 6 pm. Due to a conflict with the UCSD #1 board meeting, which is also scheduled for 6 pm, we ask that it be changed to 5 pm on the same day. Dr. Thomas Spicer stated that is also the day for the WWCC budget meeting, so the board members would have to be in Rock Springs, but could call in.

C. Election of Officers

Motion: Cassie Torres to nominate Regina Clark for Treasurer

Second: Dr. Thomas Spicer

Vote: Unanimous, motion carries

Discussion: Mike Williams stated we were informed that USCD #1 Board Member, Jenny Welling, who was appointed to our board and elected treasurer, was reappointed to a different board. The USCD #1 Board did reappoint Tammy Walker to Uinta B.O.C.E.S. #1 board, but we need to elect a new treasurer to take Jenny Welling's duties.

VII. OLD BUSINESS

A. Uinta B.O.C.E.S. #1 Board Size Reduction

Discussion: David Bennett stated that he feels a reduction of the board size would make the board more efficient and read from the previous minutes what other board members stated who were not present at the meeting. "Josh Welling stated that he doesn't have strong feelings either way and would be good moving forward with the reduction. Troy Archuleta stated that stated that he is not for or against the reduction, but he does see the flexibility both sides have right now and the board seems to be working effectively as is."

Cassie Torres stated she does not have a strong feeling either way, but is not going to push for a reduction. Mike Williams stated he did speak with Dr. Karla Leach about the reduction, and stated she expressed she would not be in favor of reducing the board members from WWCC which Dr. Thomas Spicer noted she has expressed that to him as well.

Cassie Torres stated it might be a good idea to ask the other two boards as a whole and get their feelings on the reduction. All board members agreed and were going to take it back the UCSD #1 Board and the WWCC board. David Bennett stated that would be fine and asked that we have it on the September agenda as a voting item.

VIII. NEXT MEETING

Tuesday, June 19, 2018 – 5:00 pm

Educational Service Center

537 Tenth Street, Evanston WY

IX. ADJOURNMENT

Motion to adjourn: Dr. Thomas Spicer

Second: Cassie Torres

Vote: Unanimous, Motion Carries

Meeting adjourned at 7:11 p.m.

Board Approved: