

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

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Once 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:** Uinta B.O.C.E.S. #1  
XX Regular    \_\_\_ Called

**Date:** December 11, 2024

**CHAIRPERSON/CLERK  
CERTIFICATION**

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

**Trustees Attending:**

Dan Wheeler  
Dave Bennett  
Brian Woodward  
Regina Clark – Remote  
Jim Jessen – Remote

  
\_\_\_\_\_  
**Chairperson Signature**

  
\_\_\_\_\_  
**Clerk Signature**

**Also Attending Were:**

Sheila McGuire  
Mardi Woodward

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Chairperson Wheeler called the meeting to order at 6:03 p.m. There being a quorum present the meeting was adjourned by Chairperson Wheeler at 7:10 p.m.

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- **WELCOME AND CALL TO ORDER**  
Chairperson Wheeler called the meeting to order at 6:01 p.m.
- **APPROVAL AND SETTING OF AGENDA**  
Motion to approve Agenda: Brian Woodward

Second: Dave Bennett  
Vote: Unanimous Motion Carries

- **REVIEW AND APPROVAL OF MINUTES**

Motion to approve: Brian Woodward  
Second: Dave Bennett  
Vote: Unanimous Motion Carries

- **SCHEDULE OF BILLS**

- A. General Fund
- B. Payroll
- C. Bills Prior to Next Board Meeting as Listed and Amended Dates

Motion to approve: Brian Woodward  
Second: Dave Bennett  
Vote: Unanimous Motion Carries

- **COMMUNICATIONS**

- A. Visitors to Address the Board
- B. B.O.C.E.S. Roundtable
- C. Director's Report

**Facilities and Operations:** The team has been extremely busy due to staff shortages, particularly with the facilities manager out due to an injury. They've been relying on substitute custodians and handling many tasks themselves.

**Completed Projects:**

**Window Replacement:** The incorrect window was replaced, and the project is complete.

**Exterior Lighting:** LED lights replaced old, inefficient ones, saving on energy costs and reducing frequent bulb replacements.

**Toilets:** The first-floor women's bathroom had small, old toilets replaced with standard-sized ones.

**Building Assessment:** The facilities team completed a survey of the building to identify repairs and improvements needed, including addressing electrical issues in testing rooms and installing additional outlets.

**HVAC Issues:** Seven air conditioning units need repairs due to outdated systems and EPA changes. Repair parts are being procured in stages as the budget allows.

**Security Cameras:** New working security cameras have been installed, both inside and outside, providing improved safety and surveillance.

**Grants and Funding:**

**Wyoming Community Foundation:** They applied for a \$10,000 grant for general operations but have not heard back yet.

- **Joanne Schrantz Foundation:** Received \$10,000 with no restrictions on usage.
- **Myra Fox Skelton Foundation (Wells Fargo):** Applied for \$20,000 for HVAC repairs, awaiting results in the spring.
- **Union Pacific:** Potential grant of up to \$30,000 for technology, with applications opening in March.

### **Concerns:**

The issue of dual and concurrent enrollment programs in local high schools has become a challenge. Many students are taking courses that don't count toward their degree plans, which could cause problems with financial aid down the line. The team is working to ensure that students meet with a dedicated advisor to ensure their credits are applicable to their degree programs.

- **Strategic Planning:** The team is actively involved in various committees like marketing, programming, partnerships, and economic development. They're also preparing for the upcoming Women's Conference in March.
- **Board Transition:** There was a discussion about board leadership and responsibilities, with one member stepping down but another re-elected for a two-year term.
- **Audit:** The audit for 2023-2024 returned the same findings as previous years, mainly regarding the separation of duties due to the small staff size. There was a net profit of \$25,000 through November. The audit report was up for approval, but some members requested further review before voting.

This is an overall look at the progress and ongoing efforts across facilities management, grants, and education initiatives.

### • **NEW BUSINESS**

#### A. Audit Report 2023-2024

Motion to approve: Brian Woodward

Second: Dave Bennett

Vote: 3 Yes, 2 Abstained, Motion Carries

#### B. Election of Officers for 2025

##### **Chairperson: Dan Wheeler**

Motion to approve: Brian Woodward

Second: Dave Bennett

Vote: Unanimous Motion Carries

##### **Vice Chairperson: Jim Jesson**

Motion to approve: Brian Woodward

Second: Dave Bennett

Vote: Unanimous Motion Carries

**Clerk: Brian Woodward**

Motion to approve: Dave Bennett

Second: Jim Jessen

Vote: Unanimous Motion Carries

**Treasurer: Dave Bennett**

Motion to approve: Brian Woodward

Second: Jim Jessen

Vote: Unanimous Motion Carries

- **MEETING DATES FOR 2025**

March 12, 2025

June 11, 2025

July 9, 2025 – Budget Meeting

September 10, 2025

December 10, 2025

- **BUDGET UPDATE**

The meeting discussed several points related to finances and operations for the year:

**Revenue and Expenses:**

As of the current month, 43% of the anticipated revenue for the year has been received, which is in line with expectations. However, grant money is still pending, as the reimbursement process can take a couple of weeks.

Expenses for the year are at 41% of the budgeted amount, also on track.

**Tax Payments:**

The December property tax payment of just under \$160,000 was received. Typically, large property tax payments come in January, June, September, and December, while some months see smaller amounts, like \$8,000 in August.

**Grant Reimbursements:**

Wyoming Department of Education is fast with reimbursements, taking only a few days once approved. However, the Department of Family Services is much slower, with reimbursements taking 1-2 months.

**Reserves:**

The organization is making progress toward rebuilding its reserves. \$100,000 was moved back into reserves with the December tax payment.

The team is focused on controlling spending, being cost-conscious, and only addressing necessary repairs to maintain financial stability.

In general, the organization is optimistic about its financial direction and is working hard to manage costs effectively while rebuilding reserves.

- **OLD BUSINESS**

Motion to approve recessing Executive Session

Motion to Approve: Brian Woodward

Second: Dave Bennett

Vote: Unanimous Motion Carries

- **EXECUTIVE SESSION**

Motion to amend the agenda

Motion to Approve: Dave Bennett

Second: Brian Woodward

Vote: Unanimous Motion Carries

Motion to approve recessing Executive Session

Motion to Approve: Brian Woodward

Second: Jim Jessen

Vote: Unanimous Motion Carries

Christmas Bonuses for Staff

\$1,000 for Full Time Employees

\$500 for Part Time Employees

\$250 for Substitute Employees

Motion to Approve: Brian Woodward

Second: Jim Jesson

Vote: Unanimous Motion Carries

- **Next Meeting – Wednesday, March 12, 2025 at 6pm**  
**Uinta B.O.C.E.S. #1**  
**1013 W. Cheyenne Dr**  
**Evanston, WY 82930**

- **ADJOURNMENT**

Motion to adjourn meeting at 7:20pm

Motion to Approve: Brian Woodward

Second: Dave Bennett

Vote: Unanimous Motion Carries