

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:** January 14, 2026

**Trustees Attending:**

Dan Wheeler  
Brian Woodward  
Jim Jessen (Remote)  
Robbie Lee (Remote)

**Also Attending Were:**

Sheila McGuire  
Candy Hamblin  
Shelby Powell

**CHAIRPERSON/CLERK CERTIFICATION**

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



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



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**Clerk Signature**

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Chairperson Wheeler called the meeting to order at 6:00 p.m. There being a quorum present, the meeting was adjourned by Chairperson Wheeler at 7:25 p.m.

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**I. WELCOME AND CALL TO ORDER**

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

**II. APPROVAL AND SETTING OF AGENDA**

Motion to approve: Brian Woodward

Second: Jim Jessen  
Vote: Unanimous Motion Carries

**III. REVIEW AND APPROVAL OF MINUTES**

Motion to approve: Jim Jessen  
Second: Brian Woodward  
Vote: Unanimous Motion Carries

**IV. SCHEDULE OF BILLS**

**A. General Fund (Scheduled Bills A)**

Computer generated checks 77322 through 77355 totaling \$75,512.36 and Electronic Fund Transfers in the amount of \$44,765.30 to be issued in payment for December bills as duly audited in the amount of \$120,277.66.

**B. Payroll Fund (Scheduled Bills B)**

Computer generated checks totaling \$4,305.47 and Electronic Transfers Fund of \$81,046.65 to be issued in payment December payroll as duly audited in the total amount of \$85,352.12.

**C. Pre-Authorized Payments (Scheduled Bills C)**

Approval was requested for all payroll checks related to current events and one employee's payroll prior to the next scheduled board meeting.

Motion to approve: Brian Woodward  
Second: Jim Jessen  
Vote: Unanimous Motion Carries

**V. Communications**

**A. WWCC Coordinator Report – Traci Dodsworth**

Tracy Dodsworth was unable to attend due to illness in her household. Her report was included in the Director's Report materials.

Key items discussed:

- **Summer registration opens February 18**
  - **Fall registration begins in April**
  - Electrical upgrades are needed in the E&I classroom due to insufficient power and unsafe use of extension cords
    - An estimate was approved by **Western**
    - Work will be completed by **AB Electric (Brett Cook)**
    - Costs will be covered by Western, not BOCES
  - This project is part of ongoing facility safety improvements
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## **B. CCRC Department Report – Shelby Powell**

A comprehensive overview of College and Career Readiness (CRC) programs was provided, including:

- **Adult Education Grant**
    - High School Equivalency preparation
    - BOOST youth program
    - Adult education classes (morning, evening, and hybrid)
    - Work readiness, life skills, career planning, and remediation
    - ESL instruction (currently smaller class sizes due to regulatory changes)
  - **Families Becoming Independent (FBI) Grant**
    - Funded through DFS (TANF)
    - Job training, mentoring, and support services
    - Two-year renewal cycle; currently in year two
    - Target of 40 participants per year
  - **ARPA Job Training Grant**
    - Extended through **October 2026**
    - Supports short-term occupational training and certifications
  - **Training Partnerships**
    - CDL, CAN, Substitute Teaching
    - OSHA 10, PEC, Microsoft Office certifications
    - EMT training through the county
    - Child Development Associate (CDA)
    - Developing Pharmacy Tech and Medical Assistant programs
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## **C. B.O.C.E.S. Director's Report**

- **Grants**
  - Adult Education and FBI grants pending future guidance and RFPs
  - ARPA funding extended through October
  - FBI funding secured through September (federal fiscal year)
- **Dual Enrollment Proposal**
  - Community colleges submitted a proposal to address statewide dual enrollment inequities

- Awaiting legislative response
  - **Facilities**
    - Ongoing improvements, including repainting the copy room
  - **Financial Update**
    - Wyoming Community Foundation grant received: **\$10,000**
    - Schranz Family Foundation donation received: **\$10,000**
    - Foundation income exceeds projections
    - Approximately **\$100,000 positive balance** year-to-date
    - January tax distribution pending
  - **40th Anniversary Gala**
    - Scheduled for **Saturday, April 11, 2026**
    - Location: **Roundhouse**
    - 1980s theme, dinner, live and silent auction
    - Tickets planned at **\$75 per person**
    - Proceeds will benefit the BOCES Foundation
  - **Graduation**
    - Scheduled for **Saturday, May 9, 2026**
    - Location: **Davis Middle School**
    - Estimated 20 graduates
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## **VI. New Business**

A. The final audit report was presented.

Motion to approve: Brian Woodward

Second: Jim Jessen

Vote: Unanimous Motion Carries

### **B. Budget Update**

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## **VII. Old Business**

No items.

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**VIII. Executive Session**

No executive session was requested.

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**IX. Adjournment**

Next meeting: **March 11, 2026 – 6:00 PM**

Meeting adjourned at 6:39 pm