Minutes of the

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

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: September 09, 2026

Trustees Attending:
Dan Wheeler
Jim Jessen (Remote)
Robbie Lee (Remote)

Also Attending Were:
Sheila McGuire
Mardi Woodward
Traci Dodsworth

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

Dan Wheeler
Chairperson Signature

Clerk Signature

Chairperson Wheeler called the meeting to order at 6:01 p.m. There being a quorum present, the meeting was adjourned by Chairperson Wheeler at 6:28 p.m.

I. WELCOME AND CALL TO ORDER

Chairperson Wheeler called the meeting to order at 6:01 p.m.

II. APPROVAL AND SETTING OF AGENDA

Motion to approve: Jim Jessen

Second: Robbie Lee
Vote: Unanimous Motion Carries

III. REVIEW AND APPROVAL OF MINUTES

One correction was noted regarding the attendance information.

Motion to approve: Jim Jesson
Second: Robbie Lee
Vote: Unanimous Motion Carries

IV. SCHEDULE OF BILLS

A. General Fund (Scheduled Bills A)
Computer-generated checks (#77184 - 77597) totaling **$69,780.83** and electronic transfers totaling **$105,000.46** were presented for payment of July and August bills.
Total: $174,781.29

B. Payroll Fund (Scheduled Bills B)
Computer-generated checks totaling **$8,408.32** and electronic fund transfers totaling **$95,707.37** were presented for July and August payroll.
Total: $85,565.37

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: Jim Jesson
Second: Robbie Lee
Vote: Unanimous Motion Carries

V. Communications

A. Visitors to Address the Board

Tracy Dodsworth, Evanston Outreach Coordinator with Western Wyoming College, provided an update on outreach services. She introduced **Maria Casas**, Program Assistant, and **Karen Wright**, part-time test proctor.

Services provided through the outreach center include:

- Academic advising
- CNA certification
- Dual and concurrent enrollment
- In-person courses
- Financial aid assistance
- Admissions assistance
- Registration

- Test proctoring

  During the 2025–2026 academic year, outreach advisors supported **195 students**, with **117 students served locally in Evanston**. These figures represent students who scheduled appointments and do not include walk-in students.

  The Evanston outreach center administered:

- 85 placement tests
- 44 proctored tests
- 24 nursing tests
- 12 CNA certification tests

  The Board was also informed that **Sarah Young**, a nurse at the Wyoming State Hospital, serves as the proctor for CNA certification testing.

  Upcoming Outreach Events

  The following upcoming events were discussed:

- **Community Conversation with Dr. Young:** September 21, from approximately noon to 1:30 p.m. The event will provide community members and leaders with an opportunity to hear updates and ask questions about Western Wyoming College.
- A tour of **Black Mesa Advanced Fission** is planned following the Community Conversation.
- **Mustang Preview and Manufacturing Day:** October 14. The event will provide high school students with opportunities to explore college, career, and CTE pathways and learn about high-demand career opportunities from local and regional employers. Evanston High School plans to transport students to the event.
- The outreach center will be closed for fall break on October 16. The center will remain open on October 15 for scheduled nursing testing.

  The Board was also informed that Western Wyoming Community College is transitioning its name to **Western Wyoming College** to better reflect the breadth and quality of its academic offerings, including its growing bachelor's degree programs.

  Concurrent Enrollment

  Concurrent enrollment registration was discussed. Approximately **195 students** had enrolled at the time of the meeting, with registration expected to reach approximately **200 students** as registration concludes.

B. Directors' Reports – Sheila McGuire, Executive Director

The Director reviewed accomplishments and activities from the past several years, including facilities projects, fundraising, community outreach, and program development.

A repair was recently completed at the rear stairs, where a significant gap between the stairs and the parking lot had created a tripping hazard.

Fundraising and Community Events

The organization reported successful fundraising activities, including:

- The annual gala
- Golf tournament, which raised approximately **$3,000** at a cost of approximately $30 for supplies
- Community yard sale

The recent yard sale was moved indoors because of poor weather. The event not only raised funds but also brought community members into the BOCES building, where visitors viewed program information and expressed interest in community education classes.

The organization will also hold its **5th Annual Halloween treat event** in October. The event has become a significant community activity, with hundreds of people visiting the building in previous years.

Dual Enrollment Funding and Rules

The Board discussed recently released but not yet finalized Wyoming Department of Education rules concerning dual enrollment. There remains some uncertainty regarding billing responsibilities between districts and BOCES.

The district has expressed concern that the **$10 million** allocated for dual enrollment may not be sufficient, particularly given the significant increase in participation. The Board previously agreed to hold certain funds in reserve that had been designated for dual enrollment until the funding situation becomes clearer.

The Board noted a substantial increase in enrollment, with approximately **67 students currently participating**, compared with approximately 40 during the previous semester.

Mill Levy Education and Community Outreach

The Director reported that staff are actively preparing educational information regarding the upcoming **November mill levy election**.

Outreach efforts include social media and public conversations designed to explain:

- What a mill levy is
- How BOCES funding is used
- How much of a property tax bill goes toward BOCES
- The broad community benefits provided by BOCES

The Director emphasized that BOCES benefits the entire community, not only families with school-age children. Examples discussed included CNA training, EMT certification, law enforcement testing, and other workforce-development services.

The approximate cost to a homeowner was discussed as being about **$45 per year on a $300,000–$350,000 home**, or less than $4 per month.

The organization has also used artificial intelligence tools to create a promotional video featuring a 3D-printed training dummy demonstrating various BOCES programs, including CPR, driver's education, computer use, and workshop activities.

Prometheus Community Benefit Agreement

The organization continues to work with **Prometheus** on a Community Benefit Agreement. The request includes funding and technical expertise to develop a **data center training program at BOCES**.

The agreement has been submitted to Prometheus and is currently awaiting review by the company and its attorneys.

Wyoming Community Foundation Grant

The Director reported that the **Wyoming Community Foundation grant application** was completed and submitted on September 9, 2026. The organization is hopeful that funding will be awarded again.

Program and Testing Center Update

The Director reported that the adult program continues to perform very well and was previously recognized as the **number-one program in the state**.

The testing center has administered or proctored approximately **800 tests during the past year**, including approximately **500 certification exams**. These have included testing for real estate, insurance, electrical, EMT, law enforcement, and other professional certifications.

The Director emphasized the broad community impact of these services, noting that the individuals receiving certifications and training become members of the local workforce who serve the community.

There were no public visitors and no director's report, as this was a budget-focused meeting.

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

The next board meeting is scheduled for November 11, 2026.

The Board discussed maintaining a schedule of six meetings per year rather than five. December will be skipped due to the holidays and the busy time of year.

The November meeting will take place shortly after the November election and will provide an opportunity for the Board to review the election outcome and determine any necessary next steps.

VI. New Business

No new business was discussed.

VII. Old Business

No old business was discussed.

VIII. Next Meeting – Wednesday, November 11, 2026 at 6:00 PM
Uinta B.O.C.E.S. #1
1013 W. Cheyenne Drive
Evanston, WY 82930

IX. Adjournment

Motion to adjourn meeting at 6:28 pm

Motion to approve: Jim Jessen
Second: Robbie Lee
Vote: Unanimous Motion Carries