

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: March 13, 2024

**CHAIRPERSON/CLERK
CERTIFICATION**

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

Trustees Attending:

Jim Jessen
Dan Wheeler
Dave Bennett
Brian Woodward



Chairperson Signature

Also Attending Were:

Mike Williams
Sheila McGuire
Shelby Powell
Traci Dodsworth
Mardi Woodward
Tamra Petersen



Clerk Signature

Chairperson Wheeler called the meeting to order at 5:31 p.m. There being a quorum present the meeting was adjourned by Chairperson Wheeler at 6:40 p.m.

I. WELCOME AND CALL TO ORDER

Vice Chairperson Jesson called the meeting to order at 6:05 p.m.

II. APPROVAL AND SETTING OF AGENDA

Motion to approve Agenda: Dave Bennett

Second: Brian Woodward

Vote: Unanimous, motion carries

III. REVIEW AND APPROVAL OF MINUTES

Motion to approve: Brian Woodward

Second: Dave Bennett

Vote: Unanimous, Motion Carries

IV. SCHEDULE OF BILLS

A. General Fund

B. Payroll

C. Bills Prior to Next Board Meeting as Listed

Motion to approve: Dave Bennett

Second: Brian Woodward

Vote: Unanimous, Motion Carries

V. COMMUNICATIONS

A. Visitors to Address the Board

Tamra Petersen - 21st Century Community Centers Grant Coordinator –
After School Program

The after school program serves grades K-8. The program had 1058 students participate. 65% of all elementary students participate in the program. The program is in every elementary school in the UCSD #1 and included Evanston Child Development Center and Evanston Youth Club. The program has benefited the participants by improving their proficiency in Language Arts and Math based on their WYTOPP scores. There are 24 centers in the entire state and UCSD #1 makes up nearly 20% of the total for the state. The also has camps in the summer at Clark Elementary that serves approximately 350 elementary age kids. They service breakfast and lunch and the summer camp and meals are entirely free to the participate.

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

C. Director's Report

- Dual enrollment numbers were large again for the spring 2024 semester. As of 3/4/24, the BOCES has paid just under \$52,000 to Western for dual enrollment courses for the 23-24 academic year. We are still working with a teacher from UCSD #1 to be able to offer MATH 1400 concurrently for the 24-25 academic year, which would help both from an economic perspective and for students potentially struggling with online math course work.
- Equipment for the Electrical and Instrumentation program has continued to be delivered to the BOCES building, and staff from Western have traveled to Evanston on multiple occasions to assemble the equipment and prepare the room. Western has also been working with a UCSD #1 vocational teacher who has been helping set up equipment in the room. The local electrician completed the room upgrade to three-phase power; however, Western staff have indicated they would like to make some other electrical adjustments to the room and we are waiting for specifics on those before we bring the contractor back to the building. Western continues to look for a teacher for the program.

- We participated in ALICE training as a staff and have now subscribed to an app based service called RAVE Panic Button. The app will let us communicate with each other in an emergency and even if we have to close the office for weather, etc.
- We are partnering with the High School to display art in our hallways from the AP Art class. We also have the AP drafting class coming here and creating a map of the building for our strategic emergency plan. We hope to continue our partnership with the High School when we have projects here that students can participate in.
- The WyrkShop received a grant from the Wyoming Innovation Partnership for \$40,000. This money needs to be spent by June 30, 2024. The grant includes money specific to remodeling the room. We plan to add better 3D printers, laser cutters and small CNC machines. We are also looking at certifications that can be earned on this equipment.
- The budget will probably need to be amended in June because we received extra money for the After School Program and the WyrkShop that we didn't know about.
- Dual enrollment is up way more than we budgeted for. We spent 2x as much this fiscal year compared to the previous year. Devon Parks has been approved to teach Math 1400 at the High School as a dual enrollment course starting this fall and that should help our budget tremendously.

D. WWCC Coordinator's Report

Traci Dodsworth let the board know:

- **Spring 2024 Registration:** We had 169 total registrations for the spring 2024 semester. We had 29 full-time students and 140 part-time students. These numbers consist of both regular, dual and concurrent students.
- **Fall In-person Class Schedule:** We are working on scheduling and marketing in-person classes for the Fall 2024. Due to the decrease in enrollment for in-person courses over the past few years, the Evanston Outreach team is looking at ways to increase enrollment. The team is currently looking at different course times and offerings.
- **Early Registration:** Early registration for Fall 2024 begins on April 10th.
- **Proctoring:** Our proctoring services are increasing. We have proctored 147 in person tests over the last year for our students.
- **C.N.A.:** The March 5th C.N.A. class is full. The next available class will begin June 3rd which is also full.
- **Summer Registration:** Summer registration began on February 21st. Summer session will run from June 3rd through July 25th.
- **Spring Break:** Western Wyoming Community College students will be on spring break during the week of March 18th-22nd. Evanston Outreach offices will be closed from March 20th-22nd.
- **Spring 2024 Commencement:** Spring commencement is slated for May 18th in Rock Springs.
- **New Concurrent Classes:** Evanston High School will have some new concurrent classes starting for the fall 2024 semester. The high school will add two sections of American & Wyoming Government (POLS 1000), two sections of College Algebra (MATH 1400), and one section of Introduction to Cultural Anthropology (ANTH 1200). With students not having to take these classes as Dual credit classes, based on registration of 25 students per course, there will be a savings of over \$60,000 to the Uinta BOCES #1. (This number is based on 25 students per 3 credit course, 5 courses total).
- **E&I Update:** Western Wyoming Community College has received grant funding from the State of Wyoming through the Wyoming Innovation Partnership grants. This grant allowed Western to expand their Electrical and Instrumentation program in Evanston. With the labs at capacity in Rock Springs, this expansion

allows us to increase the number of students in the program through the creation of a new lab. Casey Hardin has been hired to assemble the lab for us, and we are excited to provide the first set up classes this fall in Evanston. They are still looking for an instructor.

NEW BUSINESS

A. New Credit Card Company

Motion to Approve: - not a board issue

Second:

Vote:

B. Excess Equipment

Motion to approve: Brian Woodward

Second: Dave Bennett

Vote: Unanimous, Motion Carries

C. Personnel Policy Changes

a. Bereavement:

Motion to approve: Brian Woodward

Second: Jim Jesson

Vote: Unanimous, Motion Carries

b. Paid Holiday

Motion to approve: Dave Bennett

Second: Brian Woodward

Vote: Unanimous, Motion Carries

c. Personal Leave/Sick Leave

Motion to approve: Brian Woodward

Second: Dave Bennett

Vote: Unanimous, Motion Carries

D. Liability/General Insurance Renewal

Motion to Approve: Dave Bennett

Second: Jim Jesson

Vote: Unanimous, Motion Carries

VI. NEXT MEETING

Wednesday, June 12, 2024 – 6:00 PM
Uinta BOCES #1
1013 W Cheyenne Drive Suite A
Evanston, WY 82930

VII. ADJOURNMENT

Motion to adjourn meeting – Brian Woodward
Second – Jim Jesson
Vote: Unanimous, Motion Carries

Meeting adjourned by Chairperson Wheeler at 7:35pm.