

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

BOARD OF TRUSTEES

**UINTA COUNTY SCHOOL DISTRICT #1 / WESTERN WYOMING COMMUNITY
COLLEGE**

AGENDA

**Wednesday
March 12, 2025**

6:00 P.M.

**Uinta B.O.C.E.S. #1
1013 W Cheyenne Dr.
Evanston, WY**

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
BOARD OF TRUSTEES
WESTERN WYOMING COLLEGE/UINTA COUNTY SCHOOL DISTRICT #1**

**A G E N D A
March 12, 2025**

I. WELCOME AND CALL TO ORDER 6:00 P.M.

Dan Wheeler, Chairperson

II. APPROVAL AND SETTING OF AGENDA

III. REVIEW AND APPROVAL OF MINUTES

Board Meeting December 11, 2024

IV. SCHEDULE OF BILLS

- A. General Fund
Computer generated checks 76706 through 76903 totaling \$251,630.54 and Electronic Fund Transfers in the amount of \$136,195.30 to be issued in payment of December, January and February bills as duly audited in the amount of \$411,388.22.
- B. Payroll Fund
Computer generated checks totaling \$23,562.38 and Electronic Transfers Fund of \$184,076.92 to be issued in payment December, January and February payroll as duly audited in the total amount of \$184,538.38.
- C. Bills to be paid prior to next Board meeting
- All payroll checks related to current Uinta B.O.C.E.S. #1 employees' payroll for pay periods prior to the next regularly scheduled board meeting
 - All expenditures that fit within the approved 2024 - 2025 Uinta B.O.C.E.S. #1 approved budget.

The Executive Director is assigned the authority to approve these vouchers and have checks issued. The bills paid before board approval will be verified at the next board meeting.

V. COMMUNICATIONS

- A. WWCC Coordinator's Report
- B. B.O.C.E.S. Director's Report
- C. B.O.C.E.S. Board Roundtable

VI. NEW BUSINESS

- A. Liability Insurance Renewal
- B. September Attendance for Sheila

VII. OLD BUSINESS

VIII: EXECUTIVE SESSION

- A. Executive Director Contract Renewal 25 - 26

**IX. NEXT MEETING - Wednesday, June 11, 2025 – 6:00 p.m.
Uinta B.O.C.E.S. #1
1013 W. Cheyenne Drive
Evanston, WY 82930**

X. ADJOURNMENT

Director's Report
March 12, 2025

General BOCES, Human Resources, and Facilities

BOCES staff have continued to work hard over the past few months to get the organization on a more solid footing, expand our outreach, complete facilities and other projects, and more. We made the decision to let our facilities director go when it became clear recovery from his motorcycle accident would take months and might never result in a return to full function needed for that physically demanding position. When his FMLA leave had been completely utilized, we met with him and explained we couldn't leave that position open indefinitely while waiting for his return. It was decided not to refill that position, and Mardi and Sheila have been handling purchases and arranging for larger projects while part-time custodial staff have been picking up a few more hours.

Staff worked together to complete the repainting of hallways on the third floor, which has been completed. Based on conversations with property managers in the area, we estimate we saved several thousand dollars completing that project ourselves rather than hiring an outside company to do it, which likely would have meant the project wouldn't have been done at all. With the extra paint we had available, we have also repainted three offices, a classroom, and the third floor board room. We worked with the Evanston High School building trades classes to come in and take down a wall in the ESL classroom to provide more space and also to rebuild the ladder for roof access, which did not meet safety criteria previously. We have also been working with Tom's HVAC on the HVAC repair project – they will be completing and billing us for that work in three phases over the next few months, completing the work in July in the next fiscal year. We have reached out to Western about helping with some of those costs, as there continues to be a significant carryover balance of BOCES funds, even after the decreased payment amounts we have made thus far this year. To help spend down some of those funds, Western has already agreed to deduct the approximately \$10,000 amount for our external video camera project from our March quarterly payment. We have also solicited estimates for repair work to the two bridges from the second floor to the rear parking lots, as there is significant damage to both structures. That estimate came in at just under \$10,000. Depending on what Western is able to do with the HVAC project, we may also move forward with the bridge repair. Ideally, we would like to look at soliciting bids to repair/replace the roof later in the summer as we continually have issues with leaks.

We received the \$10,000 grant funds from the Wyoming Community Foundation. With those, we purchased 10 new testing computers that completely replaced the old computers in the Pearson-Vue testing area and partially replaced those in the HiSet testing area. In working with our IT guys, we determined we did not need to replace the monitors. We also purchased new chairs for the Pearson testing room, as they were old and unsafe; added new electrical outlets so we no longer have extension cords plugged into extension cords, etc., throughout the room; and replaced the last of the old thermostats with new ones (the Pearson room still had old mercury-filled thermostats in it).

We also made the decision to end the regular employment of our part-time testing proctor. In discussions with Candy, our testing coordinator, we determined it was not necessary to have a regularly-scheduled person here four hours a day, five days a week, and we could instead schedule someone as necessary for times when Candy herself is not on-site or is teaching and unable to manage testing students.

We have also leased out two more office spaces on the first floor and have advertised an additional space that Union Tank vacated (they previously had two large offices but now just one). We have also increased the rates of another two spaces in accordance with their leases that allow for adjustments for inflation. Leasing these unused office spaces brings in additional revenue that can help with our general operations expenses.

Due to the staffing changes and paying closer attention to our spending, our reserve accounts have been replenished to the point we currently have slightly over \$400,000 between the two reserve accounts. However, we are entering the time of year when our mill levy property tax payments tend to be the smallest – March, April, and May – and we have a large payment for our general liability property insurance due the first of April, so it is possible we will not be able to maintain that balance through the end of the fiscal year.

As a result of our strategic planning in July, the four committees formed at that time have continued to meet regularly. The social committee includes staff engagement activities and our monthly staff professional development meetings, as well as our holiday gatherings and parades. The marketing committee is working on social media outreach, a redesign of our website, and targeted marketing in local media. The programming and partnerships committee is working on outreach to local businesses to ensure the community is aware of our programs, specifically our safety training and workforce development programs. As part of this effort, the BOCES staff presented at the Uinta County Economic Development Commission meeting in October, specifically focusing on safety training and workforce development training programs offered locally, as well as our ability to customize training to fit local needs. As part of ongoing efforts to develop and strengthen local ties, Sheila serves on the Evanston Rotary Board, the Disability:IN Uinta County Board, the LUCDA Policy Council, the Evanston Jumpstart Board, the Evanston Women's Conference Board, and the Evanston Chamber of Commerce Red Carpet Committee.

In spite of all these positives, however, there are many current concerns regarding the financial picture. Property tax cuts have been an ongoing topic at the Wyoming Legislature this year, with a 25% residential tax cut passing both Chambers. At the time of this writing, it is awaiting the Governor's signature. By Sheila's estimates, that could result in approximately \$100,000 less in tax revenues next fiscal year. In addition, the status of our federal grants is in question. In early February, the Trump administration ordered a federal spending freeze. At that time, we reached out to our state agencies about the status of the Adult Basic Education, BOOST, FBI program, and Afterschool program grants, which all include federal dollars. The Wyoming College Commission and Wyoming Department of Workforce Services quickly indicated the state would pick up any frozen funding through the remainder of the current fiscal year for adult basic education and BOOST. Before we could receive a response from the Wyoming Department of Education and Department of Family Services regarding the other grants, the memo regarding frozen funding was rescinded. We are uncertain, however, as to the status of future funding as we have been told by some of our state agencies they have been unable to reach anyone at the federal level regarding future grant years because so many employees have been terminated or are on administrative leave. It is currently unknown how proposed budget cuts may impact our programs. In discussions with our state agencies, however, it is clear changes may need to be made to ensure compliance with federal directives regarding DEI and undocumented individuals, should funding continue.

Higher Education
Sheila McGuire, Coordinator

Sheila and Traci met with UCSD#1 staff in January to discuss dual and concurrent enrollment. Although the district strongly desires increased dual enrollment spots, that depends entirely on our mill levy revenues, as those are the only funds available to pay tuition, fees, and books, for dual students. We discussed the realities of that funding with the district counselors and administrators, as well as future concurrent enrollment possibilities. Traci was working with district staff to check on what it would take to get specific teachers approved to teach concurrent courses, which would potentially cut down on the numbers of dual enrolled students and those costs. The Electrical and Instrumentation course did start in January, with enough students enrolled for the class to go. However, Western is still searching for a full-time instructor in order to have the program running as envisioned.

College and Career Readiness Center
Shelby Powell, Director

ABE/BOOST/ESL/FBI

- The new BOOST session began January 13, 2025, with ten students enrolled. These students have completed several work readiness workshops and are progressing on their academic preparation. At least five of them should begin testing within the next two weeks.
- Two students in our regular adult education class completed their high school equivalencies in January. One of them has enrolled in the E & I program at WWCC. Two new participants joined the morning class in January and three new or returning participants are attending the evening class. We hired Marie Grover to replace Ronda Hurst as our evening adult ed instructor.
- Three of our participants in our adult education program are eligible for the ARPA-Adult HSEC program and are co-enrolled.
- Four of our ARPA-IET participants began the C.N.A. course in January and should complete in the next few weeks. We have one student enrolled in the March C.N.A. course and two others who will need to wait until August due to the March class being full and the summer class being canceled. We have one BOOST student co-enrolled in the C.N.A. program and hope to co-enroll a few others into IET programs before the end of the BOOST session.
- Evanston Ready to Work Program/Families Becoming Independent continues to offer our qualified participants opportunities to obtain employment or advance in their current positions. We have enrolled 14 participants in this grant cycle, which runs from Oct. 1 to Sept. 30. In addition, we have two participants in a pre-enrollment phase. Of these, three participants have completed their C.N.A. training, one her substitute teacher training and one his CDL (bus) training. The remaining participants are C.N.A students or students in internships for early childhood education. Enrollment in the program remains lower than expected, and thus we continue to look for new ways to reach potential participants including contacting area employers to strengthen or form partnerships.

Community Education and Computer Classes

Amy Fackrell, Assistant

- Nothing to report

Evanston Innovation WyrkShop

Amy Fackrell Assistant

- For the WyrkShop we are working with a couple of homeschool groups to have regular classes/workshops.

Uinta BOCES #1 Testing Center

Candy Hamblin, Coordinator

- Uinta BOCES #1 Testing Center offers a variety of testing opportunities to students whether they are seeking their High School Equivalency, employment, degrees, licenses, or certification. We believe in offering as many opportunities to Uinta County residents as possible in continuing their education, generating better income opportunities, or advancing in their careers.
- **Higher Ed Testing for Colleges and Universities**
Uinta B.O.C.E.S. #1 employees have proctored **17 higher education student's** tests this fiscal year. Western students' tests are proctored through Western staff unless BOCES staff are needed to help.
- **HiSet/PSI** nationally recognized program for High School Equivalency
Uinta B.O.C.E.S. #1 has given **124 High School Equivalency tests** this fiscal year.
- **Pearson Vue** nationally recognized testing for those seeking certification in various fields such as: Wyoming, Journeyman Licenses, Master Licensing, Nursing, EMT, Cisco, Microsoft, Real Estate, and Insurance, Colleges and Universities and more.
Currently, this fiscal Uinta B.O.C.E.S. #1 gave **284 exams** for students seeking their certificate/license/degree, which they are required to receive to work in various fields.
- **TABE** testing for the Uinta County Sheriff's Office (per their request) seeking employment. These tests are active for 1 year per Uinta County Sheriff's Office. Uinta B.O.C.E.S. charges \$10 per test given. Every student has to take Grammar, Math, and Reading.
Currently, this fiscal year **ten students** have taken their TABE test
- **POST** testing for the Evanston Police Department (per request). This test is the National Police Officer's Selection Test, which Uinta B.O.C.E.S. #1 administers to those individuals seeking employment with Evanston's Police Department. Uinta B.O.C.E.S. #1 purchases tests through Standard and Associates and charges \$40 for the four tests that are required for students take. Every student has to take Grammar, Math, Reading, and Writing.
Currently **four students** have taken their **POST** for the Evanston Police Department.

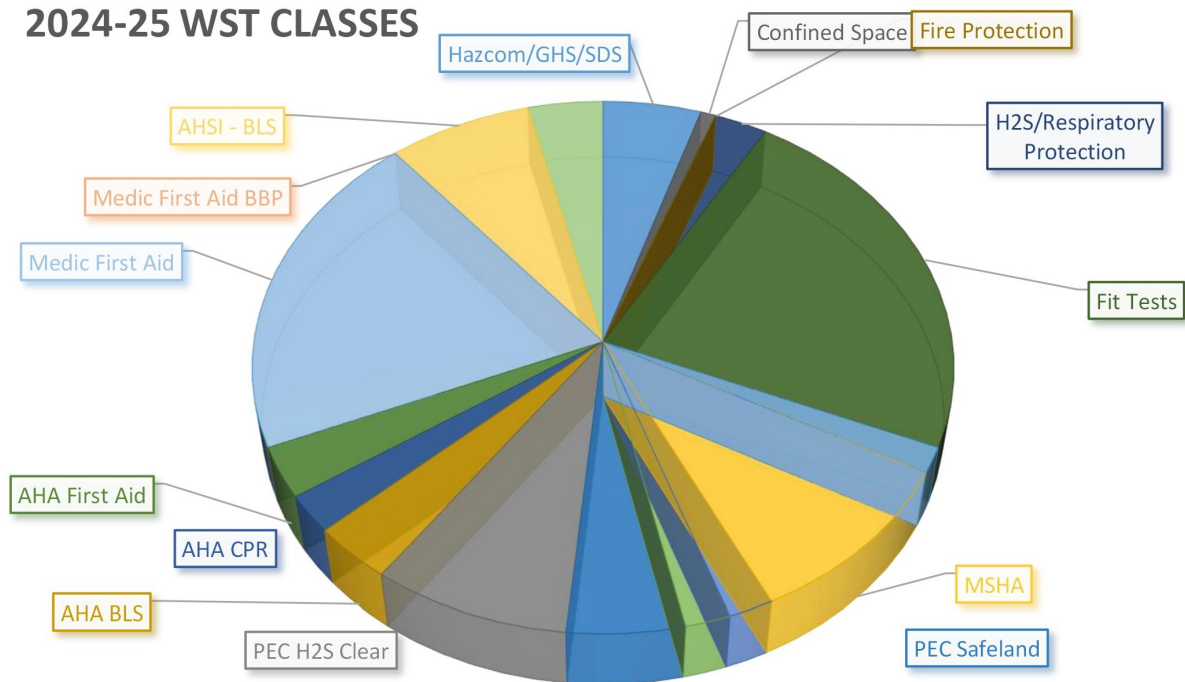
Industrial Safety Training
Candy Hamblin, Director

WST March 2025 Board Report

► 1ST

- Industrial Safety Training has changed its name to Workforce Safety Training as we felt that Industrial Safety Training seemed to only be able to offer safety training to heavy industry versus workforce.
- Uinta BOCES #1 offered 140 classes/meetings from Dec. 2024 - Feb. 2025 with 41 of those classes being Workforce Safety Training.
- Uinta BOCES #1 had 278 students enrolled in classes Dec. 2024 -Feb. 2025 with 201 of those students enrolled in Workforce Safety Training.
- Candy will be teaching an OSHA 10 class to the town of Diamondville, WY in March.
- AHA has started working on the new 2025 guidelines for First Aid / CPR. The list below were somethings that mentioned in an online seminar Candy attended:
 - Opioid overdose
 - Strokes
 - Strokes in children
 - Stop the Bleed Kits
 - Drowning has also been added to the list.
- Lynn has and will be going to different companies away from the center to offer first Aid/CPR/Oxygen training to companies WST has worked with in the past.
- Dean will be going to Pinedale to do fit testing for a new company in March.

2024-25 WST CLASSES



Marketing and Public Relations

Sheila McGuire, Director

- We have continued to work on targeted marketing of social media posts and ensuring any advertising we're doing with local newspaper and radio station are regularly updated and that we're not always just "running the same ad as last time." We are hosting the Evanston Women's Conference at Davis Middle School on Saturday, March 8, where we've sold more tickets than the past two years with still a few days left of ticket sales prior to the event. Sheila presented at a meeting of Evanston Rotary back in January to let Rotarians know about happenings at the BOCES as well. We have continued to sell little projects created in the WyrkShop each month, with a new item available at the front desk. We've found people are really interested in picking up different little seasonal items and making the projects allows us to use 3D printing filament in a timely fashion while also bringing extra dollars into the WyrkShop to purchase more supplies.

21st CENTURY COMMUNITY LEARNING CENTERS GRANT

Tamra Petersen, Coordinator

ELEMENTARY AFTER-SCHOOL PROGRAM/ASK PROGRAM

- The Elementary After-School/ASK Program is currently in its sixth session of the school year and things are running well. Participation is steady and we are continuing to implement high-quality and effective programming — which includes some annual favorites (UME and Aspen just concluded several sessions of Cross County Skiing, which is always a very popular class!). We have integrated robotics at three-of-the-four elementary schools — and now have 3D printing at all four elementaries, which is very exciting. Overall, our teachers and coordinators are working hard to ensure programming is intentional and supports the overall goals of the 21CCLC grant and feedback suggests the program is meeting the needs of students and families alike.

To support our new iPads and other technology-related issues, we are working with a district IT person who is 'on call' and will go to any school that needs assistance during the afterschool hours. This has been extremely helpful and has streamlined and improved the ability to integrate new opportunities in the afterschool programs.

GENERAL INFORMATION

- We have just completed our Fall WDE521 report, which is the statewide monitoring assessment that primarily looks at attendance and are currently working on our APT-Q, an extremely comprehensive tool that helps us better assess the inner workings of our programs. Our federal report on the 2023-24 school year was completed last month, which marked our second year using GPRA (Government Performance and Results Act) measures. This format removes any 'bias' in our reporting as it uses WYTOPP scores for math and language arts proficiency, as well as direct district data regarding regular-school day attendance, GPA and classroom behaviors. Although I plan to share the results in more detail in the future, the growth is very encouraging. Looking at WYTOPP scores for 4th and 5th graders who participated in a 21CCLC program a minimum of 15 hours, 79% improved proficiency in Language Arts and a whopping 93% improved proficiency in Math.

In the coming months, we will be facilitating our year-end reports, our SAYO-S and SAYO-Y (a staff survey and a student survey for 4th-8th graders) the APT-O, which is an observation tool used for continuous quality improvement, and our parent surveys. We also plan to ask all of our elementary participants to complete a student interest survey as we begin looking ahead to next school year.

We are in the early stages of planning for our summer camps, which will be a little different this year. For a number of reasons, we are planning to 'merge' our art and science camp into one, three-week opportunity (in the past we offered one week of art and three weeks of science). This true 'STEAM' (Science, Technology, Engineering, Art and Math) camp will run June 9th-26th, Monday through Thursday from 9:00 am - 1:00 pm. We will also offer Uinta Science School for middle school-aged students, and that camp is slated to run July 7th-17th (Monday - Thursday), from 8:00 am - 4:00 pm. The camps will be primarily taught by certified teachers, will offer lunch through the school district summer program and will be 100% free of charge to students. As always, we are very, VERY appreciative of BOCES handling the registration for these camps and plan to start the sign-up process in early-to-mid May.

Finally, we will again provide Summer Learning Kits to all UCSD #1 Kindergarten students. These kits are part of our Family Engagement efforts intended to help mitigate summer learning loss. The 3-ring notebooks feature worksheets focusing on math and literacy skills, as well as a supply "pouch" filled with the items they need to complete each activity (crayons, pencils, dice, a pencil sharpener, a deck of playing cards, stickers and a ruler). These will be assembled and distributed toward the end of May.

With this being the final year of Cohort 14 (the five-year cycle ends September 30th, 2025), we anticipate a similar 'grant extension' that was offered to Cohort 13 programs last year. Unless there are budget changes at the federal level, we plan to apply for a three-year extension that would provide the same annual funding that we have received during the past five years. We believe this is great news as the evidence shows our programs are working and making a positive impact on student growth and performance. The extension essentially allows us to continue with our current efforts and not 'reinvent' the wheel, simply for the point of seeking a new grant award. This structure appears to be the norm for the next several grant years, meaning there may not be another formal grant competition for some time.

Western Wyoming Community College
Evanston Outreach Coordinator's Report
Traci Dodsworth, Coordinator

Spring 2025 Dual/Concurrent Enrollment Registration: We currently have 36 Dual Enroll students from EHS enrolled in classes, and 1 home school student enrolled in a Dual Enroll class.

Summer Registration: Summer registration began on February 19th. Classes begin on June 2nd and run through July 24th.

Early Registration: Early registration for Fall 2025 begins on April 9th.

Fall In-Person Class Schedule: We are planning on offering the following in-person classes

- English Comp I & II
- CNA
- Computer Information Systems
- Excel Basics
- General Psychology

With the potential to add a Sociology class. We interviewed an instructor last week, and are waiting to hear back on the job offer.

C.N.A.: We will be running two CNA classes again. The first one will start in August and run through October. The second class will start in October and run through December.

Spring Break: Western Wyoming Community College students will be on spring break during the week of March 17th through 21st. Evanston Outreach offices will be closed from March 19th-21st.

Spring 2025 Commencement: Spring commencement is slated for May 10th in Rock Springs.

New Concurrent Classes: Evanston High School is adding 2 new concurrent business classes for the fall 2025 semester. Introduction to Business and Introduction to Supervision. These are both required classes on our AAS.Business Management pathway. With the addition of these 2 classes, there will be a total of 8 classes (24 credits) available to take as concurrent classes for this degree path. Western is also in the process of posting and interviewing for concurrent positions for Medical Terminology and Art.

E&I Update: The Evanston Outreach was able to register 5 students into our first E&I class for the spring 2025 semester. Casey Hardin agreed to be an adjunct instructor for the first class. We are continuing our search for a full-time instructor to take over for the fall 2025 semester. I am working with our HR group, and we are hoping to revamp and repost ads for that position soon.