

OFFICIAL MINUTES OF THE BOARD OF EDUCATION

Big Horn County School District No. 3

7:00 p.m.

Tuesday, December 11, 2018

- I. The regular meeting of the Board of Education, Big Horn County School District No. 3, was called to order at 7:10 p.m., December 11, 2018, by the superintendent, Michael McClaren.
- II. Roll Call: Lynette Murray, Todd Dalin, Michelle Brown, Cindi Stanzione, Bette Rae Jones, Ted Menke, and Michael Wirtzberger (via conference call), Michael McClaren, Sara Schlattmann, Paula Scott

Absent: None

Guests: Ralph Wensky

II.a Reorganization

1. Election of Officers

Chairman: A nomination for chairman was made for Ted Menke. A unanimous vote elected Ted Menke for chairman. The meeting was turned over to Mr. Menke.

Vice Chairman: A nomination for vice chairman was made for Todd Dalin. A unanimous vote elected Todd Dalin for vice chairman.

Clerk: A nomination for clerk was made for Bette Rae Jones. A unanimous vote elected Bette Rae Jones for clerk.

Treasurer: A nomination for treasurer was made for Michael Wirtzberger. A unanimous vote elected Michael Wirtzberger for treasurer.

2. It was moved and seconded to accept the following committee members for the current year. Motion carried unanimously as follows:

Salary and Benefit Committee: Ted Menke, Michael Wirtzberger

Board Policy Review Committee: Bette Rae Jones, Todd Dalin, Michael Wirtzberger

Facilities Committee: Todd Dalin

Stakeholder Committee: Michelle Brown, Lynette Murray, Cindi Stanzione

3. It was moved and seconded to accept the following representatives to Greybull Recreation District Board as presented. Motion carried unanimously as follows:

Lynette Murray, Cindi Stanzione – Board Representatives

Casey Bowe – Administration Representative

Sherri Wilkinson (2017 – 2019) - At Large Representative

It was moved by Bette Rae Jones and seconded by Todd Dalin to select Nancy Nelson as the At Large representative to the Recreation District (2019 – 2021). Motion carried unanimously.

4. It was moved and seconded to appoint the following representatives to the BOCES Board as presented.

Ted Menke – Board Representative

Bette Rae Jones – Board Representative

Michael Wirtzberger – Board Representative

Michelle Brown – Board Representative

NWC – Board Representative

5. It was moved and seconded to appoint Ted Menke as the WSBA Delegate / Representative for the current year.

It was moved by Lynette Murray and seconded by Todd Dalin to accept items #6 through #16 for the current year as presented. Motion carried unanimously as follows:

6. Keep the time and place for regular board meetings as the second Tuesday of each month at 7:00 p.m. in the Greybull Schools Central Office, 640 8<sup>th</sup> Avenue North, Greybull, Wyoming. The July board meeting will be the third Wednesday of the month.
7. Continue to use the Bank of Greybull, Big Horn Federal Savings and Loan Association and Security State Bank as depositories for school moneys.
8. Use the Greybull Standard as the primary means of notification of meetings and to use Blair's Market, Greybull Post Office, and Greybull Schools Central Office as additional sites for posting of board meeting notices, if needed.
9. Publish twice annually in the Greybull Standard a notice of meeting times and availability of minutes for public inspection.
10. Reaffirm provision for a \$25,000 Fidelity Bond for the board treasurer, and to continue the board blanket bond.
11. Appoint Paula Scott, Sara Schlattmann, Barb Hall and Julie Tracy as recording secretaries.
12. Continue to use Copenhaver, Kath, Kitchen, & Kolpticke as the school district's attorney.
13. Authorize the district business manager to sign receipts for the treasurer.
14. Authorize the superintendent to approve and sign special education service contracts and all special entitlement grant applications.
15. Appoint Joe Forcella as AHERA designated person.
16. Appoint the following federal program managers for the current year as follows:

District 504 Coordinator: Tracy Boyer  
District Charter School, Private School, and Home School Liaison: Barbara Hall  
District Homeless Student Liaison: Michael McClaren, Jeff Sukut  
District Title IX Coordinator: Michael McClaren

III. Approval of Consent Agenda (\*Items)

It was moved by Todd Dalin and seconded by Michael Wirtzberger to approve the consent agenda as presented. Motion carried unanimously.

IV. \*Reading and Approval of Minutes of Previous Meeting

Approved regular board minutes of November 13, 2018 as presented.

V. Agenda Additions/Deletions/Adoption

None

VI. Audience and Communication

1. Student Government Update

None

2. Community Remarks

Ralph Wensky reported that Lincoln Electric and Norco from Worland brought a couple of welding engineers to the district. They brought new welders and gave a half day crash course on how to operate some of the things our welders do. They held a welding contest in the afternoon with Worland and Burlington High Schools with some of the processes the engineers had shown the students. GHS did well. Mr. Wensky thanked Norco and Lincoln Electric for coming to Greybull Schools to teach the students new skills. He also wanted to recognize Watco in

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Casper who donated a truck load of steel to the program, and Big Horn Coop who donated discontinued items. Skills USA will set their welding projects out for display in the high school commons. The fire pit they built will be auctioned off for the Rocky Mountain Elk Foundation in March.

## VII. Other Items

### 1. Clerk's Report

Bette Rae Jones, board clerk, reported that several board members attended the Wyoming School Boards Association Fall Conference in Casper on November 14-16, 2018. They heard several speakers and participated in various workshops. There will be a one-day WSBA Winter Board Development Workshop for new board members on January 12 & 19, 2018. Sue Belish is retiring, and her replacement will be Rod Kessler. The workshop trains boards on how to be effective.

### 2. Committee Updates

Committee updates were included in the board packet for review.

### 3. Administration Reports

Administration reports were included in the board packet for review.

### 4. Transportation Grant for Equipment Replacement

Michael McClaren reported that Bob Campos found a grant for equipment replacement called DERA (Diesel Emissions Reduction Act) for replacement of two of our activity buses. The DERA Grant will cover 25% of the cost, and the remaining 75% will be paid by WDE through 10 school foundation installments the year after the buses are delivered. The grant doesn't cover air conditioning, but they have approved driver air conditioning. Our cost to provide air conditioning for the buses will be \$25,400. We will make sure we have chains. Mr. Campos also insisted that the buses have air horns to mitigate encounters with deer. The district will be reimbursed 92% for the cost of the buses. Our obligation is relatively minimal. Mr. McClaren commended Bob Campos. There will be a 12 week delivery for the order. Reimbursement will be issued with foundation funds the following year in 10 payments. We may make a budget amendment in the spring if necessary. Ms. Schlattmann stated that the DERA program is the only way the transportation department is willing to fund the purchase of buses. The DERA Grant will come back to the Board in January for a vote.

## VIII. Old Business

None

## IX. New Business

### 1. Personnel

#### a. Resignations(s)

It was moved by Todd Dalin and seconded by Lynette Murray to approve the resignations of Tenika Eardley, middle school head track coach, and Catherine Bolken, high school special education para-professional. The board expressed their appreciation for Mrs. Eardley's and Ms. Bolken's service to the district. Motion carried unanimously. Mr. Wensky remarked that Ms. Bolken made a big difference for a welding student of his.

#### b. Hires

None

### 2. Leadership Governance Policy Review & Confirm

- a. 1.4 – Board Member Conflict of Interest
- b. 1.5 – Process for Addressing Board Member Violations
- c. 1.6 – Board Chairman
- d. 1.7 – Board Committees
- e. 2.1 – General

It was moved by Todd Dalin and seconded by Michael Wirtzberger to reaffirm their commitment to Leadership Governance Policies 1.4- Board Member Conflict of Interest, 1.5 – Process for Addressing Board Member Violations, 1.6 – Board Chairman, 1.7 – Board Committees, and 2.1 - General. Motion carried unanimously.

3. Contract WSBA Services to Conduct Superintendent Search

Superintendent McClaren stated that WSBA will charge \$6,500 for the superintendent search. We will need to set aside \$5,000 to \$7,500 for expenses incurred such as lodging and meals to bring candidates in for interviews. It was moved by Michael Wirtzberger and seconded by Lynette Murray that Big Horn County School District #3 engage the Wyoming School Boards Association to conduct the search for a superintendent of schools for the 2019-2020 school year. Mr. McClaren indicated that our part would begin in January. Motion carried unanimously.

4. Policy IMG (Policy and Procedures on Service Animals in Schools) – New 1<sup>st</sup> Reading

Policy IMG (Policy and Procedures on Service Animals in Schools) was presented for review. Mr. McClaren reported that this is a new policy recommended by Tracy Copenhaver that states that the service animal has to meet a certain task and they have to be appropriate for the student on a 504 plan or an IEP. No action required.

5. Policy GDBC (Support Staff Fringe Benefits) – Revised 1<sup>st</sup> Reading

Policy GDBC (Support Staff Fringe Benefits) was presented for review. Mr. McClaren explained that we are striking the language under the General section regarding Wyoming Retirement that is not currently our practice. No action required.

6. \*Out of District Attendance

Approved request for out of district attendance as presented.

7. \*Home School Registration

Approved home school registrations as presented.

X. \*Approval of Bills

Approved General Fund checks #34126 through #34249 inclusive, totaling \$360,374.12; Payroll Fund Checks #29923 through #29931 inclusive, totaling \$479,659.04; Activity Fund ACH Transfer, totaling \$2,652.57; Major Maintenance Fund ACH Transfer, totaling \$17,727.45; and Federal Fund ACH Transfer, totaling \$9,200.43.

XI. Board Discussion

None

XII. Executive Session

None

XIII. Adjournment

There being no further business, the meeting adjourned at 8:19 p.m.

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Ted Menke, Chairman

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Bette Rae Jones, Clerk

Recorded by: Paula Scott

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