

OFFICIAL MINUTES OF THE BOARD OF EDUCATION

Big Horn County School District No. 3

7:00 p.m.

Tuesday, November 13, 2018

- I. The regular meeting of the Board of Education, Big Horn County School District No. 3, was called to order at 7:00 p.m., November 13, 2018, by the chairman, Eddie Johnson.
- II. Roll Call: Eddie Johnson, Bette Rae Jones, Michael Wirtzberger, Lynette Murray, Todd Dalin, Ted Menke, Michelle Brown, Michael McClaren, Barb Hall

Absent: None

Guests: Cindi Stanzione, Iryna Whaley, Nancy Nelson, Lynn Forcella, Scott McBride, Ty Flock, Bryan Brown
- III. Approval of Consent Agenda (*Items)

It was moved by Ted Menke and seconded by Todd Dalin to approve the consent agenda as presented. Motion carried unanimously.
- IV. *Reading and Approval of Minutes of Previous Meeting

Approved regular board minutes of October 9, 2018, and special board minutes of October 22, 2018 as presented.
- V. Agenda Additions/Deletions/Adoption

The request was made to add the swearing in of new board members; and the addition of Professional Services as 1.b to Executive Session. Mr. McClaren requested to table item IX. #3, Stipend for Early Resignation / Retirement, under New Business for a later date.
- VI. Audience and Communication
 1. Swearing in of New Board Members

Chairman Johnson conducted the Oath of Office for the newly elected board members. The elected members included Ted Menke, Michael Wirtzberger, Lynette Murray, Michelle Brown and Cindi Stanzione. Eddie Johnson congratulated the new members on their election, and noted that they will take over next month.
 2. Student Government Update

There was no student representative present.
 3. 2018 Audit Out-Brief

Bryan Brown, representing Fagnant, Lewis & Brinda, P.C., provided a review of the district's 2017-2018 Audit Report. The district received an "unqualified opinion", which is the highest rating they give. The district is fiscally responsible, and in good shape overall. The only irregularity noted was segregation of duties, which cannot be corrected because of the small accounting department in the school.
 4. Community Remarks

Iryna Whaley was invited to speak if she wished, but she declined to stand up and speak to the entire Board.
 5. GHS Students' Report on "Wyoming Latina Youth Conference"

Dawn Thur presented a power point regarding the Wyoming Latina Conference they attended in October. Seven young ladies attended and they raised the money to pay their own way. The girls wanted Mrs. Thur to thank the Board for this opportunity. They hope to go back next year. They got to go to the art museum. The information from the conference may be used to mentor the younger girls, thus bringing the information back home to the

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community, and also to be translators for parent involvement. Mrs. Thur emphasized that it is a good program and needs to be attended yearly.

6. Advisory Council Update – Scharen Collingwood & Michaela Williams

Scharen Collingwood presented the comprehensive school counseling program and extended an invitation to the Board to join the advisory council. The fall meeting will be November 27th at 4pm in the elementary school library.

7. Honor Outgoing Board Chair

Superintendent McClaren thanked Eddie Johnson for his 6 years of service as a Big Horn County School District Board Trustee and Board Chair. He noted that Mr. Johnson has a heart for Greybull Schools.

The Board recessed at 7:25 to thank Eddie Johnson for his service to Greybull Schools and reconvened at 7:30.

VII. Other Items

1. Clerk's Report

Bette Rae Jones, board clerk, congratulated the new members of the Board and reminded them that they have 30 days to report their campaign expenses to the county clerk's office. She reported that the sports banquet is being held tonight, and congratulated the athletes, and Sara Schlattmann for volleyball Coach of the Year. Ms. Jones and several board members will be attending the WSBA Conference in Casper on November 14-16, 2018. Mr. Johnson noted that there will be new board member training in January in Riverton that will be beneficial.

2. Committee Updates

Mr. McClaren reported for the policy committee. They met before the board meeting and discussed Policy GCI, which is included in the board packet for a 1st reading. They are also recommending 3 policies for second reading under Old Business be approved.

3. Admin Reports

Administrative reports were included in the board packet for review.

Superintendent McClaren reported on his visit with the city council concerning an SRO. Once we get our Board seated, we may possibly open up discussion for a School Resource Officer. He suggested the possibility of having representatives from the school board and representatives from the city council to talk about having an SRO. He is trying to open an exploratory discussion on the issue. He shared his personal experiences with SROs with the council.

Scott McBride, curriculum and grants director, reported on the formation of a District Leadership Team. There are two main reasons for forming this team. 1. To receive input from the stakeholders in our district, and consolidating several other meetings. 2. To increase stakeholder involvement through needs assessments, data analysis, district improvement, professional development plan, curriculum adoption, grants, parent involvement, and to be on top of the changes from the state and events happening in the schools. This would involve about 16 people including two Board members and one of each of the following from each building: administrator, parents and staff. This would be a broader scope than the individual BLTs. Mr. McBride noted that he would like to have the team up and running in December. They would meet once each month for about an hour in the evenings. Michelle Brown volunteered to be on the team. Other board members declined to volunteer until they find out what committees they will be on after reorganization. Mr. McClaren noted that this team will also help with the screening for a new Superintendent.

VIII. Old Business

1. Policy DJ/EFAB (Procurement Policy and Procedures) – Revise 2nd Reading

Mr. McClaren noted that Policy DJ/EFAB (Procurement Policy and Procedures) is the acquisition of goods and services, combining 2 policies. It makes sure the policy complies with the state and federal guideline on food purchases and large purchases. Policy DJ/EFAB is based on the advice of our attorney.

2. Policy KIBA (Prohibited Assistance to Sex Offender) – Revise 2nd Reading

Policy KIBA (Prohibited Assistance to Sex Offender) gives the district an extra level of protection against sex offenders.

3. Policy GCJ (Professional Staff Time Schedules) – Revise 2nd Reading

Mr. McClaren stated that we vetted with GEA on Policy GCJ, and made some changes. The district is currently out of compliance with Policy GCJ (Professional Staff Time Schedules). This revises the policy to bring it into compliance.

It was moved by Ted Menke and seconded by Michael Wirtzberger to adopt amended policies DJ/EFAB (Procurement Policy and Procedures), KIBA (Prohibited Assistance to Sex Offender) and GCJ (Professional Staff Time Schedules) as recommended by the policy committee. Motion carried unanimously.

IX. New Business

1. Personnel

a. Resignations(s)

It was moved by Ted Menke and seconded by Lynette Murray to accept the resignations of Jeff Hunt, high school assistant football coach and Sara Schlattmann, high school head volleyball coach with regret and with thanks for their service to the district. Motion carried with 6 – Yes and 1 – No.

b. Hires

It was moved by Bette Rae Jones and seconded by Todd Dalin to accept the recommendation to hire Logan Burningham as the high school assistant boys' basketball coach effective immediately, and Brent Sorensen as the middle school assistant boys' basketball coach. Motion carried unanimously.

2. Leadership Governance Policy Review & Confirm

a. 2.2 - Policy

b. 2.3 – Regulations

c. 2.4 – Meetings

It was moved by Michael Wirtzberger and seconded by Ted Menke to reaffirm their commitment to Leadership Governance Policies 2.2 - Policy, 2.3 - Regulations and 2.4 – Meetings as presented. Eddie Johnson recommended board follow-up for Leadership Governance, especially in light of Sue Belish's retirement from WSBA. He noted that he had met her replacement. Motion carried unanimously.

3. Stipend for Early Resignation / Retirement

Stipend for Early Resignation / Retirement will be tabled for a later date.

4. Approval of 2017-2018 Audit

It was moved by Michael Wirtzberger and seconded by Todd Dalin to accept the audit for 2017-2018 as presented. Motion carried unanimously.

5. Surplus Bus Bids / Computer Equipment

Michael McClaren reported that two bids were received for the bus that was considered surplus; one for \$1100 and one for \$151.37. One bid was received for the computer equipment for \$400. Mr. McClaren recommended that we accept the bid from Mr. Trombley for the bus and the bid for the smart board and projector from the Basin Mennonite School. It was moved by Ted Menke and seconded by Todd Dalin to accept the high bid of \$1100.00 for the bus from Mr. Trombley and the \$400 bid for the computer hardware from the Basin Mennonite School. Motion carried unanimously. There was discussion regarding what the purchaser can do with a bus.

6. Policy GCI (Professional Staff Assignments & Transfers) – Revise 1st Reading

Policy GCI (Professional Staff Assignments & Transfers) was presented for review. No action required.

7. *Home School Registration

Approved Home School Registrations as presented.

X. *Approval of Bills

Approved General Fund checks #33923 through #34125 inclusive, totaling \$347,259.58; Payroll Fund checks #29915 through #29922 inclusive, totaling \$441,162.28; Activity Fund ACH Transfer, totaling \$15,479.62; Lunch Fund ACH Transfer, totaling \$27,282.69; Federal Fund ACH Transfer, totaling \$3,637.72; and Major Maintenance Fund ACH Transfer, totaling \$4,232.40.

XI. Board Discussion

WSBA Annual Conference

There was discussion regarding travel plans to the Wyoming School Boards Association 2018 Annual Conference that will be held November 13-16, 2018 at the Casper Ramkota Hotel and Conference Center.

Eddie Johnson praised the district with gratitude for his past 43 years, noting that the Board is being left in very capable hands. He listed recommendations for the new Board, including working on personnel policies; the search for a new superintendent; expectations of the board members; Board Governance; ask questions about policy; improve communication: Board to superintendent, Board to staff; improve patron involvement; and take new board members under their wings. Mr. Johnson remarked that he looks forward to working with the Board as a community member.

XII. Executive Session

It was moved by Michael Wirtzberger and seconded by Lynette Murray to take a 5 minute break and move into executive session to discuss Personnel (Donation of Leave Days) at 8:07 p.m. Motion carried unanimously.

The Board recessed into executive session at 8:11 p.m. to discuss matters considered confidential by law, Personnel (Donation of Leave Days) and reconvened in regular session at 9:07 p.m. Note that no action was taken and minutes were sealed in a secure location.

1. Personnel

a. Donation of Leave Days

It was moved by Michael Wirtzberger and seconded by Ted Menke to authorize the transfer of donated certified discretionary days to unnamed classified staff in both Case 1 and Case 2. Motion carried unanimously.

XIII. Adjournment

There being no further business, the meeting adjourned at 9:08 p.m.

Chairman

Clerk

Recorded by: Paula Scott

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