

Converse County School District #1  
Douglas, Wyoming

Official minutes of the regular meeting of the **Board of Education** held **February 9, 2021** in school board room and via Zoom.

Chairman Mark Horr called the Regular Board meeting to order at 7:31 p.m.

**ROLL CALL:** Chairman Mark Horr, Tom Holt, Shane Stinson, Ryan Igo, Dax McCarty, JC Forgey, Staci Hill, Terry Moss, Amy Hughes.

**ADMINISTRATORS**

**PRESENT:** Paige Fenton Hughes, with, Tony Witbrod, Tanya Seeds, Brent Notman, Wes Gamble, Jessica McGuire, Haylei Butler, Ryan Mackey, Justin Carr, Mitch Johnson, John Bartling, Penny Hawk, Doug Hughes, Monty Gilbreath, Eileen Bentley, Andrea Gilbert, Steve Walker via zoom.

**ALLEGIANCE TO THE  
AMERICAN FLAG:**

Those present quoted the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

Ryan Igo made a motion to approve the agenda for February 9, 2021. Seconded by Shane Stinson. Motion carried.

**APPROVAL OF MINUTES:**

Shane Stinson made a motion to approve the minutes from January 12, 2021 Regular Board meeting. Seconded by Terry Moss. Motion carried.

**FINANCIAL REPORT:**

Tom Holt made a motion to approve the February 2021 financial report for General Fund checks #104848-#105062 totaling \$2,336,329.87; with Ryan Igo abstaining from ck#104963; Federal Program checks #20886-#20938 totaling \$406,452.74; with Ryan Igo abstaining from ck#20908, #20927; BOCES checks #3689-#3694 totaling \$20,568.48; Major Maintenance check #4170 totaling \$38,390.30; Bearcat Loyalty checks #1031-#1033 totaling \$1,505.95; Cap and Minor Cap none; Depr Reserve none; Hot Lunch checks #6615-#6635 totaling \$113,778.38, (voided ck#6616, #6617); Daycare checks #1163-#1164 totaling \$6,780.95; Healthcare checks #1692-#1695 totaling \$469,887.22; Student Fund checks #21739-#21758 totaling \$8,426.94; Payroll Clearing checks #95620-#95672 totaling \$1,132,675.49; Direct Deposits # 1709975-#1710809 totaling \$1,047,572.59. Seconded by Staci Hill. Motion carried.

**DATES FOR YOUR  
CALENDARS:**

The board agenda meeting is scheduled on March 1, 2021, at 12:00 p.m., with the board policy meeting to follow at 3:30 p.m. TABS will hold their next meeting on March 2, 2021 at 3:30 p.m. The next Rec and Regular Board Meetings will be held on March 9, 2021 at 7:15 pm. Legislative Forum will be on March 14, 2021 in Cheyenne, WY. DHS Graduation is scheduled for May 16, 2021. April 10-12, 2021, will be the NSBA 2021 annual conference.

**SPOTLIGHT EMPLOYEE:**

Ryan Igo recognized Dustin Gusse for his work as a SpEd teacher at Douglas Upper Elementary.

**AUDIENCE RECOGNIZED:**

Nikki Lally, as a Douglas citizen and district employee, recognized the reduction in force policies and thanked the policy committee and the board for extending the time frame for receiving written comments.

**COMMITTEE & BOARD  
REPORTS:**

None to report.

**TABLED SHAWNEE  
SCHOOL BID:**

Shane Stinson made a motion to remove the tabled Shawnee School bid. Seconded by Dax McCarty. Motion carried.

**SHAWNEE SCHOOL BID:**

Ryan Igo made a motion to reject the Shawnee modular bids. Seconded by Dax McCarty. Motion carried. Ryan Igo made a motion to approve the modified Shawnee stick built bid. Seconded by Shane Stinson. Motion carried.

- PAINTING BID:** Shane Stinson made a motion to approve the painting bid from DK Drywall for an amount not to exceed \$67,995.00. Seconded by JC Forgey. Motion carried.
- POLICIES:** Terry Moss made a motion to approve the third and final reading on policies: JM – Student Awards, Honors, and Scholarship, AD – Educational Philosophy, ADA – District Goals, ADB – Drug-Free Workplace, ADB-R – Notification to Employees of Drug-Free Workplace, ADC – Tobacco Products Usage Policy, ADC-R – Tobacco Products Usage Policy, AE – Excellence/Commitment to Accomplishment. Seconded by Tom Holt. Motion carried.
- Amy Hughes made a motion to approve third reading and call for written comments by 2:00 pm on March 3, 2021 on policies, GCQA – Reduction in Certified Staff Work Force, GDQA – Reduction in Classified Staff Work Force. Seconded by Staci Hill. Motion carried.
- Tom Holt made a motion to approve the second reading and call for written comments by 2:00 pm on March 3, 2021 on policies DA – Fiscal management Goals/Priority Objectives, DB – Annual budget, DBC – Budget Planning, Preparation, and Schedules, DBG – Budget Adoption Process, DBJ – Budget Transfers, DC – Taxing and Borrowing, DCA – Management of Fund Balances and Capital Reserves, DDA – Grant Proposal Writing and Administration, DE – Revenues from Federal and Local Tax Sources, DFA – Investments, DFAA – Use of Surplus Funds. Seconded by Terry Moss. Motion carried.
- Superintendent Paige Fenton Hughes shared information on first reading and review on policies DG – Banking Services, DGB Check-Writing Services, DI – Fiscal Accounting and Reporting, DIB – Types of Funds/Revolving Funds, DID – Inventories, DIE - Audits, DJA – Purchasing Authority, DK – Payment Procedures, DKA – Payroll Procedures/Schedules, DN – School Properties Disposition.
- BANK DEPOSITORIES:** Ryan Igo made a motion to approve Converse County Bank and Points West Bank as official bank depositories for the school district. Seconded by Shane Stinson. Motion carried.
- STUDENT SUPPORT SERVICES CONTRACT:** Amy Hughes made a motion to approve the Student Support Services Lease between CCSD#1 and DBR Properties LLC, in an amount not to exceed \$1,500.00 per month for one year beginning March 1, 2021. Seconded by Shane Stinson. Motion carried.
- STUDENT SUPPORT SERVICES:** Shane Stinson made a motion to approve the Student Support Service contract with Chelsea Elertson for Deaf Mentor and ASL Tutor services at \$25.00 per hour from January 4, 2021 through June 30, 2021. Tom Holt abstained. Seconded by Amy Hughes. Motion carried.
- USED EQUIPMENT:** JC Forgey made a motion to approve the call for used equipment with a bid opening on March 2, 2021 at 2:15 pm. Seconded by Shane Stinson. Motion carried.
- OUT OF DISTRICT STUDENTS:** Amy Hughes made a motion to approve the out of district student requests. Seconded by Shane Stinson. Motion carried.
- ISOLATION:** Shane Stinson made a motion to approve the isolation mileage as presented. Seconded by Ryan Igo. Motion carried.
- DHS HVAC:** Ryan Igo made a motion to approve the call for bids for the DHS HVAC system with a bid opening on March 2, 2021 at 2:00 pm. Seconded by JC Forgey. Motion carried.
- EXECUTIVE SESSION:** Mark Horr asked the board members if there was a need for executive session. The board declined.
- PERSONNEL REPORT:** Tom Holt made a motion to approve the new hires of Morgan Lang – Shawnee SpEd Paraprofessional, Brooke Holbrook – DPS SpEd Paraprofessional, Audreanne Lewallen – P/T Food Service Worker 1. Seconded by Amy Hughes. Motion carried.

Dax McCarty made a motion to approve the extra duty contract for Nathan Hellbaum – DMS Assistant Golf Coach. Seconded by Shane Stinson. Motion carried.

Amy Hughes made a motion to approve the administration recommendations as presented. Seconded by Tom Holt. Motion carried.

Terry Moss made a motion to approve the resignations of Colton Roark – DPS SpEd Paraprofessional, Amanda Douglass – Daycare Paraprofessional, Elanor Lapos-Drake – DMS Secretary. Seconded by Shane Stinson. Motion carried.

Mark Horr recognized the transfers of Lora Underberg from DHS SpEd Case Manager to Bridge House Coordinator (2021-22 school year).

**ADJOURNMENT:**

There being no further business, the Regular Meeting adjourned at 8:03 p.m. by Chairman Mark Horr.

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Mark Horr, Chairman

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Ryan Igo, Clerk