

Converse County School District #1  
**Douglas, Wyoming**

Official minutes of the regular meeting of the **Board of Education** held **January 14, 2020** in the Board Room of the School Administration Office.

Chairman Brandon Gilbreath called the Regular Board meeting to order at 7:37 pm.

**ROLL CALL:** Chairman Brandon Gilbreath, Mark Horr, Jennifer Rinn, Jay Butler, Dax McCarty, Tom Holt, Ryan Igo, Brad Reese, and Shane Stinson.

**ADMINISTRATORS**

**PRESENT:** Tony Witbrod, Tanya Seeds, Brent Notman, Wes Gamble, Jessica McGuire, Haylei Butler, Justin Carr, Ryan Mackey, Mitch Johnson, John Bartling, Doug Hughes, Penny Hawk, Monty Gilbreath, Tracy Boner, Steve Walker.

**ALLEGIANCE TO THE AMERICAN FLAG:**

Those present quoted the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

Mark Horr made a motion to amend the agenda to include New Business Information Item D to authorize the board chairman and clerk to sign documents on behalf of CCSD1 during the closing of old EWC building. Seconded by Jennifer Rinn. Motion carried. Ryan Igo made a motion to approve the amended January 14, 2020, agenda. Seconded by Shane Stinson. Motion carried.

**APPROVAL OF MINUTES:**

Jennifer Rinn made a motion to approve the minutes from December 10, 2019, Regular Board meeting. Seconded by Mark Horr. Motion carried.

**FINANCIAL REPORT:**

Jay Butler made a motion to approve the January financial report for General Funds checks #102233 - #102493, with Brandon Gilbreath abstaining from ck#102248; Mark Horr abstaining from ck#102472, Ryan Igo abstaining from ck#102359; Federal Programs checks #20391 - #20427; Depreciation Reserve ck#1100 - #1102; BOCES checks #3587 - #3593; Hot Lunch checks #6352 - #6372; Student Funds checks #21414 - #21446; Bearcat Loyalty checks #1016 - #1019; Day Care checks #1135 - #1136; Health Care checks #1637 - #1640; Payroll Clearing checks #94580 - #94691; Direct Deposit #1699403 - #1700242. Seconded by Mark Horr. Motion carried.

**DATES FOR YOUR CALENDARS:**

Board agenda meeting is scheduled on February 3, 2020, at 12:00 p.m. The Board Policy meeting will be held on January 31, 2020 at 4:00 p.m. January 15, 2020, will be the Legislators Dinner. The next Rec and Regular Board Meetings will be February 11, 2020 at 7:15 pm at Central Administration. NSBA Annual Conference in Chicago IL from April 3-6, 2020. DHS Graduation will be on May 10, 2020.

**ART DISPLAY:**

Jay Butler shared information on the art display from Douglas Upper Elementary School.

**SPOTLIGHT EMPLOYEE:**

Jay Butler presented The Staff Spotlight Recognition Award to Brain Bulgrin for his work as a teacher for Douglas Intermediate and Upper Elementary Schools.

**AUDIENCE RECOGNIZED:**

No one from the audience wished to be recognized.

**CORRESPONDENCE:**

Jay Butler shared a thank you card from Dena Christiansen.

**POLICIES:**

Jay Butler made a motion to approve the third and final reading for policies KB – Parent Involvement in Education, KD – Public Information and Communications, KDDA – News Releases, KJ – Relations with Community Organizations, GCI-E – Education Incentive Form, GDEA – Advertising Positions. Seconded by Ryan Igo. Motion carried.

Shane Stinson made a motion to approve the second reading and call for written comments by 2:00 p.m. on January 30, 2020, on policies GCI-RB – Professional Development Opportunity Approval Process, KF – Community Use of School Facilities, KFA – Public Conduct on School Property/School Events, KHB – Advertising in Schools, KI – Visitors to Schools. Seconded by Jay Butler. Motion carried.

Paige Fenton Hughes shared information on policies: JLDB – Programs for At-Risk/Disadvantaged Students, JLDB-RA – Special Instructional Programs for At-risk Students, JLDB-RB – At-Risk Students, IJNDB – Use of Technology Resources in Instruction, IJNDB-R – CCSD1 Internet Use Regulation, IHBA – Child Find.

**COMMITTEE  
APPOINTMENTS, BOCES,  
SPECIAL ASSIGNMENTS:**

Jennifer Rinn made a motion to approve the committee appointments, BOCES member and alternate appointment, and other special assignments for the 2020 year. Seconded by Mark Horr. Motion carried.

**EWC CLOSING:**

Mark Horr made a motion to approve the Board Chairman, Brandon Gilbreath; and Board Clerk, Jay Butler; authorized to sign documents on behalf of Converse County School District #1 during the closing of the old EWC building. Seconded by Jennifer Rinn. Motion carried.

**BUDGET PROCESS  
TIMELINE:**

Tracy Boner shared information pertaining to the budget process timeline and stated the document was included in the board packet.

**PENDING LEGISLATION:**

Paige Fenton Hughes shared the legislation activity and will be attending the sessions and will update the board through the process.

**DISTRICT CRISIS TEAM:**

Jennifer Rinn made a motion to approve the deletions of DMS-Chad Johnson, DHS-Chase Plumb; and additions of DIS-Dustin Gusse, Clay Ewing; DPS-Sonja Tennyson; DHS-Jarred Bower; to the District Crisis Team. Seconded by Mark Horr. Motion carried.

**EARLY RESIGNATION  
INCENTIVE:**

Jennifer Rinn made a motion to approve the early resignation incentive with a deadline of February 26, 2020. Seconded by Dax McCarty. Motion carried.

**SCHOOL ATTORNEY:**

Brad Reese made a motion to approve Copenhaver, Kath, Kitchen & Kolpitcke, LLC, as the school district attorney for 2020. Seconded by Ryan Igo. Motion carried.

**DHS TRACK  
RE-SURFACING:**

Tom Holt made a motion to call for bids for DHS Track re-surfacing with a bid opening at 2:00 p.m. on February 3, 2020. Seconded by Shane Stinson. Motion carried.

**DPS INTERCOM SYSTEM:**

Jennifer Rinn made a motion to call for bids for DPS Intercom System with a bid opening at 2:00 p.m. on February 4, 2020. Seconded by Mark Horr. Motion carried.

**DHS INTERCOM SYSTEM:**

Mark Horr made a motion to call for bids for DHS Intercom System with a bid opening at 2:00 p.m. on February 5, 2020. Seconded by Shane Stinson. Motion carried.

**DHS LANDSCAPE AND  
IRRIGATION:**

Mark Horr made a motion to approve DHS landscape and irrigation RFP. Seconded by Shane Stinson. Motion carried.

**BUS PROCUREMENT:** Shane Stinson made a motion to approve the bus procurement. Seconded by Mark Horr. Motion carried.

**OUT OF DISTRICT REQUEST:** Brad Reese made a motion to approve the out of district student requests. Seconded by Shane Stinson. Motion carried.

**PERSONNEL REPORT:** Jennifer Rinn made a motion to approve the new hires of Tracey Garrett – DIS Library/Media Paraprofessional, Lilian Alvarado – DHS Paraprofessional, Kittie Bain – DPS SpEd Paraprofessional, Ricky Caldelaria – Bus Route Driver. Seconded by Shane Stinson. Motion carried.

Jennifer Rinn made a motion to approve the SWAG certified hire of Jessica Lamm. Seconded by Shane Stinson. Motion carried.

Mark Horr made a motion to approve the extra duty contracts to Lindsay Faulkenburg – DMS Swim Assistant Coach, Rhonda Gibb – Elementary yearbook, Anita Carpenter – DHS Girls Soccer Assistant Coach. Seconded by Shane Stinson. Motion carried.

Mark Horr made a motion to accept the resignations of Meagan Dilbeck – DPS Paraprofessional, Jennifer Hernandez – DIS Custodian, Nichole Pence – DUES SpEd Paraprofessional, Kathryn Gregersen – Daycare Paraprofessional, Alexis Helenbolt – SWAG-Certified. Seconded by Shane Stinson. Motion carried.

Brandon Gilbreath recognized the transfers of Veronica Holmes from DHS Behavior Para to DHS ISS Para

**EXECUTIVE SESSION:** Brandon Gilbreath asked the board members if there was a need for executive session. Ryan Igo made a motion for the board to move into executive session for the purpose of discussing personnel at 8:13 pm. Seconded by Jennifer Rinn. Motion carried. Brad Reese made a motion to reconvene into regular Session after executive Session at 9:31 pm. Seconded by Mark Horr. Motion carried.

**ADJOURNMENT:** There being no further business, the Regular Meeting adjourned at 9:33 p.m. by Chairman Brandon Gilbreath.

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Brandon Gilbreath, Chairman

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Jay Butler, Clerk