

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

Official minutes of the regular meeting of the **Board of Education** held **April 14, 2020** via Zoom.

Chairman Brandon Gilbreath called the Regular Board meeting to order at 7:30 p.m.

**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, Andrea Gilbert, Paige Fenton Hughes.

**ALLEGIANCE TO THE AMERICAN FLAG:**

Those present quoted the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

Brad Reese made a motion to approve the April 14, 2020, agenda. Seconded by Shane Stinson. Motion carried.

**APPROVAL OF MINUTES:**

Tom Holt made a motion to approve the minutes from March 10, 2020, Regular Board meeting. Seconded by Jennifer Rinn. Motion carried.

**FINANCIAL REPORT:**

Brad Reese made a motion to approve the April financial report for General Funds checks #103028 - #103232, with Ryan Igo abstaining from ck#103131, Mark Horr abstaining from ck#103130; Federal Programs checks #20512 - #20550; BOCES checks #3610 - #3616; Major Maintenance checks #4144 - 4145; Hot Lunch checks #6414 - #6428; Student Funds checks #21538 - #21565; Day Care checks #1142 - #1143; Health Care checks #1649 - #1652; Payroll Clearing checks #94814 - #94873; Direct Deposit #1701963 - #1702755. Seconded by Shane Stinson. Motion carried.

**DATES FOR YOUR CALENDARS:**

Board agenda meeting is scheduled on May 4, 2020, at 12:00 p.m. Board policy meeting will be on May 4, 2020 at 3:30 p.m. IBN will take place on April 22<sup>nd</sup> and 23<sup>rd</sup>, 2020. The next Rec and Regular Board Meetings will be May 12, 2020 at 7:15 pm.

**SPOTLIGHT EMPLOYEE:**

Jay Butler presented The Staff Spotlight Recognition Award to Ashley Schoening for her work as a special education paraprofessional for Douglas High School.

**AUDIENCE RECOGNIZED:**

Ryan Mackey shared celebration ideas for the class of 2020 and Justin Carr shared pictures of some of the art projects from Kathy Edwards, DHS art teacher. Andrea Gilbert thanked the leadership and the teachers for their work over the last few weeks. Monty Gilbreath stated that CCSD1 received a Farm to School grant in the amount of \$5,000. In addition, there will be an in-service on October 12, 2020, in which a chef will come to Douglas to give the staff cooking lessons using local items. Doug Hughes highlighted the "Be the Light" hosted at DHS football field honoring the athletes, seniors, and health care workers. Tom Holt thanked Mitch Johnson and Janae Archuleta for facilitating the distribution of PPE to Memorial Hospital of Converse County. Tanya Seeds thanked the parents and families for their role in implementing the adaptive learning plan. Ron Casalenda thanked the school board and staff for everything they do.

**POLICIES:**

Jay Butler made a motion to approve the third and final reading for policies JLG – Student Wellness; DJB – Purchasing Procedures. Seconded by Tom Holt. Motion carried.

Jay Butler made a motion to approve the second reading and call for written comments by 2:00 p.m. on April 30, 2020, on policies ADD – Safe Schools, JG – Assignment of Students to Classes and Grade Levels, JIC – Student Conduct, JICG/JICH – Alcohol/Tobacco/Drug/Substance Abuse by Students, JIE/JIG – Married or Pregnant Students, IKF – Graduation Requirements, JIC – Student Conduct, JLCD-R – Administering Medicine to Students. Seconded by Tom Holt. Motion carried.

**DMS DISHWASHER:** Mark Horr made a motion to approve the bid for DMS dishwasher from Bargreen Ellingson with an amount not to exceed \$31,724.06. Seconded by Dax McCarty. Motion carried.

**CCSD1 ANNUAL AUDITOR:** Brad Reese made a motion to approve the bid for Annual Financial Statement Auditor from Leo Riley and Co., CPS's with an amount not to exceed \$28,500.00. Seconded by Mark Horr. Motion carried.

**HEALTH INSURANCE:** Tracy Boner reported that health insurance increased 9% and the district will continue with Delta Dental and will add options of Employee plus dependents and Employee plus spouse in addition to single and family. Dax McCarty made a motion to accept the district health and dental insurance plan as presented. Seconded by Shane Stinson. Motion carried.

**MILLS HEARING:** Brad Reese made a motion to Call for Hearing on Mills on May 12, 2020 at 7:00 pm. Seconded by Tom Holt. Motion carried.

**WC&F MOU:** Jennifer Rinn made a motion to approve the Wyoming Child & Family Transitions MOU. Seconded by Mark Horr. Motion carried.

**INTERNET FEES:** Tom Holt made a motion to approve the paid internet fees for district employees as presented. Seconded by Jennifer Rinn. Motion carried.

**COVID-19:** Jennifer Rinn made a motion to approve the COVID-19 Emergency Leave as presented. Seconded by Mark Horr. Motion carried. Jennifer Rinn made a motion to approve the COVID-19 Continuing Employment beginning April 6, 2020, until CCSD #1 schools open and resume normal operations. Seconded by Ryan Igo. Motion carried.

**ADAPTIVE LEARNING PLAN:** Mark Horr made a motion to approve the adaptive learning plan as presented. Seconded by Dax McCarty. Motion carried.

**NON-RESIDENT:** Jennifer Rinn made a motion to approve the non-resident student request as presented. Seconded by Mark Horr. Motion carried.

**EXECUTIVE SESSION:** Chairman Brandon Gilbreath asked the board members if there was a need for executive session. All members declined the need for executive session.

**PERSONNEL REPORT:** Tom Holt made a motion to approve the new hires of Patrick Phillips – DHS Math Teacher, Dusty Toppenberg – DHS Science Teacher, Bryce Harrington – DHS Business Teacher, Rebecca Elliott – DMS ELA Teacher, Utahna Bourne – Deaf and Hard of Hearing Educator, Riley Seeds – Student Tech Support, Saylor Spilinek – Student Tech Support, Stephanie Foye Huegel – DMS/DRS SpEd Teacher, Taylor Ragland – DMS 8<sup>th</sup> grade ELA Teacher, Molly Knowles – DIS 2nd Grade Teacher at DIS, Keith Gross – DUES 5th Grade Teacher, Kelci Gamble – Elementary Classroom Teacher, Alix Igo – Elementary Classroom Teacher. Seconded by Brad Reese. Motion carried.

Jennifer Rinn made a motion to approve the extra duty contracts of Stacy Wood - DHS Head Girls Swim Coach, Tyler Walker – DMS Head Football Coach – 8<sup>th</sup> grade, Sarah

Isner – DHS Fall Head Cheer Coach (2020-21 school year). Seconded by Shane Stinson. Motion carried.

Shane Stinson made a motion to approve the winter extra duty recommendations as presented. Seconded by Mark Horr. Motion carried.

Jennifer Rinn made a motion to approve the ESY/Summer School recommendations as presented. Seconded by Shane Stinson. Motion carried.

Mark Horr made a motion to acknowledge the resignations of Ashley Higgins – DHS Head Cheer Coach, Jarred Bower – DHS Business teacher and FBLA Sponsor (effective end of 2019-20 school year), Janet Buchhammer–Elementary Counselor (effective end of 2019-20 school year). Seconded by Tom Holt. Motion carried.

Brandon Gilbreath recognized the transfer of Anita Carpenter from DUES teacher to DIS/DUES STEM teacher, Lana Wortham from DMS SpEd Para to DMS Behavior Teacher, Alexis Helenbolt from DIS 3<sup>rd</sup> grade teacher to DIS 2<sup>nd</sup> grade teacher, Nick Kerkvliet from DPS 1st grade SPED Teacher to DPS Physical Education Teacher. Brianna Redfern from DPS 1st grade teacher to DPS SPED Behavior Teacher, Bryan Engelker from DHS Math Teacher to DMS Math Teacher, Mark Steward from DHS Science Teacher to Technology Instructional Facilitator, Kathleen Bartling from DHS Para to DHS Behavior Teacher, Emily Haught from DMS Math teacher to DHS Secondary Instructional Coach, Misty Zahrowski – DIS Para to DIS SpEd Behavior Teacher.

**ADJOURNMENT:**

There being no further business, the Regular Meeting adjourned at 8:06 p.m. by Chairman Brandon Gilbreath.

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Brandon Gilbreath, Chairman

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Jay Butler, Clerk