

County School District #1  
Douglas, Wyoming

Official minutes of the regular meeting of the Board of Education held **May 14, 2019** in the Board Room of the School Administration Office.

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

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

**ADMINISTRATORS PRESENT:** Paige Fenton Hughes, Tony Witbrod, Tracy Boner, Monty Gilbreath, Wes Gamble, Brent Notman, Ryan Mackey, Chad Johnson, John Bartling, Mitch Johnson, Tanya Seeds, Justin Carr, Steve Walker, Penny Hawk, Andrea Gilbert.

**ALLEGIANCE TO THE AMERICAN FLAG:** Those present quoted the Pledge of Allegiance.

**APPROVAL OF AGENDA:** Mark Horr made a motion to approve May 14, 2019, amended agenda. Seconded by Jennifer Rinn. Motion carried.

**APPROVAL OF MINUTES:** Jennifer Rinn made a motion to approve the April 9, 2019, Regular Board meeting minutes. Seconded by Mark Horr. Motion carried.

**FINANCIAL REPORT:** Mark Horr made a motion to approve the May financial report for General Funds checks #100354 - #100656; with Mark Horr abstaining from ck#100490, #100622; Ryan Igo abstaining from ck#100491; Federal Programs checks #20079 - #20117; with Ryan Igo abstaining from ck#20113; Depreciation Reserve checks #1091- #1093; BOCES checks #3520 - #3530; Major Maintenance checks #4119 - #4121; Hot Lunch checks #6197 - #6217; Student Funds checks #21086 - #21168; Day Care checks #1119 - #1120; Health Care checks #1600 - #1603; Payroll Clearing checks #93841 - #93981; Direct Deposit #1692744 - #1693640. Seconded by Jay Butler. Motion carried.

**DATES FOR YOUR CALENDARS:** Board agenda meeting is scheduled on June 3, 2019, at 12:00 p.m., with the policy meeting on June 3, 2019, at 3:00 p.m. The next Rec and Regular Board Meetings will be June 11, 2019 at 7:15 pm at Central Administration.

**ART DISPLAY:** Jay Butler shared information on the art display from Douglas High School and Douglas Middle School Welding.

**SPOTLIGHT EMPLOYEE:** Jay Butler presented the Staff Spotlight Recognition Award to Lori Temple for her work for Transportation as a bus driver.

**AUDIENCE RECOGNIZED:** Paige Fenton Hughes recognized Haylei Butler and Jessica McGuire.

**MILL APPROVAL:** Jennifer Rinn made a motion to approve allocation of: ½ mill for EWC BOCES, 1/10 mill to NW BOCES, 4/10 mill for NE BOCES, and 1 mill for Recreation. Seconded by Shane Stinson. Motion carried.

**POLICIES:** Jay Butler made a motion to approve the third and final reading for policies: : BEE-R – Rules of Practice, GCA – Professional Staff Positions, GCC – Staff Leaves and Absences, GCG – Part-time and Substitute Professionals Staff Employment, GCGC – Job Sharing, GBG – Staff Welfare/Protection, BEDD – Rules of Order, BED – Meeting 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 May 30, 2019, on policies: GBGB – Nutrition and Wellness, GCGC-E – Job Share Agreement, GCLC – Length of Instructional Staff School Year, GCQ – Professional Staff

Termination of Employment, KDB – Public’s Right to Know/Freedom of Information. Seconded by Tom Holt. Motion carried.

**CCSD1 INTERCOM SYSTEM:** Tom Holt made a motion to approve the CCSD1 Intercom System bid from Barker & Associates in an amount not to exceed \$62,717.00. Seconded by Jennifer Rinn. Motion carried.

**CCSD1**

**CLASSROOM DISPLAY:** Tom Holt made a motion to approve the CCSD1 Classroom Display bid from SHI in an amount not to exceed \$130,534.80. Seconded by Mark Horr. Motion carried

**POLICY FIRST READING:** Paige Fenton Hughes shared information on policies: GCK – Certified Staff Assignments and Transfers; GCQF – Discipline, Suspension, and Dismissal of Certified Staff; GDF – Support Staff Hiring; GDJ – support Staff Assignments and Transfers; GDJ-R – Classification and Reclassification Procedure; KDB-R – Public’s Right to Know/Freedom of Information Regulation; EFAB – Procurement Policy and Procedures; EFAB-E(2) – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion. Brad Reese made a motion to approve policy EFAB and EFAB-E(2). Seconded by Mark Horr. Motion carried.

**2019-20 PRELIMINARY BUDGET:**

Tracy Boner presented the 2019-20 preliminary budget as an informational item.

**ACTIVITY HANDBOOKS:** The board members reviewed the changes to the DMS Activity Handbook.

**RURAL CALENDAR:** Chad Johnson shared information regarding additional changes needed for the 2019-20 Rural Calendar. At the end of the meeting Brad Reese made a motion to approve the Rural Calendar as presented. Seconded by Jennifer Rinn. Motion carried.

**SRRP REPRESENTATIVE:** Mark Horr made a motion to appoint and approve Tracy Boner as the SRRP Representative. Seconded by Jennifer Rinn. Motion carried.

**EXPENDITURE**

**BUDGET TRANSFERS:** Jennifer Rinn made a motion to Call for Hearing on Expenditure Budget Transfers on June 11, 2019 at 7:00 pm. Seconded by Mark Horr. Motion carried.

**FY19 AUDITOR:** Tracy Boner recommended to approve Leo Riley & Co. as the auditor for Converse County School District #1. Jennifer Rinn made a motion to approve Leo Riley & Co. as Converse County School District #1 auditor. Seconded by Ryan Igo. Motion carried.

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

**PERSONNEL REPORT:** Jennifer Rinn made a motion to approve the amended new hires of Jeff Kitterman – STEAM Camp Teacher 2019, Brian Bulgrin – STEAM Camp Teacher 2019, LeJae Seipel – STEAM Camp Teacher 2019, Troy Brown – STEAM Camp Teacher 2019, Laramie McCullough – STEAM Camp Teacher 2019, Melody Berquist – STEAM Camp Teacher 2019, Nickole Byer – Dry Creek Teacher (2019-20), Randy Wright – Walker Creek Teacher (2019-20), Kevin Kaper – DHS Custodian, Stephanie Wujek – DHS Science Teacher (2019-20), E’Lanae Johnson – DMS English Teacher (2019-20), Beth Masten – District Psychologist (2019-20), Shawna Cowden – Regular Route Driver, Tessa Raba – Summer Tech Worker 2019, Chayse Wilson – Summer Tech Worker 2019, Joseph Painter – DUES Custodian, Sarah Polich-DHS Math. Seconded by Shane Stinson. Motion carried.

Tom Holt made a motion to approve the extra duty contract to Zach Andrews – Legion A Baseball Head Coach, Travis Mortimore – Legion B Baseball Head Coach, Dustin Boyson – Legion C Baseball Assistant Coach, Mason Barker – Legion C Baseball Head Coach, Sean Geer – DHS Girls Basketball Assistant Coach (2019-20), Payton Vigil – DMS Wrestling Assistant Coach (2019-20), Melody Bergquist – DI Team Coach – DUES, Jessica Lamm – DMS 8<sup>th</sup> Girls Basketball Assistant Coach, Penny Hawk – Summer School/STEM Administrator 2019 . Seconded by Jennifer Rinn. Motion carried.

Jennifer Rinn made a motion to approve the ESY and Summer School recommendations as presented. Seconded by Ryan Igo. Motion carried.

Jennifer Rinn made a motion to approve the Jumpstart recommendations as presented. Seconded by Mark Horr. Motion carried.

Jennifer Rinn made a motion to accept the resignations of Cherie Lehner – Sophomore Class Sponsor, Lindsay Hineman – DUES Paraprofessional, Brent Moser – DMS 8<sup>th</sup> Girls Basketball Assistant Coach, Chris Benedict – DHS Forensics, Lily Hayes – Lifeguard and Water Safety Instructor, Rochelle Wagner – Rural Teacher, Lona Cross – DPS Paraprofessional, Alex Downs – DPS Paraprofessional, Paula Ramsey – DPS Paraprofessional. Seconded by Shane Stinson. Motion carried.

Brandon Gilbreath recognized the transfers of Jon Cook from DHS SpEd Teacher to DHS Science Teacher (2019-20), Aaron Cleare from DMS Behavior Teacher to CCSD1 Behavior Specialist (2019-20), Doug Hughes from DHS Media Specialist to CCSD1 Activities Director (2019-20), Baylee Kerkvliet from DMS English Teacher to DHS English Teacher (2019-20), Jolene Shelver from Rec Building Monitor to Nutrition Services Head Cashier, LeAnn Berry from DUES Custodian to DPS Lead Custodian, Rochelle Wagner from 2019 Summer School Admin to First Session 2019 Summer School Admin.

**TABS:**

Tom Holt shared information on the school district mission and vision statements that were discussed at the TABS meeting.

**ADJOURNMENT:**

There being no further business, the Regular Meeting adjourned at 8:10 p.m. by Chairman Brandon Gilbreath.

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Brandon Gilbreath, Chairman

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Jay Butler, Clerk