Call to Order

The meeting was called to order by Chairman Anne Ochs at 6:00 PM in the Board Room at the Educational Service Center, with the following trustees also present: Meldene Goehring, Tim Hallinan, Joe Lawrence, Larry Steiger, and Rollo Williams. Lisa Durgin was absent.

Others participating in the meeting include Alex Ayers, Superintendent; Kirby Eisenhauer, Deputy Superintendent; Larry Reznicek, Human Resources Manager; Dave Bartlett, Associate Superintendent for Instructional Support; Alison Gee, Attorney; and Tracy Peterson, Secretary to the Board.

Also present: Cassia Catterall, Nicole Schatz, Jasmin Mensing, Matt and Jessica Schultz, Julie Rankin, Christie/Mark/Jolie/Huiston Elliott, Madeline Eathorne, Toni Harris, Celeste Hayden, Brian Brandon, Kalyn Knudsvig, Cora Didier, Laura McGregor, Hailey Erickson, Jamie Sanders, Mary Stroka, JD Jones, and Brittany Rothleutner

Wyoming School Boards Association Awards.

Dr. Ayers presented the entire board with the 2023 Wyoming School Boards Association Standard of Excellence Award. Chairman Ochs was presented with the Certified Senior Master Board Member Leadership in Learning-Level II.

Reorganization of Board Election of Officers

Chairman Ochs turned the meeting over to Dr. Ayers for the election of officers. Dr. Ayers asked for chairman nominations. Dr. Lawrence nominated Mrs. Ochs as chairman, and Mr. Williams seconded the motion. Dr. Ayers asked for other nominations. Dr. Hallinan nominated Larry Steiger as chairman. Dr. Ayers asked for a vote on the first nomination for Mrs. Ochs, and the board voted 4-2 in favor of the nomination. The meeting was turned back over to Chairman Ochs.

Dr. Lawrence nominated Mrs. Durgin for Vice-Chairman, Mrs. Goehring seconded, and the motion carried unanimously.

Mrs. Goehring nominated Dr. Lawrence for Treasurer, Mr. Williams seconded, and the motion carried unanimously.

Dr. Lawrence nominated Mr. Steiger for Clerk, Dr. Hallinan seconded, and the motion carried unanimously.

Meetings: Times and Dates

Chairman Ochs made a motion to establish the Board meeting times and dates as 6:00 PM on the second and fourth Tuesdays of each month, and Mrs. Goehring seconded the motion. The motion carried unanimously.

Depositories

Mr. Steiger made a motion to designate ANB Bank, First Interstate Bank, First National Bank of Gillette, First Northern Bank of Wyoming, US Bank, and Wyoming Government Investment Fund as depositories for Campbell County School District. Dr. Lawrence seconded the motion, and the motion carried unanimously.

Newspaper

Mrs. Goehring made a motion to establish The News-Record as the official newspaper for Campbell County School District. Dr. Lawrence seconded the motion, and the motion carried unanimously.

Re-Adoption of Policies

Dr. Hallinan made a motion to re-adopt the policies contained in the official district policy listing and rescind all old policies, as determined only in the board meeting minutes. Mr. Steiger seconded the motion, and the motion carried unanimously.

Legal Counsel

Mr. Williams made a motion to designate Lubnau Law as the legal counsel for Campbell County School District. Dr. Lawrence seconded the motion. Chairman Ochs abstained from voting on legal counsel. The motion carried unanimously.

Appointments

Chairman Ochs proposed that the trustees continue to serve on the committees they have previously been assigned, and everyone was in agreement. The committee appointments are as follows:

- Board of Cooperative Higher Education Services (BOCHES) Joe Lawrence, Anne Ochs, Larry Steiger
- Northeast Wyoming Board of Cooperative Educational Services (BOCES) Tim Hallinan
- Campbell County Community Public Recreation District (CCPRD) Larry Steiger
- Audit Committee -Larry Steiger
- Juvenile Support Partnership Larry Steiger
- Wyoming School Boards Association Lisa Durgin
- Legislative Liaison Anne Ochs
- Budget Priorities Committee –Lisa Durgin, Anne Ochs, and Larry Steiger
- Policy Committee Tim Hallinan
- Community Behavioral Health Committee Joe Lawrence
- Aquatic Center Committee Larry Steiger

Minutes to Regular Meeting Campbell County School District

Board of Trustees

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Financial Disclosure Trustees completed the financial disclosure form as required by state statute and turned

their forms in to Mrs. Peterson.

Pronghorn Elementary Principal Brian Brandon introduced Romelle Hoon and her Sign Celebration

Language Club members, who signed their names and a Christmas song.

Pronghorn Elementary Principal Brian Brandon provided an academic report for Pronghorn Academic Reports

Elementary.

Rozet Elementary Principal Travis Heitmann provided an academic report for Rozet

Elementary.

CONSENT AGENDA A motion was made by Dr. Lawrence and seconded by Mr. Steiger to approve all items on

the Consent Agenda. The motion carried unanimously.

Minutes Minutes of the November 14, 2023, Board of Trustees regular meeting were approved.

Minutes of the November 14, 2023, Board of Trustees special dinner meeting were

approved.

Human Resources

Actions

The following actions taken by the Human Resources Department were approved:

EDUCATION SUPPORT PERSONNEL

NEW HIRES - REGULAR

Alexander Barabas Special Programs Ed. Asst./Lakeview

Stephanie Berens SPEA - ED/Paintbrush Rebecca Borges SPEA - ASD/Lakeview Bailey Dalldorf SPEA - ASD/Lakeview Fortune Dickerson SPEA - ED/Paintbrush SPEA - ASD/Lakeview Tatyana Ferguson

Candice Fyffe Secretary to Director of Activities/CCHS Katelinn Garro Special Programs Ed. Asst./Rawhide Bonnie Helgoe Bus Assistant SPEA/Transportation Tracy Huldermann Special Programs Ed. Assistant/Paintbrush

Justice Jackson SPEA - High Needs/Rawhide

Loreana Mendenhall Special Programs Ed. Assistant/Wagonwheel Larry Nichols Bus Mechanic Apprentice/Transportation Anna Rauch Special Programs Bus Assistant/Transportation

Sonia Parra Rodriguez Custodian/CCHS

Katalynne Pearson Special Programs Data Clerk/Cottonwood

Taylar Rohrich SPEA - ASD/TBHS Abby Seeman SPEA - ED/Prairie Wind

Special Programs Ed. Asst./Pronghorn Mercedes Taylor

Special Programs Bus Assistant/Transportation Jamie Toland

Robert Welch Bus Driver/Transportation

REQUEST FOR MEDICAL LEAVE OF ABSENCE

Employee D requests a medical leave of absence for the period of November 17, 2023 through January 5, 2024.

TRANSFERS

Michelle Bellack FROM: Safety Patrol/Transportation

TO: Special Programs Bus Assistant/Transportation

FROM: Bus Driver in Training/Transportation Nancy Hauber

TO: Bus Driver/Transportation

Julie Parker FROM: Bus Driver in Training/Transportation

TO: Bus Driver/Transportation

Shania Reed FROM: Bus Driver in Training/Transportation

TO: Bus Driver/Transportation

Kazrin Wilson FROM: Substitute Bus Driver/Transportation

TO: Bus Driver/Transportation

RESIGNATIONS

Maria Barrera Garcia Custodian/CCHS

Paige Beesley Guidance Registrar/TBHS

Joseph Bomgaars Custodian/4J

Cecelia Clough SPEA - ASD/Lakeview **Bonnie Daniels** SPEA - Ed/CCHS DaNelle DuVall Bus Driver/Transportation Chloe Gillaspy SPEA - ED/Paintbrush

Custodian/CCHS Elizabeth Gonzalez Barrera

Jenine Gonzalez Barrera Custodian/CCHS

Michael Hawkins Bus Driver/Transportation SPEA – ASD/Pronghorn Amna Khan Kamran Lopez Bus Assistant/Transportation Darinca Manzanares Montano Instructional Asst./Stocktrail Michael McNerny Bus Driver/Transportation Brenna Mills Student Custodian/TBHS William Scott SPEA - ASD/Pronghorn **Brody Sturdivant** Student Custodian/Westwood Rachel VanDamme Bus Driver/Transportation Susan Vickaryous SPEA - High Needs/TBHS

Lisa Wallace Water Safety Assistant/Aquatic Center

TERMINATIONS

Roberta Brome SPEA – ASD/Lakeview Tatyana Ferguson SPEA – ASD/Lakeview

Morgan Lutz Secretary to Activities Director/CCHS

CERTIFIED RECOMMENDATION FOR HIRE

Heather Brafford English Teacher/TBHS
Matthew Hard Transition Specialist/SSC

RESIGNATIONS

Jodi Crago-Wyllie Science Center Director

Darcy Gillaspy Professional Development Specialist/LLC Wendy Gray Professional Development Specialist/LLC .28 Music/CCHS-.71 Music/Twin Spruce

REQUEST FOR PROFESSIONAL LEAVE

Kalyn Knudsvig and Monika Yount request permission to travel to Arvada, WY, to train their school district staff in Youth Mental Health First Aid. This training will take place on January 26, 2024, and no substitutes are required.

SUBSTITUTE TEACHER NEW HIRES

Substitute Teacher/All Schools Joan Albright **Danielle Ammons** Substitute Teacher/All Schools Kennedy Ayers Substitute Teacher/All Schools Substitute Teacher/All Schools Melody Cain Substitute Teacher/All Schools Ruth Cloud Substitute Teacher/All Schools Johnathon Copping Jayce DeLancey Substitute Teacher/All Schools Substitute Teacher/All Schools Stormy Draper Maygen Fulton Substitute Teacher/All Schools Substitute Teacher/All Schools Nicole Hamann Jordan Hanson Substitute Teacher/All Schools Substitute Teacher/All Schools Kristin Hauge Substitute Teacher/All Schools Kaytlin Hokanson Samantha Hughes Substitute Teacher/All Schools Michelle Kaiser Substitute Teacher/All Schools Kimberly Kern Substitute Teacher/All Schools Bethany Lakes Substitute Teacher/All Schools Substitute Teacher/All Schools Billie Line Substitute Teacher/All Schools Scotty Mader Substitute Teacher/All Schools Shelbi Morrison Amy Neff Substitute Teacher/All Schools Kortni Sather Substitute Nurse/All Schools **Brandy Shrake** Substitute Teacher/All Schools Substitute Teacher/All Schools Mary Sisneros Carolyn Smith Substitute Teacher/All Schools Molly Strub Substitute Teacher/All Schools Michelle Undeberg Substitute Teacher/All Schools **Debby Ward** Substitute Teacher/All Schools Bobbie Welch Substitute Teacher/All Schools Substitute Teacher/All Schools Colt Welsh Alexandra Wickham Substitute Teacher/All Schools

REQUEST FOR MEDICAL LEAVE OF ABSENCE

Employee C requests a medical leave of absence from December 2, 2023, through April 2, 2024.

EXTRA DUTY RECOMMENDATIONS

Rachael Carver Play Assistant/TBHS

EXTRA DUTY RESIGNATIONS

Marques Fox Assistant Football Coach/CCHS Wenett Martin Volleyball Head Coach/TBHS

Warrants

The following warrants were ratified and approved:
Payroll Warrants

234356 - 234531
Combined Fund Warrants

394265 - 394596

ACH Combined Funds 1492, 1495, 1510, 1514, 1516, 1517, 1560, 1563,

1574

ACH Nutritional Services 1494, 1515, 1532, 1574

Major Maintenance Warrants 9579 - 9613 **Nutritional Services Fund Warrants** 13248 - 13274 Insurance Warrants 4768 - 4770 Student Activities Warrants 37577 - 37597 Activity Officials CCHS Warrants 6811-6813 Activity Officials TBHS Warrants 2060 Activity Officials WJSH Warrants 1525 Activity Officials SVJH Warrants 1027 - 1030 Activity Officials TSJH Warrants 1021 - 1024

Ratified Bids and Quotes

The following ratified bids and quotes were approved:

- Stocktrail Elementary Water Heater Replacement was awarded to Gillette Winsupply in the amount of \$14,594.00.
- 2. Student Desks for District Stock were awarded to Wyoming Office Products & Interiors in the amount of \$16,696.00.

Bids and Quotes

The following bids and quotes were approved:

- 1. Elementary STEM Labs 3-Year Lab License Merge EDU Platform Subscription was awarded to Merge Labs, Inc., in the amount of \$11,992.00.
- 2. Elementary STEM Labs Sphero indi Robot Cass Pack was awarded to Sphero in the amount of \$24,839.52.
- Elementary STEM Labs Introduction to Color Codes Curriculum: Student Portfolio, Answer Key; Introduction to Ozobot Blockly Curriculum: Student Portfolio, Answer Key was awarded to Ozo Edu, Inc., in the amount of \$33,136.74.
- 4. Annual Inspection and Cleaning of Fire Alarm Systems were awarded to Collins Communications, Inc., in the amount of \$35,620.50.
- 5. Campbell County High School Elevator #2 Modernization Design Services was awarded to QC 10 Architects (\$11,500.00) and Associated Construction Engineering (\$12,300.00) for a total amount of \$23,800.00.
- Conestoga Elementary Playground Replacement was awarded to Miracle– Churchich Recreation in the amount of \$229,204.00.
- 7. Educational Services Center Elevator Modernization Design Services was awarded to QC 10 Architects LLC (\$11,450.00) and Associated Construction Engineering (\$9,500.00) for a total amount of \$20,950.00.
- 8. New Color Copier and Multipress for Print Shop were awarded to A&B Business in the amount of \$79,499.33.
- 9. Rozet Elementary Lighting Replacement-Phase 1-Design Services was awarded to Associated Construction Engineering, Inc., in the amount of \$27,000.00.
- 10. Sunflower Elementary Playground Replacement was awarded to Miracle-Churchich Recreation in the amount of \$246,725.00.
- 11. Thunder Basin High School Magnetic Door Holders were awarded to Architectural Specialities, LLC (\$7,214.70) and Collins Communications, Inc. (\$72,868.20) for a total amount of \$80,082.40.
- 12. Rozet Elementary and Wright Junior Senior High School White Boards were awarded to AtoZstores.com in the amount of \$11,500.00.
- 13. Thunder Basin High School Magnetic Door Holders were awarded to Architectural Specialties, LLC (\$7,214.70) and Collins Communications, Inc. (\$72,868.20) for a total amount of \$80,082.40.

Ratified Contracts and Agreements

The following ratified contracts and agreements were approved:

- Special Education Residential Services Agreement In-State Placement with KIVA Adventure Ranch
- 2. Special Education Related Services Agreement for Students With Disabilities with New Direction Youth Transport Services
- 3. Staff Training and Parent Session with Ervin Educational Consulting, LLC
- 4. Wright Junior Senior High Production Contract with Music Theatre International's Broadway Junior Collection

Contracts and Agreements The following contracts and agreements were approved:

- Special Education Contract Addendum to WDE 413 Residential Services
 Agreement In-State Placement with Northeast Wyoming Board of Cooperative
 Educational Services
- 2. Campbell County High School 24-25 Student Portrait Agreement with Inter-State Studios
- 3. Well-Managed Schools 2-Day Professional Development with Boys Town

Resolution to Conduct Business

"RESOLVED, that through the unanimous written consent of the Board of Trustees of Campbell County School District, the Board authorizes administration to issue and release warrants to conduct the normal business of the School District during the time between scheduled Board meetings of December 12, 2023, and January 9, 2024.

AND, that the Superintendent of Schools, Deputy Superintendent, and Associate Superintendent for Instructional Support be authorized to accept or reject bids during the same period;

AND, that the Superintendent of Schools, Deputy Superintendent, and Associate Superintendent for Instructional Support be authorized to enter into contracts during the same period;

AND, that the actions of the administration will be ratified by the Board of Trustees during their scheduled meeting of January 9, 2024;

AND, that it is the intent of the Board of Trustees that this authorization be allowed solely for the period and purpose outlined above."

The foregoing resolution was adopted by the Trustees on the 12th day of December 2023 and will be effective as of December 12, 2023.

Policies

Approval was given for revisions to Policy 4335 Drug-Free Work Place.

Resolution for Reoccurring Operational Charges

WHEREAS, Campbell County School District Number One, a Wyoming School District ("CCSD") receives reoccurring monthly bills for costs and charges associated with the operation of CCSD;

WHEREAS, some of the monthly statements require payment to avoid penalties or interest by a certain date or because of the nature of the services provided, is required to be paid in a shorter timeframe than the date of the regular scheduled meetings of the CCSD Board of Trustees;

WHEREAS, prudent operation of CCSD requires payments to be made as authorized under this Resolution to facilitate the activities of CCSD:

NOW, THEREFORE, BE IT RESOLVED that the CCSD Board of Trustees, Gillette, Wyoming, this 12th day of December 2023, hereby approves and authorizes the accounting department to pay the monthly, reoccurring bills within budgeted amounts for costs and charges associated with the operation of the District on a regular basis, if the payment date is before the regular scheduled meeting of the CCSD Board of Trustees or the nature of the services provided requires a shorter payment period, so long as the payments are presented to the CCSD Board of Trustees as part of the itemized list for approval by the CCSD Board of Trustees.

All acts, orders or resolutions, or parts thereof, in conflict with this Resolution are repealed.

Meeting Cancellation

Approval was given for the cancellation of the March 26, 2024, regular board meeting.

Student Expulsions

Students #19, #20, #21, #22, and #23 were expelled for one calendar year with early readmittance under strict probation.

Grant

Approval was given to apply for the WDE Stronger Connections Grant to support safe and healthy students under the Bipartisan Safer Communities Act (BSCA).

Surplus and Recycle

Approval was given for surplus and recycle of obsolete and outdated items.

Audit Report

Erica Mund with Bennett, Weber & Hermstad LLP provided an overview of the Comprehensive Annual Financial Report (CAFR) for the 2022-2023 fiscal year. She noted the report's highlights, including revenues, expenditures, and current financial position. Dr. Lawrence moved to accept the CAFR, and Mr. Williams seconded the motion. The motion carried unanimously.

Purchasing/Bidding

Process

Warehouse Manager Carl Fox reviewed Policy 3320-Purchasing and Administrative Regulation 3320-R Purchasing and provided information on quote and bid requirements and processes. Maintenance Manager Sean Mathes shared information on daily routine maintenance identified by work orders, identifying and prioritizing major maintenance needs building by building, component projects funded by the state, and capital construction,

which is higher dollar major projects that go through a value engineering process.

Public Comments Concerns on snow removal, hiring concerns, volunteering, old aquatic center study, and

National Board Certified Teacher stipend.

Trustee Celebrations Chairman Ochs celebrated Thanksgiving, and she hoped everyone got to spend time with

friends and family. She wished everyone a "Merry Christmas" to enjoy the season and

remember what it is about.

Adjournment With no other business before the board, the meeting was adjourned at 7:05 PM.

Secretary Tracy Peterson

Campbell County School District Board of Trustees	
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Chairman	Clerk

Minutes to Regular Meeting