

**Sheridan County School District #3
Clearmont Elementary Multi-Purpose Room
Board Work Session Minutes
December 9, 2020**

This public meeting was conducted at the Clearmont K-12 location but was limited to just the Board of Trustees, Administration, and ten (10) Community Members to stay in accordance with CDC Guidelines for a public gathering related to the Coronavirus (COVID-19).

December 9, 2020, Work Session and Regular Scheduled Board Meeting was made available to the public through the Sheridan County School District #3 Facebook Page.

Chairman Amy Vineyard announced the work session to commence at 5:00 P.M.

In Attendance – Amy Vineyard, Chris Schock, Charles Auzqui, Greg Rohrer, Paula Steiger, Brenda Michelena and Jolene Poppenga

Trinity Lewis was present via Google Hangouts Meet.

Wade Betz arrived at 5:05 P.M.

Misty Moore Stoll arrived at 6:04 P.M.

➤ **REVIEWED DISTRICT AUDIT**

- **Bennett, Weber & Hermstad, LLP**
- **Mr. Rohrer**
- **Mr. Auzqui**

Paula Steiger with Bennett, Weber & Hermstad, LLP presented the 2020 Annual District Audit. Discussion was held.

Paula reported that the District Audit has a clean opinion with no compliance findings. Material Weakness in Internal Control – Segregation of Duties in the Accounting Department, which is common in Small School Districts. It is important that the Board of Trustees continue to oversee all expenditures and revenues.

- **2021-2022 DISTRICT CALENDAR DRAFT**
Mr. Auzqui presented the Board of Trustees with a copy of the 2021-2022 District Calendar Draft to review and give feedback.
- **REVIEWED BOARD RECALIBRATION LETTER DRAFT**
Reviewed the Board Recalibration Letter Draft. Discussion was held.
- **REVIEWED BOARD AGENDA**
Due to lack of time, no discussion was held regarding the Regular Board Agenda for tonight's meeting.
- **SHORT BREAK**
A short five (5) minute break was taken before the regular scheduled Clear Creek Recreation District Board Meeting.

This was a Work Session Only and NO action was taken!



Amy Vineyard, Chairman

11/13/21
Date



Wade Betz, Clerk

11/13/21
Date

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1. CALL TO ORDER

Chairman Amy Vineyard called the meeting to order at 7:00 P.M.

2. ROLL CALL

Roll call showed Board Trustees Amy Vineyard, Wade Betz, Chris Schock and Misty Moore Stoll present. Trinity Lewis was present via Google Hangouts Meet.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

Wade Betz moved to approve the agenda with changes as presented. Seconded by Misty Moore Stoll. Discussion. Motion passed unanimously (5-0).

5. DELEGATIONS, VISITORS, COMMUNICATIONS & PUBLIC COMMENTS

a. Luke Camino

i. District Purchase of Service Process

b. Steve Packard

ii. District Activity Transportation

Luke Camino, Steve Packard, Amy Packard, Miles Packard, Brenda Michelena and Paula Steiger with Bennett, Weber, Hermstad, LLP were in attendance. Brenda Michelena and Paula Steiger had no comments or concerns at this time.

Luke Camino presented/expressed his concerns to the Board of Trustees and Administration regarding SCSD #3 District Purchase of Service process. Discussion was held.

A copy of Mr. Camino's concerns can be viewed at the District Administration Office during regular business hours.

The Board of Trustees will review our District Board Policy #3326 – Purchasing Procedures during the January Board Meeting Work Session, along with Mr. Camino's concerns and work to come up with a solution.

Amy Packard expressed their concerns to the Board of Trustees and Administration regarding SCSD #3 District Activity Transportation. Discussion was held.

Topics of discussion were as follows:

- Packard's main concern was that there was no communication from the AD to the parents until the day of the change.
- District has limited bus drivers.
- The District follows common procedures trying to meet the needs of the students.
- It would be a Board decision to run a separate bus route just for Miles, or to have the high school basketball players wait until 6:30 P.M. for the Activity Bus to leave Clearmont, so he is not missing fifteen (15) minutes of wrestling practice every day and can ride the same Activity Bus.

Wade Betz commented that he would not support another Activity Bus Route for one student. He feels this situation should be resolved between the Athletic Director, Transportation Supervisor and the Superintendent. He feels this is not a Board issue.

Misty Moore Stoll thanked the visitors and wanted it noted that she appreciates the visitors for coming to express their concerns to the Board. The Board welcomes and invites community comments.

6. DISTRICT PRESENTATION

a. Board Plaques of Appreciation for Outgoing Board Members

b. District K-12 Video Presentation

Mr. Auzqui expressed his gratitude to the outgoing Board Members Barry Bauer and Sam Olsen, thanking them for their dedication and service to the SCSD #3 students and staff. He wanted to let the public know that they were both a critical part of the growth of this District. Neither were able to attend the meeting tonight but Board Plaques of Appreciation will be given to them.

Chairman Amy Vineyard thanked them and wanted them to know they will be missed.

Mr. Auzqui presented a K-12 Video Presentation of the 1st & 2nd Grade students explaining "How do you make Christmas Cookies?"

The District K-12 Video Presentation can be viewed on the Sheridan County School District #3 website at: www.sheridan3.com Home Page > Monthly Videos.

7. **CONSENT ITEMS**
- a. **Approval of Warrants and Vouchers**
(See Attached Copy of Warrants Paid for November 2020)
 - b. **Approval of Minutes**
 - i. **November 11, 2020 Work Session @ 4:30 P.M.**
 - ii. **November 11, 2020 Regular Board Meeting @ 7:00 P.M.**
 - c. **Approval of Executive Session Minutes**
 - i. **November 11, 2020 Regular Board Meeting Executive Session**
 - d. **Approval of Clear Creek Recreation District Board Meeting Minutes**
 - i. **October 14, 2020**
 - e. **Approval of Notice of School Board Meetings for 2021**
 - i. **Regular Meetings**
 - 1. **Second Wednesday of Every Month**
 - 2. **Start Time - 7:00 P.M.**
 - 3. **Location - Clearmont Elementary Multi-Purpose Room in Clearmont, Wyoming**
 - 4. **Meetings are Open to the Public**
 - 5. **Exception is the July Meeting, which will be held the third (3rd) Wednesday**
 - f. **Approval of Notice of Availability of Board Minutes for 2021**
 - i. **Board Minutes are available for inspection by any citizen during the regular District Business Office Hours**
 - g. **Approval of Bank Depositories**
 - i. **First Interstate Bank**
 - ii. **WGIF - Wyoming Government Investment Fund**
 - h. **Approval for *The Sheridan Press* to be the newspaper to provide notice of the SCSD #3 2021-2022 Budget**
 - i. **Approval of Clear Creek Recreation District Board Member**
 - i. **Clearmont Town Council**
 - 1. **Ronnie Poppenga**

Wade Betz moved to approve the Consent Items as presented.

Seconded by Misty Moore Stoll. Discussion. Motion passed unanimously (5-0).

8. **DISTRICT AUDIT PRESENTATION**
- a. **Bennett, Weber & Hermstad, LLP**
 - i. **Paula Steiger**

Paula Steiger with Bennett, Weber & Hermstad, LLP gave an overview of the District Audit findings. She reported the District Audit showed a Clean Opinion with no compliance findings. Material Weakness in Internal Control - Segregation of Duties in the Accounting Department, which is common in small school districts and small entity situations. It is important that the Board of Trustees continue to oversee all expenditures and revenues.

Paula thanked the SCSD #3 Board of Trustees, Administration and the District Business Office staff for the opportunity to work with all of them. They meet all year long and it is always a pleasure for her.

Chairman Amy Vineyard, on behalf of the Board of Trustees, thanked Paula Steiger, Mr. Rohrer and the Business Office Staff all their hard work on our District Audit.

No other questions or comments from the Board of Trustees or Administration.

9. ADMINISTRATION REPORTS

All District Administration Reports were included in the Board Member Packets. A complete copy of the District Administration Reports can be viewed at the District Administration Office during regular business hours.

a. District Activities/Athletic Director (Mrs. Betz)

i. Activity Updates

Mrs. Betz submitted her District Activities/Athletic Report but was not in attendance, due to the new COVID regulations.

No questions or comments from the Board.

b. Special Education Assistant Director (Miss Ballek)

i. District Updates

ii. State Report Updates

Miss Ballek submitted her Special Education Report but was not in attendance, due to the new COVID regulations.

No questions or comments from the Board.

c. District Technology Supervisor (Mr. Auzqui)

i. District Technology Updates

Mr. Auzqui reviewed the District Technology Updates with the Board of Trustees.

No questions or comments from the Board.

d. District Transportation Supervisor (Mr. Johnson)

i. Transportation Updates

Mr. Johnson submitted his District Transportation Report but was not in attendance, due to the new COVID regulations.

No questions or comments from the Board.

e. District Maintenance Supervisor (Mr. Buhr)

i. Maintenance Updates

Mr. Buhr submitted his District Maintenance Report but was not in attendance, due to the new COVID regulations.

No questions or comments from the Board.

f. District Food Service Supervisor/Business Manager (Mr. Rohrer)

i. District Financial Report

1. Expenditures

2. Revenues

Mr. Rohrer presented a Power Point Presentation of the November Expenditures and Revenues, with no questions or comments from the Board of Trustees.

10. BOARD POLICIES/LEADERSHIP GOVERNANCE POLICIES

a. Review Board Policies

i. 4000 Series

1. 4218 – Workers’ Compensation

2. 4219 – Workers’ Compensation

The Board of Trustees and Administration reviewed Policy 4218 – Workers’ Compensation and Policy 4219 – Workers’ Compensation.

Mr. Auzqui and Mr. Rohrer will get some legal advice on the rewording of the Workers’ Compensation Policies 4218 and 4219. Both these policies will be reviewed again at the January Board Meeting.

No action was taken with either policy, at this time.

b. Review Leadership Governance Policies

i. Mission and Belief Statements

The Board of Trustees reviewed the Board Leadership Governance Policies Mission and Belief Statements.

No action was taken with the Mission and Belief Statements.

11. ACTION ITEMS

**a. Approval of District Financial Audit as presented by
Bennett, Weber & Hermstad, LLP**

Misty Moore Stoll moved to approve the 2020 District Financial Audit as presented by Bennett, Weber & Hermstad, LLP. Seconded by Chris Schock. Discussion.

Motion passed unanimously (5-0).

Amy Vineyard thanked Business Manager Greg Rohrer and his staff for all the hard work and success of the audit. She thanked Paula Steiger for all her hard work, as well. The growth in the District in the audit findings has been great over the last three (3) years, compared to years prior.

Misty Moore Stoll congratulated the District on the clean audit.

The results of the District Audit will be sent to all organizations required by State Laws. A copy of the District Audit can be viewed at the Sheridan County School District #3 Administration Office during regular business hours.

b. Election of Board Officers

i. Approve 2021 Board Officers

1. Nominated and voted on by the Board Only

- a. Chairman**
- b. Vice-Chairman**
- c. Treasurer**
- d. Clerk**

Board Chairman

Chris Schock nominated and moved to approve Amy Vineyard as the Board Chairman. Seconded by Wade Betz. Discussion. Motion passed unanimously (5-0).

Vice-Chairman

Wade Betz nominated and moved to approve Misty Moore Stoll as the Board Vice-Chairman. Seconded by Chris Schock. Discussion. Motion passed unanimously (5-0).

Treasurer

Amy Vineyard nominated and moved to approve Chris Schock as the Board Treasurer. Seconded by Misty Moore Stoll. Discussion. Motion passed unanimously (5-0).

Clerk

Amy Vineyard nominated and moved to approve Wade Betz as the Board Clerk. Seconded by Chris Schock. Discussion. Motion passed unanimously (5-0).

ii. Approve Chairman and Treasurer to sign checks

Misty Moore Stoll moved to approve the 2021 Chairman Amy Vineyard and Treasurer Chris Schock to sign checks. Seconded by Wade Betz. Discussion. Motion passed unanimously (5-0).

c. Appoint/Approve 2021 BOCES Representative

Discussion was held prior to any motions regarding if Sheridan County School District #3 serves a purpose on the BOCES Board.

Chris Schock moved to approve Trinity Lewis as the 2021 BOCES Representative. Seconded by Wade Betz. Discussion. Motion failed (0-5).

Trinity Lewis moved to approve Chris Schock as the 2021 BOCES Representative. Seconded by Wade Betz. Discussion. Motion passed unanimously (5-0).

d. Approval of Maintenance/Custodial Employee

i. Henrietta McGary

Misty Moore Stoll moved to approve Administration's recommendation to hire Henrietta McGary for the Maintenance/Custodial position. Seconded by Chris Schock. Discussion. Motion passed unanimously (5-0).

e. Approval of Board Recalibration Letter Draft

Discussion was held prior to the motion on some suggested amendments to the language in the letter.

Chris Schock moved to approve the Board Recalibration Letter Draft, with the amendments, in response to the Recalibration Committee's request for input from all District's about funding Wyoming Education. Seconded by Misty Moore Stoll. Discussion. Motion passed unanimously (5-0).

f. Approval of Junior High Assistant Boys Basketball Coach

i. Tiffany Greear

Chris Schock moved to approve Administration's recommendation to hire Tiffany Greear as the Junior High Assistant Boys Basketball Coach for the 2021 season. Seconded by Wade Betz. Discussion. Motion passed unanimously (5-0).

12. DISCUSSION ITEMS

a. 2021-2022 District Calendar Draft

The 2021-2022 District Calendar Draft was discussed during the Work Session. No other questions or comments from the Board of Trustees.

b. Small School District Board Zoom Meeting

i. November 17, 2020 Reflection

Board Members reflected on the Zoom Meeting and a short discussion was held.

c. Recalibration Meeting

i. December 21-22, 2020

Mr. Auzqui informed the Board of Trustees that the Recalibration Meeting will be a Virtual Meeting. He will send the information to the Board of Trustees, if anyone wants to attend.

d. Wyoming Accreditation Update

Mr. Auzqui gave a short updated on Wyoming Accreditation.

e. WSBA Information

i. Memos

ii. WSBA Virtual Conference

1. Reflection

iii. WSBA 2021 Board Leadership Development

1. February 10, 2021

The WSBA Information was included in the Board Member Packets. Mr. Auzqui asked the Board of Trustees if there were any questions regarding the WSBA Memos or the WSBA 2021 Board Leadership Development to be held on February 10, 2021.

No questions or comments from the Board.

No reflections were given on the WSBA Virtual Conference.

13. SUPERINTENDENT REPORT

Mr. Auzqui reported to the Board of Trustees on the following:

a. Small School Districts & Coalition Update

The Small School Districts are meeting tomorrow.

b. Final Classroom Based Virtual Education Application Approval

Mr. Auzqui reported that it was approved two (2) weeks ago.

c. Project Updates

i. District Fire Alarm System

Mr. Auzqui updated the Board of Trustees on the District Fire Alarm System.

d. N.E. District Superintendents' Retreat

i. Postponed until early March

14. FROM THE BOARD

Wade Betz – No comments or concerns.

Trinity Lewis – No comments or concerns.

Chris Schock – No comments or concerns.

Misty Moore Stoll – Misty commented that she continues to be very impressed with our leadership and preparedness for this COVID situation. Misty wanted to publicly commend and thank Mr. Auzqui for keeping the Board prepared in this situation and informed to make decisions.

Misty feels that an empowered community is an engaged community.
No other comments or concerns.

Amy Vineyard – Amy asked the Board of Trustees for two (2) volunteers to review the Warrants & Vouchers before every monthly Board Meeting.
Chris Schock and Wade Betz volunteered to review them.

Amy reminded the Board of Trustees of their commitment, as an elected official, that it is an important part of being a Board Member to attend meetings, work sessions, trainings, conferences, etc.
No other comments or concerns.

15. JANUARY BOARD MEETING

a. Board Meeting is January 13, 2021 @ 7:00 P.M.

i. Establish Regular Board Agenda Items

1. District Superintendent and Business Manager Contracts

ii. Establish Work Session Agenda

1. Revisions to Board Policy

a. 3000 Series

i. Policy 3326 – Purchasing Procedures

Mr. Auzqui will meet with Chairman Amy Vineyard to establish the Regular Board Agenda Items, which will include the District Superintendent and Business Manager Contracts. Also, to establish a Work Session Agenda, which will include reviewing/revising Board Policy 3326 – Purchasing Procedures.

16. SIGN DISCLOSURE OF INTEREST FORMS & SIGNATURE CERTIFICATIONS

The Board of Trustees and Administration in attendance signed Disclosure of Interest Forms.

The Board of Trustees in attendance signed their Signature Certification Forms.

17. SIGN ALL WARRANTS AND VOUCHERS

The Board of Trustees in attendance signed all Warrants and Vouchers.

18. EXECUTIVE SESSION

a. Personnel

b. Review Superintendent Evaluation

Misty Moore Stoll moved to go into Executive Session to discuss personnel and review the Superintendent Summative Evaluation, with the Board of Trustees and Superintendent Charles Auzqui in attendance at 9:17 P.M. Seconded by Wade Betz. Discussion. Motion passed unanimously (5-0).

Chairman Amy Vineyard asked for a motion to come out of Executive Session.

Misty Moore Stoll moved to come out of Executive Session. Seconded by Chris Schock. Discussion. Motion passed unanimously (5-0).


Out of Executive Session at 9:55 P.M.

No action taken.

19. ADJOURN

Misty Moore Stoll moved to adjourn the meeting. Seconded by Chris Schock. Discussion. Motion passed unanimously (5-0).

Meeting adjourned at 9:56 P.M.



Amy Vineyard, Chairman

11/13/21

Date



Wade Betz, Clerk

11/13/21

Date

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
54683	11/19/2020				12230	AMAZON.COM	568.30
54684	11/19/2020				14180	GREAT DIVIDE FABRICATION LLC	663.23
54685	11/19/2020				12852	NASCO	90.80
54686	11/19/2020				10029	POWDER RIVER ENERGY CORP	3,628.96
54687	11/30/2020				13825	McC SERVICES, LLC	2,145.00
54688	11/30/2020				13506	SHERIDAN OFFICIALS ASSOCIATION	254.00
54689	11/30/2020				10035	AMERICAN WELDING & GAS, INC.	494.48
54690	11/30/2020				13775	ARETE DESIGN GROUP LLC	1,455.16
54691	11/30/2020				12074	BABES FLOWERS, INC	80.00
54692	11/30/2020				12139	DANNA BABIONE	80.00
54693	11/30/2020				13976	WILL BETZ	80.00
54694	11/30/2020				13912	BRUCO INC	18,481.08
54695	11/30/2020				13884	COMPUTER LOGIC GROUP	2,500.00
54696	11/30/2020				14297	CRISIS PREVENTION INSTITUTE	195.00
54697	11/30/2020				11361	DAKTRONICS, INC	910.00
54698	11/30/2020				10220	DJ'S THRIFTWAY	136.14
54699	11/30/2020				14230	ELK MOUNTAIN WORKS LLC	1,974.86
54700	11/30/2020				12753	LOYCE ELLINGROD	15.97
54701	11/30/2020				13592	HAMPTON INN & SUITES	79.90
54702	11/30/2020				10955	HEALY AWARDS, INC	62.16
54703	11/30/2020				13863	HICKEY & EVANS LLP	55.04
54704	11/30/2020				14142	JC PARTS & REPAIR LLC	654.85
54705	11/30/2020				14121	LANNA WING PHOTOGRAPHY	265.00
54706	11/30/2020				11075	MASTERCARD	1,618.77
54707	11/30/2020				10083	MICHELENA AUTOMOTIVE	4.30
54708	11/30/2020				13328	PINE COVE CONSULTING, LLC	3,420.00
54709	11/30/2020				10458	POSITIVE PROMOTIONS, INC	954.17
54710	11/30/2020				10006	QUILL CORPORATION	85.04
54711	11/30/2020				10023	RANGE TELEPHONE CO-OP, INC	1,141.70
54712	11/30/2020				13197	SCHOOL SPECIALTY, INC	8.54
54713	11/30/2020				10728	SHERIDAN CO SCHOOL DIST #3	48.75
54714	11/30/2020				10436	SYSCO FOOD SERVICES	396.84
54715	11/30/2020				13753	TIME MANAGEMENT SYSTEMS INC	301.66
54716	11/30/2020				10226	TONGUE RIVER MIDDLE SCHOOL	100.00
54717	11/30/2020				10022	TOWN OF CLEARMONT	489.00
54718	11/30/2020				14260	TRILOGY THERAPY LLC	1,508.75
54719	11/30/2020				14062	TW ENTERPRISES, INC	420.00
54720	11/30/2020				10221	UNIVERSAL ATHLETIC SERVICE, INC	488.82
54721	11/30/2020				10155	US POSTAL SERVICE	55.00
54722	11/30/2020				12327	US POSTAL SERVICE	55.00
54723	11/30/2020				10114	WAL-MART	24.66

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Checking Account ID: 2

Check Type: Check

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7105	11/30/2020				13514	REESE AND RAYS IGA	31.97
7106	11/30/2020				10436	SYSCO FOOD SERVICES	4,453.27

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7590	11/19/2020				14054	HIGH SCHOOL IMPRESSIONS	167.40
7591	11/19/2020				13978	KAMRYN MICHELENA	26.50
7592	11/30/2020				11075	MASTERCARD	22.20
7593	11/30/2020				10221	UNIVERSAL ATHLETIC SERVICE, INC	250.00

Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>		
7594	11/30/2020				10114	WAL-MART	64.12		
7595	11/30/2020				14115	WYOMING CAMERA OUTFITTERS	55.94		
Check Type Total:			Check			Void Total:	0.00	Total without Voids:	586.16
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