

**Sheridan County School District #3
Clearmont Elementary Multi-Purpose Room
Board Work Session Minutes
July 15, 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).

July 15, 2020, Work Session, Regular Scheduled Board Meeting and the Special 2020-2021 Budget Approval 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 4:04 P.M.

In Attendance – Amy Vineyard, Barry Bauer, Wade Betz, Charles Auzqui, Greg Rohrer and Jolene Poppenga.

➤ **EXECUTIVE SESSION**

- **Superintendent Evaluation**
 - **Expectation and Goal Setting**

Barry Bauer moved to go into Executive Session to discuss the Superintendent Evaluation Expectation and Goal Setting with the Board of Trustees and Superintendent Charles Auzqui in attendance at 4:05 P.M. Seconded by Wade Betz. Discussion. Motion passed unanimously (3-0).

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

Barry Bauer moved to come out of Executive Session. Seconded by Wade Betz. Discussion. Motion passed unanimously (3-0).

Out of Executive Session at 4:50 P.M.

No action taken.

➤ **BUDGET WORK SESSION**

○ **REVIEWED 2020-2021 BUDGET (Mr. Rohrer and Mr. Auzqui)**

- **Steps and Lanes**
- **Base Increase**
- **Staffing Contracts**
- **Extra-Duty Contracts**
- **Benefit Packages**

Reviewed the 2020-2021 Budget Information that Mr. Rohrer and Mr. Auzqui presented, which included Steps/Lanes, Salary Base Increase, Staffing Contracts, Extra-Duty Contracts and the District Benefit Packages. Discussion was held regarding the budget information.

➤ **REVIEWED DISTRICT SMART START PLAN**

Reviewed the District Smart Start Plan. Discussion was held.

➤ **REVIEWED SUMMER PROJECT UPDATES**

- **Track Project**
- **Security Camera System**
- **Audio Enhancement System**

Reviewed the Summer Projects, which included the Track Project, Security Camera and Audio Enhancement Systems. Discussion was held.

Chairman Amy Vineyard requested Mr. Auzqui give an update on the Math situation. Mr. Auzqui reported that he has contacted all parents involved and will establish meeting times with them before school starts, if we are approved to start school as normal.

➤ **REVIEW BOARD AGENDA**

A short discussion was held regarding the Regular Board Agenda for tonight's meeting.

➤ **SHORT BREAK**

A thirty-five (35) minute break was taken before the regular scheduled Clear Creek Recreation District Board Meeting. The Board of Trustees and Administration went outside and viewed the Track Project.

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



Amy Vineyard, Chairman

8/13/20
Date



Wade Betz, Clerk

8/13/20
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, Barry Bauer and Wade Betz present. Sam Olsen and Misty Moore Stoll absent.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

Wade Betz moved to approve the agenda with changes as presented. Seconded by Barry Bauer. Discussion. Motion passed unanimously (3-0).

5. DELEGATIONS, VISITORS, COMMUNICATIONS & PUBLIC COMMENTS

Stefhanie Buhr and Sarah Walker were in attendance but had no comments or concerns at this time.

6. CONSENT ITEMS

a. Approval of Warrants and Vouchers

(See Attached Copy of Warrants Paid for June 2020)

b. Approval of Minutes

i. June 10, 2020 Work Session @ 4:00 P.M.

ii. June 10, 2020 Regular Board Meeting @ 7:00 P.M.

iii. June 30, 2020 Special Budget Revision Board Meeting @ 6:00 P.M.

c. Approval of Executive Session Minutes

i. June 30, 2020 Special Budget Revision Board Meeting Executive Session

- d. Approval of Clear Creek Recreation District Board Meeting Minutes**
 - i. May 13, 2020**
- e. Approval of Notice of School Board Meeting and Notice of Availability of Board Minutes for 2020**
 - i. Board Minutes are available for inspection by any citizen during regular District Business Office Hours**
- f. Approval of Superintendent Goals for 2020-2021**
- g. Approval of Administration's Recommendation for New-Out-of-District Student Application**
 - i. Betz Family**
 - 1. Grady Betz**

Wade Betz moved to approve the Consent Items as presented. Seconded by Barry Bauer. Discussion. Motion passed unanimously (3-0).

7. 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 reviewed the District Activities/Athletic Updates with the Board of Trustees.

No questions or comments from the Board.

b. Special Education Assistant Director (Miss Ballek)

i. District Updates

ii. State Report Updates

Miss Ballek reviewed the Special Education District Updates and State Report Updates with the Board of Trustees.

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

ii. Bus Routes for 2020-2021

Mr. Johnson was not in attendance and did not submit a District Transportation Report.

Mr. Auzqui reported on the potential of two (2) new routes or route changes. Bus Routes will be voted on at the August Board Meeting.

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.

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 June Expenditures and Revenues with no questions or comments from the Board of Trustees.

8. REVIEW BOARD POLICIES/LEADERSHIP GOVERNANCE POLICIES

a. Board Policies

i. 4000 Series

1. 4155 – Educational Support Personnel Overtime

2. 4175 – Staff Recognition

The Board of Trustees and Administration reviewed Policy 4155 – Educational Support Personnel Overtime and Policy 4175 – Staff Recognition.

Recommended revisions will be made to Policy 4155 – Educational Support Personnel Overtime and brought back as an Action Item for First (1st) Reading at the August Board Meeting.

No action was taken with Policy 4175 – Staff Recognition.

b. Leadership Governance

i. 2.5 – MEETINGS

ii. 2.6 – BUDGET/FINANCE

iii. Board Leadership Governance Compliance Assessment

1. Review Final Draft 2.5 – 2.10

The Board of Trustees reviewed the Board Leadership Governance Policies 2.5 – MEETINGS and 2.6 – BUDGET/FINANCE. No action was taken with either policy.

The Board of Trustees reviewed the Board Leadership Governance Compliance Assessment Final Draft of 2.5 – 2.10.

9. ACTION ITEMS

a. Approval of SCSD #3 Smart Start Plan

Barry Bauer moved to approve the SCSD #3 Smart Start Plan as presented by Administration. Seconded by Wade Betz. Discussion. Motion passed unanimously (3-0).

b. Approval of Extended Technology Support Contract

i. Jonathan Broersma

Wade Betz moved to approve an Extended Technology Support Contract for Jonathan Broersma. Seconded by Barry Bauer. Discussion. Motion passed unanimously (3-0).

c. Approval to change Extended Contracts for Class Sponsors, Prom and Senior Class Sponsors

Barry Bauer moved to approve Administration's recommendation for changes to the Extended Contracts for Class Sponsors, Prom and Senior Class Sponsors. Seconded by Wade Betz. Discussion. Motion passed unanimously (3-0).

d. Approval of Administration's recommendation to grant Steps and Lanes for All Employees for the 2020-2021 school year

Barry Bauer moved to approve Administration's recommendation to grant Steps and Lanes for All employees for the 2020-2021 school year. Seconded by Wade Betz. Discussion. Motion passed unanimously (3-0).

e. Approval to adjust the Business Manager's Contract to reflect the same 9% Increase over the Funding Model as all other Certified Staff

Wade Betz moved to approve the Superintendent's recommendation to adjust the Business Manager's contract to reflect the same 9% increase over the Funding Model as all other Certified Staff. Seconded by Barry Bauer. Discussion. Motion passed unanimously (3-0).

f. Approval of an Increase to the Base for All Employees

i. Certified \$500 Increase to Base

ii. Classified 2½% Increase

Barry Bauer moved to approve Administration's recommendation for an increase to the employee's base pay, five hundred dollars (\$500) for Certified and a two and a half percent (2½%) for Classified. Seconded by Wade Betz. Discussion. Motion passed unanimously (3-0).

10. DISCUSSION ITEMS

a. School Board Member Elections

i. Sheridan County Election Office

1. Filing Dates

a. August 5, 2020 - August 24, 2020

ii. General Election

1. November 3, 2020

Trustees Amy Vineyard, Barry Bauer and Sam Olsen's positions are up for re-election in 2020.

b. Title I Funding

c. Federal Funding

i. CARES/COVID-19 Funding

ii. Consolidated Grant

1. Title I A

2. Title II A

iii. IDEA Part B

Mr. Auzqui updated the Board of Trustees on the Title 1 and Federal Funding that SCSD #3 will receive for the 2020-2021 school year.

d. WSBA Information

i. Memos

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.

No questions or comments from the Board.

11. SUPERINTENDENT REPORT

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

- a. **Small School Districts & Coalition Update**
- b. **WASA Meeting**
- c. **Recalibration Update**

Mr. Auzqui gave a short update on the Small School Districts, Coalition, WASA Meeting and Recalibration. Discussion was held.

- d. **Project Updates**
 - i. **Track Project**
 - ii. **Security Camera System**
 - iii. **Audio Enhancement System**

Mr. Auzqui updated the Board of Trustees on the Track Project, Security Camera System and the Audio Enhancement System during the Work Session. He reviewed the updates during the regular meeting. Discussion was held.

12. FROM THE BOARD

Barry Bauer – No comments or concerns.
Wade Betz – No comments or concerns.
Amy Vineyard – Thanked Mr. Auzqui for all the work on the parent/community meetings. No other comments or concerns.

Sam Olsen and Misty Moore Stoll were not in attendance.

13. AUGUST BOARD MEETING

- a. **Board Meeting is August 12, 2020 @ 7:00 P.M.**
 - i. **Establish Regular Board Agenda Items**
 - 1. **Approve 2020–2021 Bus Routes & Bus Drivers**
 - 2. **Assign/Approve WSBA Voting Delegate**
 - ii. **Establish Work Session Agenda**

Mr. Auzqui will meet with Chairman Amy Vineyard to establish the Regular Board Agenda Items, which will include approval of the 2020–2021 Bus Routes/Bus Drivers, approval of the WSBA Voting Delegate, and to establish a Work Session Agenda.


14. SIGN ALL WARRANTS AND VOUCHERS

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

15. ADJOURN

Wade Betz moved to adjourn the meeting. Seconded by Barry Bauer. Discussion. Motion passed unanimously (3-0).

Meeting adjourned at 7:58 P.M.



Amy Vineyard, Chairman

8/13/20
Date



Wade Betz, Clerk

8/13/20
Date

08/11/2020 2:36 PM

WARRANTS PAID FOR JUNE 2020

User ID: BLH

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
54231	06/15/2020	X			10276	ACE HARDWARE	53.63
54232	06/15/2020	X			12230	AMAZON.COM	523.43
54233	06/15/2020	X			13006	THE HOME DEPOT (SHERIDAN)	489.69
54234	06/15/2020	X			10029	POWDER RIVER ENERGY CORP	238.40
54235	06/15/2020				10006	QUILL CORPORATION	218.36
54236	06/15/2020	X			14150	VALLEY MOTOR HONDA	30,234.00
54254	06/18/2020	X			14150	VALLEY MOTOR HONDA	2,169.00
54255	06/24/2020				13775	ARETE DESIGN GROUP LLC	575.63
54256	06/24/2020				14280	BIG HORN CO-OPERATIVE MARKETING ASSOCIATION	39,600.00
54257	06/24/2020				13912	BRUCO INC	9,558.34
54258	06/24/2020				10974	CHILD DEVELOPMENT CENTER	262.00
54259	06/24/2020	X			10017	CLEARCREEK REC DISTRICT	20,000.00
54260	06/24/2020				11431	DEPARTMENT OF TRANSPORTATION	2.00
54261	06/24/2020	X			14027	FIRST FEDERAL LEASING SERVICES, LLC	34,398.87
54262	06/24/2020				14169	FREESTONE PEACH	198.87
54263	06/24/2020				13863	HICKEY & EVANS LLP	17.26
54264	06/24/2020				14229	LEE METAL WORKS	1,146.28
54265	06/24/2020	X			11893	LONG BUILDING TECHNOLOGIES,INC	12,780.00
54266	06/24/2020	X			13215	OFFICE SHOP INC	1,005.15
54267	06/24/2020				12317	PHOENIX LEARNING SYSTEMS	1,790.00
54268	06/24/2020				13328	PINE COVE CONSULTING, LLC	69,700.00
54269	06/24/2020				10458	POSITIVE PROMOTIONS, INC	158.30
54270	06/24/2020				14279	POWDER BUY THE POUND	1,374.20
54271	06/24/2020				10006	QUILL CORPORATION	1,592.10
54272	06/24/2020				10006	QUILL CORPORATION	45.54
54273	06/24/2020	X			11752	REALLY GOOD STUFF,LLC	99.36
54274	06/24/2020	X			13560	SECURITY FIRST BANK	14,939.87
54275	06/24/2020				14191	SUGARLAND WALK-IN CLINIC	133.00
54276	06/24/2020	X			14283	SWENSON CONSULTING	6,500.00
54277	06/24/2020	X			10114	WAL-MART	179.18
54278	06/24/2020				14282	WYOMING RENTS	123.67
54299	06/25/2020				14118	VANTAGE FINANCIAL, LLC	28,934.00
54300	06/25/2020	X			14284	MICHAEL GUYER	1,100.00
54301	06/30/2020				10276	ACE HARDWARE	12.99
54302	06/30/2020				12230	AMAZON.COM	3,274.12
54303	06/30/2020				10035	AMERICAN WELDING & GAS, INC.	153.12
54304	06/30/2020				13955	BAUER BARRY	73.60
54305	06/30/2020				10666	BENNETT, WEBER & HERMSTAD, LLP	3,000.00
54306	06/30/2020				13987	BIGHORN SURVEYING AND ENGINEERING LLC	1,066.50
54307	06/30/2020				10329	BJ NELSON INC	1,254.78
54308	06/30/2020				14243	COACH EVALUATOR LP	199.50
54309	06/30/2020				13615	FRANDSON SAFETY INC	150.00
54310	06/30/2020				12585	HERFF JONES, INC	20.86
54311	06/30/2020				14132	AUBREY HOLLAND	225.00
54312	06/30/2020				13006	THE HOME DEPOT (SHERIDAN)	2,894.13
54313	06/30/2020				14142	JC PARTS & REPAIR LLC	2,460.00
54314	06/30/2020				11075	MASTERCARD	1,311.21
54315	06/30/2020				10083	MICHELENA AUTOMOTIVE	2,994.51
54316	06/30/2020				10872	MISTY MOORE STOLL	40.25
54317	06/30/2020				11357	MSR WEST INC	190.00
54318	06/30/2020				10031	NAPA AUTO PARTS	263.04
54319	06/30/2020				12852	NASCO	479.00
54320	06/30/2020				12136	NIOBRARA COUNTY HIGH SCHOOL	3,200.00
54321	06/30/2020				10540	NORCO, INC	45.27
54322	06/30/2020				13215	OFFICE SHOP INC	1.72
54323	06/30/2020				13969	SAM OLSEN	15.81
54324	06/30/2020				14237	RONNIE POPPENGA	390.00

Checking Account ID: 1

Check Type: Check

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54325	06/30/2020				10029	POWDER RIVER ENERGY CORP	2,606.54		
54326	06/30/2020				10006	QUILL CORPORATION	2,763.89		
54327	06/30/2020				10023	RANGE TELEPHONE CO-OP,INC	1,077.95		
54328	06/30/2020				13197	SCHOOL SPECIALTY, INC	97.06		
54329	06/30/2020				13949	SCHOOL WEBMASTER	1,788.00		
54330	06/30/2020				13910	SENERGY PETROLEUM LLC	1,308.29		
54331	06/30/2020				10419	SHERIDAN ACE HARDWARE	10.99		
54332	06/30/2020				10015	SHERIDAN PRESS	120.00		
54333	06/30/2020				11276	STANLEY SANITATION,LLC	68.00		
54334	06/30/2020				11947	STEVE SWITZER	65.00		
54335	06/30/2020				13753	TIME MANAGEMENT SYSTEMS INC	331.26		
54336	06/30/2020				14053	TINY EYE THERAPY SERVICES	580.94		
54337	06/30/2020				10022	TOWN OF CLEARMONT	470.44		
54338	06/30/2020				10155	US POSTAL SERVICE	55.00		
54339	06/30/2020				12327	US POSTAL SERVICE	55.00		
54340	06/30/2020				13730	AMY VINEYARD	165.60		
54341	06/30/2020				12076	WACTE	150.00		
54342	06/30/2020				11287	WYOMING COACHES ASSOCIATION	400.00		
54343	06/30/2020				13577	BLICK ART MATERIALS	255.21		
54344	06/30/2020				14203	MYBINDING.COM	876.40		
54345	06/30/2020				12852	NASCO	605.71		
54346	06/30/2020				13215	OFFICE SHOP INC	422.63		
54347	06/30/2020				13328	PINE COVE CONSULTING, LLC	62,169.98		
54348	06/30/2020				10006	QUILL CORPORATION	23.23		
54349	06/30/2020				14247	STUDY SMARTS INC	80.00		
54350	06/30/2020				13019	YOUTHLIGHT, INC	64.85		
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Check Type: Check

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7060	06/24/2020				10006	QUILL CORPORATION	107.10		
7061	06/30/2020				14025	JOANIE KISER	66.15		
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Checking Account ID: 3

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount		
7562	06/30/2020				12074	BABES FLOWERS, INC	56.00		
7563	06/30/2020				13900	CASPER COLLEGE	350.00		
7564	06/30/2020				12585	HERFF JONES, INC	1,175.20		
7565	06/30/2020				13339	J C RAIDERS 4-H CLUB	735.00		
7566	06/30/2020				11075	MASTERCARD	299.95		
7567	06/30/2020				12102	UNIVERSITY OF WYO	150.00		
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Checking Account ID: 6

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount		
377	06/30/2020				13775	ARETE DESIGN GROUP LLC	66.25		
378	06/30/2020				11893	LONG BUILDING TECHNOLOGIES,INC	3,966.00		
379	06/30/2020				14146	SHERIDAN FLOOR TO CEILING	13,370.00		
380	06/30/2020				13328	PINE COVE CONSULTING, LLC	18,662.50		
Check Type Total:		Check				Void Total:	0.00	Total without Voids:	36,064.75
Checking Account Total:		6				Void Total:	0.00	Total without Voids:	36,064.75
Grand Total:						Void Total:	0.00	Total without Voids:	419,471.66