

**Sheridan County School District #3
Clearmont Elementary Multi-Purpose Room
Board Work Session Minutes
November 11, 2020**

This public meeting was conducted at the Clearmont K-12 location but was limited to just the Board of Trustees, Administration, and fifteen (15) Community Members to stay in accordance with CDC Guidelines for a public gathering related to the Coronavirus (COVID-19).

November 11, 2020, Work Session and Regular Scheduled Board Meeting was made available to the public through the Sheridan County School District #3 Facebook Page.

Oath of Office (Clearmont Elementary Multi-Purpose Room/Not on Facebook Live)

- **First Date of Term**
 - **December 1, 2020**
- **First Official Board Meeting**
 - **December 9, 2020**

The Oath of Office was moved to the Clearmont Elementary Multi-Purpose Room due to COVID-19 restrictions.

Superintendent Charles Auzqui administered the Oath of Office to our re-elected Board Member Amy Vineyard, and our newly elected Board Members Trinity Lewis and Chris Schock.

Chairman Amy Vineyard announced the work session to commence at 4:30 P.M.

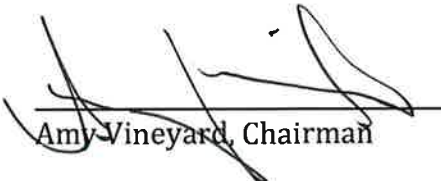
In Attendance – Amy Vineyard, Barry Bauer, Wade Betz, Charles Auzqui, Greg Rohrer, Trinity Lewis, Chris Schock and Jolene Poppenga

Misty Moore Stoll was present via Google Hangouts Meet.

Sam Olsen arrived at 5:27 P.M.

- **REVIEWED 2020 WSBA RESOLUTIONS**
Reviewed the 2020 WSBA Resolutions. Discussion was held.
- **REVIEWED 2020 WSBA VIRTUAL CONFERENCE SCHEDULE**
Reviewed the 2020 WSBA Virtual Conference Schedule. Discussion was held.
- **REVIEWED WINTER CLOSURE PROCEDURE ACCORDING TO THE DISTRICT SMART START PLAN**
Reviewed the Winter Closure Procedure according to the District Smart Start Plan. Discussion was held.
- **REVIEWED ANY NEW REVISIONS TO POLICY 4374 - TITLE IX SEXUAL HARASSMENT**
No new revisions to Policy 4374 – Title IX Sexual Harassment and no discussion was held.
- **REVIEWED BOARD AGENDA**
A short discussion was held regarding the Regular Board Agenda for tonight's meeting.
- **SHORT BREAK**
A break was taken before the regular scheduled Clear Creek Recreation District Board Meeting. The Work Session ended at 5:39 P.M., due to the District Audit being rescheduled to the December Board Meeting/Work Session.

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



Amy Vineyard, Chairman

12/10/20
Date



Wade Betz, Clerk

12/9/20
Date

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Regular Board Meeting Minutes
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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, Sam Olsen and Wade Betz present. Misty Moore Stoll was present via Google Hangouts Meet.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

Sam Olsen moved to approve the agenda with changes as presented.
Seconded by Barry Bauer. Discussion. Motion passed unanimously (5-0).

5. DELEGATIONS, VISITORS, COMMUNICATIONS & PUBLIC COMMENTS

Newly elected Board Member, Trinity Lewis was in attendance but had no comments or concerns at this time.

6. DISTRICT PRESENTATION

a. District K-12 Video Presentation

Mr. Auzqui presented a K-12 Video Presentation of the K-12 students and staff showing what is happening in their classrooms. Also, the K-6 Pumpkin Patch Field Trip.

7. CONSENT ITEMS

a. Approval of Warrants and Vouchers

(See Attached Copy of Warrants Paid for October 2020)

b. Approval of Minutes

i. October 14, 2020 Work Session @ 5:00 P.M.

ii. October 14, 2020 Regular Board Meeting @ 7:00 P.M.

c. Approval of Clear Creek Recreation District Board Meeting Minutes

i. September 9, 2020

Sam Olsen moved to approve the Consent Items as presented. Seconded by Wade Betz. Discussion. Motion passed unanimously (5-0).

8. 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 submitted her Special Education Report but was not in attendance.

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.

No questions or comments from the Board.

e. District Maintenance Supervisor (Mr. Buhr)

i. Maintenance Updates

Mr. Buhr reviewed the District Maintenance Updates with the Board of Trustees.

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

9. BOARD POLICIES/LEADERSHIP GOVERNANCE POLICIES

a. Review Board Policies

i. 4000 Series

- 1. 4215 – District Leave Policy**
- 2. 4216 – Short-Term and Long-Term Disability**

The Board of Trustees and Administration reviewed Policy 4215 – District Leave Policy and Policy 4216 – Short-Term and Long-Term Disability.

Recommended revisions by the District Business Office will be made to Policy 4215 – District Leave Policy and brought back as an Action Item for First (1st) Reading at the December Board Meeting.

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

b. Review Leadership Governance Policy

i. 2.13 – LEADERSHIP

The Board of Trustees reviewed the Board Leadership Governance Policies 2.13 – LEADERSHIP. No action was taken with this policy.

10. ACTION ITEMS

a. Approval of Revisions to Board Policy

i. 4000 Series

1. Policy 4374 – Title IX Sexual Harassment

- a. This Policy replaces the current SCSD #3 Sexual Harassment Policies 4375 & 4376**

i. Second (2nd) & Final Reading

Sam Olsen moved to approve the Second (2nd) and Final Reading of the new Board Policy 4374 – Title IX Sexual Harassment as presented by District Administration. Seconded by Wade Betz. Discussion. Motion passed unanimously (5-0).

b. Approval of Junior High Head Boys Basketball Coach

i. Cody Ramsay

Wade Betz moved to approve Administration's recommendation to hire Cody Ramsay to be the 2020-2021 Junior High Head Boys Basketball Coach. Seconded by Barry Bauer. Discussion. Motion passed unanimously (5-0).

c. Approval of Letter of Retirement

i. Sandy Hirz

1. Part-Time Maintenance/Custodial Position

Sam Olsen moved to approve the Letter of Retirement from Sandy Hirz. Seconded by Wade Betz. Discussion. Motion passed unanimously (5-0).

The Board of Trustees and Superintendent Charles Auzqui thanked Sandy for all her hard work and wanted her to know that she will be missed.

d. Approval to Advertise, Interview and Hire a New Maintenance/Custodial Employee

i. Part-Time Position

Wade Betz moved to approve to advertise, interview and hire a new Part-Time Maintenance/Custodial employee. Seconded by Sam Olsen. Discussion. Motion passed unanimously (5-0).

11. DISCUSSION ITEMS

a. District Fuel Tank in Arvada

Mr. Auzqui informed the Board of Trustees that approximately two hundred (200) gallons of fuel has been stolen out of the District Fuel Tank in Arvada. The theft has been turned over to the Sheridan County Sheriff's Office.

b. 2021-2022 District Calendar

Mr. Auzqui will be presenting a draft of the 2021-2022 District Calendar at the December Board Meeting.

c. Small School District Board Zoom Meeting

i. November 17, 2020

Mr. Auzqui updated the Board of Trustees on the Small School District Board Zoom Meeting and invited them to attend.

d. Reflection on Recalibration Meeting

i. October 28-30, 2020

Mr. Auzqui complimented Amy Vineyard and Wade Betz on their presentation during the Recalibration Meeting. He felt they did a great job and appreciated their time.

Amy Vineyard and Wade Betz both reported that they felt the meeting went well. Amy thought it was interesting to listen to and Wade had an overall positive feeling when it was over.

e. Wyoming Accreditation Update

Wyoming Accreditation was submitted on November 1, 2020.

f. WSBA Information

i. Memos

ii. WSBA Virtual Conference

1. November 18-20, 2020

iii. WSBA 2020 Board Leadership Development

1. February 10, 2020

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, the WSBA Virtual Conference to be held November 18-20, 2020, or the WSBA 2020 Board Leadership Development to be held on February 10, 2020.

A short discussion was held about the WSBA 2020 Board Leadership Development.

No other questions or comments from the Board.

12. 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 and working on their presentation to the legislators.

b. Project Updates

i. District Fire Alarm System

Nothing new to report. We are still waiting for the Fire Alarm System to be put out to bid.

c. N.E. District Superintendents' Retreat

i. January 14-15, 2021

1. Clearmont Elementary Multi-Purpose Room

Mr. Auzqui informed the Board of Trustees on the upcoming N.E. Superintendents' Retreat to be held on January 14-15, 2021 at the Clearmont Elementary Multi-Purpose Room.

13. FROM THE BOARD

Barry Bauer – No comments or concerns.
Sam Olsen – No comments or concerns.
Wade Betz – No comments or concerns.
Misty Moore Stoll – No comments or concerns.
Amy Vineyard – No comments or concerns.

14. DECEMBER BOARD MEETING

a. Board Meeting is December 9, 2020 @ 7:00 P.M.

i. Establish Regular Board Agenda Items

1. Election of Officers

ii. Establish Work Session Agenda

Mr. Auzqui will meet with Chairman Amy Vineyard to establish the Regular Board Agenda Items, which will include the Election of Officers and to establish a Work Session Agenda.

15. SIGN ALL WARRANTS AND VOUCHERS

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

16. EXECUTIVE SESSION

a. Personnel

b. Superintendent Summative Evaluation

Sam Olsen moved to go into Executive Session to discuss personnel and the Superintendent Summative Evaluation, with the Board of Trustees, Superintendent Charles Auzqui and Business Manager Greg Rohrer in attendance at 7:40 P.M. Seconded by Barry Bauer. Discussion. Motion passed unanimously (5-0).

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

Sam Olsen moved to come out of Executive Session. Seconded by Barry Bauer. Discussion. Motion passed unanimously (4-0).


Out of Executive Session at 9:45 P.M.

No action taken.

17. ADJOURN

Sam Olsen moved to adjourn the meeting. Seconded by Barry Bauer. Discussion. Motion passed unanimously (4-0).

Meeting adjourned at 9:46 P.M.



Amy Vineyard, Chairman 12/9/20
Date



Wade Betz, Clerk 12/9/20
Date

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
54604	10/20/2020	X			11013	SHERIDAN VOLLEYBALL ASSOC	274.00
54605	10/20/2020				13506	SHERIDAN OFFICIALS ASSOCIATION	254.00
54606	10/27/2020				13378	CLEAR CREEK STOP	1,398.34
54607	10/27/2020				14134	NICOLE COOPER	2,204.00
54608	10/27/2020				10458	POSITIVE PROMOTIONS, INC	83.45
54609	10/27/2020	X			13711	SHERIDAN COLLEGE	30.00
54610	10/27/2020				10211	SHIPTONS BIG R	69.98
54611	10/31/2020				14311	NORTHERN UNDERGROUND	42,595.75
54612	10/31/2020				10035	AMERICAN WELDING & GAS, INC.	371.35
54613	10/31/2020				14281	AUDIO ENHANCEMENT INC	3,495.00
54614	10/31/2020				12139	DANNA BABIONE	40.00
54615	10/31/2020				10666	BENNETT, WEBER & HERMSTAD, LLP	17,000.00
54616	10/31/2020				14296	BEST IN BLOOM LLC	63.00
54617	10/31/2020				13976	WILL BETZ	120.00
54618	10/31/2020				14312	BIG HORN INTEGRATORS INC	1,000.00
54619	10/31/2020				10329	BJ NELSON INC	567.33
54620	10/31/2020				10223	PAULA BROWN	130.00
54621	10/31/2020				12728	STEFHANIE BUHR	120.00
54622	10/31/2020				13746	TIMBER BUHR	140.00
54623	10/31/2020				14302	BUS PARTS WAREHOUSE	142.72
54624	10/31/2020				14057	CHESBRO ELECTRIC INC	260.20
54625	10/31/2020				13378	CLEAR CREEK STOP	1,405.00
54626	10/31/2020				13627	ELDON CLIFFORD, PH.D	1,172.00
54627	10/31/2020				12859	GALE COLE	20.00
54628	10/31/2020				14304	EDGUNITY INC	8,525.00
54629	10/31/2020				10844	ELDER EQUIPMENT LEASING OF WY	93.90
54630	10/31/2020				14003	EMPLOYMENT TESTING SERVICES INC	288.00
54631	10/31/2020				14308	SHELBY FENNEMA	40.00
54632	10/31/2020				14306	KADYNCE FRENCH	20.00
54633	10/31/2020				14303	GREEN ORCHID LLC	1,105.00
54634	10/31/2020				13863	HICKEY & EVANS LLP	29.69
54635	10/31/2020				11468	HIGH LAND INC	400.00
54636	10/31/2020				14142	JC PARTS & REPAIR LLC	795.00
54637	10/31/2020				11075	MASTERCARD	1,322.02
54638	10/31/2020				10083	MICHELENA AUTOMOTIVE	574.09
54639	10/31/2020				10540	NORCO, INC	42.92
54640	10/31/2020				10544	NORTHEAST WYO BOCES	9,249.50
54641	10/31/2020				14311	NORTHERN UNDERGROUND	480,323.50
54642	10/31/2020				14309	ABIGAIL ODEGARD	20.00
54643	10/31/2020				14196	CHRIS ODEGARD	40.00
54644	10/31/2020				13215	OFFICE SHOP INC	21.52
54645	10/31/2020				14022	PROSINSKI CUSTOM FRAMING LLC	200.00
54646	10/31/2020				10023	RANGE TELEPHONE CO-OP,INC	1,139.22
54647	10/31/2020				12340	GREG ROHRER	119.65
54648	10/31/2020				14261	AMANDA RUBY	20.00
54649	10/31/2020				10728	SHERIDAN CO SCHOOL DIST #3	86.25
54650	10/31/2020				13506	SHERIDAN OFFICIALS ASSOCIATION	462.00
54651	10/31/2020				14307	TAMICA SMITH	40.00
54652	10/31/2020				14191	SUGARLAND WALK-IN CLINIC	133.00
54653	10/31/2020				10436	SYSCO FOOD SERVICES	709.69
54654	10/31/2020				13753	TIME MANAGEMENT SYSTEMS INC	346.66
54655	10/31/2020				10022	TOWN OF CLEARMONT	503.00
54656	10/31/2020				14260	TRILOGY THERAPY LLC	2,660.50
54657	10/31/2020				10155	US POSTAL SERVICE	55.00
54658	10/31/2020				12327	US POSTAL SERVICE	55.00
54659	10/31/2020				14305	TORREY VEACH	20.00
54660	10/31/2020				11799	W.P.C.I.	206.50
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Void Total:						0.00	
Total without Voids:							582,602.73

Checking Account Total: 1 Void Total: 0.00 Total without Voids: 582,602.73

Checking Account ID: 2 Check Type: Check

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7093	10/31/2020				14310	CHARITY CRUMP	102.50
7094	10/31/2020				10914	GARY BRINK INC	180.00
7095	10/31/2020				13737	HEARTLAND PAYMENT SYSTEMS, INC	291.50
7096	10/31/2020				10436	SYSCO FOOD SERVICES	3,844.09
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Checking Account Total: 2							Void Total: 0.00 Total without Voids: <u>4,418.09</u>

Checking Account ID: 3 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>
7585	10/27/2020	X			14115	WYOMING CAMERA OUTFITTERS	3,443.86
7586	10/31/2020				10680	GILLETTE STEEL CENTER	958.00
7587	10/31/2020				11075	MASTERCARD	141.85
7588	10/31/2020				10436	SYSCO FOOD SERVICES	974.23
7589	10/31/2020				10221	UNIVERSAL ATHLETIC SERVICE, INC	745.00
Check Type Total: Check							Void Total: 0.00 Total without Voids: <u>6,262.94</u>
Checking Account Total: 3							Void Total: 0.00 Total without Voids: <u>6,262.94</u>
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