

MINUTES
PARK COUNTY SCHOOL DISTRICT #1 BOARD OF TRUSTEES
REGULAR MEETING
160 N. EVARTS-POWELL, WY-82435
Tuesday, January 14, 2025 (6:00 PM)

ROLL CALL

UPON THE ROLL BEING CALLED, THE FOLLOWING WERE PRESENT:

BOARD MEMBERS: Ben Borchert, Lillian Brazelton, Kim Dillivan, Beau Fulton,
Tracy Morris, and Dusty Paul
Absent: Trace Paul

ALSO IN ATTENDANCE: Jay Curtis, Shannon Blackmore, Chanler Buck, Jason Hillman, Steve Lensegrav, Mary Lewis, Rob McCray, Mike Reed, Kyle Rohrer, Scott Schiller, Ginger Sleep, Tim Wormald, Cindy Kretzer (ZOOM), Braden Schiller, Adrienne Cronebaugh, Savannah Layland, Troy Bray, Cole Howard, and Jeanie Fortenberry

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

1.1 Call to Order, Pledge of Allegiance and Roll Call

Chairman Dillivan called the meeting to order at 6:00 p.m.

APPROVAL OF AGENDA

2.1 Approval of Agenda

Ben Borchert moved; Tracy Morris seconded to approve the agenda as presented. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0. The motion carried: 6 - 0

RECOGNITIONS

3.1 Wyoming Assistant Principal of the Year - Steve Lensegrav

The Board recognized Steve Lensegrav, Powell High School Assistant Principal, for being named Wyoming Assistant Principal of the Year.

PRESENTATIONS

4.1 Audit Report Presentation for 2023-2024 Fiscal Year

Cindy Kretzer, Director at Muirhead, Cornia, and Howard, presented a brief synopsis of the 2023-2024 District audit. She informed the Board that there were no findings and took the opportunity to explain the concept of "supplement versus supplant" to new members, particularly in the context of federal funds and general fund expenditures.

EXECUTIVE SESSION

5.1 Executive Session - Personnel

At 6:25 p.m. Beau Fulton moved; Dustin Paul seconded to go into executive session pursuant to Wyoming statute 16-4-405, subsection (a) ii - personnel. Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0
The motion carried: 6 – 0

The Board met in closed session to discuss personnel.

Note: Minutes of the proceedings of the executive session held during this meeting were recorded and are maintained in a confidential file in the Superintendent's Office at the Central Administration Building of Park County School District #1.

The meeting returned to open session at 6:48 p.m.

CONSENT AGENDA

6.1 Approval of Items in the Consent Agenda

Lillian Brazelton moved; Beau Fulton seconded to approve the items in the Consent Agenda as submitted.

Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0

The motion carried: 6 - 0

6.2 Approval of Bills (Note abstentions listed as part of the action)

6.3 Approval of Meeting Minutes for December 10, 2024

6.4 Personnel - Hires

Hires:

- ✚ Chancey Stebner – School Nurse 1:1 – Powell Middle School
- ✚ Sara Henry – Kindergarten Para-Educator – Parkside Elementary School
- ✚ Kelly Kellett – Special Education 1:1 Para-Educator – Powell Middle School
- ✚ Troy Phillips – Associate Custodian – Powell Middle School/Special Services Cottage

6.5 Personnel - Resignations

Resignations:

- ☞ Chloe Freeman – Para-Educator/Clerk – Clark Elementary School
- ☞ Sara Parsons – Para-Educator – Clark Elementary School

6.6 Personnel - Termination

Termination:

- ✓ Larry Ley - Associate Custodian - Powell Middle School

6.7 Personnel - Transfers

Transfers:

- * Elva Gonzales – Associate Custodian – from part-time Middle School/Special Services Cottage to full-time Middle School
- * Ashley Howe – from Computer Lab Clerk to Para-Educator both at Westside Elementary School

✿ Katie Powell – from Para-Educator to Computer Lab Clerk both at Westside Elementary School

6.8 Consideration to Accept Non-resident Students for the 2024-2025 School Year

6.9 Consideration to Rescind a Policy

In March 2024 the policy Discipline - Student was changed to remove spankings from acceptable punishments. At that time the Corporal Punishment policy should have been rescinded. This agenda item completed that process.

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

7.1 Comments from the Public Regarding Agenda Items

Jeanie Fortenberry asked if the financial documents talked about in the audit presentation were available to the community. It was explained to her that those documents were attached to the agenda; and could also be found on the Business Office page of the website.

NEW BUSINESS

8.1 Consideration to Accept Donations on Behalf of District Students and Staff, with an Expression of Appreciation to the Donors

Ben Borchert moved; Beau Fulton seconded to accept these donations on behalf of district students and staff, with an expression of appreciation to the donors.

Name	Amount or description	Program
Cary & Karen Brus	\$1,000.00	Parkside lunch program
Production Machine	\$1,200 worth of material angle and flat bar iron worth	PHS - Welding Program
Specialty Electric	\$4,241.40	PHS - Welding Program
The Rodger's	\$300.00	PHS - Wrestling Program
Pinnacle Bank	\$250.00	PHS - Wrestling Program
Royal Storage	portable chargers	PHS - Wrestling Team
Subway/Powell	gift cards	PMS Student of the Month
McDonalds/Powell	gift cards	PMS Student of the Month
Fizzy Pop Haven	gift cards	PMS Student of the Month
Northwest College	Northwest College swag	PMS Student of the Month
Powell Pizza Hut	pizza coupons	PMS Student of the Month
Phipps Family Powell Fire Department	donation to family in need donations to families in need	Powell Middle School
Safe Kids Park County	100 helmets	Westside Kindergarten/1st grade students
The Nichols	3 sets of long jump ropes	Westside PE Program
The Youngberg's	3 sets of long jump ropes	Westside PE Program
Laurie Larsen	2 sets of long jump ropes	Westside PE Program
The Rosenstein's	1 set of long jump ropes	Westside PE Program

Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0

The motion carried: 6 - 0

8.2 Consideration to Approve the Revised Policy - Travel Expense Reimbursements

Federal GSA per diem rates for Fiscal Year 2025 have been updated, and the district adheres to these rates in order to maintain a non-taxable rate for our employees and to avoid requiring substantiation (itemized receipts) for meals and incidentals (taxes, tips). Rates are established for states and then further broken down by specific areas within those states. As long as we do not exceed the maximum, these rates remain non-taxable for our employees.

After reviewing applicable travel both in-state and out-of-state, our recommendation is to increase the overnight per diem for in-state travel and include Montana, from \$60 to \$68 for a full day, and for the first/last day of travel, from \$45 to \$51. Out-of-state travel (excluding Montana) would increase from \$75 to \$80 for a full day, and for the first/last day, from \$56.25 to \$60.

Travel days are set by the GSA at 75% of the full per diem, and there are no exceptions for the length of the travel day. The majority of Montana is at the \$68 rate, which is also the rate for Wyoming. This ensures compliance regardless of where employees travel within Montana for events/trainings. No area in Montana is currently at the \$80 rate for out-of-state travel, except for Bozeman, but we have very limited trips to that area. Separating it out wouldn't justify the administrative burden.

Most non-overnight travel occurs in Wyoming, where staff are traveling longer distances for meetings and activity trips, often covering more than two meal periods per day. In Wyoming, the per diem rate for overnight travel meals is \$19. Our recommendation is to increase the non-overnight per diem from \$15 to \$20 for accounting ease and to help offset the cost of "normal" two meals away from our home base due to travel distances that require early morning or late-night returns.

Non-overnight travel is taxable and paid through payroll, and employees have the option to submit for reimbursement or not.

Beau Fulton moved; Ben Borchert seconded to approve the revised policy Travel Expense Reimbursements.

Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0

The motion carried: 6 - 0

8.3 Consideration to Approve the Extension of the Superintendents Contract

Beau Fulton moved; Lillian Brazelton seconded to extend Superintendent Curtiss' contract through June 30, 2027, with compensation to be discussed at a later date.

Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0 Abstain: 1
(Borcher)

The motion carried: 5 – 0 – 1

8.4 Consideration to Accept Bid for Parkside Elementary Kitchen Remodel

Dustin Paul moved; Beau Fulton seconded to accept the bid for the Parkside Elementary School kitchen remodel to Fox General Construction, Tensleep, Wyoming in the amount of \$581,547.00.

Upon a roll call vote being taken, the vote was: Aye: 6 Nay: 0

The motion carried: 6 - 0

BOARD/SUPERINTENDENT DISCUSSION/REPORTS

9.1 Annual Report-Coordinator of Business Services

Ms. Lewis, Coordinator of Business Services along with Savannah Layland and Adrienne Cronebaugh, presented the Business Department's annual report.

COMMUNICATIONS/LOOKING AHEAD

10.1 Extra Duty Changes

Resignation:

- Mike Heny Assistant Football Coach Powell High School

10.2 Monthly Board Agenda Item Calendar

10.3 WSBA Legislative Forum

10.4 Next Meeting January 28, 2025

ADJOURN

There being no further business the meeting was adjourned at 7:28 p.m.

Chairman

Clerk

Treasurer