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**ACTION SUMMARY SHEET  
STATE BOARD OF VOCATIONAL EDUCATION**

**DATE:** November 17, 2011

**ISSUE:** Approval of Agenda

**BACKGROUND:**

**SUGGESTED MOTION/RECOMMENDATION:**

To approve the Agenda for the November 17, 2011 meeting

**SUPPORTING INFORMATION ATTACHED:**

- Agenda

**PREPARED BY:** *Chelsic Bailey*  
Chelsic Bailey, Executive Assistant

**APPROVED BY:** \_\_\_\_\_  
Christine Steele  
State Board of Education Liaison

**ACTION TAKEN BY STATE BOARD:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:**



# **State Board of Vocational Education**

**Thursday, November 17, 2011**

**8:30 a.m. – 9:30 a.m.**

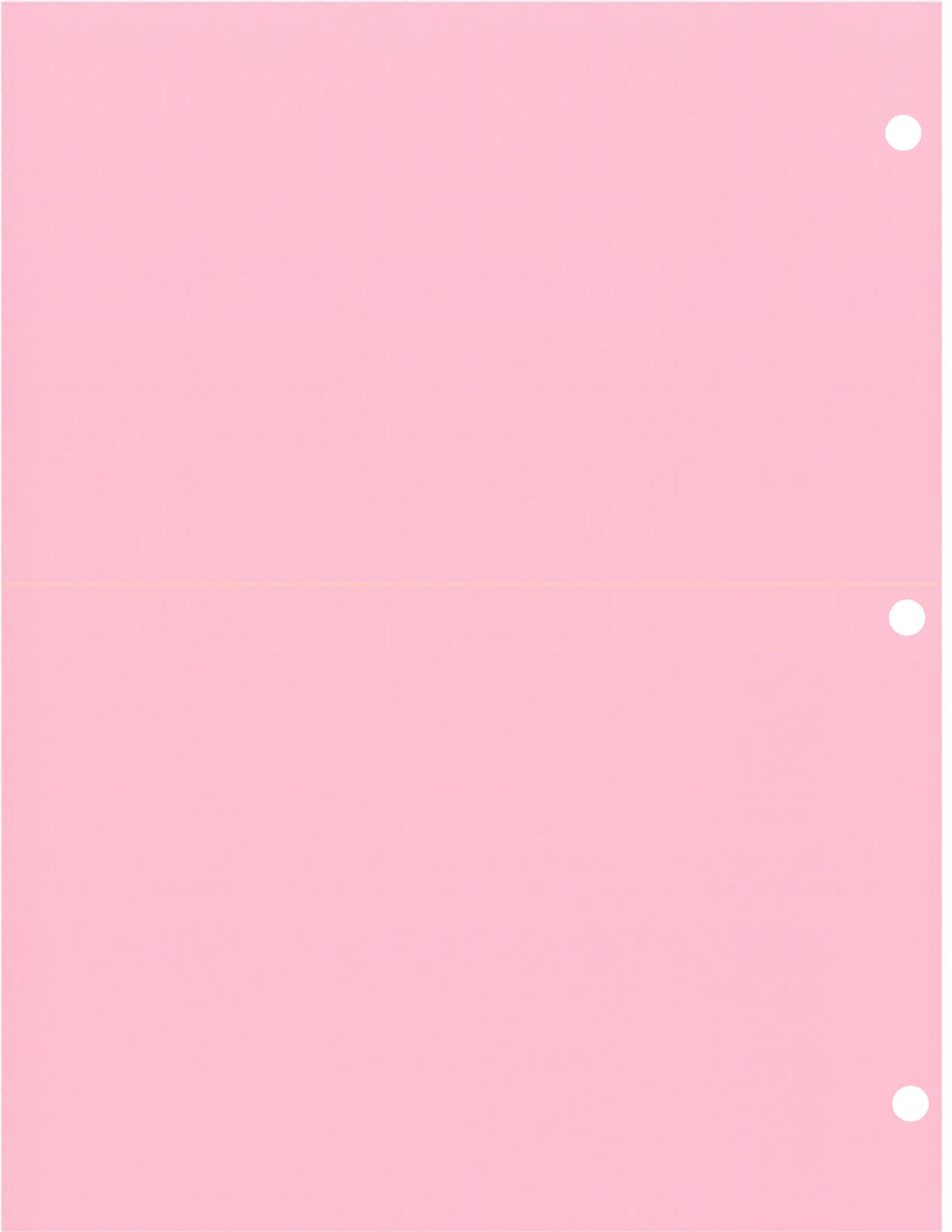
**Hathaway Building 1<sup>st</sup> Floor  
2300 Capitol Ave., Cheyenne  
(Bridge Room)**

## **A G E N D A**

|    |   |             |           |
|----|---|-------------|-----------|
| 1. | Call to Order ~ Joe Reichardt                               | Action      | 8:30 a.m. |
| 2. | Roll Call ~ Chelsie Bailey                                  |             |           |
| 3. | Approval of Agenda ~ Joe Reichardt                          | Action      |           |
| 4. | Approval of Minutes ~ Joe Reichardt<br>• September 23, 2011 | Action      |           |
| 5. | Introduction: Teri Wigert, CTE State Director               | Information |           |
| 6. | CTE; Post-Secondary Perspectives ~ Dr. Jim Rose             | Information |           |
| 7. | Adjournment ~ Joe Reichardt                                 | Action      | 9:30 a.m. |



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**ACTION SUMMARY SHEET  
STATE BOARD OF VOCATIONAL EDUCATION**

**DATE:** November 17, 2011

**ISSUE:** Approval of Minutes

**BACKGROUND:**

**SUGGESTED MOTION/RECOMMENDATION:**

To approve the minutes from the September 23, 2011 meeting.

**SUPPORTING INFORMATION ATTACHED:**

- Minutes from September 23, 2011

**PREPARED BY:** *Chelsie Bailey*  
Chelsie Bailey, Executive Assistant

**APPROVED BY:** \_\_\_\_\_  
Christine Steele  
State Board of Education Liaison

**ACTION TAKEN BY STATE BOARD:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:**



WYOMING STATE BOARD OF VOCATIONAL EDUCATION  
September 23, 2011  
VeeBar Ranch  
Laramie, Wyoming

Wyoming State Board of Vocational Education members present: Dana Mann-Tavegia, Ron Micheli, Joe Reichardt, Hugh Hageman, Scotty Ratliff, Cindy Hill, Sue Belish, Pete Gosar, and Larry McGarvin and Jim Rose

Members absent: Matt Garland and Kathy Coon

Also present: Teri Wigert, Wyoming Department of Education (WDE); Joe Baker, WDE; Linda Scott, WDE; Chelsie Bailey, WDE; Bill Pannell, WDE; Guy Jackson, WDE; Tammy Schroder, WDE; Sheryl Lain, WDE

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#### CALL TO ORDER

Chairman Joe Reichardt called the meeting to order at 8:30 a.m.

Chelsie Bailey conducted roll call and established that a quorum was present.

#### APPROVAL OF AGENDA

Sue Belish moved to approve the agenda as presented seconded by Dana Mann-Tavegia, motion carried.

#### APPROVAL OF MINUTES

Minutes from the June 17, 2011, State Board of Vocational Education were presented for approval.

Scotty Ratliff moved that the minutes be approved, seconded by Pete Gosar, motion carried.

#### INTRODUCTION

Teri Wigert introduced her team and reviewed the agenda, she also expressed her deep appreciation for the work that has been completed. Teri Wigert explains that no action will be needed during this meeting. She reviewed the duties of the State Board of Vocational Education from federal law and the four duties of the State Board of Vocational Education that cannot be delegated to the WDE. She noted that number three is the most important action item, regarding convening and meeting at least four times a year.

#### TECHNICAL SKILLS AND ASSESSMENTS



Joe Baker and Linda Scott from the Wyoming Department of Education presented on the distribution of Perkins IV Funds and the required and permissible uses of these funds. Board reviews handouts.

### CTE DEMONSTRATION PROJECT

Guy Jackson presented to the board a Career and Technical Education Demonstration Projects. Guy reviewed the hand outs on Hospitality and Tourism Demonstration Grant, Systemic Development of Wind Energy Programs of Study, Hospitality to Industry Connection, and the additional school/school district partners. Guy Jackson also discussed the Sheridan High School architecture and construction academy, the health occupations consortium project and the creating a manufacturing cluster for college-bound and industry-entry students through developing academic and technical career pathways in welding, machine tool technology and pre-engineering.

### GOVERNOR MEAD'S VIDEO ADDRESS AND REFLECTIONS

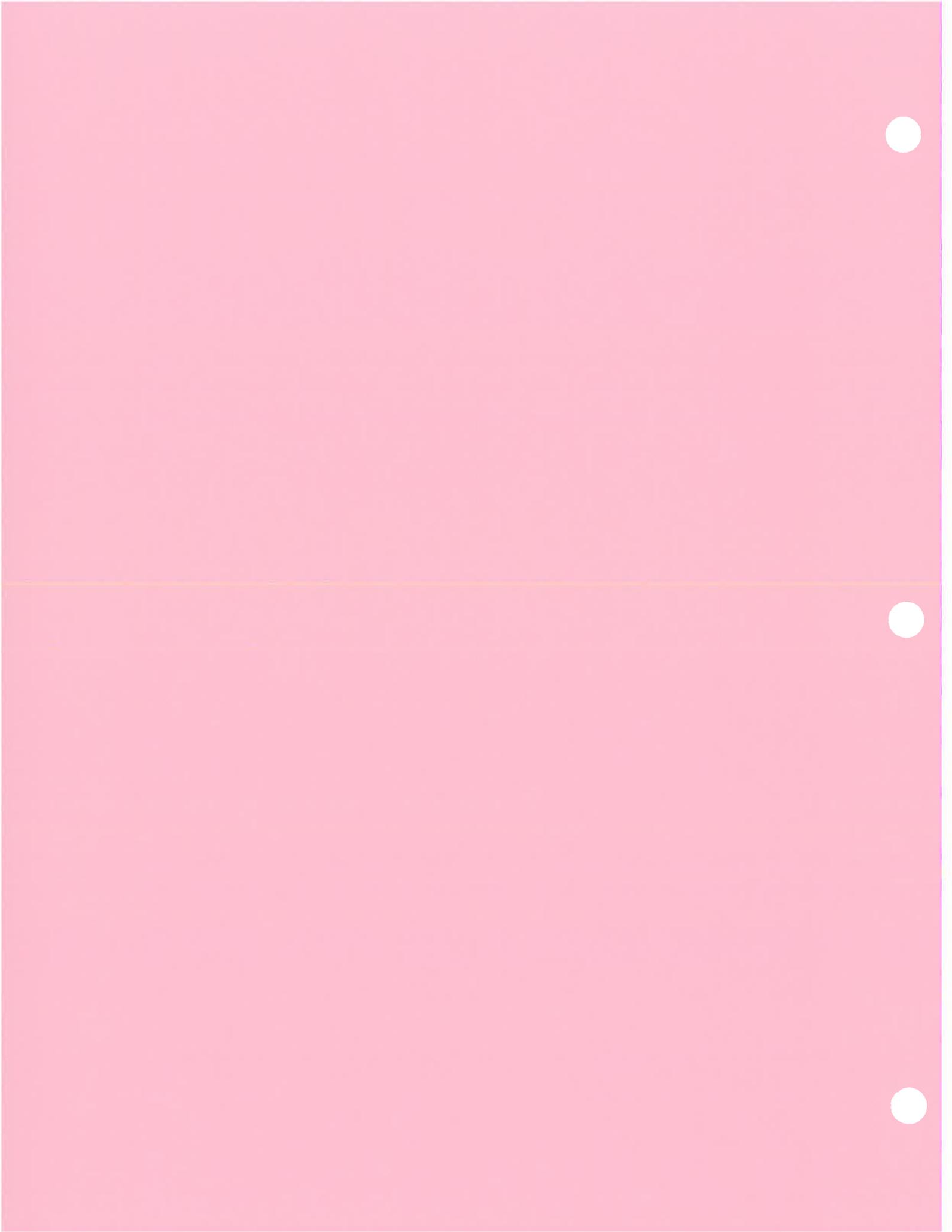
The board was presented the video address from Governor Mead that was prepared for the Wyoming Workforce Development Conference in June of 2011. The board was asked to give reflections.

The State Board of Vocational Education adjourned at 10:10 a.m.

The next Wyoming State Board of Vocational Education meeting will be November 17, 2011



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## **WORKFORCE DEVELOPMENT ACTIVITIES REPORT**

### **2009-2010 ACADEMIC YEAR**



Wyoming community Colleges are responsive to the workforce development needs of Wyoming's businesses and employees by providing a full spectrum of training and educational opportunities. This report highlights many of the efforts and successes of the colleges and demonstrates the willingness of the colleges to work together and partner with various agencies, communities and business owners to develop a strong and sustainable workforce for our state.

Find an electronic version of this report online and [www.commission.wcc.edu](http://www.commission.wcc.edu)



# Workforce Development Activities at Wyoming Community Colleges

**2009-2010 Academic Year**

| Course Category   | Credit Career & Technical Offerings |                      |                      |                                    | Credit Offerings                                |                      |                      | Non-Credit Offerings                            |                      |
|---|-------------------------------------|----------------------|----------------------|------------------------------------|---|----------------------|----------------------|---|----------------------|
|   | Regular College Offerings           |                      |                      |                                    | Organized Through Workforce Development Offices |                      |                      | Organized Through Workforce Development Offices |                      |
|   | Number of Sections                  | Duplicated Headcount | Credit Hours Offered | Graduates from Vocational Programs | Count of Sections                               | Duplicated Headcount | Credit Hours Offered | Count of Sections                               | Duplicated Headcount |
| <b>Agriculture, Food &amp; Natural Resources</b>          | 690                                 | 7,527                | 1,521                | 100                                | 225   | 3,130                | 199                  | 167   | 1,770                |
| <b>Architecture &amp; Construction</b>                    | 310                                 | 2,795                | 1,938                | 57                                 | 98  | 672                  | 258                  | 13  | 60                   |
| <b>Arts, AV Technology &amp; Communications</b>           | 394                                 | 3,536                | 956                  | 76                                 | 0   | 0                    | 0                    | 32  | 128                  |
| <b>Business, Management &amp; Administration</b>          | 539                                 | 5,409                | 1,170                | 80                                 | 50  | 439                  | 74                   | 251   | 2,333                |
| <b>Education &amp; Training</b>                           | 381                                 | 4,673                | 1036                 | 79                                 | 46  | 381                  | 76                   | 223   | 3,212                |
| <b>Finance</b>  | 13                                  | 178                  | 39                   | 0                                  | 1   | 12                   | 3                    | 21  | 179                  |
| <b>Government &amp; Public Administration</b>             | 0                                   | 0                    | 0                    | 0                                  | 0   | 0                    | 0                    | 2   | 34                   |
| <b>Health Science</b>                                     | 811                                 | 11,023               | 2,469                | 707                                | 38  | 345                  | 143                  | 193   | 1,208                |
| <b>Hospitality &amp; Tourism</b>                          | 156                                 | 1,823                | 344                  | 18                                 |   |                      |                      | 10  | 87                   |
| <b>Human Services</b>                                     | 110                                 | 1,273                | 344                  | 41                                 | 18  | 169                  | 26                   | 50  | 490                  |
| <b>Information Technology</b>                             | 391                                 | 4,213                | 926                  | 56                                 | 4   | 29                   | 6                    | 212   | 1,579                |
| <b>Law, Public Safety &amp; Security</b>                  | 310                                 | 3,953                | 842                  | 93                                 | 78  | 1,201                | 203                  | 48  | 536                  |
| <b>Manufacturing</b>                                      | 766                                 | 7,389                | 1,668                | 241                                | 330   | 3,054                | 340                  | 228   | 1,101                |
| <b>Marketing, Sales &amp; Service</b>                     | 27                                  | 516                  | 87                   | 3                                  | 0   | 0                    | 0                    | 4   | 112                  |
| <b>Science, Technology, Engineering &amp; Mathematics</b> | 305                                 | 3,809                | 1,032                | 22                                 | 11  | 70                   | 17                   | 15  | 154                  |
| <b>Transportation, Distribution &amp; Logistics</b>       | 212                                 | 2,454                | 718                  | 121                                | 71  | 879                  | 217                  | 22  | 238                  |
| <b>TOTAL</b>  | <b>5,415</b>                        | <b>60,571</b>        | <b>15,099</b>        | <b>1,694</b>                       | <b>970</b>                                      | <b>10,381</b>        | <b>1,562</b>         | <b>1,489</b>                                    | <b>13,221</b>        |



| <b>Workforce Training Partners<br/>2009-2010 Academic Year</b>  | <b>TOTAL ENROLLMENT *</b> |
|---|---------------------------|
| <b>Private Business</b>   | <b>382</b>                |
| <b>Mine Safety and Health Administration (MSHA)</b>   | <b>4,635</b>              |
| <b>State Agency (other than DWS or WBC)</b>   | <b>3,042</b>              |
| <b>Public School System</b>   | <b>890</b>                |
| <b>Wyoming Small Business Development Center</b>  | <b>31</b>                 |
| <b>University of Wyoming-Manufacturing Works</b>  | <b>46</b>                 |
| <b>Department of Workforce Services (DWS)</b>   | <b>864</b>                |
| <b>Wyoming Business Council (WBC)-Idea Expo</b>   | <b>6</b>                  |
| <b>Other</b>  | <b>83</b>                 |
| <b>Chamber of Commerce</b>  | <b>158</b>                |
| <b>Board of Cooperative Educational Services (BOCHES)</b>   | <b>125</b>                |
| <b>Wind River Development Fund</b>  | <b>79</b>                 |
| <b>Wyoming Hospital Association</b>   | <b>577</b>                |
| <b>Economic Development (LOCAL)</b>   | <b>136</b>                |
| <b>TOTAL</b>  |                           |
| <b>*Represents headcount enrollment in workforce development classes offered in partnership with external agencies.</b> |                           |



| <b>Industries Served Through<br/>Customized Training<br/>By 2 digit NAICS code *<br/>2009-2010 Academic Year</b> | <b>Headcount enrollment in<br/>workforce development<br/>classes customized for<br/>specific industries</b> |
|--|---|
| Mining/Extraction  | 4,143   |
| Health Care & Social Assistance  | 793   |
| Manufacturing  | 105   |
| Public Administration  | 3,286   |
| Finance & Insurance  | 291   |
| Utilities  | 334   |
| Education Services   | 2,653   |
| Other Services (except Public Admin.)  | 466   |
| Retail Trade   | 50  |
| Agriculture, Forestry, Fishing and Hunting   | 94  |
| Transportation & Warehousing   | 131   |
| Construction   | 488   |
| Real Estate, Rental & Leasing  | 33  |
| Accommodations & Food Services   | 93  |
| Administrative & Support & Waste Management & Remediation Services   | 764   |
| Professional, Scientific, & Technical Services   | 328   |
| Management of Companies & Enterprises  | 472   |
| Arts, Entertainment & Recreation   | 88  |
| Unemployed/other/undefined   | 1,098   |
| <b>TOTAL</b>   | <b>15,710</b>   |
| <small>*North America Industry Classification System</small>   |   |



## **Highlights from the Colleges Summer 2009 through Spring 2010**

### **CASPER COLLEGE**

The Center for Training and Development (CTD) at Casper College provides customized training, classes, workshops, and conferences for businesses and organizations. Areas of concentration include leadership and management, computers and technology, MSHA and OSHA, clinical medical assistants, and water quality. Some of the unique trainings offered last year include leadership training for State of Wyoming employees; occupational Spanish for nurses and school administrators, teachers, and support staff; and customized training for hospice, Metro Animal Control, NALCO, Wyoming Behavior Institute, GSG Architecture, and Sage Medical Group.

In response to need in the community, CTD researched and managed a clinical medical assistant program. Sixteen students completed the first class and 13 students enrolled in the second class. In 2010, Casper College was awarded a State Energy Sector Partnership for \$578,200. The grant supports creating a public awareness about energy efficiency and sustainability and providing education and training in the construction and building trades related to "green" buildings and sustainable energy sources. CTD is working with Eleutian Technology to provide training to prepare trainees for immediate employment with Eleutian Technology. Training is at Casper College twice a month and will continue into spring of 2011. CTD managed four conferences last year: the 8<sup>th</sup> Annual Math and Science Teachers' Conference, the Governor's Summit on Workforce Development, Disney's Approach to Business Excellence, and the Wyoming Geological Conference. Over 500 people honed or advanced their skills and knowledge at these events. CTD offered two Employment and Training for Self-Sufficiency (ETSS) programs in 2009–2010: commercial painting and certified nursing assistant. The programs are grant funded and available for participants who meet parenting requirements and Federal Poverty guidelines. Casper College is in its seventh year of offering ETSS courses.

### **CENTRAL WYOMING COLLEGE**

The changing face of workforce needs in Wyoming has manifested in several new programs in training and development at Central Wyoming College's Workforce and Community Education Department. Vital partnerships with Business and Industry, Department of Workforce Services, the State of Wyoming, and our sister college's have initiated "rapid response" programs to train and develop the workforce in Fremont, Teton, and Hot Springs County. This year CWC and the Department of Workforce Services assisted 302 underemployed and unemployed workers with programs designed to train individuals in high-demand occupations such as Dental Assistants, Administrative Office Assistants, Construction Workers, and Workforce Preparedness.

Leadership and management training continues to be a focus for CWC, with 109 participants attending the Wyoming Introductory Supervisory Training in Riverton. 2009-2010 also saw the expansion and development of CWC's Sinks Canyon Center, the perfect location for leadership/management retreats for a variety of State of Wyoming and private business leadership teams. Enhanced by wildlife, apple trees, and a secluded location, trainings in experiential design and team building took place throughout the year. The Department of Education was served with the final delivery of Developing the Entrepreneurial Mindset to sixty four K-12 teachers, resulting in Professional Teaching Standards Board (PTSB) credits for recertification.



CWC continues to increase Environmental Health and Safety programs to serve businesses and employees in the energy industry. 470 individuals took advantage of CWC's safety programs in HAZWOPER and OSHA certification programs.

## **EASTERN WYOMING COMMUNITY COLLEGE**

The office of Workforce Development at Eastern Wyoming College administers training programs to help individuals and businesses compete in today's fast-paced world by providing them with up-to-date skills and certifications. We accomplished this in 2009-2010 by offering training courses in Welding, Commercial Driver's License (CDL), Certified Nursing Assistant (C.N.A.), OSHA, MSHA, Hazwoper, CPR, First Aid and Safety. Other innovative trainings included Leadership and Business classes offered for STARS credit to Torrington, Wheatland, Douglas, Lusk, Newcastle, and Moorcroft. The Electrical Apprenticeship Program was taught on campus at convenient times for workers and employers. We delivered customized trainings to our service area via the Mobile Weatherization Lab and the Mobile Welding Lab. We expanded workforce programs and increased enrollment in the area of healthcare, safety, and weatherization.

We also served other diverse populations by administering the ETSS grant to help students at the self sufficient level complete training and gain employable skills to enter the workforce.

Partnerships with the Department of Workforce Services, local Economic Development groups and the Department of Corrections helped to contribute to our success locally and throughout our service area. A continuing partnership with the Wyoming Department of Corrections will assist in providing classes to their facilities in Lusk and Newcastle, and also their new facility in Torrington. Some of those classes included Welding, College Keyboarding and College Studies. We continually meet to address their educational needs onsite at the Department of Corrections facilities in Newcastle, Lusk and Torrington.

## **LARAMIE COUNTY COMMUNITY COLLEGE**

Laramie County Community College's Workforce & Community Development (WCD) Division, including the Center for Lifelong Learning (CLLL) and the Career and Technical Education Center (CTEC), continued to grow during 2009-2010. The CLLL expanded training opportunities such as coordinating various leadership training programs statewide. CLLL launched several initiatives, including (1) workforce professionalism training and youth workforce preparedness training with the Wyoming Department of Workforce Services; (2) the Hub @ LCCC, which focuses on career pathway development and coaching; (3) Adelante: The Center for Getting Ahead, a source for helping those living in poverty explore and train for sustainable careers (launched through a Wyoming Department of Workforce Services grant); and (4) the Wyoming Certified Public Manager's program, a national program for which LCCC is the only approved provider in Wyoming. The CTEC includes programs of study in auto technology; auto body repair; diesel technology; fire science, emergency medical services-paramedics; homeland security; integrated systems technology; engineering technology; heating, ventilation, and air conditioning/refrigeration; and wind energy. The Wind Energy program continued to grow; the ongoing acquisition of laboratory equipment provides a unique learning environment in the region. In spring 2010, the CTEC began offering the Heating, Ventilation, and Air Conditioning/Refrigeration program, leading to a certificate or a degree. The Emergency Medical Services-Paramedics program obtained national accreditation from the Commission on Accreditation of Allied Health Education Programs on September 17, 2010. Finally, the CTEC received a \$900,000 National Science Foundation grant to integrate science, technology, engineering, and mathematics into traditional technical education curricula.



## **NORTHWEST COLLEGE**

The Northwest College Center for Training and Development has provided a wide assortment of opportunities for the Big Horn Basin workforce. Budget cuts required us to cut the Worland coordinator position but we still managed to deliver an extensive program at all three campuses. We designed customized trainings and increased enrollment for Workforce Training within our entire service district. The Survey Technician program, provided in partnership with the Professional Land Surveyors of Wyoming Northwest Chapter won the Wyoming Engineering Society, Presidential Project of the Year award. The Cody campus offered a "Business Boot Camp", a series of classes to assist entrepreneurs in completing a business plan. Each location offered Basic Computer Skills, Microsoft Word and Excel. QuickBooks continues to be a high demand course by the local workforce. Monthly lunch programs are offered in each location. The programs offer timely education and networking opportunities. A Food & Hospitality Ambassador program offered training in all aspects of a kitchen, as well as front-line customer service and a focus on tourism. A partnership was developed with Boston Reed College to offer a Pharmacy Technician program and a Certified Medical Assistant program. We partnered with Apple Energy to offer a Building Analyst Course that lead to a national certification through the Building Professional Institute. MSHA trainings continue for local employers, as well as OSHA – 10 Hour General Industry training. We expanded the Executive Book Club for local professionals to have a forum to discuss new and emerging trends in business. We delivered customized training for M-I SWACO and Motivational Education Training. We focused on internal partnering with Northwest College Agriculture Department and the Equine Department's Horseman's Club to offer 2 programs in the spring. The first was an Ag Symposium and the second was a Horseman's Expo. We plan to continue to pursue internal partnerships. Planning continued partnering with the Wyoming Department of Education, Wyoming Business Council, Wyoming Entrepreneur.Biz, Wyoming Workforce Services, Forward Cody and the Chambers of Commerce in our communities

## **NORTHERN WYOMING COMMUNITY COLLEGE DISTRICT**

Under the umbrella of Workforce Training and Development, the District provides services to businesses and community people in the three counties of Sheridan, Johnson, and Campbell. There services range from Industry Training and Education (I-TEC); Professional Development Courses; Community Education courses; Mine Safety courses (MSHA); Health training and Entrepreneurship programming. Workforce Training and Development has picked up several additional programs including the CNA training, CDL training, Pharmacy Technician training, and Home Inspection training. WFTD completed its training for Eleutian Technology SpeakENG Teacher Pre-Hires Grant. During the 2009/2010 year, WFTD began working with the Veterans Administration with a full course schedule developed for the veterans at the VA in Sheridan. Courses ranging from professional development classes in computer skills, website design, refresher math and English, to personal enrichment classes such as cooking, GPS/Geocache, digital photography were offered to the veterans at no cost thanks to the support of the Kuehne Foundation. During this initial year, 73 different courses were offered to the veterans and we served over 200 veterans through these non-credit courses.

In addition, WFTD has provided training to 1288 students. WFTD has increased its online course offerings and a special focus on courses to help community members and businesses to survive and thrive during this downturn in the economy, including the Workforce Preparedness courses offered free to the community folks through support from the Wyoming Workforce Services. These courses include Interview skills, resume writing, computer basics, and workplace professionalism. WFTD has also been involved with a state-wide initiative to train all State of Wyoming Supervisors in leadership skills.



## **WESTERN WYOMING COMMUNITY COLLEGE**

Western had a busy year in the Workforce area. While a number of the industries are still experiencing a market slowdown because of the economy, others have found this to be an excellent time to do staff training and development. The first class of students who are under the Dads Making a Difference Grant completed their welding program. This grant helps single-parent fathers gain marketable job skills and find employment making a livable wage. The grant was renewed for two additional years and is serving fathers through a broader spectrum of technical programs this year. The first group completed their CDL training this summer. WWCC has worked with industry to offer new required safety training including PEC Core, EnCOSHHA, and Safeland. A focus during 2009-10 was on understanding the training needs of small businesses in the local area. A small business needs survey was conducted throughout the service area to assess training needs. The College also conducted a needs assessment to review the demand for a small business incubator in the county. The response was very favorable and the College is moving forward to implement it in the Green River Center. It was also a development year for expanding technical courses into the service-area high schools to help accelerated students, and to partner with school districts to supplement curriculum and give students a jump start on their college career. Western's advisory councils have met to help revise curriculum and discuss current and future training needs.

## **STATE WIDE INITIATIVES**

### **Teacher Shortage Loan Repayment Program**

TSLRP began in 2005 to address Wyoming's shortage of math, science, special education and foreign language teachers through the University of Wyoming. The program was expanded, in 2009, to assist those seeking an additional endorsement to teach Reading and English as a second language.

- Awarded and tracked \$179,855 in student loans
- Served 41 students at the University of Wyoming in 2009-2010 and 126 students since 2005
- Since 2005 the program has assisted 37 math teachers, 32 science teachers, 44 special education teachers and 10 foreign language teachers, 2 Reading Teachers and 1 English as a Second Language Teachers with tuition and fees in return these teachers have agreed to work in Wyoming to repay their loans

### **Wyoming Investment in Nursing Program**

The WyIN program addresses Wyoming's nursing shortages through six community colleges & the University of Wyoming.

- Awarded and tracked \$1,055,288 in student loans
- Served 202 students
- Added or maintained 16 full time & 6 part time WyIN funded nursing educator positions to the six community colleges with nursing programs
- Expanded training capacity for students at all six colleges as well as students at the University of Wyoming to 867 students total for the state up from 548 in 2003



## CONTACT INFORMATION

**Center for Training and Development at Casper College (CC)**

[www.caspercollege.edu/training](http://www.caspercollege.edu/training) 307.268.2085

**Center for Training & Development at Central Wyoming College (CWC)**

[www.cwc.edu/community\\_friends/customized\\_training/index.php](http://www.cwc.edu/community_friends/customized_training/index.php)

307.855.2038

**Workforce Training and Community Education Department at Eastern Wyoming College (EWC)**

[www.ewc.wy.edu/instruction/commed/](http://www.ewc.wy.edu/instruction/commed/)

307.532.8323

**Laramie County Community College Business Training and Development (LCCC)**

[www.lccc.wy.edu/bt/](http://www.lccc.wy.edu/bt/)

307.778.4381

**Rocky Mountain Industrial Training Center at LCCC**

[www.lccc.wy.edu/bt/rmitc.php](http://www.lccc.wy.edu/bt/rmitc.php)

307.432.1637

**Center for Training & Development at Northwest College (NWC)**

[www.northwestcollege.edu/Wfdev/](http://www.northwestcollege.edu/Wfdev/)

307.754.6062

**Northern Wyoming Community College District (NWCCD)**

[www.sheridan.edu/programs/workforce.asp](http://www.sheridan.edu/programs/workforce.asp)

307.674.6446 x 4502 – Sheridan

307.686.0254 x 4502 – Gillette

**Western Wyoming Community College Professional, Technical & Community Education Department (WWCC)**

[www.wvcc.wy.edu/cont-ed](http://www.wvcc.wy.edu/cont-ed)

307.875.2278 x 326

**Wyoming Community College Commission** [www.communitycolleges.wy.edu](http://www.communitycolleges.wy.edu)

307.777.8703







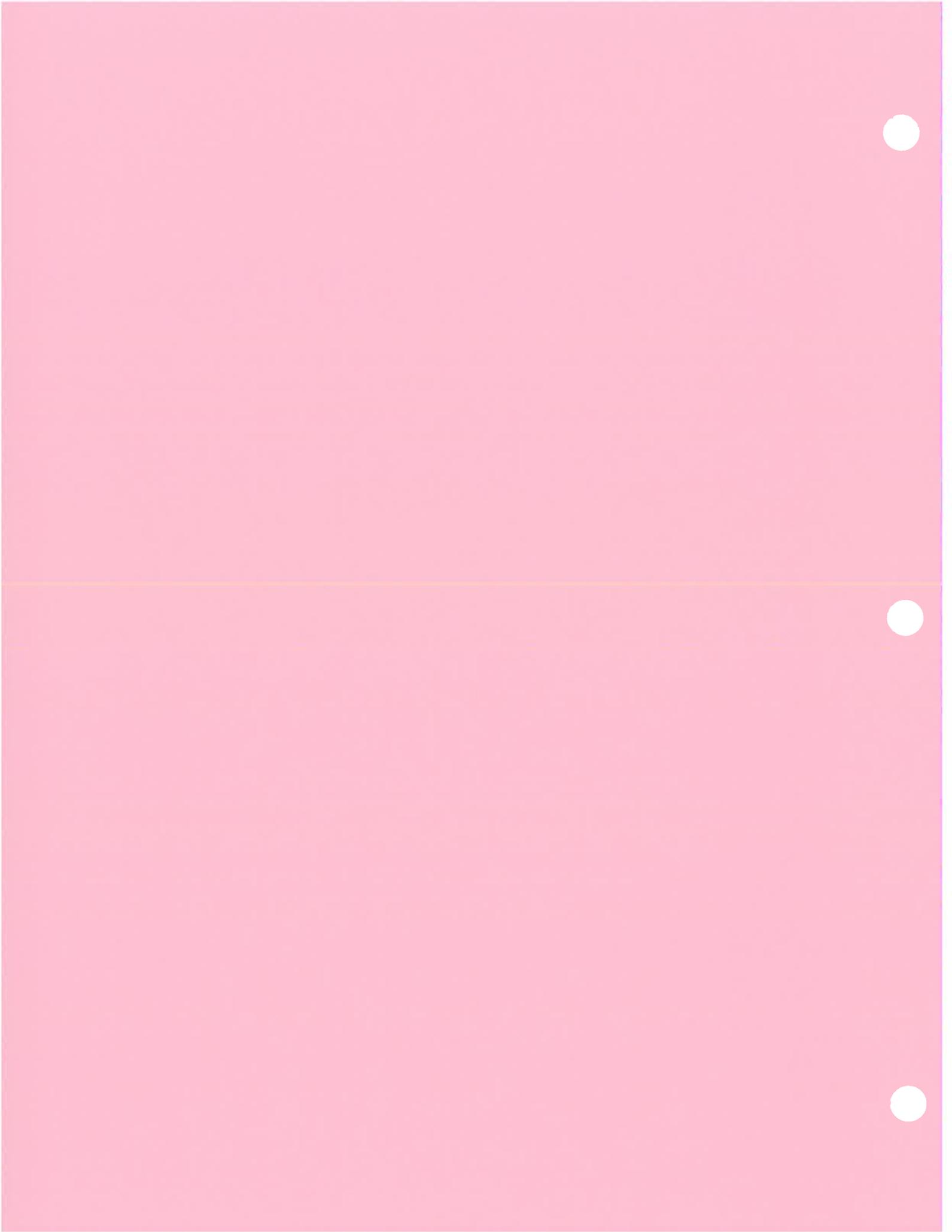








**Trip D**





# Wyoming State Board of Education

## Strategic Plan

### **Vision:**

Wyoming State Board of Education will empower an educational system that will enable Wyoming students to have the knowledge, skills, and habits of mind to succeed.

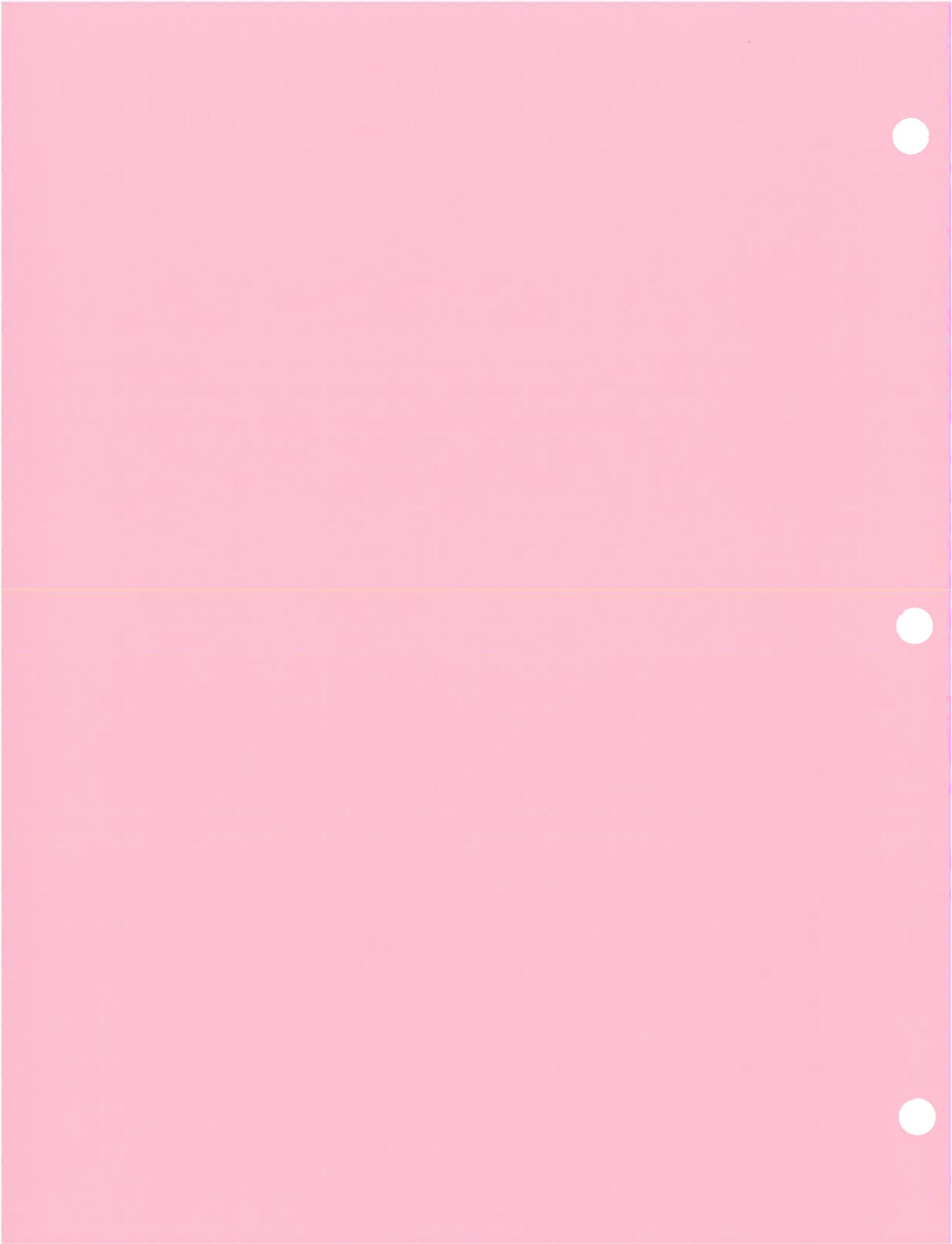
### **Mission:**

Wyoming State Board of Education will set policy that will create educational systems in Wyoming that cultivate a mind for a student who will live in a world where rapid change will be the norm and the ability to adapt will be critical.

| <b>Goals</b>  | <b>Duties</b>  |
|---|--|
| 1. Develop effective and efficient internal policy processes.   | 1. Set education policy to realize the Wyoming State Board of Education's vision.  |
| 2. Develop and implement a plan to systematically engage the Wyoming Department of Education, school districts, and the Joint Education Committee, among others.                        | 2. Foster relationships between the Wyoming State Board of Education, Wyoming Department of Education, the State Legislator, and school districts. |
| 3. Support continued improvement in school districts, including in student achievement and growth, educator evaluations, school improvement plans, and accreditation among other areas. | 3. Support continuous improvement.   |
|   | 4. Advocate on behalf of students, educators, and citizens.  |



**Tasim**



STATE BOARD OF EDUCATION  
SELF EVALUATION

| Rating (1 = Weak - 5 = Strong) |   |   |   |   |
|--------------------------------|---|---|---|---|
| 1                              | 2 | 3 | 4 | 5 |

**Part I: Effectiveness of the Board**

**1. Purpose, goals, and Objectives - State Board Strategic Plan**

|   |  |   |   |   |   |  |
|---|--|---|---|---|---|--|
| a | Has the board developed a statement of its long-range goals in an easily understood form?  |   | 1 | 1 | 2 |  |
| b | Has the board created a provision for regularly updating the long-range goals?   |   | 1 | 2 | 1 |  |
| c | Has the board received input from citizens, local school districts (LEAs), students, legislators, and the state education (SEA) staff? |   | 2 | 1 | 1 |  |
| d | Has the board discussed how the activities and programs of the SEA will conform to the stated purposes and goals?                      |   | 1 | 2 |   |  |
| e | For each goal, are there written, measurable objectives?   |   | 1 | 2 | 1 |  |
| f | Has the SEA set programmatic priorities based on goals and objectives?   | 1 |   | 2 | 1 |  |
| g | Is there a timeline for implementing activities, including periodic evaluation?  |   | 2 | 1 | 1 |  |
| h | Has the board developed an adequate, written set of policies for the operation of the State Board of Education?                        |   |   | 1 | 3 |  |

Comments: I am new to the SBE and am not intimately familiar with much of its history

I am thinking of two documents- Vision 2014 and the WDE Strategic Plan. I do not know for sure how they were developed and what provisions have been made to follow or up-date them. I don't believe that we Board members are using these documents as guidelines as we make decisions and plans for the future. So I choose the middle of the road on the rating form. I think we will know more after our retreat.

Need Improvement: h- see " Rules of Governance" Manual

**2. Relationship between the State Board of Education and the Chief State School Officer (CSSO)**

|   |  |  |   |   |   |   |
|---|--|--|---|---|---|---|
| a | Has the board developed a clear statement of the division of responsibilities between the board and the CSSO?              |  | 1 | 1 | 2 |   |
| b | Does the board function as a unit, not as individuals?   |  | 1 | 1 |   | 2 |
| c | Does the board keep the CSSO informed on all important complaints and administrative matters that come to their attention? |  | 1 | 1 | 1 | 1 |
| d | Does the CSSO assign sufficient staff to allow effective board performance?  |  |   | 1 | 3 |   |
| e | Has the board been fully involved in budget development, long before it is finally put in financial summary form?          |  |   | 2 | 2 |   |
| f | Does the board take fully responsibility for its decisions?  |  |   | 2 | 2 | 2 |

STATE BOARD OF EDUCATION  
SELF EVALUATION

Rating (1 = Weak - 5 = Strong)

|   |  | 1  | 2 | 3 | 4 | 5 |
|---|--|--|---|---|---|---|
| g   |  |  |   |   |   |   |
| Has the board been willing to act as buffer for CSSO on controversial matters when needed?  |  | 1  | 2 | 3 | 4 | 5 |
| h   |  |  |   |   |   |   |
| Do the Board and the CSSO have a scheduled objective assessment of the strengths and weaknesses of their joint operations?                |  |  | 1 | 2 |   |   |
| Comments:   |  | I am unclear on the budget process but it appears that there is sufficient board input. No real controversial issue in my short tenure so left that blank, however, I firmly believe that the SBE would serve as a buffer if necessary   |   |   |   |   |
| h- I am unaware   |  |  |   |   |   |   |
| Need Improvement:   |  | As a new Board member these are difficult to answer  |   |   |   |   |
| <b>3. Information to the State Board from the CSSO and the SEA</b>  |  |  |   |   |   |   |
| a   |  |  |   | 1 | 3 |   |
| Is the board acquiring appropriate and timely information from staff?   |  |  |   |   |   |   |
| b   |  |  |   |   | 4 |   |
| Is the information provided by staff to the board understandable to lay persons?  |  |  |   |   |   |   |
| c   |  |  | 1 | 3 |   |   |
| Does the information from staff outline available alternatives, estimated costs, political implications and timelines for implementation? |  |  |   |   |   |   |
| d   |  |  |   | 3 | 1 |   |
| Does the board have a clear system for adequate internal communications?  |  |  |   |   |   |   |
| Comments:   |  | Information we have received from staff is understandable, but does not usually outline alternatives, implications or costs. An example is the revised content standards. There has been little information about alternatives and costs associated with alternative courses of action |   |   |   |   |
| Need Improvement:   |  | With the changing of administration and staff, we are starting to get more developed with our communications   |   |   |   |   |
| <b>4. Policy Development</b>  |  |  |   |   |   |   |
| a   |  |  |   | 1 | 2 | 1 |
| Do board policy discussions reflect the significant educational issues of today?  |  |  |   |   |   |   |
| b   |  |  |   | 3 | 1 |   |
| Are policies systematically and fully developed using needs assessments, position papers, and research findings?                          |  |  |   |   |   |   |
| c   |  |  |   | 1 | 1 | 2 |
| Are board policies available to staff, LEAs, legislators, the Governor's office and citizens?   |  |  |   |   |   |   |
| d   |  |  | 1 | 3 |   |   |
| Are board policies routinely reviewed and updated?  |  |  |   |   |   |   |
| Comments:   |  | I really don't know the answers to any of these.   |   |   |   |   |
| Need Improvement:   |  | Will 8 new members,...   |   |   |   |   |

STATE BOARD OF EDUCATION  
SELF EVALUATION

| Rating (1 = Weak - 5 = Strong) |   |   |   |   |
|--------------------------------|---|---|---|---|
| 1                              | 2 | 3 | 4 | 5 |

| Need Improvement:  | Time on Board  |   |   |   |   |  |
|--|--|---|---|---|---|--|
| <b>5. Public Relations and Information</b>   |  |   |   |   |   |  |
| a  | Is there public awareness of the State Board of Education and its programs?  | 1 | 1 | 2 |   |  |
| b  | Does the Board have an image as an organization that gets things done with the Governor, legislators, and the public?            | 1 | 2 |   |   |  |
| c  | Prior to adoption of major policies that have an impact on various constituencies, are hearings held regularly around the state? |   |   | 4 |   |  |
| d  | Do some board members attend these hearings?   |   | 1 | 2 | 1 |  |
| e  | Are board-generated publications circulated to key leadership groups, legislators and other state agencies?                      | 2 |   | 1 |   |  |
| f  | Does the board have a policy or strategic plan concerning board-press relations?   | 1 | 2 | 1 |   |  |
| Comments:  |  |   |   |   |   |  |
| Not certain of SBE image.  |  |   |   |   |   |  |
| Need Improvement: This is an area that needs attention   |  |   |   |   |   |  |
| <b>6. Liaison with other Groups</b>  |  |   |   |   |   |  |
| a  | Has the board developed an effective liaison with the Governor's office and the Legislature?                                     |   | 3 | 1 |   |  |
| b  | Has the board developed an active legislative program?   |   | 3 | 1 |   |  |
| c  | Has the board endorsed and/or proposed specific legislation?   |   | 1 | 2 |   |  |
| d  | Has the board testified on legislation?  |   | 1 | 1 | 1 |  |
| e  | Does the board provide for/participate in aggressive, effective legislative lobbying at state level?                             | 1 |   | 2 |   |  |
| f  | Does the Board/SEA present their legislative priorities to federal officials with effective follow-up?                           |   |   | 2 | 1 |  |
| g  | Does the board have effective liaison with other active, state-level public and private educational organizations?               |   | 1 | 1 | 2 |  |
| Comments:  |  |   |   |   |   |  |
| I am uncertain of many of these items and feel that our board has not traditionally acted in this manner or is statutorily able. |  |   |   |   |   |  |
| F- NASBE GAC membership  |  |   |   |   |   |  |
| G- New membership on K-16 council  |  |   |   |   |   |  |

**STATE BOARD OF EDUCATION  
SELF EVALUATION**

| Rating (1 = Weak - 5 = Strong) |   |   |   |   |
|--------------------------------|---|---|---|---|
| 1                              | 2 | 3 | 4 | 5 |

I don't believe that we have a strong impact on legislative issues. I don't think that we have been a presence at many Education Committee meetings in the past. But I don't know that for sure.

Need Improvement:

**Part II: Effectiveness of State Board Meetings**

**1. Agenda Development**

|   |  |  |  |   |  |   |   |
|---|--|--|--|---|--|---|---|
| a | Do all board meetings operate from a prepared agenda?  |  |  |   |  |   | 4 |
| b | Are the agendas sent to all the board members in advance of each meeting and do they include supporting materials? |  |  |   |  |   | 4 |
| c | Does the board Chairperson and the CSSO jointly agree on the agenda prior to the meeting?                          |  |  | 1 |  |   | 2 |
| d | Does the board, insofar as possible, plan its major agenda items in advance?                                       |  |  |   |  | 2 | 2 |
| e | Does the board adhere to the agenda and avoid discussing items not included on the agenda?                         |  |  |   |  | 4 |   |

Comments: My experiences are limited in this area-three meetings.

Need Improvement:

**2. Information Gathering**

|   |   |  |  |   |  |  |   |
|---|---|--|--|---|--|--|---|
| a | Does the board interact with department staff and public rather than simply listening to reports?   |  |  |   |  |  | 4 |
| b | Does the board address its own priorities as opposed to only responding to recommendations from others?   |  |  | 3 |  |  | 1 |
| c | Is the information the board receives relevant to the issue(s) under consideration and does it reflect input from the district(s) to be affected by the new policy? |  |  | 2 |  |  | 1 |

Comments:

Need Improvement:

**3. Standard Operating Procedures**

|   |  |  |  |  |  |  |   |   |
|---|--|--|--|--|--|--|---|---|
| a | Do meetings start on time?   |  |  |  |  |  | 2 | 1 |
| b | Are board members consistently informed well in advance of board meetings on issues to be discussed/voted on?      |  |  |  |  |  | 1 | 2 |
| c | Are public hearings scheduled, publicized, and conducted to allow sufficient public input on controversial issues? |  |  |  |  |  | 2 |   |

STATE BOARD OF EDUCATION  
SELF EVALUATION

|                   |  | Rating (1 = Weak - 5 = Strong)   |   |   |   |   |
|-------------------|--|--|---|---|---|---|
|                   |  | 1  | 2 | 3 | 4 | 5 |
| d                 | Does the board have a procedure for allowing persons with opposing viewpoints to address the board?                |  |   | 1 |   | 2 |
| e                 | Does the board have a clear process by which it establishes its own workload?                                      |  |   | 1 | 1 |   |
| f                 | Does the board differentiate between policy and administrative functions?  |  |   | 2 |   |   |
| g                 | Is there a board policy on who speaks for the board?   |  |   |   | 3 |   |
| h                 | Is the role of board chairman clearly defined?   |  |   |   | 2 | 1 |
| i                 | Are board minutes properly prepared and distributed?   |  |   |   | 2 | 1 |
| j                 | Does the board vote in the broad interest of all students, rather than as representatives of blocks or aggregates? |  |   |   |   | 3 |
| Comments:         |  | I am not certain how the workload is generated or if there is clear distinction between admin and policy |   |   |   |   |
| Need Improvement: |  | Some of these areas are difficult to judge in such a short time.   |   |   |   |   |

**Part III: Effectiveness of State Board Members**

| 1. Yourself as an Effective Board Member |   |  |   |   |   |   |
|--|---|--|---|---|---|---|
| a  | Do you attend all state board meetings?   |  |   | 1 | 1 | 2 |
| b  | Do you actively participate in every state board meeting?   |  |   | 1 | 1 | 2 |
| c  | Do you keep your comments relevant to the issues under discussion?  |  |   | 1 | 3 |   |
| d  | Do you attend the Board meetings well prepared (i.e., have you read the agenda, minutes, and supporting materials)? |  |   |   | 3 | 1 |
| e  | Do you consistently vote in the board interest of all children?   |  |   |   | 2 | 2 |
| f  | Do you participate in local school board meetings and other education-related functions?                            |  | 1 | 1 | 2 |   |
| g  | Do you refrain from expressing personal opinions related to board policies and procedures?                          |  |   | 1 | 3 |   |
| h  | Do you refrain from speaking "for the board" as an individual unless directed to do so?                             |  |   |   | 1 | 3 |
| i  | Do you attempt to improve your competence as a board member via outside meetings, courses, seminars and/or reading? |  |   |   | 2 | 2 |
| Comments:                                |   |  |   |   |   |   |
| Need Improvement:                        |   |  |   |   |   |   |

**2. Programs to Increase the Effectiveness of Board Members**

|   |  |  |   |   |   |
|---|--|--|---|---|---|
| a | Does the board provide an orientation for new board members? |  | 1 | 1 | 2 |
|---|--|--|---|---|---|



STATE BOARD OF EDUCATION  
SELF-EVALUATION

|                   |   | Rating (1 = Weak - 5 = Strong) |   |   |   |   |
|-------------------|---|--------------------------------|---|---|---|---|
|                   |   | 1                              | 2 | 3 | 4 | 5 |
| b                 | Does the board provide for the improvement of skills and competencies of all board members? |                                |   | 1 | 2 | 1 |
| c                 | Is there a board policy on evaluating the effectiveness of the board?                       |                                | 1 |   | 1 | 1 |
| Comments:         |   |                                |   |   |   |   |
| Need Improvement: |   |                                |   |   |   |   |

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**ACTION SUMMARY SHEET  
STATE BOARD OF EDUCATION**

**DATE:** November 17, 2011

**ISSUE:** Approval of Agenda

**BACKGROUND:**

**SUGGESTED MOTION/RECOMMENDATION:**

To approve the Agenda for the November 17, 2011 meeting

**SUPPORTING INFORMATION ATTACHED:**

- Agenda

**PREPARED BY:** *Chelsie Bailey*  
Chelsie Bailey, Executive Assistant

**APPROVED BY:** \_\_\_\_\_  
Christine Steele  
State Board of Education Liaison

**ACTION TAKEN BY STATE BOARD:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:**



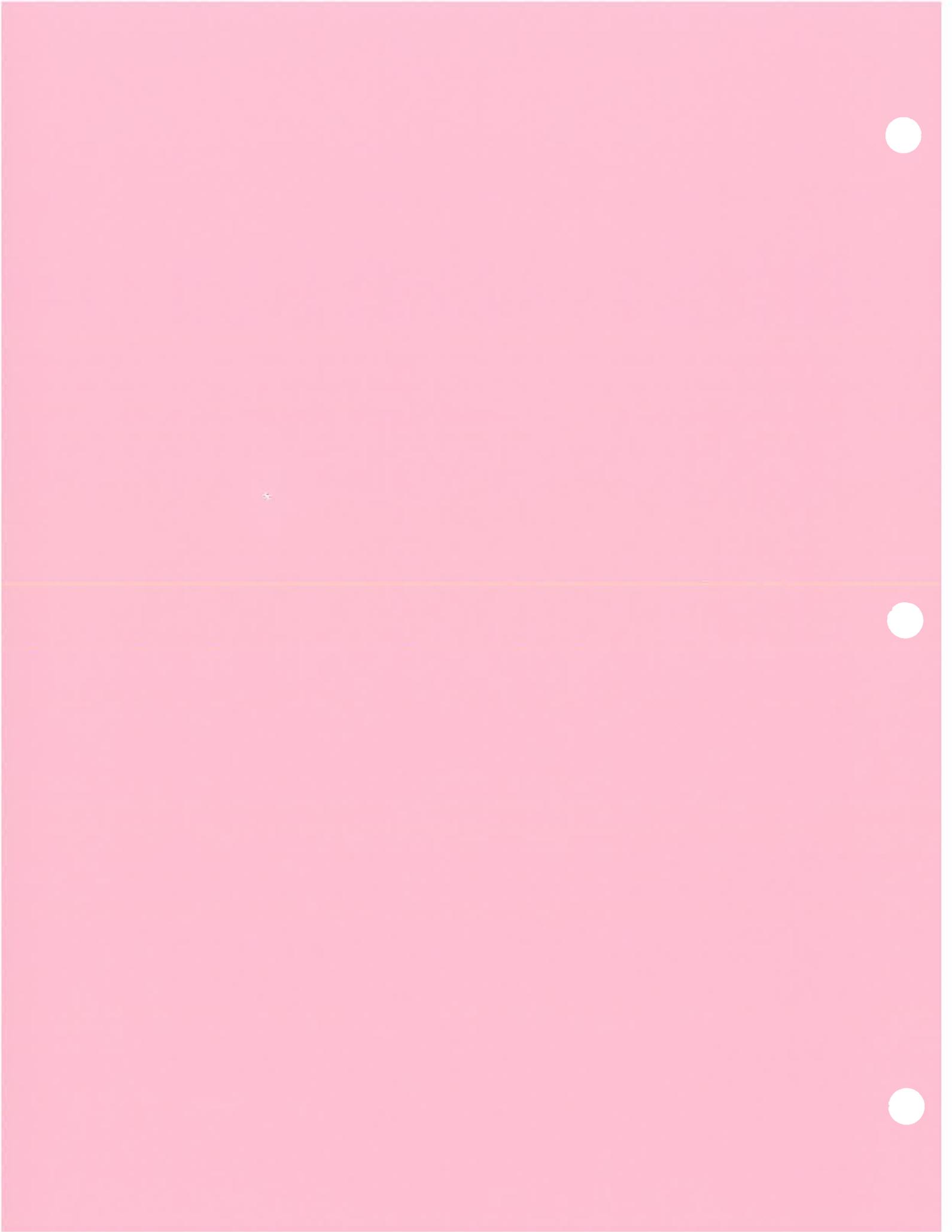
**STATE BOARD OF EDUCATION AGENDA**  
**Hathaway Building 1<sup>st</sup> Floor**  
**2300 Capitol Ave., Cheyenne**  
**Room 126**  
**WORK SESSION**  
**~and~**  
**BUSINESS MEETING**

**Thursday, November 17, 2011**

|     |   |         |             |            |
|-----|---|---------|-------------|------------|
|     | Breakfast   |         |             | 7:30 a.m.  |
| 1.  | Convene as State Board of Vocational Education - Joe Reichardt (Please see separate agenda.)  | Tab A-C |             | 8:30 a.m.  |
|     | <b>WORK SESSION</b>   |         |             |            |
| 1.  | State Assessment System- Sheryl Lain  |         |             | 9:30 a.m.  |
| 2.  | 3+8 Presentation- Sheryl Lain   |         |             | 10:00 a.m. |
|     | <b>BREAK</b>  |         |             | 10:30 a.m. |
| 3.  | Technology Presentation- Bobby Jones & Paula Smith  |         |             | 10:45 a.m. |
| 4.  | Strategic Planning Summary- Joe Reichardt   | Tab D   |             | 11:15a.m.  |
| 5.  | WDE and SBE Interaction- Joe Reichardt  |         |             | 12:00 p.m. |
|     | Working Lunch<br>Review of Recommendations of Self Evaluations  | Tab E   |             | 12:30 p.m. |
|     | <b>BOARD MEETING</b>  |         |             |            |
|     | Call to Order – Joe Reichardt   |         | Action      | 1:00 p.m.  |
|     | <ul style="list-style-type: none"> <li>• Pledge of Allegiance</li> <li>• Roll Call</li> </ul>   |         |             |            |
| 2.  | Approval of Agenda- Joe Reichardt   | Tab F   |             |            |
| 3.  | Approval of Minutes - Joe Reichardt<br>Approval of Minutes from September 23, 2011 Meeting  | Tab G   | Action      |            |
| 4.  | Approval of Treasurer's Report - Larry McGarvin<br>Approval of Treasurer's Report Ending October 31, 2011   | Tab H   | Action      |            |
| 5.  | Board Updates, Public Comment and Committee Work Group Updates <ul style="list-style-type: none"> <li>• Legislative Update- Sue Belish</li> <li>• NCSBEE Annual Conference- Chelsie Bailey</li> <li>• P-16- Kathy Coon</li> <li>• NASBE Annual Conference and GAC- Dana Mann-Tavegia</li> </ul> |         | Information | 1:30 p.m.  |
|     | <b>BREAK</b>  |         |             | 2:30 p.m.  |
| 6.  | Review of Policy Manual and Recommendations- Joe Reichardt  | Tab I   | Action      | 2:45 p.m.  |
| 7.  | Legislative Action- Ron Micheli   |         | Information | 3:15 p.m.  |
| 8.  | Update on Status and the Next Steps of Wyoming Content and Performance Standards- Robin Cooley  |         | Information | 4:00 p.m.  |
| 9.  | Nominating Committee Appointment - Joe Reichardt  | Tab J   | Action      | 4:30 p.m.  |
| 10. | <b>ADJOURNMENT</b>  |         |             | 5:00 p.m.  |



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**ACTION SUMMARY SHEET  
STATE BOARD OF EDUCATION**

**DATE:** November 17, 2011

**ISSUE:** Approval of Minutes

**BACKGROUND:**

**SUGGESTED MOTION/RECOMMENDATION:**

To approve the minutes from the September 23, 2011 State Board of Education meeting.

**SUPPORTING INFORMATION ATTACHED:**

- Minutes of September 23, 2011

**PREPARED BY:** *Chelsie Bailey*  
Chelsie Bailey, Executive Assistant

**APPROVED BY:** \_\_\_\_\_  
Christine Steele  
State Board of Education Liaison

**ACTION TAKEN BY STATE BOARD:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:**



WYOMING STATE BOARD OF EDUCATION  
September 23, 2011  
VeeBar Ranch  
Laramie, Wyoming

Wyoming State Board of Education members present: Dana Mann-Tavegia, Ron Micheli, Joe Reichardt, Hugh Hageman, Scotty Ratliff, Cindy Hill, Sue Belish, Pete Gosar, and Larry McGarvin

Members absent: Matt Garland and Kathy Coon

Also present: Teri Wigert, Wyoming Department of Education (WDE); Joe Baker, WDE; Linda Scott, WDE; Guy Jackson, WDE; Chelsie Bailey, WDE; Bill Pannell, WDE; Christine Steele, WDE; Sheryl Lain, WDE; and Marion Yoder, Attorney General's Office (AG)

Members of the Press and Public Present: Kathy Schewuman, Wyoming Education Association

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### **CALL TO ORDER**

Chairman Joe Reichardt called the meeting to order at 10:30 a.m.

Chelsie Bailey conducted roll call and established that a quorum was present.

### **APPROVAL OF AGENDA**

Joe Reichardt proposed that agenda item number 7, Review of Policy Manual and Recommendations be moved to the November meeting. Item number thirteen is proposed to be moved to item number 7. Item number 11 is proposed to be moved to take place after item 7.

Chairman called for approval of the amended agenda, Dana Mann-Tavegia moved to approve the agenda as presented, seconded by Hugh Hageman, motion carried.

### **APPROVAL OF MINUTES**

Minutes from the July 29, 2011, State Board of Education meeting were presented for approval.

Sue Belish moved that the minutes be approved, seconded by Pete Gosar, motion carried.

### **APPROVAL OF TREASURER'S REPORT**

Treasurer Larry McGarvin presented the treasurer's report ending August 31, 2011 with an ending balance of \$120,896.77

Larry McGarvin proposed to the board that he or Joe Richardt have permission to make adjustments in the budget series. Scotty Ratliff proposed a motion to allow Joe Richardt and Larry McGarvin have the proper authority to make adjustments in the budget, Cindy Hill seconds motion, motion carried.

Ron Micheli moved to approve the treasurer's report as submitted and move the appropriate monies within the series, seconded by Sue Belish, motion carried.



## **SUPERINTENDENT REPORT**

Cindy Hill discussed the Pearson settlement agreement and the technical difficulties with the administration of the tests. The previous administration put the settlement agreement together for \$5.1 million but waited until April to complete the agreement. All monies from settlement were given back to the legislature to distribute. Cindy stated she feels like she accomplished as much as she could with the contract. 2012 PAWS will be similar to 2011. RFP is moving forward for the 2013 assessment and reflects the EA 90 statute.

Cindy discussed the change in WDE monitoring of contracts and making sure that deliverables match the contract amount.

Cindy Hill explained the Teacher to Teacher and the 3+8 initiatives. She also discussed that the 2011 Summer Camp was put in place to keep the teachers in the classroom during the school year. The camp included a teacher and principle academy, and a technology portion.

## **APPROVAL OF REVISED WYOMING CONTENT AND PERFORMANCE STANDARDS**

Joe Reichardt proposes approval of the revised Wyoming Content and Performance Standards.

Dana Mann-Tavegia moves that given the Wyoming Department of Education has overseen a process for review of the Standards through multiple meetings, revisions, and public feedback, the 2011 Draft Revised Wyoming Content and Performance Standards be adopted by the State Board of Education. Scotty Ratliff seconds motion.

Sue Bellish requests that the motion be amended to include Health Education, Language Arts and Mathematics. Dana Mann- Tavegia moves and Scotty Ratliff seconded motion.

David Holbrook stated that the assessment has to be aligned to the standards. If the common core are adopted the assessment will have to be modified in some way to reflect the new standards. The current Assessment RFP addresses that any new standards adopted will have to be accounted for in the assessment.

Cindy assured the board that no matter what route is taken she would make sure the assessment questions are what is good for Wyoming students. We should have control and make these standards more rigorous. Wyoming should and can raise the bar for its students

Ron Micheli moved a motion that nothing in this action should be interpreted in any attempt to dictate curriculum other than by the State of Wyoming. Sue Belish adds that even if the Wyoming Content Standards are not adopted today that this statement should be included in other further standards adoptions.

Chairman brought motion forward from the table: Given the Wyoming Department of Education has overseen a process for review of the Standards through multiple meetings, revisions, and public feedback, the 2011 Draft Revised Wyoming Content and Performance Standards including Health Education, Language Arts and Mathematics be adopted by the State Board of Education. Motion is carried by board and Hugh Hageman opposes.



Ron Micheli moves a motion to include in following statement in the adoption of the 2011 Draft Revised Wyoming Content and Performance Standards; including Health Education, Language Arts, and Mathematics. That in no part of this action should it be interpreted as any attempt to dictate curriculum at the national or the state level. Motion is seconded by Sue Belish, motion is carried by the board.

Christine Steele and Marion Yoder notify the board that they will work together to prepare the appropriate documents for public comment.

### **FINAL ORDER FOR THE WYOMING MILITARY ACADEMY**

Chairman stated that some minor changes have been made to the Final Order on the Wyoming Military Academy; all the changes that were made were regarding grammar and punctuation not content. The revised order has been signed and submitted. The board is notified by Marion Yoder that the academy is not going to appeal.

### **ASSESSMENT RFP**

David Holbrook presented on the Wyoming Assessment RFP. March 2012 the contract ends for PAWS and PAWS ALT. David explained the timeline of the new RFP and what steps will be taken and what steps have been taken.

### **BOCES/BOCHES AGREEMENTS**

The following agreement was presented by Joe Reichardt and was determined to contain the six elements required by statute by Robin Cooley at the Attorney General's Office.

Sue Belish moved to approve the following BOCES/BOCHES agreements, Larry McGarvin seconded, motion carried.

- Eastern Wyoming College

### **BOARD UPDATES AND PUBLIC COMMENT**

Pete Gosar debriefed the group on the NASBE New Board Member Institute that he attended in Washington, D.C. Pete noted that it was very nice to meet people in similar situations as himself as a new board member.

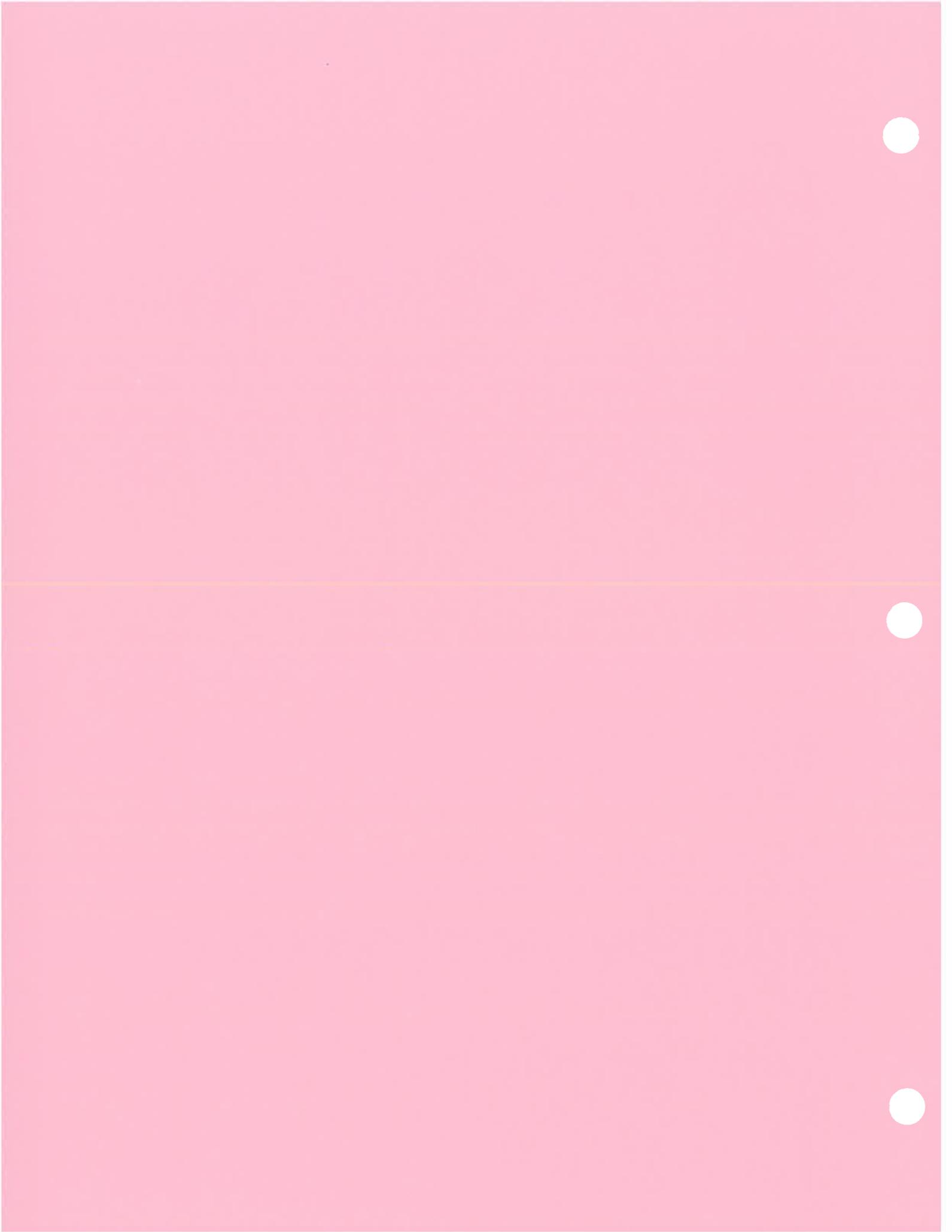
Dana Mann-Tavegia debriefed the group on the NASBE Common Core conference she attended with Joe Reichardt in Las Vegas, Nevada. Dana feels like we are during our best and that while there Wyoming received kudos on the approach of the Common Core to the state.

The State Board of Education adjourned at 2:40 p.m.

The next State Board of Education meeting will take place in Cheyenne, Wyoming on November 17, 2011



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**ACTION SUMMARY SHEET  
STATE BOARD OF EDUCATION**

**DATE: November 17, 2011**

**ISSUE:** Approval of Treasurer's Report

**BACKGROUND:** The State Board of Education budget for the period ending October 31, 2011 shows a balance of \$107,836.63

**SUGGESTED MOTION/RECOMMENDATION:**

To approve the Treasurer's Reports as submitted.

**SUPPORTING INFORMATION ATTACHED:**

- State Board Budget Summary from September 1, 2010 through October 31, 2011
- State Board Budget Expense Report from September 1, 2011 through October 31, 2011

**PREPARED BY:** *Chelsie Bailey*  
Chelsie Bailey, Executive Assistant

**APPROVED BY:** \_\_\_\_\_  
Christine Steele  
State Board of Education Liaison

**ACTION TAKEN BY STATE BOARD:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:**



**WYOMING DEPARTMENT OF EDUCATION**  
 State Board of Education  
 FY11 Budget  
 September 1, 2010 thru Oct 31, 2011

| <b>DESCRIPTION</b>                                     | <b>BUDGETED</b>   | <b>EXPENDED</b>  | <b>REMAINING<br/>BALANCE</b> |
|--|-------------------|------------------|------------------------------|
| <b>Supportive Services (200 series)</b>                |                   |                  |                              |
| Teleconference (0203)                                  | 300.00            | 180.41           | 119.59                       |
| Communications (204)                                   | 5,625.00          | 385.51           | 5,239.49                     |
| Professional Development & Training (207)              | 30,558.00         | 30,501.98        | 56.02                        |
| Advertising (208)                                      | 3,700.00          | 3,319.09         | 380.91                       |
| State Employee In-State Travel Reimbursement (221)     | 51,127.00         | 28,535.74        | 22,591.26                    |
| State Employee Out-of-State Travel Reimbursement (222) | 28,474.00         | 10,266.16        | 18,207.84                    |
| Supplies (230-239)                                     | 4,083.00          | 3,366.59         | 716.41                       |
| Computer Equipment (242)                               | 2,200.00          | 1,978.82         | 221.18                       |
| Education, Recreational & Technical Equipment (246)    | 500.00            | 200.09           | 299.91                       |
| Awards, Prizes (257)                                   | 1,184.00          | 357.55           | 826.45                       |
| Room Rental (251)                                      | 200.00            | 90.00            | 110.00                       |
| <b>Data Processing Charges (400 series)</b>            |                   |                  |                              |
| Data Processing (400-440)                              | 1,432.00          | 1,038.79         | 393.21                       |
| <b>Professional Services (900 series)</b>              |                   |                  |                              |
| Professional & Consulting Services (901)               | 71,091.00         | 12,416.91        | 58,674.09                    |
| encumbrances   |                   | (4,089.01)       |                              |
| <b>TOTAL</b>   | <b>200,474.00</b> | <b>88,548.63</b> | <b>107,836.36</b>            |



**State Board of Education Expenditures**  
**September 1, 2011 through October 31, 2011**

| DATE       | DESCRIPTION OF EXPENSES                         | AMOUNT     |
|------------|---|------------|
| 8/22/2011  | Encumbrances for Vee Bar                        | \$4,089.01 |
| 9/6/2011   | Deposit for Vee Bar                             | \$400.00   |
| 9/8/2011   | Teleconference Fees                             | \$56.06    |
| 9/8/2011   | Airline Fees- Pete Gosar                        | \$150.00   |
| 9/8/2011   | FedEx   | \$144.33   |
| 9/19/2011  | Sue Belish- Casper Lodging, Mileage, & M&IE     | \$461.14   |
| 9/22/2011  | Joe Reichardt- Cheyenne Mileage                 | \$77.70    |
| 9/27/2011  | Telecommunications                              | \$47.46    |
| 9/27/2011  | Joe Reichardt- Cheyenne Mileage                 | \$77.70    |
| 10/6/2011  | Chelsie Bailey- Casper, Lodging, Mileage & M&IE | \$278.55   |
| 10/10/2011 | FedEx Shipping                                  | \$7.52     |
| 10/10/2011 | Joe Reichardt- Airline- Atlanta                 | \$711.40   |
| 10/10/2011 | Office Supplies                                 | \$16.14    |
| 10/10/2011 | Chelsie Bailey Airline- Atlanta                 | \$711.40   |
| 10/10/2011 | FedEx Shipping                                  | \$5.50     |
| 10/10/2011 | FedEx Shipping                                  | \$10.59    |
| 10/10/2011 | Dana Mann Tavegia- Airline- Atlanta             | \$217.00   |
| 10/10/2011 | FedEx Shipping                                  | \$7.78     |
| 10/17/2011 | Dana Mann Tavegia- Laramie- M&IE, Mileage       | \$387.02   |
| 10/17/2011 | Larry McGarvin- Laramie- M&IE, Mileage          | \$458.06   |
| 10/17/2011 | Scotty Ratliff- Laramie- Mileage, M&IE          | \$342.62   |
| 10/17/2011 | Walt Wilcox- Laramie- M&IE, Mileage             | \$261.60   |
| 10/17/2011 | Ron Micheli- Laramie- M&IE, Mileage             | \$392.58   |
| 10/17/2011 | Joe Reichardt-Laramie- M&IE, Mileage            | \$182.78   |
| 10/17/2011 | Pete Gosar-Laramie- M&IE, Mileage               | \$97.32    |
| 10/17/2011 | Sue Belish- Laramie- M&IE, Mileage              | \$440.30   |
| 10/17/2011 | Hugh Hageman- Laramie- M&IE, Mileage            | \$232.74   |
| 10/19/2011 | Telecommunications                              | \$47.46    |
| 10/20/2011 | Sue Belish- Casper- Mileage, Lodging, M&IE      | \$628.37   |
| 10/20/2011 | Scotty Ratliff- Casper- Mileage                 | \$133.20   |
| 10/20/2011 | Larry McGarvin-Casper- M&IE, Mileage, Lodging   | \$348.63   |
| 10/20/2011 | Pete Gosar- Washington                          | \$347.88   |
| 10/26/2011 | Chelsie Bailey- Laramie- Mileage & M&IE         | \$123.70   |
| 10/26/2011 | Joe Reichardt- Cheyenne Mileage                 | \$77.00    |
| 10/26/2011 | Joe Reichardt- Las Vegas                        | \$30.50    |
| 10/26/2011 | Joe Reichardt- Casper- M&IE, Mileage, Lodging   | \$401.22   |
| 10/26/2011 | Chelsie Bailey - Atlanta- M&IE, Lodging         | \$579.76   |
| 10/26/2011 | Joe Reichardt- Cheyenne Mileage                 | \$77.70    |

|                    |              |
|--------------------|--------------|
| Total Expenditures | \$13,059.72  |
| Balance 8/31/2011  | 120,896.77   |
| Balance 10/31/2011 | \$107,836.36 |

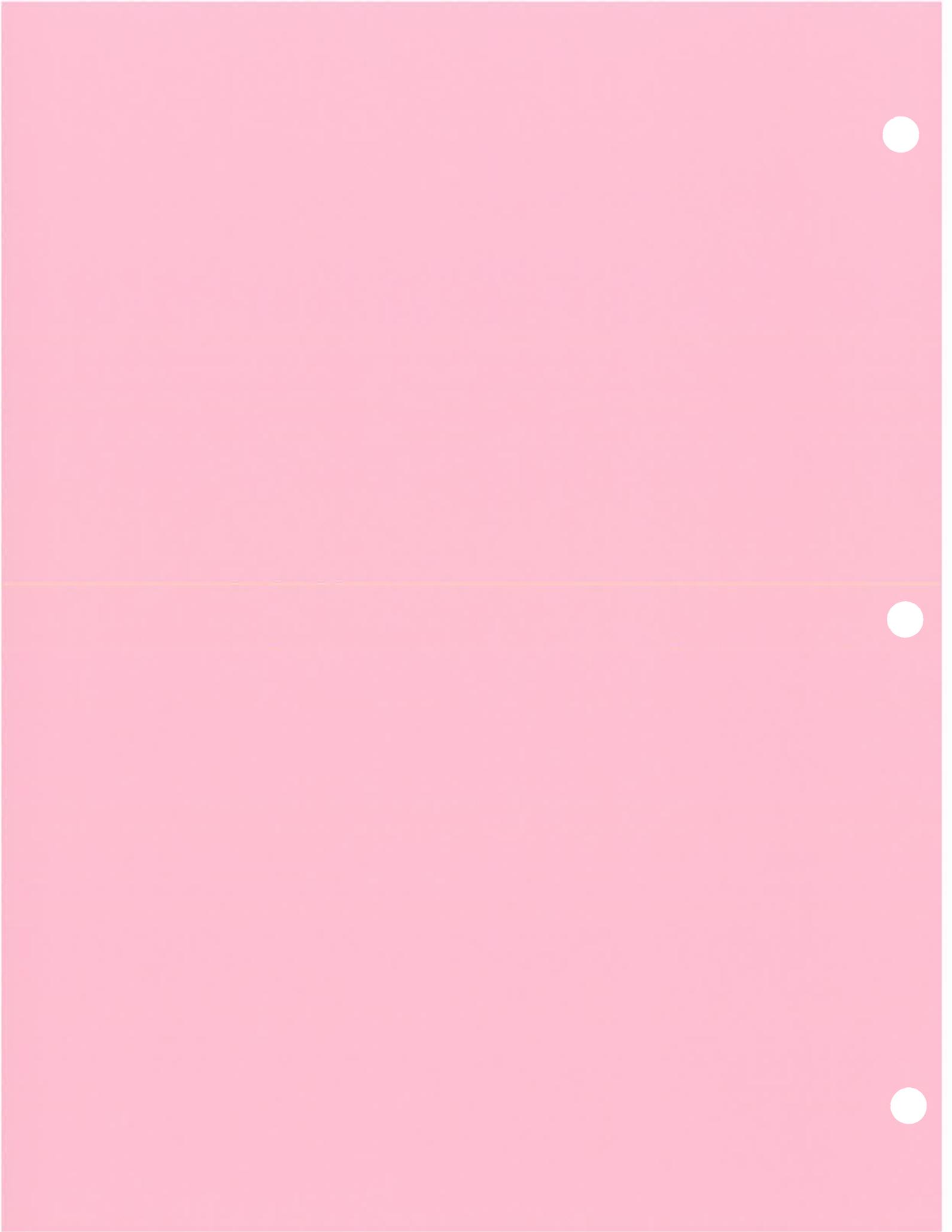


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**ACTION SUMMARY SHEET  
STATE BOARD OF EDUCATION**

**DATE: November 17, 2011**

**ISSUE:** Review of Policy Manual and Recommendations

**BACKGROUND:**

**SUGGESTED MOTION/RECOMMENDATION:**

To review manual and provide recommendations on changes if necessary

**SUPPORTING INFORMATION ATTACHED:**

**PREPARED BY:** *Chelsie Bailey*  
Chelsie Bailey, Executive Assistant

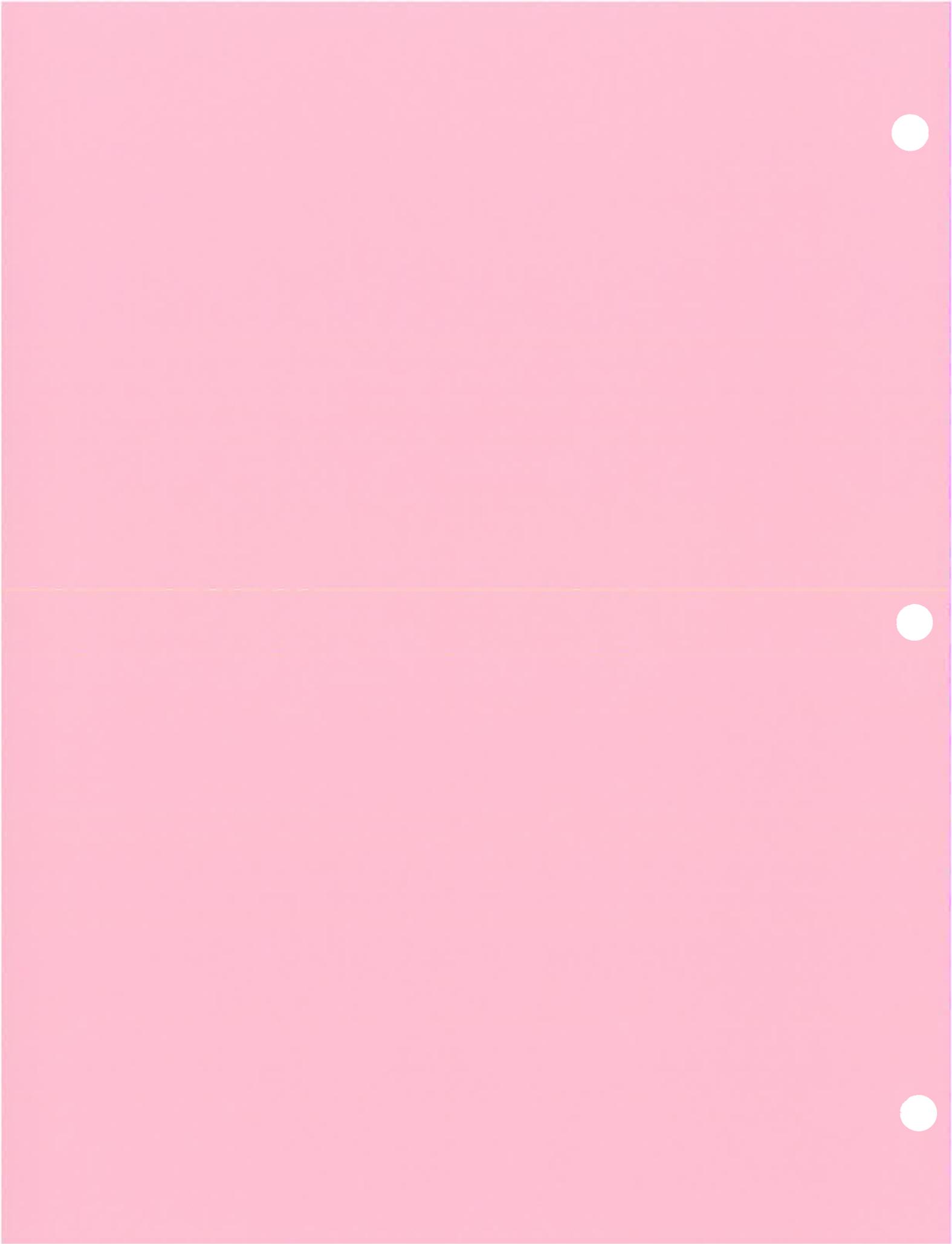
**APPROVED BY:** \_\_\_\_\_  
Christine Steele  
State Board of Education Liaison

**ACTION TAKEN BY STATE BOARD:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:**



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**ACTION SUMMARY SHEET  
STATE BOARD OF EDUCATION**

**DATE:** November 17, 2011

**ISSUE:** Nominating Committee for February 23, 2012 meeting

**BACKGROUND:** In accordance with Wyoming Statute §21-2-301, a meeting shall be held in the first quarter of the calendar year at which a chairman will be elected.

**SUGGESTED MOTION/RECOMMENDATION:** It is recommended that the Wyoming State Board of Education select a nominating committee to offer nominations during the February 23, 2011 meeting for a board chairman.

**SUPPORTING INFORMATION ATTACHED:**

**PREPARED BY:** *Chelsie Bailey*  
Chelsie Bailey, Executive Assistant

**APPROVED BY:** \_\_\_\_\_  
Christine Steele  
State Board of Education Liaison

**ACTION TAKEN BY STATE BOARD:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:**

