

**Sublette USD #374  
Official Minutes**

The Sublette Unified School District No. 374 Board of Education met in regular session on Monday, December 12, 2022 in the boardroom at the Administrative Office at 6:30 p.m.

**Members Present**

Cesar Pena  
Lee Mason

Pete Dyck  
Cornelius Froese

Shyree Wiswell  
Grant Webber

**Members Absent –** Cody Forester

**Others Present**

Rex Bruce, Superintendent; Charity Ochs-Lathen, Clerk; Sonya Pena, Curriculum Director; Bobby Murphy, High School Principal; Rachel Lee, Elementary School Principal

**Guests**

Mathew Medill

**Item #1 Call Meeting to Order /Approve Agenda**

The President called the meeting to order at 6:30 p.m.

Mr. Mason moved, seconded by Mr. Dyck, to approve the agenda. The motion carried 5-0.

**Item #2 Approve Minutes**

Mr. Mason moved, seconded by Mr. Froese to approve the minutes of the November 14, 2022 Regular Meeting. The motion carried 5-0.

**Item #3 Approve Bills, Transfers and Authorize Payment**

Prior to the meeting, Mr. Froese, Mr. Dyck, Mr. Mason, Mrs. Wiswell, and Mr. Pena reviewed Purchase Orders and supporting documents presented for payment as listed on the List of Warrants dated 11/30/2022 and approve the following transfers: \$52,852.86 from General Fund to At Risk; \$10,435.38 from General Fund to 4-Year-Old At Risk; \$3,839.29 from General to Day Care; \$52,236.98 from General Fund to Bilingual; \$46,617.96 from General to Food Service and \$3,853.52 from General to Vocational Fund. Mr. Froese moved, seconded by Mr. Dyck. The motion carried 5-0.

Mr. Webber entered the meeting at 6:31 p.m.

**Item #4 Communications**

There were no communications.

**Reports**

**Principals**

Mr. Murphy reported the Science Fair was done differently this year. The display was in the Pit area at the Middle School. Participation was optional and was done during Intervention time. Evaluations at the MS and HS have been completed. Mr. Murphy also reported they have been dealing with a large number of students and staff being ill. KMEA Honor Choir went well. MS Leadership Council was canceled due to illness. The Christmas Store will be moved back to the Elementary School Gym. Basketball with Lakin will be postponed due to illness in Lakin. Yearbooks should be coming in anytime. Seniors who elected to take the ACT did so this past Saturday. SCCC approved for Mr. Bobby Murphy and Mrs. Jess Murphy to teach some college

courses. Mr. Murphy will teach Intro to Education for 5 Credit Hours and Mr. Murphy will teach Children's Literature and Elementary Physical Education for 3 Credit Hours each. The band teacher, Ms. Clune will be continuing to teach at both Satanta and Sublette.

Mrs. Lee reported the number of students out with illness was decreasing. Pre-K Christmas program has been rescheduled for January 24<sup>th</sup> and the K-6 moved the January 26<sup>th</sup>. The Countdown to Christmas has begun. Teacher's pay to participate in the activities and kids can bring canned goods. The Nightlights and Swaim Funeral Home have made nice donations. Money raised goes to purchase things for children in need. Reading with Santa will be in the High School December 16<sup>th</sup>. Every child will receive a photo and book. The running club will soon be doing a fundraiser race.

### **Curriculum**

Mrs. Pena reported Budget Needs Assessment and CBA Surveys will be done annually. ACT, work keys, Anti Bullying, Nutrition and Wellness, Lexia and IPS etc. are all areas that have to be completed. Most of these are done during in-service. One area of concern across the state is licensure. District Goals include but are not limited to improving State Assessments and looking for more Technical/ Job related plans.

### **Activities Director**

Mr. Befort was not present so Mr. Murphy presented for him. The HS Basketball played in the Holcomb tournament. The boys took second place and received the team Sportsmanship award. Mr. Ace Martinez receive tournament MVP and Mr. Mason Unruh received individual Sportsmanship award.

### **HPEC**

Mr. Webber was not able to attend.

### **SWPRSC**

Mr. Pena reported the center's concern for low attendance on things such as Superintendents' Council and teachers' workshops. They felt part of the problem was no subs available for coverage while teachers are out. There has been discussion for new workshop ideas.

### **Item #5 Amend the Agenda**

Mr. Webber moved, seconded by Mr. Dyck to add the 8a to the agenda. The motion carried 6-0

### **PUBLIC FORUM**

There was no public forum.

### **Item #6 2021-2022 Audit Report**

Mr. Mathew Medill reported there had to be two audits done this time because of the amount of money spent from federal funds. The first audit was our general audit. He explained the state sets a maximum amount to be spent from the General Fund and Supplemental General fund. Capital Outlay and Contingency Reserve are funds used for improvements or to purchase equipment. The second audit is known as a single audit, and includes just federal funds. This was done because we spent more the \$750,000 of federal funds. There was only one minor budget violation. No major violations and it was reported as a "clean audit."

**#7. NARCAN Policy**

Mr. Richardson referenced the information included in the Friday updates sent to the Board. He proposed we adopt the policy on NARCAN use, procedure and how to administer. We will order it as soon as it is available. Mr. Mason moved, seconded by Mr. Froese to adopt the policy. The motion carried 6-0.

**Item #8 School Closings**

Mr. Richardson asked the Board what they would like the procedure to be if it became necessary to close the district. They stated they trusted Mr. Richardson's decision to do what was right and just asked for a courtesy phone call to inform them of the decision made.

**Item #8A Trip Request**

Mr. Murphy said he would like to take the HS Girls Basketball players to an OKC Thunder game. The girls will pay their own expenses but he would like to ask the district to allow use of a bus and to pay for the fuel. Mr. Webber moved, seconded by Mr. Dyck. The motion carried 6-0.

**Item #9 Executive Session- Non Elected Personnel.**

Mr. Mason moved, seconded by Mr. Dyck to go into Executive Session, to include Mr. Murphy, Mrs. Lee, and Mr. Richardson at 7:49 p.m. for 20 minutes. The motion carried 6-0. The Board reconvened at 8:10 p.m. Mr. Froese moved, seconded by Mr. Mason to return to Executive Session, to include Mr. Bobby Murphy, Mr. Richardson and Mr. Befort, for another 20 minutes. The motion carried 6-0. Mr. Befort entered Executive Session at 8:17 p.m. via telephone. The Board reconvened at 8:30 p.m.. Mr. Mason moved, seconded by Mr. Dyck to again return to Executive Session, to include Mr. Murphy, Mr. Richardson and Mr. Befort (via telephone) for another 20 minutes. The motion carried 6-0. Mr. Befort left Executive Session at 8:37 p.m. The Board reconvened at 8:51 p.m. Mr. Dyck moved, seconded by Mr. Mason to once again return to Executive Session for another 20 minutes, to include Mr. Richardson. The motion carried 6-0. The Board returned to Open Session at 9:11 p.m.

**Item #10 Personnel**

Mr. Mason moved, seconded by Mr. Mason to accept the resignation of Michelle Daniel-Klaus, with gratitude for years of service. The motion carried 6-0. Mr. Dyck moved, seconded by Mr. Froese to hire Kacey Wellmann for District Para. The motion carried 6-0.

**Item #11 Superintendent Report**

The most recent information regarding the proposal of a Tennis court has deemed it to not be a true donation as once believed. More time is needed to look into feasibility. The District will be catering Hunny's BBQ for a Christmas dinner on December 20<sup>th</sup> and ESSER Retention checks will be handed out.

**Adjournment**

With no further business to come before the Board, Mr. Mason moved, seconded by Mr. Weber to adjourn the meeting. The motion carried 6-0.

*NOTE: These minutes are not considered official until approved by the Board at its next regular meeting.*

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President

Clerk