

**Sublette USD #374  
Official Minutes**

The Sublette Unified School District No. 374 Board of Education met in regular session on Monday, April 7, 2025 6:30 p.m.

Members Present:

Juan Chacon	Ruthie Vaughan	
Grant Webber	Lee Mason	Shyree Wiswell

Members Absent – Pete Dyck and Cornelius Froese

Others Present:

Rex Richardson, Superintendent; Charity Ochs-Lathen, Clerk; Sonya Pena, MS/HS Principal; Lyle Befort, Asst. MS/HS Principal/Activities Director; Renee Phoenix and Brooke Patterson, Curriculum Directors.

Guests:

Tabitha Ferrell, Becki Wright, Lexi Wright, Krista Phoenix, Ty Phoenix, John Phoenix, Jaime McVey, Lena Guenter, Amy Minor, Tina Berg, Karina Berg, Cesar Pena

**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 Mrs. Wiswell to approve the agenda with the addition of Summer Basketball prior to the Executive Session for Negotiations. The motion carried 5-0.

**Item #2 Approve Minutes**

Mr. Mason moved, seconded by Mrs. Vaughan to approve the minutes of the March 10, 2025 meeting, with the correction to Item 8. The motion carried 5-0.

**Item #3 Treasurer's Report/ Approve Transfers**

Prior to the meeting, Mrs. Wiswell, Mrs. Vaughan, Mr. Chacon, Mr. Webber and Mr. Mason reviewed Purchase Orders and supporting documents presented for payment, as listed on the List of Warrants dated 3/31/25. \$49,706.38 from General Fund to At Risk, \$8,060.47 from General Fund to Daycare, \$10,984.20 from General Fund to Bilingual, \$1,675.49 from General Fund to Food Service, \$1,934.37 from General Fund to Vocational, and \$175.00 from General Fund to Professional Development. Mrs. Wiswell moved, seconded by Mr. Mason to pay the warrants and approve the transfers as presented. The motion carried 5-0.

**Item #4 Communications**

There were no items presented.

**Item #5 Reports**

**Principals**

Mrs. Pena reported an attendance of 93% for the Middle School and 99% for the High School Parent Teacher Conferences. There was a survey conducted with parents about cell phone and open lunch policy. The results were not conclusive enough to change the current policy. Juniors will be taking the free ACT this weekend. April 9 is Art Show in Johnson, April 12 is Prom, Ag is the 16<sup>th</sup> in Satanta and all Seniors will attend. State Music is the 26<sup>th</sup>. Senior Signing is the end of the month as well.

Mrs. Lee was not present. Ms. Phoenix presented for her. She stated the Pre-K through Second Grade Spring Concert will be in the HS Auditorium on April 10<sup>th</sup> at 7pm and Grades Third-Sixth will be April 15<sup>th</sup> at 7pm. Body Venture is coming up on Wednesday, April 9 and Pre-K enrollment will be after Easter.

### **Curriculum**

Ms. Patterson handed out a summary sheet for MS/HS Curriculum. She stated there is a set of goals to go over before students take assessments. 80% of the teachers wish to continue using Brisk. She reported that CTE Standards are loaded into curriculum and that reading is the final item for assessment skills for Middle School.

Ms. Phoenix has been continuing work with the TASN application. She stated she is finalizing curriculum for next year for the elementary. Spring Site Council had 15 in attendance at its last meeting. CCC is April 30<sup>th</sup>.

### **Activities Director**

Mr. Befort stated this is the busiest time of the year and there is an activity nearly every day. He would like contracts for next school year done by the end of April so Mrs. Pena can review. He also wanted to let the Board know that Carlos Pena set a state record for Golf.

### **SWPRSC**

Mrs. Vaughan said it was a quick meeting. They talked settling into their new financial system and their plans to opt out of Parents as Teachers due to matching funding.

### **HPEC**

Mr. Webber reported it was a standard meeting.

### **PUBLIC FORUM**

There was no public forum

### **Item #7 Non-Resident Student Policy**

Mr. Mason moved, seconded by Mr. Chacon to adopt the Non-Resident Student Policy as presented. The motion carried 5-0.

### **Item #8 Student A.I. Policy**

The Board was given a copy of the proposed A.I. Policy in their Board Packets. Ms. Patterson reported that she has been working with staff and got good feedback on what they would like to implement in the policy. They worked mostly on disciplinary measures. CCC had good ideas and gave their input. This was just a first read on the policy and the Board will vote on it at May's meeting.

### **Item #9 Capital Projects**

Mr. Richardson reported that he met with Derek with DCS. They would like to perform a complete needs assessment of the entire district. They will give a presentation at May's board meeting to give more information.

### **Item #10 Water Usage**

A concerned patron contacted Mrs. Wiswell about the efficiency of water usage. Mr. Richardson presented the Board with the last three years of usage for a comparison. He said our sprinklers are set on a timer and sometimes they are on if there is a short rain or late season snow but assures the Board the district is doing its best to conserve while still maintaining the football field.

**Item #11 Wrestling**

A HS student sent around a petition to see how many students would be interested in Wrestling. He collected 17 signatures of interest. The Board would like to explore this further to see if the interest is enough and what all would be needed before considering the possibility of bringing back the program.

**Item #12 enVision 7-12 Math Curriculum**

In looking at renewal for enVision Math Curriculum, they are faced with renewing the version from 2018 or going with the new version from 2024. This is a 6 Year adoption. The difference between the older version currently used and the request for the new version is approximately \$7,000. There are a lot of new components with the new version the Ms. Patterson felt the teachers would benefit from using. Mrs. Vaughan moved, seconded by Mr. Mason to approve the purchase with the request it be done later this summer. The motion carried 5-0.

**Item #12A**

The Sublette Summer Basketball uses the district's gymnasiums to host games. In the past, there has not been a charge for this. Due to current situations, it was proposed the Board consider charging the organization for using our facilities and ask that Sublette athletes who participate possibly pay a reduced rate. This is just a possible option as talks continue to try to come to some type of resolution.

**Item #13 Executive Session- Negotiations**

Mrs. Wiswell moved, seconded by Mr. Mason to enter into Executive Session, to include Mr. Richardson. The motion carried 5-0. The Board returned to Open Session at 7:36 p.m. Mr. Mason moved, seconded by Mrs. Wiswell to again enter into Executive Session for an additional five minutes. The motion carried 5-0. The Board reconvened into Open Session at 7:41.

**Item #14 Executive Session- Non-Elected Personnel**

Mrs. Vaughan moved, seconded by Mr. Mason to enter into Executive Session for 20 minutes to include Mr. Richardson. The motion carried 5-0. The Board reconvened at 8:03 p.m.. Mr. Mason moved, seconded by Mrs. Wiswell to re-enter Executive Session for an additional five minutes. The motion carried 5-0. The Board returned to Open Session at 8:08 p.m. Mr. Mason moved, seconded by Mrs. Vaughan to make a final return to Executive Session for five minutes. The motion carried 5-0. The Board reconvened to open session at 8:14 p.m.

**Item #15 Personnel Employment**

Mr. Mason moved, seconded by Mrs. Vaughan to hire Tiffany Koehn as Assistant MS Track Coach. The motion Mr. Mason moved, Seconded by Mrs. Wiswell to accept the resignations of Ms. Leah Wright, Fifth Grade teacher and Mrs. Leigh Bird, MS Science. The motion carried 5-0. Mr. Mason moved, seconded by Mrs. Vaughan to accept the hiring of Emily Froese as High School Library Para and Emily Moke and Jeremiah Houdashelt as Summer Maintenance. Mrs. Wiswell moved, seconded by Mr. Chacon to hire Chelsea Voth, HS Science and David Vaughn, Grades 5-12 Band. The motion carried 5-0. Mr. Mason moved, seconded by Mrs. Vaughan to approve the Supplemental Contracts as presented. The motion carried 5-0.

**Item #16 Superintendent Report**

Mr. Richardson had nothing to report. He informed the Board the district was planning to do an end of year luncheon at the Elementary School and he would inform them of details as it gets a little closer.

**Adjournment**

With no other business to come before the Board, Mr. Mason moved, seconded by Mrs. Vaughan to Adjourn. The motion carried 5-0.

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

---

*President*

*Clerk*

**Visit our web site**

**<http://www.usd374.org/>**