

MINUTES of MEETING
BOARD of TRUSTEES
CROOK COUNTY SCHOOL DISTRICT #1

Preparing Today for Success Tomorrow

CCSD#1 will prepare & empower all students for successful, lifelong learning through effective teaching.

CALL TO ORDER

The regular meeting of the Board of Trustees of Crook County School District #1 was held in Moorcroft, WY, Monday, October 16, 2017, at the hour of 6:00 PM at the Moorcroft K8 School.

ROLL CALL

The meeting opened with the following present: Chairman Brian Marchant; Trustees Don Clonch, Marlene Edwards, Rick Gill, Thayne Gray, Keith Haiar, Dena Mills, Josie Pearson and Ken Rathbun. No trustees absent. Administrators present – Mark Broderson, Superintendent; Sandra L. Neiman, Director of Special Education; Linda Wolfskill, Hulett School Principal; Teresa Brown, Moorcroft K8 Principal; Becky Waters, Moorcroft High School Principal; and Jim O'Connor, Sundance Secondary Principal.

APPROVAL of MINUTES

Motion was made by Trustee Gray and seconded by Trustee Rathbun to approve the minutes of the last regular meeting. Motion carried.

ADOPTION of AGENDA

Motion was made by Trustee Rathbun and seconded by Trustee Mills to add Action Item C – Wellness – to the agenda and then to adopt the agenda. Motion carried.

VISITORS

Shanna Kinnick, Moorcroft K8 Project Lead The Way teacher, and middle school students: Braizyn Humpal, Taylor Anderson, Spencer Cuthrell, Gracie Semlek, Wyatt Cook, Char Cranston, and KyAnna Petz gave a presentation to board members and the audience. The first five students are working on a PLTW module called Design and Modeling to find solutions for individuals with cerebral palsy by using design and engineering processes. They will ultimately apply everything they are learning to create a toy for a child with a specific type of cerebral palsy. The other two students are working on a PLTW module called Medical Detectives and are exploring physiology of human body systems. They have explored the five senses and how they are connected to the brain and inherited human diseases and DNA. They are now learning about vital signs and how they can indicate health for an individual. These students will ultimately use what they have learned to solve a crime by examining information found at a crime scene.

FINANCIAL

Motion was made by Trustee Pearson and seconded by Trustee Gill to approve the monthly financial reports as submitted. Motion carried.

CONSTRUCTION

(in the superintendent's report)

BOCES

Trustee Pearson gave a summary of the September 19 meeting minutes. A question was asked if there are Crook County students attending BOCES – the answer is no.

BOCHES

No report.

**SPECIAL
PROGRAMS**

Courtney Krul, Director of Curriculum, gave a summary of curriculum meetings. She commended the following teachers: Astrid Teter, Andrea Wood, Scott Gillis, and Mason Neiman for the outstanding job they did in creating a language arts template. Science is the next subject matter.

PRINCIPALS

Jim O'Connor, Becky Waters, Teresa Brown, and Linda Wolfskill, informed board members of academic and extra-curricular events in their buildings.

SUPERINTENDENT

Mark Broderson, Superintendent, informed board members that

- The summer construction projects are complete!
- The old central office demolition is almost finished.
- Governor Mead declared October as Principals' Month, so please thank district principals when you have a chance.
- The Wyoming School Boards Association Annual Conference will be held in Casper on November 15-17; please let Jan know if you plan to attend.
- The AdvancEd visit went well; the team had many complimentary things to say about our district; we will receive the final report within 45 days
- Friday is the end of the 1st quarter
- We had a district-wide assessment review and are waiting on the report.
- Colleen Courtney received the Wyoming Natural Resources District Outstanding Teacher of the Year Award; she was nominated by the Crook County NRD for aligning conservation lessons with the science curriculum.
- PREC is considering the possibility of moving a pole at the SHS outdoor track and burying the power line.
- The Aladdin bus route had 2 minor changes to its schedule; however, it did not change the length of the route.

**EXECUTIVE
SESSION**

None.

**CONSENT
AGENDA**

Chairman Marchant asked if any board member would like any item removed from the Consent Agenda.

Trustee Rathbun asked to remove Item F.

Motion was made by Trustee Haiar and seconded by Trustee Gray to approve the remaining Consent Agenda items (A,B,C,D,E,G), minus F.

To approve the bill listing and to issue warrants in payment thereof.

To approve 2017 Fall Semester EWC/Concurrent Adjunct Instructors:

1. Hulett: Orville Hess, Josh Willems, Jim Pannell
2. Sundance: Mason Neiman, Stephanie Grubb, Lisa Dutton, Todd Hickman

To approve 2017 Fall Non-Credit Community Education Instructors:

1. Sundance: Gerri Moore, Todd Hickman

To approve 2017-18 extra-duty contracts:

1. Sundance Junior Class Sponsors (.25) each: Gerri Moore, Tobi Miller-Ayer, Amy Soriano, Nick Olson

To approve a 2017-18 substitute/activity bus driver:

1. Vickie Jackson

ITEM REMOVED

To approve 2017-18 requests to home school:

1. Douglas & Sammie Hilliard
2. Tom & Andrea Mills
3. Rob & Pam Schurman
4. Otto & Demarest Schlosser

Motion carried.

Motion was made by Trustee Rathbun and seconded by Trustee Mills to approve 2017-18 isolation applications:

1. Lee & Heidi Jensen
2. Beth McCollum

Trustee Rathbun asked if the local transportation coordinator checks the mileage for all new isolation requests. The answer is yes – the coordinator drives the distance to determine exact mileage. Motion carried.

AFTER SCHOOL

HIRING

Chairman Marchant declared a conflict of interest, turned the meeting over to Vice-Chairman Gill, left the room, and abstained from discussion or vote.

Motion was made by Trustee Rathbun and seconded by Trustee Pearson to hire the following teachers for the 2017-18 after-school program: Jerlyn Marchant, Scott Gillis, and Lance Hofland. Motion carried. Vice-Chairman Gill turned the meeting back over to Chairman Marchant.

POLICY

REVISION

As recommended by the superintendent, motion was made by Trustee Gill and seconded by Trustee Edwards to approve the revisions to Policy GCN – Evaluation of Instructional Staff. Questions were asked, and Attorney Hughes gave his input; the policy revisions were recommended by the WSBA Attorney Tracy Copenhaver. Motion carried. A copy of the policy is attached and becomes a part of these minutes.

WELLNESS

Motion was made by Trustee Clonch and seconded by Trustee Rathbun to approve the recommendation of the 2017-18 Salary Committee to pay employees a wellness incentive for participation in the 2017 spring blood draws.

Employees with a family health insurance plan with both the employee and spouse participating will receive \$200; employees with a family health insurance plan and one adult who participated will receive \$100; employees with a single health insurance plan who participated will receive \$100. These amounts will be paid in November 2017 to the employee HSA or HRA active account. Questions were asked, and discussion was held. Motion carried.

RECOGNITION Crook County School Board members want to recognize the following for their performance or accomplishments:

- ✓ Great job tonight, Moorcroft K8 middle school students!

- ✓ Congratulations Colleen Courtney!
- ✓ Trustee Gray reported he hand-delivered the retirement apple to Rosalie Brimmer; thank you, Rosalie, for 53 years of service to students!

DISCUSSION

Discussion was held about:

- the WSBA Annual Conference. Trustee Pearson is the appointed 2017 CCSD#1 Board of Trustees Legislative Liaison; board members verbally gave their approval for Trustee Pearson and Trustee Edwards to be the two voting delegates at the conference. Trustee Pearson said if they were unsure of how to vote on a specific resolution, they would contact the other board members to get their opinion.
- Chairman Marchant informed board members he would like to do a superintendent evaluation in November; next month's meeting is November 20.
- Superintendent Broderson asked board members to review the 2007 Property Transfer Agreement between CCSD#1 and the Town of Hulett for the old school. Alcohol is prohibited in the building; the board may receive a request to allow it for some events.

**ADJOURN-
MENT**

Motion was made by Trustee Mills and seconded by Trustee Gill to adjourn the meeting at 6:42 PM.

Chairman

Clerk

Evaluation of Professional Staff

GCN

The board believes that quality teaching is of critical importance to a sound educational program and that thorough and regular appraisal of teaching, supervisory, and administrative performance is crucial to improving the total educational process.

A continuous program of performance appraisal of all professional personnel will be established and maintained. The purpose of performance appraisal is to ensure a high quality of teaching, supervisory, and administrative performance, primarily to advance the instructional programs for students. Another purpose of the evaluation system is to provide information to management and leadership personnel to assist them in making personnel decisions. Evaluations may be utilized in disciplinary, dismissal, or termination hearings, but are not conducted primarily for that purpose.

The board empowers the superintendent with the right to evaluate any principal or staff member at any time and as often as necessary. The same right is extended to principals or designees in evaluating their faculty members.

It shall be the responsibility of the superintendent and the administrative staff to develop procedures for complete evaluation of personnel.

The school district requires the performance of each initial contract teacher to be evaluated in writing at least twice annually. The teacher shall receive a copy of each evaluation of his performance. The district requires that the performance of each continuing contract teacher be evaluated in writing at least once each year. The teacher shall receive a copy of each formal evaluation of his performance.

The superintendent and administrative staff shall develop the teacher performance evaluation system which shall be reviewed with the board. The performance evaluation system shall serve as a basis for improvement of instruction, enhancement of curriculum program implementation, measurement of both individual teacher performance and professional growth and development and the performance level of all teachers within the school district and may be used as documentation for unsatisfactory performance for dismissal and termination proceedings.

Neither the preparation and use of evaluations, nor anything contained therein or in any related reports and evaluation documents, nor the absence or lack of evaluation, reports or evaluation documents, or anything contained therein, shall preclude the use or consideration of other applicable information by either the superintendent or the board of trustees in making any recommendation or decision concerning the suspension, dismissal, assignment, transfer, or termination of a teacher or other certificated employee. It is not the intent of this policy to impose in any manner any expectation of re-employment or otherwise convey in any manner a property interest of any kind in the employment of the staff being evaluated.

The teacher performance evaluation system developed by the administration shall be filed with the Department of Education, and each time the plan is amended the amended plan shall be resubmitted to the Department of Education.

The system shall conform to state law and WDE regulation.

Adopted: November 17, 1988

Revised: October 16, 2017