

**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, April 16, 2018, 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 Marlene Edwards, Rick Gill, Thayne Gray, Keith Haiar, Dena Mills, Ken Rathbun, and Chase Williams. Trustee absent – Josie Pearson. Administrators present – Mark Broderson, Superintendent; Linda Wolfskill, Hulett Principal; Teresa Brown, Moorcroft K8 Principal; Becky Waters, Moorcroft High School Principal; Brian Hartwig, Sundance Elementary Principal; and Jim O'Connor, Sundance Secondary Principal.

**APPROVAL of MINUTES**

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

**ADOPTION of AGENDA**

Motion was made by Trustee Mills and seconded by Trustee Rathbun to adopt the agenda as presented. Motion carried.

**VISITORS**

Birch Negaard, Sundance High school parent, asked board members to revise Policy GCF and its guide, GCF-R (Hiring, Retention, and Promotion) so Greta Crawford, as a retiring employee, will not be required to take a one-year break from employment as required by this policy. Mr. Negaard said he is a representative for SHS parents who would like Mrs. Crawford to coach volleyball during the 2018-19 school year.

Moorcroft 7<sup>th</sup> grade students from Mrs. Kinnick's life science class: Callie Williamson, Shawna Charlson, Madison Riddle, Kailee Gill, Gavin Reynolds, Talissa Fischbach, Hayleigh Fenner, Paesyn Stewart, and Jacob Gromann gave a presentation about a unit they studied on food webs and chains; their research culminated with owl pellet dissection. Jackson Phillips, 4<sup>th</sup> grade MK8 student, demonstrated his STEM Club project to board members before the meeting.

Chairman Marchant used this time to acknowledge and thank Dalari Bentley-Stillman, who taught for 36 years and will retire at the end of this school year; Trustee Gray presented her with an engraved acrylic apple.

Chairman Marchant also thanked Debra DeWitt (33 years) and Mary Farnsworth (40 years); they will retire at the end of this school year; Trustee Williams presented both teachers with an engraved acrylic apple.

Board members and members of the audience stood to applaud and congratulate each of the individuals!

Jerry Fischbach was unable to attend tonight's meeting. Trustee Gray will personally deliver Mr. Fischbach's apple to thank him for his 30 years with the district.

**FINANCIAL** Motion was made by Trustee Gray and seconded by Trustee Gill to approve the financial reports as submitted. Motion carried.

**BOCES** No report.

**SPECIAL PROGRAMS** Teresa Brown informed board members that she had finished the desk audit and corrective action plan for the Consolidated Grant; the grant is on a three-year monitoring review cycle.

**PRINCIPALS** Teresa Brown, Becky Waters, Brian Hartwig, and Jim O'Connor spoke about academic and extra-curricular events in their schools, as well as the WDE state assessment team on-site visit next week to look at testing protocols and procedures. Principals hope the weather will cooperate for the upcoming track meets and golf tournaments this spring!

#### **SUPERINTENDENT**

Mark Broderson, Superintendent, informed board members that

- The district is still waiting on state funding information; he will schedule a salary committee meeting when the actual numbers are available
- The Wyoming Health Fair blood draw had 85% employee/spouse participation!
- The PREC project to move a power line pole at the SHS track is progressing but not completed
- The scheduled WDE state assessment team visit next week occurs every four years to review the schools' testing protocols and procedures
- The purpose of the April 24 curriculum workshop is to schedule a time for district-wide teacher leaders, in their content areas, to road map curriculum standards and objectives for next school year
- The district was given a survey with three choices, and CCSD#1 chose the current accreditation process
- Board members are welcome to attend the May 2 leadership team workshop at the Golf Club at Devils Tower where the administrators will work on strategic long-range plans and goals
- The April 13 in-service was changed to May 11 due to storm predictions; board members are welcome to attend
- The next meeting of the WY State Board of Education is April 19 & 20 in Gillette; Trustee Rathbun is a member
- Track meets have been slow due to inclement weather
- An appraisal for the Bear Lodge High School building and lot is scheduled this month; he hopes to have the results in May so the district can move forward with sale of the property

- May 7-11 is national Teacher Appreciation Week. The school cafeterias will provide a sack lunch for every district employee in honor of their efforts.

**EXECUTIVE  
SESSION**

Motion was made by Trustee Gray and seconded by Trustee Williams to go into executive session at 6:31 PM to discuss personnel. Motion carried.

**REGULAR  
SESSION**

Chairman Marchant called the regular meeting back into session at 6:57 PM.

**CONSENT  
AGENDA**

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

Trustee Rathbun asked to remove B1.  
Trustee Gray asked to remove G2,3&4.

Motion was made by Trustee Gill and seconded by Trustee Gray to approve the remaining items on the Consent Agenda, minus B1, G2, G3, and G4.

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

To approve Sundance EWC non-credit instructors:

1. ITEM REMOVED
2. Charity Lindholm – Kids’ Dance Class 2

To approve district-wide driver’s instructor for summer, 2018:

1. Randi Faeth

To approve extra-duty/mentor contracts:

1. Andrea Wood – Moorcroft HS Junior Class Sponsor (.5)
2. Nathan Towell – Moorcroft HS Junior Class Sponsor (.25)
3. Darcy Sams – Moorcroft HS Junior Class Sponsor (.25)
4. Astrid Teter – Hulett School Mentor Teacher

To approve resignations:

1. Tracey Hickman – Central Office Part-time Custodian
2. C. Mason Neiman – Sundance Secondary Language Arts Teacher

To approve summer 2018 grounds maintenance hiring:

1. Hulett – Roy Bush
2. District-wide – Tessa Garman
3. Sundance HS – Steve Wilson

To approve 2018-19 certified hiring:

1. Chelsey Blasczyk – Sundance Secondary Science Teacher
2. ITEM REMOVED
3. ITEM REMOVED
4. ITEM REMOVED
5. Felicia Sams – Moorcroft High School Family & Consumer Science Teacher

6. Travis Santistevan – Moorcroft High School Industrial Arts Teacher
7. Joshua Haaland – Moorcroft High School Physical Education/Health Teacher

To approve retirement at the end of the 2017-18 school year:

1. Kathy Zimmerschied – Hulett School Cook

To approve hiring for 2017-18:

1. Betty Grinsell – Central Office Part-time Custodian

Motion carried.

Motion was made by Trustee Rathbun and seconded by Trustee Gill to approve payment for Sundance EWC non-credit instructor, Todd Hickman, for Laser Engraving Stainless Tumbler Mugs and Last Name Wood Slice classes, contingent upon correction of the dollar amount on the contract for the tumbler mugs. Motion carried. It was confirmed on April 17 that the \$400 amount on the contract is correct; the two different costs for the class were determined by the size of the mug. The class charge for small mugs was \$25, and the class charge for the larger mugs was \$30.

Motion was made by Trustee Gray and seconded by Trustee Haiar to approve hiring the following Moorcroft K8 certified staff for the 2018-19 school year:

- Caitlyn Dowling – Moorcroft K8 Kindergarten Teacher
- Alyssa Ann-Marie Brown – Moorcroft K8 1<sup>st</sup> Grade Teacher
- Jesse Hinkhouse – Moorcroft K8 2<sup>nd</sup> Grade Teacher

Trustee Gray asked about the hiring process. Principal Brown said interviews were conducted by a team consisting of herself and three additional staff members. There were eight interviews scheduled for April 2. Due to inclement weather, the applicants were not able to travel to Moorcroft; therefore, interviews were conducted through Skype or FaceTime. Motion carried.

## HIRING

Trustee Gray, Trustee Haiar, and Trustee Rathbun each declared a conflict of interest, left the room, and abstained from discussion or vote. As recommended by the superintendent and building principal, motion was made by Trustee Williams and seconded by Trustee Mills to hire the following classified staff for the 2018-19 school year:

### HULETT SCHOOL

Julie Bauman	Ted Bears	Debra Bush
Roy Bush	Allie Fedora	Lisa Gantz
Richard Gantz	Stephanie Garnica	Karen Mixon
Roberta Noyce	Vivian Odell	Laurie Oster
Kelly Pannell	Twila Pilcher	Lori Vitto
Kelly Waugh	Melissa Williams	Pauline Jolley
Donna Wolf	Tom Wolf	

### MOORCROFT K8

Shone Gray	LuAnn Helmer	Debra Glenn
Kelli Baker	Keona Huckins	Rena Schell

Jamie Timberman  
Alexis Fowles  
Ora Wondercheck  
Dena Gonzalez

Linda Vandever  
Robi Spear  
Bonnie Ehresmann  
Dawn Blakeman

Allison VerBurg  
Jeff Larson  
Roxie Gerry  
Sally Lewis

**MOORCROFT HIGH SCHOOL**

Johnna Ferguson  
Carolyn Feehan  
Valerie Sweeney  
Frances DuBeau  
Susan Miner  
Sarah Norris

Brock Burris  
Steve Gerry  
Emily Bryant  
Kristine Nelson  
Angela Rowe  
Melissa Buckmiller

Diana Adolph  
Cynthia Gill  
Cheryl Studie  
Tim Cuthrell  
Pamelia Kunz

**SUNDANCE ELEMENTARY**

Sarah Ellsbury  
Brenda Klopp  
Natalie Skeens

Amanda Speidel  
Christy Adams  
Shelly Evans

Angela Mills  
Wendy Kipp  
Heidi Stefanich

**SUNDANCE SECONDARY**

Karen Bennett  
Shannon Gaylord  
Charity Lindholm  
Deb Davis  
Dawson Haux  
Laura Newell  
Laurie Schell  
Whitney Cundy

Kelly Carter  
Martha Holloway  
Matt Pangrac  
Leann Bachmann  
Merle Lossing  
Janelle Peterson  
Brenda Wagner  
Brittany Lenz

Joni Ellsbury  
Janet Lake  
Dustin Peterson  
James Clark  
Charlie Mitts  
Doug Price  
Steve Wilson

**DISTRICT-WIDE SPECIAL EDUCATION**

Amy Boswell  
Terri McInerney  
Amber Mathews  
Alyson Zimmerschied  
Kathy Davis  
Michelle McDonald  
Vicki Schommer  
Shelley Kerkvliet  
Terri Martin

Patty Dykes  
Annette Holbrook  
Candie Phillips  
Terry Williams  
Becky Fossen  
Peggy Moeller  
Terrell Buckman  
Roxanna Lossing  
Robert Smith

Jeanine Knapp  
Savannah Knapp  
Lorena Robinson  
Ann Sundstrom  
Jaylinn Lohr  
Lisa Fletcher  
Andrea Humphrey  
Diane Marshall  
Amber Kaplan

**CENTRAL OFFICE**

Sheryl Klocker  
Jan Steele  
Justin Gaskin

Deb Mannerter  
Robert Wagner  
Betty Grinsell

Denise Rathbun  
Travis Price

Motion carried. Trustees Gray, Haiar, and Rathbun returned to the meeting.

**MOORCROFT K8**

**NEW POSITION** Motion was made by Trustee Williams and seconded by Trustee Mills to approve adding a new Moorcroft K8 early elementary teacher position due to high enrollment

projections for next school year. Motion carried. Motion was made by Trustee Rathbun and seconded by Trustee Gill to hire Alondra Munoz for the 2018-19 school year to fill the certified position. Ms. Munoz will teach first grade. Motion carried.

**LAWNMOWER  
BID**

As recommended by Tom Necklason, Facilities & Maintenance, motion was made by Trustee Gray and seconded by Trustee Haiar to accept the bid from Chain Saw Center, Spearfish, SD, for three (3) Scag Turf Tiger II 72" velocity cutting deck zero turn lawn mowers and two (2) mounted grass catchers with a trade in allowance for a total cost of \$35,293. Motion carried. A copy of the bid is attached and becomes a part of these minutes.

**POLICY  
REVISIONS**

As recommended by the superintendent, motion was made by Trustee Mills and seconded by Trustee Rathbun to approve a revision to Policy BD – Board Meetings. The revision changes the February board meeting back to a Monday because school will now be held on President's Day. Mr. Hughes also suggested a clerical correction in the next paragraph; the change will be incorporated. Motion carried. A copy of the policy is attached and becomes a part of these minutes.

As recommended by the superintendent, motion was made by Trustee Gray and seconded by Trustee Haiar to approve a revision to Policy GCBD – Professional Staff Leaves and Absences. The revision reduces personal days for certified staff from 3 days per year to 2 days per year due to fewer student/teacher contact days in the adopted 2018-19 school calendar; the calendar has a four-day week for students. Motion carried. A copy of the policy is attached and becomes a part of these minutes.

As recommended by the superintendent, motion was made by Trustee Mills and seconded by Trustee Williams to approve a revision to Policy GDBE - Support Staff Vacations. The revision changes the paid holiday for year-round support staff from President's Day to the Monday after Easter. Motion carried. A copy of the policy is attached and becomes a part of these minutes.

**SECONDARY  
STUDENT HANDBOOK**

As recommended by the superintendent, motion was made by Trustee Gill and seconded by Trustee Mills to approve the 2018-19 secondary student handbook as presented at tonight's meeting. Motion carried.

**HULETT  
GRADUATION**

Motion was made by Trustee Mills and seconded by Trustee Haiar to allow Hulett to move its graduation time from 1 PM to 5 PM. Hulett seniors requested moving the time to later in the day, which will allow all seniors to participate in the graduation ceremony. Motion carried.

**PROPERTY**

As recommended by the superintendent, motion was made by Trustee Gray and seconded by Trustee Gill approve Tom Necklason, as CCSD#1 owner rep, to move forward in the process to purchase property in Moorcroft from Chris Jespersen as discussed at tonight's meeting. The property is across from the MHS football field. The school district did not get an appraisal; however, the list price is comparable to

other lots in the area. The building on the property will be demolished, and Tom will research the possibility of combining this demolition with the new MHS parking lot project. Attorney Hughes notified the board he also represents Chris Jespersen in the sale of this property. Because the price is established and there is no need for negotiation, board members did not feel this constituted a conflict of interest and told Mr. Hughes to proceed as attorney for both parties. Motion carried.

- RECOGNITION** Crook County School Board members want to recognize the following for their performance or accomplishments:
- We wish the best of luck to Lauren Haiar, SHS winner of the Wyoming Poetry Out Loud contest, as she travels to the national competition in Washing, DC!
  - Devin Hodges, Hulett School student, who won second place for her entry in the Federal Junior Duck Stamp Contest!

**DISCUSSION** At last month’s meeting, Trustee Pearson asked about the possibility of revising Board Policy BBFA – Process for Addressing Board Member Violations and Leadership Governance Policy 1.5 – Process for Addressing Board Member Violations. Motion was made by Trustee Haiar to table discussion of these policies until Trustee Pearson is in attendance.

**ADJOURN-  
MENT** Motion was made by Trustee Edwards and seconded by Trustee Rathbun to adjourn the meeting at 7:26 PM. Motion carried.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

TO: Crook County Board of Trustees  
 FR: Tom Necklason  
 RE: Zero Turn Lawnmowers  
 DATE: April 11, 2018

I recommend CCSD#1 accept the following bid from:

**CHAIN SAW CENTER**

4435 E. Colorado Blvd.  
 Spearfish, SD 57783

for purchase of zero turn lawn mowers:

BASE BID with OPTION 3:

3 (three)	Scag Turf Tiger II 72" velocity cutting deck w/Kawasaki fuel injected, liquid-cooled engine (\$11,869 each)	\$35,607
2 (two)	OPTION 1 mounted grass catchers 1 each for Hulett and Sundance (\$2248 each)	\$ 4496 <u>          </u> \$40,103
	OPTION 2 trade in allowance for 3 (three) JD 777 zero turn mowers	<u>      4810</u>
	<b>TOTAL COST</b>	<b>\$35,293</b>
	Plus .05% out-of-state bidder	\$37,057.65

I am recommending the liquid cooled engines, at a higher cost, because I believe they will out-perform and outlast the air-cooled mower engines.

**Bids from SUNDANCE EQUIPMENT:**

3 - Z950R air cooled 27 HP air-cooled mowers @ \$9700 = \$29,100 + 2 grass catchers @ 2700 = \$5400	\$34,500 - \$5,000 (trade-in) =	\$29,500
3 - Z970R air cooled 35 HP air-cooled mowers @ \$10,700 = \$32,100 + 2 grass catches @ 2700 = \$5400	\$37,500 - \$5000 (trade-in) =	\$32,500
3 - Z997R diesel liquid cooled mowers @ \$16,000 = \$48,000 + 2 grass catchers @ 3,000 = \$6000	\$54,000 - \$5,000 (trade-in) =	\$49,000



## **School Board Meetings**

**BD**

The regular meetings of the Board of Trustees will be held on the third MONDAY of each month at the hour of 6:00 PM.

Meetings will be held at one of the school sites in Hulett, Moorcroft and Sundance on a regular, alphabetical rotation basis during the school year from September through May. Summer board meetings in June, July, and August will be held at the central office in Sundance. Each September the rotation will begin with a different school site: 2018 will start in Moorcroft; 2019 will start in Sundance; and 2020 will start in Hulett. This rotation will continue indefinitely.

Special meetings of the board may be called by the Clerk of the Board of Trustees upon the request of the Chairman of the Board or the request of any two members of the Board of Trustees. Special meetings will normally be held at the site of the regular monthly meeting, or at a site designated by Board action, or if circumstances dictate at a site designated by the Board Chairman and superintendent.

Action at special meetings shall be limited to items related to the purpose(s) for which the meeting was called.

The Board Chairman may call an emergency meeting to take temporary action on a matter of serious, immediate concern without notice. If possible, a reasonable effort shall be made to notify the public of such a meeting.

As required by Code, the Board shall give notice before the start of the first semester annually of the regular meetings of the Board in the official newspapers of the district.

All meetings of the Board are open to the public and the press, except for lawful executive sessions.

Legal Reference:     W.S. 21-3-110(a)(iv)  
                           W.S. 21-3-119  
                           W.S. 16-4-401 through 407

Adopted:             July 19, 1989  
Revised:             March 19, 2009  
Revised:             November 16, 2015  
Revised:             April 16, 2018

## **Professional Staff Leaves and Absences**

**G CBD**

The Board will provide a plan for leaves and absences designed to help members of the district's professional staff maintain their physical health, take care of family and other personal emergencies, grow professionally and discharge important and necessary obligations.

- Full-time, professional staff will receive full leave as listed below.
- Professional staff working less than full-time will receive pro-rated leave. Temporary absences for necessary and justifiable reasons will not require Board approval, but may be authorized by the superintendent and school-building administrators without disruption of the school program. All requests for long-term leaves of absence will be submitted by the superintendent, along with his recommendation for Board action.

**Sick Leave** - Sick leave is granted at the rate of 10 days per year, cumulative to 55 days. The majority of sick leave is to be used for the illness of the staff member. However, individuals will be allowed to use sick leave to care for members of their immediate family or as otherwise provided by law. "Immediate family" members will be defined by the employee.

**Sick Leave Bank** - The school district will maintain a sick leave bank for the use of employees who have used all their sick leave and are unable to return to work.

To qualify for use of the sick leave bank the employee must have contributed one day's sick leave to the bank.

The number of days available to the bank will be limited to the number of employees assigning one day's leave from their personal allotment to the bank. At the end of the school year, the number of days in the sick leave bank reverts to zero.

The sick leave bank will be administered, under the direction of the superintendent, by a committee consisting of 3 certified or professional employees and 2 classified employees. Certified members will be selected by building principals from the three attendance areas: Hulett, Moorcroft, and Sundance (Bear Lodge High School is part of Sundance.) When an opening occurs, the principal(s) from that attendance area will select the certified committee member. The two classified members will also be selected by administrators and will be from different attendance areas.

The following guidelines will be followed by employees and the sick leave bank board:

1. Each eligible employee must use all accrued sick leave before applying to the sick leave bank for additional sick leave.
2. All requests must be in writing.
3. Requests for additional sick leave days will be reviewed by the sick leave bank board. The decision will be presented to the employee and the administration in writing. The decision will be final and no provision for appeal is available.
4. No restrictions are placed on the sick leave bank other than those imposed by the sick leave bank board.
5. Employees are encouraged to help police the sick leave bank program and to protect it from abuse.

**Personal Leave** - Leave will be granted in the amount of two (2) days for every year of employment for the purpose of conducting personal or business matters. The leave is cumulative to 6 days. Personal leave must be approved by the building administrator prior to leave. Unused personal leave will be compensated at the rate paid substitute employees at the time of termination of employment or for excess days beyond the maximum of 6 days.

**Professional Leave** - Two days of professional leave may be granted to employees employed primarily in an instructional capacity. The leave may be used only for attendance at

## **Support Staff Vacations & Holidays**

**GDBE**

Office personnel, custodians, and maintenance personnel who work an eleven month year, will be entitled to an annual vacation with pay. Vacation time is earned at the rate of one (1) day per month worked, plus two (2) additional days for each five years of district service that qualifies for vacation leave up to twenty (20) years, not to exceed twenty (20) days annually. The additional two (2) days of leave shall be earned on July 1 of the 6th, 11th, 16th and 21st years of employment, respectively. Employees shall be eligible to use vacation time earned following the sixth month of employment.

While on vacation leave, employees shall be paid at their current rate of pay. Employees shall be allowed to accumulate no more than twenty (20) days of vacation leave.

Upon being separated from employment with the district, employees shall be paid for their vacation leave at their current salary rate at the time of their separation up to the maximum of twenty (20) days.

Paid holidays for support staff employed for at least 11 months annually shall include the following holidays:

Independence Day	Christmas Day
Labor Day	New Year's Day
Thanksgiving Day	Friday after Thanksgiving Day
Good Friday	Monday after Easter
December 24th	Memorial Day

Should the listed holidays fall on weekend days, either the preceding Friday or the following Monday shall be used for that holiday.

Adopted: April 14, 1993  
Effective: July 1, 1993  
Revised: April 16, 2018