

**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 Hulett, WY, Thursday, December 14, 2017, at the hour of 4:00 PM at the Hulett 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, and Josie Pearson. Trustee absent – Ken Rathbun . Administrators present – Mark Broderson, Superintendent; Linda Wolfskill, Hulett School Principal; Teresa Brown, Moorcroft K8 Principal; and Jim O'Connor, Sundance Secondary Principal.

**APPROVAL of MINUTES**

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

**ADOPTION OF AGENDA**

Motion was made by Trustee Gray and seconded by Trustee Edwards to adopt the agenda. Motion carried.

**EXECUTIVE SESSION**

Motion was made by Trustee Mills and seconded by Trustee Haiar to go into executive session at 4:03 PM to discuss a litigation issue and personnel issues. Motion carried.

**REGULAR SESSION**

Chairman Marchant called the meeting back into regular session at 4:24 PM.

**REORGANIZATION**

**Chairman**

Mark Hughes, CCSD#1 Attorney, acted as Chairman Pro Tem until a chairman was voted into office.

Trustee Mills nominated Trustee Marchant as chairman. Motion was made by Trustee Mills and seconded by Trustee Edwards to elect Trustee Marchant. Motion carried. Mark Hughes turned the meeting back over to Chairman Marchant.

**Vice-Chairman**

Trustee Edwards nominated Trustee Gill as vice-chairman. Motion was made by Trustee Gray and seconded by Trustee Clonch to elect Trustee Gill. Motion carried.

**Clerk**

Trustee Gill nominated Trustee Mills as clerk. Motion was made by Trustee Clonch and seconded by Trustee Edwards to elect Trustee Mills. Motion carried.

**Treasurer**

Trustee Gray nominated Trustee Rathbun as treasurer. Trustee Pearson nominated Trustee Gray as treasurer. Mark Hughes tabulated a written ballot. Trustee Gray was voted into office as Treasurer. Motion was made by Trustee Haiar and seconded by Trustee Gill to elect Trustee Gray. Motion carried.

**Appointments**

Motion was made by Trustee Edwards and seconded by Trustee Gill to keep appointments 1-3 as currently listed:

1. Federal Projects Officer – Superintendent

2. Title IX Officer - Superintendent
  3. Surplus Property Officer – Superintendent
- Motion carried.

Motion was made by Trustee Pearson and seconded by Trustee Haiar to keep appointments 4-8 as currently listed:

4. Attendance Officers - Building Principals
5. Official Newspapers - Wyoming Pioneer, Moorcroft Leader, Sundance Times
6. School Attorney - Mark Hughes
7. Bank Depositories - Summit National Bank of Hulett, Pinnacle Bank of Moorcroft, Sundance State Bank, WY Government Investment Fund
8. Audit Firm - Leo Riley & Co.

Motion carried.

Motion was made by Trustee Pearson and seconded by Trustee Gray to retain Trustee Pearson as the Northeast Wyoming BOCES representative and the CCSD#1 school board legislative liaison and to retain Trustee Haiar as the EWC BOCHES representative. Motion carried.

Motion was made by Trustee Pearson and seconded by Trustee Mills to table the appointment of a 2018-19 Salary Committee until next month. Motion carried. Chairman Marchant will bring his recommendation to the January meeting.

#### **VISITORS**

None asked to address the board.

#### **FINANCIAL**

Pamela Garman, Business Manager, had scheduled a phone conference with Paul Stille, Leo Riley & Co. auditor, to present the school district's 2016-17 audit report. The audit report was projected on-screen while Mr. Stille explained portions of the audit via phone. Motion was made by Trustee Gray and seconded by Trustee Haiar to approve the December financial reports and the 2016-17 audit report as submitted by Leo Riley & Co. at tonight's meeting. Motion carried.

#### **BOCES/ BOCHES**

No reports.

#### **SPECIAL PROGRAMS**

Jim Pannell, Hulett ag teacher, said thank you to board members for the salary adjustment! He then gave them information on the Lincoln Electric VRTEX Mobile, a virtual reality arc welding system. It is a technology tool that he requested be purchased using Title VIB Consolidated Grant funding. Due to its significant cost, Sandra Neiman, Director of Special Education, asked him to give board members a preview before the system is ordered. Mr. Pannell answered questions from board members; they gave him a thumbs-up approval to place the order.

Teresa Brown gave a report on 21<sup>st</sup> Century Grant funding. The school district is in its 4<sup>th</sup> year of a five-year timeline; Mrs. Brown is planning to write and apply for a new 21<sup>st</sup> Century Grant, which will also be funded for five years. This source of funding is used to provide after school and summer school project programs.

#### **PRINCIPALS**

Linda Wolfskill, Hulett School Principal, told board members that the school cooks made the chocolate cake for tonight's meal as a special thank you for the salary adjustment! She also spoke about two projects where Hulett students and the Town of Hulett will or did collaborate: an art sale and the town's website.

## **SUPERINTENDENT**

Mark Broderson, Superintendent, informed board members that

- ✓ He has received very positive feedback from staff members regarding the salary adjustment!
- ✓ The WY State Department of Audit exit review, given after the team had been on-site at central office for a week, was very positive! This particular audit occurs every five years.
- ✓ The board governance video scored high in 3 out of 4 areas; he will address how to improve the low area
- ✓ The WDE Accreditation visit in October identified 5 areas the district needs to work on for long range planning
- ✓ The results of the calendar survey shows staff, parents, and students prefer going to a 4-day school week
- ✓ He and Teresa Brown are working to make corrections so the Moorcroft K8 School is compliant with Title 1 guidelines
- ✓ The superintendent evaluation process allowed him to identify three goals for next year: greater visibility in the buildings, improved communication, and additional stakeholder input
- ✓ Funding for the Moorcroft High School parking lot was on the WY Select Committee agenda this week
- ✓ The old central office demolition project is complete, except for seeding the lot
- ✓ The Bear Lodge High School building will be cleaned out after Christmas; an appraisal will be done; and it will be put on the market after July 1
- ✓ There is a WSBA Board Member Workshop on January 20 in Casper; the WSBA Legislative Forum is February 25 in Cheyenne
- ✓ Katie Williams, Moorcroft K8 teacher, whose class won a “Hands on Pottery” Christmas ornament decoration contest in Gillette!
- ✓ The project to move the power line at the new SHS athletic complex has received approval from PREC and will be done when the ground thaws in the spring

## **CONSENT AGENDA**

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

Trustee Pearson asked to remove Item D3.

Motion was made by Trustee Haiar and seconded by Trustee Gill to approve the remaining items on the Consent Agenda, Items A,B,C,D1&2,and E.

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

To approve a \$10,000 bond for treasurer subject to receiving bond in the name of Thayne Gray, the newly elected treasurer.

To approve the retirement of:

1. William Davis – Sundance Elementary Custodian

To approve 2017-18 extra-duty contracts:

1. Lisa Dutton – Sundance HS Girls’ Basketball Assistant Coach
2. Todd Klopp – Sundance HS Wrestling Assistant Coach

3. ITEM REMOVED

To approve EWC Non-Credit Instructors:

1. Hulett: Jim Pannell – Men’s Welding Class, Women’s Welding Class
  2. Sundance: Todd Hickman – Laser Engraving Mugs, Mason Jar Sconces
- Motion carried.

Motion was made by Trustee Gray and seconded by Trustee Haiar to approve a 2017-18 extra-duty contract for Joe Kissack as the Moorcroft JH Boys’ Basketball Trustee Pearson asked about the “pending paperwork for certification” notation; Superintendent Broderson said he expects the paperwork to be complete very soon, and Mr. Kissack will not supervise students alone until that time. Motion carried.

**SUPT. HIRING** Motion was made by Trustee Pearson and seconded by Trustee Gill to hire Mark R. Broderson as superintendent for the 2018-19 school year. Discussion was held about setting his salary. It was decided that it will be set at the same time as all district employees, when the 2018-19 Salary Committee meets this spring. Motion carried.

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

- ✓ Thank you, Pamela Garman, and central office staff, for your great work in getting the school district successfully through all the audits!
- ✓ Board members have very much appreciated all the thank you notes they received from employees about the salary adjustment! Mr. O’Connor, Linda Wolfskill, and Teresa Brown said staff members really appreciated the money. It came at a great time: staff morale is high and that makes their job as a principal much smoother!

**DISCUSSION** None.

**ADJOURN-  
MENT** Motion was made by Trustee Haiar and seconded by Trustee Mills to adjourn the meeting at 5:38 PM.

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Chairman

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Clerk