

**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, December 17, 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. No trustee was 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 Mills and seconded by Trustee Rathbun to approve the minutes of the last regular meeting. Motion carried.

**ADOPTION OF AGENDA**

Motion was made by Trustee Edwards and seconded by Trustee Williams to adopt the agenda with one change: move the Visitors section before the Reorganization of Board of Trustees. Motion carried.

**VISITORS**

Shanna Kinnick introduced students from the MK8 Newspaper Club. They spoke about the club, answered questions from board members, and gave each trustee a copy of their paper.

Charlie Williams, Moorcroft High School wrestling coach, asked the board about writing a protocol to define a coach/student ratio for hiring coaches. Mr. Williams would like an additional assistant wrestling coach for this year's program. Board members, principals, and Mr. Broderson asked and answered questions about how to go about determining a specific ratio.

**EXECUTIVE SESSION**

None.

**REORGANIZATION**

**Chairman**

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

Trustee Gill nominated Trustee Marchant as chairman. Motion was made by Trustee Haiar and seconded by Trustee Rathbun to elect Trustee Marchant. Motion carried. Mark Hughes turned the meeting over to Chairman Marchant.

**Vice-Chairman**

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

**Clerk** Trustee Gray nominated Trustee Mills as clerk. Motion was made by Trustee Gray and seconded by Trustee Gill to elect Trustee Mills. Motion carried.

**Treasurer** Trustee Gill nominated Trustee Gray as treasurer. Motion was made by Trustee Williams and seconded by Trustee Mills to elect Trustee Gray. Motion carried.

**Appointments** Motion was made by Trustee Rathbun and seconded by Trustee Gray to keep appointments 1-8 as currently listed:

1. Federal Projects Officer – Superintendent
2. Title IX Officer – Superintendent
3. Surplus Property Officer – Superintendent
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.

No appointment was made for BOCES Representative or BOCHES Representative. Trustee Edwards was appointed as Legislative Liaison.

Trustees Rick Gill, Thayne Gray, Dena Mills, and Chase Williams were appointed to the Salary Committee.

**FINANCIAL** Motion was made by Trustee Williams and seconded by Trustee Gray to approve the December financial reports. Motion carried.

**BOCES/BOCHES/  
SPECIAL PROGRAMS**

No reports.

**PRINCIPALS** Teresa Brown and Becky Waters updated board members on student academics and extra-curricular activities. Both principals invited board members to their Christmas programs on Tuesday night.

**SUPERINTENDENT**

Mark Broderson, Superintendent, gave a demonstration to board members on how to access the ESSA Report on the crook1.com website to view data about Wyoming school districts, CCSD#1, and each individual school. This report is a federal requirement of the Every Student Succeeds Act and must be posted for public viewing by December 31, 2018.

Superintendent Broderson also informed board members that:

- ✓ The central office re-roofing project is ongoing
- ✓ The MHS storage shed slab is ready but not the actual building
- ✓ Career technical education teachers district-wide have been offered the opportunity to present projects to the board in January; there is \$210,000 available from the sale of the Bear Lodge High School
- ✓ The results of the attendance comparison between last year's five day school week and this year's four-day school week; also the number of substitutes necessary

- ✓ The four-day calendar survey closes on Friday – up to this point it favors the four-day week
- ✓ He will present the next two years' calendars for approval in January

**CONSENT  
AGENDA**

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

Trustee Rathbun asked to remove Item F.

Motion was made by Trustee Gill and seconded by Trustee Edwards to approve Items A, B, C, D, E, G, & H on the Consent Agenda.

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 re-elected treasurer.

To approve Fall 2018 EWC Non-Credit Instructors:

1. Sundance: Todd Hickman – Rustic Votive Candle Set, Engraving Stemless Wine Mugs, Tree Cookie Christmas Ornaments
2. Hulett: David Letellier – Wood Working; Jim Pannell – Womens' Welding

To approve the resignation of:

1. Kayla Cortez – Sundance Elementary Lunch Aide

To approve 2018-19 Hiring:

1. Jase Stadem – Sundance Elementary High Needs Special Education Para
2. Marci Allison – Moorcroft High School Library Para

ITEM REMOVED

To approve 2018-19 extra-duty contracts:

1. Amonie Meek – Moorcroft JH Boys' Basketball Coach
2. Joe Kissack – Moorcroft JH Boys' Basketball Coach

To approve 2018-19 isolation requests:

1. Joshua & Hilari Anderson
2. Kevin & Tiffany Etherton
3. Corbi & Allison Ward

Motion carried.

Motion was made by Trustee Mills and seconded by Trustee Gill to approve 2018-19 special education mentor stipends for:

1. Lisa Richter
2. Julie Stephany

It was asked if the district's current instructional facilitator could mentor special education teachers. Sandra Neiman expressed her belief that special education mentors are necessary for new special education teachers due to specific paperwork requirements and knowledge of special education law. Motion carried.

**SUNDANCE  
TRUSTEE**

Motion was made by Trustee Rathbun and seconded by Trustee Gray to approve the recommendation of the selection committee (Brian Marchant, Rick Gill,

Marlene Edwards, and Dena Mills) to appoint Dr. Heith Waddell to fill the unexpired term of Sundance Trustee Josie Pearson, which term runs through November of 2020. Three individuals submitted letters of interest for the position and were interviewed by the selection committee. Motion carried. Trustee Mills swore in Dr. Waddell.

#### **SUPERINTENDENT**

**EVALUATION** Motion was made by Trustee Gray and seconded by Trustee Gill to use one of the preexisting, WDE approved superintendent evaluations instead of creating an original evaluation document. Motion carried. A letter will be sent to the Wyoming Department of Education to fulfill the requirement for CCSD#1 to notify WDE of its intent to use a preexisting superintendent evaluation.

#### **PURCHASE BUSES**

As recommended by the superintendent, motion was made by Trustee Gray and seconded by Trustee Mills to approve the price quote from Elder Equipment Leasing of WY, Inc. to purchase three (3) 2020 Vision Type C 66 passenger Blue Bird buses per the WY State Bid Base Bus Price with enhancements. Price per bus is \$124,620 with a total cost of \$373,860. Discussion was held as to why these buses were considered emergency replacements; was this an anticipated purchase; and the new WDE requirement to have school districts pay for their buses up front and then wait for reimbursement from the state, instead of the school districts leasing buses as previously done in years past. Motion carried.

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

- ✓ Kudos to Jennifer Linn, Moorcroft High School cross country coach, who was selected Powder River Region Cross Country Coach of the Year!
- ✓ Thank you to the applicants who wrote letters of interest in the Sundance trustee position!
- ✓ Congratulations to Katie Williams, Moorcroft High School volleyball coach, for being selected Powder River Region Coach of the Year!
- ✓ Kudos to district-wide staff for making the new, four-day school week work – thank you!

**DISCUSSION** Trustee Gray asked about district efforts to identify what CCSD#1 is doing in each school for preventative measures and training to avoid bullying and in general, help students cope with life events. Principals spoke about specific programs in their building. Supt. Broderson informed the board that Crook County Public Health Certified Prevention Specialist, Kathy Cluff, had two Community Prevention Planning sessions on Presenting Data and Setting Priorities last week. He also said he and the leadership team will have this discussion at a future meeting. Opinions were expressed that it needs to be a community based effort. Trustee Gray expressed encouragement for the school district to do its part.

#### **EXECUTIVE SESSION**

Motion was made by Trustee Rathbun and seconded by Trustee Gill to go into executive session at 7:19 PM to discuss personnel and a student-related topic. Motion carried.

#### **REGULAR SESSION/ ADJOURNMENT**

Chairman Marchant called the meeting back into regular session at 9:55 PM and adjourned the meeting at 9:56 PM.

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Chairman

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Clerk