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, Monday, February 18, 2019, at the hour of 6:00 PM at the Hulett School.

ROLL CALL
The meeting opened with the following present: Chairman Brian Marchant; Trustees Marlene Edwards, Rick Gill, Thayne Gray, Dena Mills, Ken Rathbun, Heith Waddell, and Chase Williams. Trustee absent – Keith Haier. Administrators present – Mark Broderson, Superintendent; Sandra L. Neiman, Director of Special Education; Linda Wolfskill, Hulett School Principal; Teresa Brown, Moorcroft KB Principal; Becky Waters, Moorcroft HS Principal; Brian Hartwig, Sundance Elementary Principal; and Jim O’Connor, Sundance Secondary Principal

APPROVAL of MINUTES
Motion was made by Trustee Williams and seconded by Trustee Neiman to approve the minutes of the last regular meeting. Motion carried.

ADOPTION of AGENDA
Chairman Marchant requested an addition to the agenda: Action Item E - Early Resignation Incentive. Motion was made by Trustee Gray and seconded by Trustee Rathbun to adopt the agenda as amended. Motion carried.

VISITORS
Corey Crowder, Beulah resident and owner of Architectural Specialties, asked board members to consider earmarking a small percentage of the Career Technical Education monies for a program that would support community involvement in the schools; he feels there is a large pool of area residents who would donate their time and knowledge to help students learn various skills in the CTE classes.

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

BOCHES
Trustee Edwards shared minutes from the January 10, 2019, teleconference meeting. The next meeting is May 9.

SPECIAL PROGRAMS
Sandra L. Neiman introduced Kassie Clements, Special Olympics coach, and Nicole Schuler, parent of a Special Olympics athlete. Ms. Clements:
- gave board members a sheet listing the medals won by CCSD#1 athletes at last week’s State Winter Olympics in Jackson Hole;
- invited board members to attend and/or pledge money in support of the annual Special O fundraiser, the Jackalope Jump, on March 2 at Keyhole; and
- thanked principals for allowing their staff members to accompany and chaperone the Special O athletes at the competitions.

Mrs. Schuler:
- thanked board members for their support of the Special Olympics program;
- passed around medals won by her daughter, Kamby, at state and regional competitions and told board members of Kamby’s delight in earning the medals; and
- told them that Crook County’s special education staff are phenomenal!
PRINCIPALS  The five principals each spoke about academic and extra-curricular activities, which include:
  o  state wrestling
  o  regional basketball tournaments
  o  the new form to evaluate staff
  o  parent/teacher conferences
  o  Random Acts of Kindness Week at Sundance Elementary
  o  PLC cohorts at MHS
  o  WyTOPP testing preparations
  o  Mrs. Brown invited board members to the cardboard sled racing competition on March 1

SUPERINTENDENT  Mark Broderson, Superintendent, informed board members that:
  o  He wants to know if the board would support a proposal he heard about at the superintendents’ retreat: provide a free school lunch for law enforcement personnel who visit the county schools to facilitate the students and officers getting to know each other and forming relationships. He would like to start this program next school year – the board members voiced their consent.
  o  A Marzano Research speaker has been scheduled for the April 5 in-service day to cover *Formative Assessment & Standards Based Grading, Common Assessments, Rubrics, and Proficiency Scales.*
  o  The district has been having problems with buses gelling up this winter and needs #1 diesel bulk fuel tanks in Sundance and Hulett; the district plans to lease 1000-gallon portable fuel tanks from M G Oil, of Rapid City, SD, who will deliver #1 fuel as needed.
  o  Senate Bill 43 passed; it allows consecutive CTE programs to count towards earning a Hathaway Scholarship under the electives requirement.

EXECUTIVE SESSION  Chairman Marchant asked if there was need for an executive session. Trustee Gray said yes and requested one to discuss personnel issues. It began at 6:45 PM and ended at 6:57 PM.

REGULAR SESSION  Chairman Marchant called the meeting back into regular session at 7:01 PM.

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

Trustee Rathbun asked to remove Item D.

Motion was made by Trustee Gray and seconded by Trustee Williams to approve the remaining items on the Consent Agenda (A,B,C,E,F,)

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

To approve 2019 Sundance EWC non-credit instructor:
1. Todd Hickman

To approve spring 2019 driver’s education instructors:
1. Lisa Dutton
2. Randi Faeth

ITEM REMOVED.
To approve spring 2019 extra-duty contracts:
1. Mary Hunter – Moorcroft JH Track Coach & Moorcroft HS Girls’ Head Track Coach
2. Zach Richards – Moorcroft JH Track Coach & Moorcroft HS Boys’ Head Track Coach
3. Kacie O’Connor – Sundance JH Track Coach
4. Victoria (Cross) Young – Sundance HS Track Assistant Coach

To approve a resignation at the end of the 2018-19 school year:
1. Susan Kelsey Ludemann – Sundance Elementary Teacher
   Motion carried.

Motion was made by Trustee Rathbun and seconded by Trustee Mills to approve spring 2019 EWC concurrent/dual enrollment instructors and/or proctors:
1. Sundance: Scott Gillis, Stephanie Grubb, Lisa Dutton, Todd Hickman, Skylar Carsrud, Nick Olson, Julie Cross, Lance Hofland
2. Moorcroft: Stephen Richter
3. Hulett: Astrid Teter, Kenneth Merwin, Josh Willems, Orville Hess, Dave Letellier

Trustee Rathbun asked Mr. Broderson to provide information on why stipends are received by staff members who are also being paid wages. Mr. Broderson said the staff members are reimbursed for additional paperwork and requirements to teach both high school and college credit classes. Motion carried.

**HIRING**

As recommended by the superintendent, motion was made by Trustee Gill and seconded by Trustee Mills to approve 2019-20 administrative hiring:
1. Linda Wolfskill, Hulett K-12 School Principal
2. Teresa Brown, Moorcroft K8 Principal
3. Becky Waters, Moorcroft High School Principal
4. Brian Hartwig, Sundance Elementary Principal
5. James O’Connor, Sundance Secondary Principal
6. Sandra L. Neiman, Director of Special Education
7. Melissa Rumml, Instructional Facilitator
8. Pamela Garman, Business Manager
9. Janell Willems, Technology Director
10. Tom Necklason, Facilities Director
   Motion carried.

**POLICIES**

As recommended by the superintendent, motion was made by Trustee Mills and seconded by Trustee Rathbun to approve revisions to Policy IHBAG – Multi-Tiered System of Support. The language throughout the policy changed from “Response to Intervention (RTI)” to “Multi-Tiered System of Support (MTSS)”. 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 Rathbun and seconded by Trustee Gray to approve revisions to Policy JFAB – Homeless Students. The policy change is necessary for the school district to be ESSA-compliant as required in the Consolidated Grant. Motion carried. A copy of the policy is attached and becomes a part of these minutes.

**CALENDARS**

As recommended by the superintendent, motion was made by Trustee Rathbun and seconded by Trustee Williams to approve the 2019-2020 school year calendar as presented. Discussion was held about the school year starting during the WY State Fair. The principals said 4-H and FFA students are considered to be at a school activity and are not counted as absent from class. Trustee Rathbun asked if this information is in the student handbooks – currently, it is not. Trustee Gray noted Friday, August 30, is a blue, professional
development day right before Labor Day weekend - it should be a red, no school day. This error will be corrected and the right color & designation will be on the finalized calendar. Trustee Mills noted that the new teacher in-service begins on Biker Wednesday! The principals say this has happened before, so the schedule will have the new teachers begin early and be released early to beat most of the motorcycle traffic. Motion carried. A copy of the corrected 2019-2020 calendar is attached and becomes a part of these minutes.

As recommended by the superintendent, motion was made by Trustee Rathbun and seconded by Trustee Mills to approve the 2020-2021 school year calendar as presented. Motion carried. A copy of the 2020-2021 calendar is attached and becomes a part of these minutes.

EXECUTIVE SESSION
Chairman Marchant called for an executive session at 7:19 PM; it ended at 7:38 PM.

REGULAR SESSION
Chairman Marchant called the meeting back into regular session at 7:40 PM.

TERMINATION
As recommended by the superintendent, motion was made by Trustee Williams and seconded by Trustee Gray to terminate the employment of Angela Mills as Sundance Elementary custodian as of today’s date. Motion carried.

INCENTIVE
Motion was made by Trustee Rathbun and seconded by Trustee Edwards to offer an early resignation incentive of $1,500 to each certified employee who submits a written resignation to central office by 3 PM on Friday, March 8, 2019. Motion carried.

RECOGNITION
Crook County School Board members want to recognize the following for their performance or accomplishments.
- Congratulations to the Moorcroft HS Wrestling program! Charlie Williams is Northeast Wrestling Coach of the Year; the team won its 7th consecutive regional team title; and Rowdy Pfeil a Ron Thon champion!
- Good work, Hulett Elementary cheer team, for raising $7000 at your fundraiser!
- Kudos to Nevada Gill for her appointment to the WHSAA Sportsmanship Summit!
- Congratulations to Lauren Haar for serving as Rep. Tyler Lindholm’s legislative intern and for winning the Poetry Out Loud! Contest and qualifying for state competition!
- Congratulations to Mikka Rogers for serving as Rep. Tyler Lindholm’s legislative intern and for showing cattle at the Denver and Rapid City Stock Shows!
- Kudos to Camlyn Connolly who was crowned Miss Teen Wyoming and for her work on a grades K-4 literacy project in conjunction with the former first lady, Mrs. Meade!
- Congratulations to Moorcroft K8 spelling bee winners: Valerie Mayfield, Brynn Wendling, Cade Williams, Madelyn Sasse, Hailey Beasley, and Lorenzo Cherry
- Congratulations to Will Ingham who competed in the Westminster Dog Show in New York City on February 9!

DISCUSSION
Trustee Rathbun reminded board members that there has been a major change to the Hathaway Scholarship; it can be used for a different path, not just academic. Chairman Marchant requested a work session before the March meeting to continue discussion on funding CTE requests from the secondary schools.

ADJOURNMENT
Motion was made by Trustee Gill and seconded by Trustee Gray to adjourn the meeting at 7:43 PM. Motion carried.

Chairman Clerk
**HOMELESS STUDENTS**

**DEFINITIONS:**

1. “Enrollment” means attending classes and participating fully in school activities.
2. “School of origin” means the school that a student attended when permanently housed or the school in which the student was last enrolled, including a preschool. (42 U.S.C. 11432(g)(3)(I)(ii)). When the student has completed the final grade served by the school of origin, the term “school of origin” shall include the designated receiving school at the next grade level for all feeder schools.
3. “Homeless student” means individuals who lack a fixed, regular and adequate nighttime residence and includes:
   a. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
   b. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
   c. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
   d. Migratory students who qualify as homeless because the students are living in circumstances described in a – c above.
4. “Unaccompanied student” includes a student not in the physical custody of a parent or guardian.
5. “Parent” means a person having legal or physical custody of a child or youth.
6. “School liaison” is the staff person designated by the school district as the person responsible for carrying out the duties assigned to the local homeless education liaison by the McKinney-Vento Homeless Assistance Act.

**IDENTIFICATION:**

In collaboration with school personnel and community organizations, the school liaison will affirmatively seek out and identify children and youth experiencing homelessness. The school liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth experiencing homelessness and procedures for forwarding information, including homelessness to the school liaison.

**SELECTION and ASSIGNMENT to SCHOOL:**

The district shall, according to the student’s best interests, continue the student’s education in the school of origin for the duration of homelessness, and for the remainder of an academic year in which the student becomes permanently housed, (42 U.S.C 11432(g)(3)(A)(i)(II)) or enroll the student in a district school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

In determining the best interest of the student, the district shall:

1. Presume that keeping the student in his/her school of origin is in the best interest, unless doing so is contrary to the request of the student’s parent or guardian;
2. Provide a written explanation, including a statement regarding the right to appeal, if the district sends a homeless student to a school other than the school of origin or a school requested by the parent or guardian;

3. Ensure that the district’s liaison helps with placement or enrollment decisions for an unaccompanied student and gives priority to the views of the student (42 U.S.C. 11432(g)(3)(B)(iv)), and provides a notice of the right to appeal, on placement and enrollment decisions.

The district shall not segregate homeless students from non-homeless students.

Best interest will be a child-centered determination, based on the needs and interests of the particular student and the parent or youth’s wishes. Potential best interest considerations include:
- The impact of mobility on achievement, education, health, and safety of homeless children and youth (42 U.S.C. 11432(g)(3)(B)(ii));
- The age of the child or youth;
- The distance of a commute and the impact it may have on the student’s education;
- Personal safety issues;
- A student’s need for special instruction;
- The length of anticipated stay in a temporary shelter or temporary location;
- The time remaining in the school year.

Services that are required to be provided, including transportation to and from the school of origin and services under federal and other programs, will not be considered in determining best interest.

The student may continue attending the school of origin for the duration of the homelessness and/or until the end of the academic year in which the student moves into permanent housing.

ENROLLMENT:
The district shall immediately enroll the student in the school selected even if the student is unable to produce records normally required for enrollment. The district shall immediately contact the school last attended to obtain relevant academic and other student records. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:
- Proof of residency;
- Transcripts/school records. If the school cannot promptly gain access to the student’s former school records, initial placement of students may be made based on the student’s age and information gathered from the student, parent and previous school or teachers;
- Immunizations or immunization/health/medical/physical records. If necessary, the school shall refer students to the school liaison to assist with obtaining immunizations and/or immunization and other medical records;
- Proof of guardianship;
- Birth certificate;
- Any other documents required;
- Unpaid school fees;
- Lack of uniforms or clothing that conforms to dress codes;
- Any factor related to the student’s living situation.
Unaccompanied youth must also be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or school liaison.

A student shall be granted enrollment even if he/she has missed application or enrollment deadlines during any period of homelessness.

**ENROLLMENT DISPUTES:**
If a dispute arises over school selection, enrollment or eligibility, the student shall be immediately admitted to the school requested, pending resolution of the dispute.

The parent or guardian of the student shall be provided with a written explanation of the district’s decision regarding school selection, including the rights of the parent, guardian or student to appeal the decision through the State’s Dispute Resolution Process.

The student, parent or guardian shall be referred to the district’s liaison who shall ensure the resolution process is carried out as expeditiously as possible. In the case of an unaccompanied student, the district’s liaison shall ensure the student is immediately enrolled in school pending the resolution of the dispute.

During any enrollment dispute, the student will have the right to all appropriate educational services, transportation, free meals and Title I, Part A services will the dispute is pending.

**FREE MEALS:**
Hunger and poor nutrition are obvious barriers to learning. To help ensure that homeless children are available for learning, the U.S. Department of Agriculture has determined that all homeless children are automatically eligible for free meals. On the day the homeless child enrolls in school, the enrolling school must submit the student’s name to the district nutritious office for immediate processing.

**TITLE I, PART A:**
Homeless children are automatically eligible for Title I, Part A services, regardless of what school they attend. The district will reserve such funds as are necessary to provide services comparable to those provided to Title I students to homeless children attending non-participating schools. The district’s Title I plan will be coordinated through collaboration between the Title I Director and the school liaison.

**SERVICES:**
Each homeless student shall be provided with services comparable to services offered to other students, including the following:

1. Homeless children shall have access to public pre-school programs, administered by the state or school district as provided to other children in the district.
2. Homeless youth and youth separated from public schools must be identified and accorded equal access to appropriate secondary education and support services, including identifying and removing barriers that prevent youth described in this clause from receiving appropriate credit for full or partial course work satisfactorily completed while attending a prior school, in accordance with state, local and school policies.
3. Homeless children and youth who meet the relevant eligibility criteria shall not face barriers to access academic and extra-curricular activities, including magnet school, summer school, career and technical education, advance placement, online learning, and charter school programs if such programs are available through the school district.

4. Homeless students must be given all educational services for which they are eligible including, but not limited to, Title I; special education; programs for English learners; career and technical education; talented and gifted programs; and school nutrition programs.

5. To ensure continued enrollment in school and access to services, homeless students enrolled in the district shall have access to adequate and appropriate school supplies and waiver of school fees consistent with the district’s fee waiver policy as well as tutoring services deemed necessary and consistent with school policy.

6. The district shall ensure that homeless students receive assistance from counselors to advise such youths and prepare and prove the readiness of such youths for college, including instruction concerning the State’s Hathaway scholarship program and post-secondary preparation.

TRANSPORTATION:
The district shall provide or arrange transportation for a homeless student to and from the school of origin when the student is residing within the district and the parent/guardian or unaccompanied student requests that such transportation be provided. Transportation will be provided for the entire time the child or youth has a right to attend that school, including during pending disputes. The school liaison will request transportation to and from the school of origin for the unaccompanied youth. The length of the commute will be considered only in determining whether the placement in the school of origin is in the student’s best interest. Parents and unaccompanied youth must be informed of their right to transportation before they select a school for attendance.

If the homeless student moves to an area served by another school district, though continuing his/her education at the school of origin, the district of origin and the district in which the student is living must agree upon a method to apportion responsibility and costs for transportation to and from the school of origin. If the school districts cannot agree upon such a method, the responsibility must be shared equally.

COORDINATION:
The district shall coordinate the provision of services to homeless students with local service agencies and other agencies or programs providing services to homeless students and their families. Services will also be provided in cooperation with other districts on inter-district issues such as transportation, transfer of school records, and issues concerning appropriate credit for full or partial course work completed at a prior school to ensure that homeless students have access to available educational and related services.

SCHOOL LIAISON:
The school liaison shall ensure that:
- Homeless students are identified;
• Homeless students enroll and have a full and equal opportunity to succeed in district schools;
• Homeless families and students have access to and receive educational services through Head Start, Early Intervention, and preschool services;
• Homeless families and students receive educational services for which they are eligible and referrals to health care services and other appropriate services;
• Parents of homeless students are informed of the educational and related opportunities available to students and are provided with meaningful opportunities to participate in the education of their students;
• Public notice of educational rights of homeless students is distributed in location frequented by homeless parents, guardians, and unaccompanied youth and where such students receive services (e.g., schools, shelters, public libraries, and soup kitchens);
• Enrollment disputes are mediated through the McKinney-Vento Act dispute resolution procedures;
• Parents of homeless students or any unaccompanied student are fully informed of all transportation services;
• School personnel providing services to homeless students receive professional development and other support; (42 U.S.C. 11432(g)(6)(A)(ix));
• Unaccompanied youth may obtain assistance to receive verification of their independent status on the FAFSA; (42 U.S.C. 11432(g)(6)(A)(x)(III));
• School personnel, service providers and advocates working with homeless students and their families are informed of the liaison's duties.

Adopted: September 19, 2002
Revised: December 16, 2010
Revised: February 18, 2019
MULTI-TIERED SYSTEM OF SUPPORT

It shall be the policy of Crook County School District #1 to use a Multi-Tiered System of Support (MTSS) as a method of determining whether or not a student has a learning disability.

Adopted: April 18, 2011
Revised: February 18, 2019
# 2019-20 School Calendar

## August

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### 7-8
- **New Teacher Work Days**

### 12-13
- **Professional Development**

### 14
- **First Day of School for Students**

### 16
- **No School**

### 23
- **Professional Development**

### 30
- **No School**

## September

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### 2
- **Labor Day - No School**

### 13
- **Professional Development**

### 20
- **No School**

### 27
- **Intervention & Enrichment**

## October

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### 4
- **Professional Development**

### 11
- **No School**

### 18
- **Intervention & Enrichment**

### 25
- **No School**

## November

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### 6
- **Professional Development**

### 13
- **Intervention & Enrichment**

### 20-31
- **Christmas Break**

## December

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### 6
- **No School**

### 13
- **Professional Development**

### 20
- **No School**

### 31
- **Intervention & Enrichment**

## January

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### 1-3
- **Christmas Break**

### 6
- **Back to School for Students**

### 10
- **No School**

### 17
- **Professional Development**

### 24
- **No School**

## February

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### 3
- **Professional Development**

### 10-13
- **Easter Break**

### 24
- **No School**

## March

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### 6
- **No School**

### 13
- **Professional Development**

### 20
- **No School**

### 27
- **Intervention & Enrichment**

## April

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### 6
- **No School**

### 13
- **Professional Development**

### 20
- **No School**

### 27
- **Intervention & Enrichment**

## May

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### 31
- **Last day for seniors:**
  - Wednesday, May 13

## Graduation 2020

- **Sunday, May 17**
  - Hulett 1 PM
  - Moorcroft 4 PM
  - Sundance 7 PM

## P/T Conferences
- **Week of October 1**
- **Week of March 9**

---

**End of Quarters**
- **1st:** October 10
- **2nd:** December 19
- **3rd:** March 12
- **4th:** May 21

**Professional Development & Intervention & Enrichment days are 7:30 am - 2:30 pm**

**Adopted February 18, 2019**
# Crook County School District #1
## 2020-21 School Calendar

### August

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**NEW TEACHER WORK DAYS:**
- 12-13
- 17-18

**PROFESSIONAL DEVELOPMENT:**
- 19
- 21
- 28

### September

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**NO SCHOOL:**
- 4
- 7
- 21

**LABOR DAY - NO SCHOOL:**
- 18

**INTERVENTION & ENRICHMENT:**
- 25

### October

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**PROFESSIONAL DEVELOPMENT:**
- 6
- 13
- 20

**INTERVENTION & ENRICHMENT:**
- 25-27

**THANKSGIVING BREAK:**
- 28

### November

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**NO SCHOOL:**
- 4

**INTERVENTION & ENRICHMENT:**
- 11

**CHRISTMAS BREAK:**
- 18-31

### December

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**NO SCHOOL:**
- 5

**INTERVENTION & ENRICHMENT:**
- 12
- 19
- 26

### January

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**NEW YEAR'S DAY:**
- 1

**BACK TO SCHOOL FOR STUDENTS:**
- 4

**INTERVENTION & ENRICHMENT:**
- 8

### February

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**NO SCHOOL:**
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**INTERVENTION & ENRICHMENT:**
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### March

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**NO SCHOOL:**
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### April

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**EASTER BREAK:**
- 2-5

**INTERVENTION & ENRICHMENT:**
- 16
- 23

### May

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**NO SCHOOL:**
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**INTERVENTION & ENRICHMENT:**
- 14

### Graduation 2021
- SUNDAY, MAY 23
  - Moorcroft: 1 PM
  - Sundance: 4 PM
  - Hulett: 7 PM

**Last Day for Seniors:**
- Wednesday, May 19

**P/T Conferences**
- Week of October 5
- Week of March 8

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**End of Quarters**
- 1st: October 15
- 2nd: December 17
- 3rd: March 18
- 4th: May 27

**Professional Development & Intervention & Enrichment days are 7:30 am - 2:30 pm**

 adopted February 18, 2019