

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 Sundance, WY, Tuesday, February 20, 2018, at the hour of 6:00 PM at Sundance Secondary.

ROLL CALL

The meeting opened with the following present: Chairman Brian Marchant; Trustees Rick Gill, Thayne Gray, Dena Mills, Josie Pearson, and Ken Rathbun. Trustees absent – Don Clonch, Marlene Edwards, and Keith Haiar. Administrators present – Mark Broderson, Superintendent; Sandra L. Neiman, Director of Special Education; Linda Wolfskill, Hulett Principal; Brian Hartwig, Sundance Elementary Principal; and Jim O'Connor, Sundance Secondary Principal.

APPROVAL of MINUTES

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

ADOPTION of AGENDA

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

VISITORS

Jim Pannell, Hulett ag teacher, informed board members that he would speak to them during Action Item D.

Sundance High School FFA students - Bailey Middleton, Laramie Holst, Kate Sell, Josiah Rudolph, and Hope Marchant – gave a presentation in which each student represented a different interest group and its corresponding argument, either for or against, the reintroduction of gray wolves in Colorado.

FINANCIAL

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

BOCES

Trustee Pearson gave a report of the last BOCES meeting.

BOCHES

No report.

SPECIAL PROGRAMS

Sandra Neiman, Director of Special Education, informed board members that Kassie Clements, Special Olympics sponsor, would give a report on results from the state Special O games at a future board meeting. Mrs. Neiman thanked:

- principals for allowing certified staff members to attend the state games as helpers to the students;
- Mr. Broderson for attending the regional Special O games at Terry Peak. Parents really appreciated having him there because it was the first time they could remember a superintendent coming; and

- Board members for approving the purchase of the virtual welder at last month's meeting – it is an amazing machine!

PRINCIPALS

Brian Hartwig, Sundance Elementary Principal, and Jim O'Connor, Sundance Secondary Principal, spoke about extra-curricular activities in their building and upcoming WYTOPP testing. Mr. Hartwig expressed appreciation for the Parent Improvement Committee, and Mr. O'Connor said it is tournament time!

SUPERINTENDENT

Mark Broderson, Superintendent, informed board members that

- Enrollment in the district is down 8 students from February 1, 2017, to February 1, 2018
- Wrestling and basketball tournaments start the end of this week
- Marlene Edwards plans to attend the 2018 WSBA Legislative Forum on February 25 & 26; because legislators have that Monday off for a President's Day holiday, the WSBA is offering various tours and other activities for board members while they are in Cheyenne
- Black Hills State College is having a Teacher's Fair next Wednesday, February 28; Mr. Broderson will attend and speak to applicants about various job openings in CCSD#1
- There are 2 properties for sale (one with a three-plex and one with a four-plex) near the Moorcroft schools; as food for thought, he asked board members to consider the possibility of purchasing these properties and selling the five teacherages currently owned by CCSD#1; the complexes are about 40 years newer than the teacherages
- He went over findings from the district assessment review conducted by the state last December; the review looked at CCSD#1 curriculum assessments and standards and gave suggestions for areas of improvement

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 items D & H.

Motion was made by Trustee Rathbun and seconded by Trustee Gray to approve the remaining items on the Consent Agenda, minus D & H.

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

To approve Sundance EWC non-credit instructors:

1. Todd Hickman – Laser Engraving Coasters, Essential Oil Shelf (2 classes)
2. Charity Lindholm – Kids' Dance

To approve EWC adjunct instructors:

1. Hulett Orville Hess, Ken Merwin, Dave Letellier
2. Moorcroft Debbie Harrison, Lona Tracy, Andrea Wood, Randi Faeth, Darcy Sams, Jerry Fischbach
3. Sundance Mason Neiman, Stephanie Grubb, Lisa Dutton, Todd Hickman, James Halverson, Julie Cross

ITEM REMOVED.

To approve hiring Marcus Millard as a Moorcroft K8 part-time custodian.

To approve the retirement of Florence Jacobs as a Sundance Elementary part-time lunch aide at the end of the 2017-18 school year.

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

1. Darcy Sams – Moorcroft HS Family & Consumer Science Teacher
2. Courtney Krul – Hulett School Counselor (.5)/DW Curriculum (.5)

ITEM REMOVED.

Motion carried.

Motion was made by Trustee Mills and seconded by Trustee Gill to approve a classified staff in-district transfer for Valerie Sweeney, from a Moorcroft High School part-time custodial position, to a MHS full-time custodial position. Trustee Rathbun asked if the part-time MHS custodial position would be filled; the answer is yes. Motion carried.

Motion was made by Trustee Gray and seconded by Trustee Mills to approve spring, 2018, extra-duty contracts for:

1. Marti Wood – Hulett JH Track Coach
2. Derrick Backen – Assistant Golf Coach, Combined Hulett/Sundance
3. Mary Hunter – Moorcroft HS Head Track Coach
4. Zachariah Richards – Moorcroft HS Assistant Track Coach
5. Randi Faeth – Moorcroft HS Golf Coach
6. Kevin Connors – Moorcroft HS Assistant Golf Coach

Trustee Rathbun asked if each of the recommended individuals had a CPR/First Aid card. Mr. Broderson said one recommended coach needed a CPR card and was scheduled for a class in March, which was before the spring track season started. Motion carried.

HIRING

As recommended by the superintendent, motion was made by Trustee Pearson and seconded by Trustee Gill to hire the following individuals for the 2018-19 school year:

1. Sandra L. Neiman – Director of Special Education
2. Tom Necklason – Facilities Manager
3. Pamela Garman – Business Manager
4. Janell Willems – Technology Coordinator

Motion carried.

RESIGNATION INCENTIVE

As recommended by the superintendent, motion was made by Trustee Gill and seconded by Trustee Rathbun to approve the retirement and one-time incentive payment for early resignation of the following certified employees:

1. Toni Neiman – Hulett School Title 1 Teacher
2. Jerome Fischbach – Moorcroft HS Industrial Arts Teacher
3. Randi Faeth – Moorcroft HS Physical Education Teacher
4. Debra DeWitt – Moorcroft K8 Elementary Teacher
5. Dalari Bentley-Stillman – Moorcroft K8 Elementary Teacher
6. Mary Farnsworth – Moorcroft K8 Title One Teacher
7. Joy Bell Moore – Hulett Elementary Special Education Teacher
8. Greta Crawford – Sundance HS Science Teacher

Motion carried.

CALENDAR

As recommended by the superintendent, motion was made by Trustee Mills and seconded by Trustee Gray to adopt a four-day week calendar for the 2018-19 school year. Discussion was held about logistics; scheduling; possible changes to the attendance policy for both students and staff; and the impact of lost wages on classified employees. Motion carried. A copy of the calendar is attached and becomes a part of these minutes.

AG PICKUP & TRAILER

Jim Pannell, Hulett ag teacher and FFA sponsor, spoke about a \$50,000 foundation donation received by the Hulett ag program that specified the purchase of a pickup and stock trailer. As recommended by the superintendent, motion was made by Trustee Pearson and seconded by Trustee Gill to approve the purchase of a 2018 Chevy Silverado K2500HD crew cab long box work truck for \$36,800 from Newcastle Motors and a 2018 Wilson ranch hand aluminum 7'x24' stock trailer for \$18,000 from Carl's Trailer Sales of Belle Fourche, SD. Mr. Pannell asked for and received three quotes for each vehicle. Because the two amounts are more than the grant award, Mr. Pannell informed board members he had received an additional \$9000 from local donors and parents to cover the two quotes, as well as add-ons to the stock trailer. Donors will be identified through signs and/or decals on the stock trailer. Motion carried.

POLICY

As recommended by the superintendent and Janell Willems, Technology Coordinator, motion was made by Trustee Mills and seconded by Trustee Rathbun to adopt revisions to Policy IGAO – Computer Education – Assisted Instruction Internet Safety. Motion carried. A copy of the policy is attached and becomes a part of these minutes.

RESIGNATION

As recommended by the superintendent, motion was made by Trustee Gray and seconded by Trustee Rathbun to honor the immediate resignation of Don Clonch as CCSD#1 Board of Trustee Moorcroft representative. Mr. Broderon thanked Mr. Clonch for his service. A notice will be published in each of the local newspapers; a search committee will be appointed; and a recommendation will be made for his replacement at the March 19 meeting. Motion carried.

RECOGNITION

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

- o Thank you to the SHS FFA members for tonight's presentation!
- o Good luck to all tournament teams!
- o Good luck to the Destination Imagination teams attending state competition!
- o Congratulations to Special Olympics athletes who medaled at the state games!

DISCUSSION

Trustee Rathbun informed board members and members of the audience that if Senate File 29 passes the legislature, computer technology would be added as a curriculum content area. This would make ten required content areas.

EXECUTIVE SESSION

Motion was made by Trustee Rathbun and seconded by Trustee Gill to go into executive session at 7:22 PM to discuss personnel. Motion carried.

REGULAR SESSION

Chairman Marchant called the regular meeting back into session at 8:25 PM.

ADJOURNMENT

Chairman Marchant adjourned the meeting at 8:26 PM.

Chair

Clerk

Crook County School District #1 2018-19 School Calendar

4 day week for students - adopted 2-20-18

July

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

13-14	New Teacher Work Days
15-17	Professional Development
20	First Day of School
	SEPTEMBER
3	Labor Day
28	PD and student I&E

OCTOBER

4-5	P/T evening 4 /morning 5
18	End of 1st quarter - 36 days
19	PD and student I&E

NOVEMBER

9	Professional Development
11	Veteran's Day
21-23	Thanksgiving Break
30	PD and student I&E

DECEMBER

7	Professional Development
20	End of 2nd quarter 34 days
21-31	Christmas Vacation

JANUARY

1	New Year's - No School
2	Professional Development
3 & 4	School Resumes
25	PD and student I&E

FEBRUARY

1	Professional Development
15	PD and student I&E

MARCH

7-8	P/T evening 7 /morning 8
8	Professional Development
14	End of 3rd Quarter- 42 days
29	PD and student I&E

APRIL

5	Professional Development
19-22	Easter
26	School on Friday

MAY

23	Last Day of School
23	End of 4th Quarter- 42 days
23	Students to 1:00
27	Memorial Day
3	PD and student I&E

Professional Development
NO SCHOOL
END of QUARTER

January

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Snow days will be made up on Fridays.

It is the policy of Crook County School District #1, that to the extent reasonably possible, staff and students will be encouraged and permitted to utilize the computer network provided by CCSD#1 for the purpose of facilitating learning and providing the best educational experience possible for its students. In this regard, CCSD#1 has made available to students and staff, electronic mail and the Internet. To gain access to email and the Internet, all students under the age of eighteen (18) must obtain parental permission and sign and return a parental permission form to the school district. Students eighteen (18) and over may sign their own forms. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While it is possible for students to access inappropriate material and otherwise misuse the system, it is the intent of CCSD#1 that Internet access should only be used to further the educational goals and objectives set out for each student. It is the policy of this school district to try to educate our students using modern technology which the students will need to be familiar with in order to be successful in their subsequent careers. However, in order to utilize this modern technology, it will ultimately be the responsibility of parents and guardians of minors to set and convey standards to their children which they will follow while utilizing this technology. To that end, CCSD#1 will support and respect each family's right to decide whether or not to apply for access.

District Internet and Email Rules

Students are responsible for good behavior on school computer network, just as they are in the classroom or a school hallway. Communicating on the network is often public in nature. General school rules for behavior and communications apply.

Internet filters shall be used to block access to obscenity, child pornography, and materials deemed harmful to minors. Disciplinary action shall be taken against any student who tampers with the filters. The filters may only be disabled for bona fide research or other lawful purposes, and may only be disabled by a CCSD#1 designated representative.

Internet Safety Training

In compliance with the Children's Internet Protection Act, each year all CCSD#1 students will receive Internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege, not a right. Access entails responsibility. Individual users of CCSD#1 computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, CCSD#1 is not responsible for restricting, monitoring, or controlling the communications of individuals using the network.

Network storage areas are not to be considered private or personal property of students or staff. They are learning areas subject to review by administrators and

teaching staff. Any files and communications may be reviewed by the administration or staff to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

While school teachers of younger students will generally guide them toward appropriate materials, older students and students utilizing the system outside of regular school hours will need to be directed by families in the same manner they direct their children's use of television, telephones, movies, radio, and other potentially offensive media.

The following conduct and utilization of the Internet by students and staff are **NOT permitted**.

1. Sending or displaying offensive messages or pictures,
2. Using abusive, objectionable or obscene language,
3. Searching for, downloading, or otherwise reviewing any type of sexually explicit, obscene material or other information,
4. Harassing, insulting or attacking others,
5. Damaging computers, computer systems, or computer networks,
6. Violating copyright laws or otherwise using the network for any illegal purpose,
7. User shall not use or attempt to discover another user's password nor shall user use or let others use another person's name, address, passwords, or files for any reason, except as may be necessary for legitimate communication purposes and with permission of the other person,
8. Trespassing in another's folders, work or files,
9. Intentionally wasting limited resources,
10. Employing the network for commercial purposes,
11. Otherwise accessing forums or "chat rooms" devoid of educational purpose;
12. User shall not tamper with computers, networks, printers, or other associated equipment or software without the express permission of supervising staff
13. User shall not write, produce, generate copy, propagate or attempt to introduce any computer code designated to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.
14. Student using school district computers and/or accessing school district web pages, or using the Internet service provided by the school district, shall not engage in hacking and shall not access unauthorized sites or participate in any other unlawful activities online.
15. Disclose, use or disseminate personal identification information regarding students or staff.

Supervision and Monitoring

It shall be the responsibility of all district employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling, filtering or otherwise modifying of any technology protection measures shall be the responsibility of a designated representative.

To make a request:

1. Email the CCSD#1 technology department; or
2. Submit a request, whether anonymous or otherwise, to the superintendent or the superintendent's designee.
3. Requests for access shall be granted or denied within three (3) school days, if a request was submitted anonymously, persons should either attempt to access

the web site requested after three (3) school days or log back in to see the status of the request.

4. Appeal of the decision to grant or deny access to a web site may be made in writing to the CCSD#1 Board of Trustees. Persons who wish to remain anonymous may mail an anonymous request for review to the CCSD#1 Board of Trustees at the central office, stating the web site that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a CCSD#1 student or employee feels that a web site or web content that is available to students through district Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for students, the process described above should be followed, except any decision to filter or block web content will be made within thirty (30) days.

Penalty

Violations will result in a loss of access as well as other disciplinary or legal action. The first offense will generally result in a warning and loss of computer privileges/Internet access until a parent conference, and further loss of privilege for such time as is determined by the administration. A second offense or a first offense of a flagrant nature, such as using the system for illegal behavior or intentionally damaging school district hardware or software, may result in removal from a class, termination of computer/network privileges, or recommendations for suspension and/or expulsion.

Revised: September 19, 2002

Revised: June 17, 2013

Revised: February 20, 2018