

**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, Monday, January 21, 2019, at the hour of 6:11 PM at the Sundance Elementary School.

**ROLL CALL**

The meeting opened with the following present: Chairman Brian Marchant; Trustees Marlene Edwards, Rick Gill, Thayne Gray, Keith Haiar, Ken Rathbun, Heith Waddell, and Chase Williams. Trustee absent – Dena Mills. Administrators present – Mark Broderson, Superintendent; 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 Gill to approve the minutes of the last regular meeting. Motion carried.

**ADOPTION of AGENDA**

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

**VISITORS**

Frank Oplinger, a Sundance parent, addressed board members with his concerns that a bus is not provided to transport his children to and from school.

**FINANCIAL**

Motion was made by Trustee Gray and seconded by Trustee Edwards to approve the financial reports. Pamela Garman, Business Manager, provided print copies of the final audit results for 2017-18. Motion carried.

**BOCES/BOCHES/SPECIAL PROGRAMS**

No reports.

**PRINCIPALS**

Jim O'Connor spoke of fundraising events, extra-curricular activities, and WY-TOPP testing. He also informed board members that money raised during the Sundance/Moorcroft basketball games on January 25 will go to the Don Clonch family. Mr. Clonch is a former board member who has been diagnosed with cancer.

**SUPERINTENDENT** Mark Broderson, Superintendent, informed board members that:

- There will be a late start tomorrow due to hazardous roads conditions
- Of several legislative bills that affect education and/or the school districts
- The four-day calendar survey results from students, staff, and parents/guardians are included in tonight's meeting packets; he also plans to put an article in the local newspapers
- the 2019-20 and 2020-21 school year calendars will be on the February board agenda for approval
- when comparing the first semester of 2017-18 to the first semester of 2018-19, the number of "Fs" has decreased 13% district-wide; the number of substitutes necessary to cover employee absences has also dropped
- the central office roof replacement project is complete
- the MHS storage shed is in place

- Access control for the school buildings will move to Phase 2 in February
- He will be at the NE District Superintendents Conference in Ucross on Wednesday and Thursday.

**EXECUTIVE  
SESSION**

Motion was made by Trustee Rathbun and seconded by Trustee Gill to go into executive session at 6:27 PM to discuss personnel and possible litigation. Motion carried.

**REGULAR  
SESSION**

The executive session ended at 7:05 PM. Chairman Marchant called the meeting back into regular session at 7:17 PM.

**CONSENT  
AGENDA**

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

Trustee Gray asked to remove Item C.

Motion was made by Trustee Haiar and seconded by Trustee Gill to approve the remaining Consent Agenda items A, B, D, E, F, & G.

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

To approve 2019 Hulett/EWC non-credit Instructor:

1. David Letellier

ITEM REMOVED.

To approve a resignation:

1. Janelle Peterson – Sundance Bus Route Driver

To approve 2018-19 requests to home school:

1. Kaleb & Sarah Laatsch
2. Art & Kim Somervold

To approve 2018-19 isolation requests:

1. Christine Campbell
2. LeRoy & Theresa Curren

To approve a 2018-19 extra-duty contract:

1. Cory Allison – Moorcroft HS Wrestling Assistant Coach

Motion carried.

Motion was made by Trustee Rathbun and seconded by Trustee Gill to approve spring 2019 Moorcroft High School/EWC concurrent/dual enrollment adjunct instructors & proctors:

1. Debbie Harrison, Lona Tracy, Jade Keffeler, Felicia Sams, Travis Santistevan, Andrea Wood, Melissa Buckmiller

Trustee Gray asked two questions about the concurrent enrollment program:

1. Do concurrent enrollment instructors received double pay for their time?  
Instructors receive a \$600 stipend per class per semester as compensation for their additional time to complete the paperwork necessary to teach both high school and college credit level classes. Separate grades are kept for each.
2. What are the requirements to be an adjunct instructor?  
Instructors must follow Wyoming Higher Learning Commission guidelines, which were created 2 years ago, to meet specific requirements for the course they teach.

Instructors are vetted through EWC, not CCSD#1. EWC has internal guidelines it follow before approving an individual to teach a concurrent class. For example, a math instructor is required to have a master's degree in the content area plus 18 additional hours in the content area; a welding instructor must be certified by the state but is not required to have a master's degree. Some courses can be taught by a teacher with a master's degree that is not in the content area. Again, this is a decision made by EWC. Proctors have different guidelines. The responsibility of a proctor is to facilitate classes and/or testing. The choice for a proctor is often driven by scheduling availability. EWC prefers that a proctor is not a teacher in the content area so no actual teaching is being done – the responsibility is to supervise students and the classroom – not to teach the content area. Proctors also follow EWC guidelines.  
Motion carried.

**HIRING**

Motion was made by Trustee Gill and seconded by Trustee Rathbun to approve hiring Mark R. Broderson as CCSD#1 Superintendent for the 2019-20 school year. Motion carried.

**EVALUATION FORM**

As recommended by the superintendent, motion was made by Trustee Haiar and seconded by Trustee Gray to approve the Frontline principal evaluation form. 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 pre-existing principal evaluation. Motion carried.

**RECOGNITION**

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

- The Moorcroft High School wrestling mixer last Friday for being a nice showcase of excellent wrestlers from 3 different states!
- Congratulations to Moorcroft K8 Geography Bee winners: Lorenzo Cherry – 1<sup>st</sup> place; Donnie Donner – 2<sup>nd</sup> place; and Gus Robertson – 3<sup>rd</sup> place!
- Congratulations to CCSD#1's newest trustee, Dr. Heith Waddell, on the birth of his first child, a daughter!

**DISCUSSION**

Chairman Marchant asked for input about the high school Career Technical Education presentations given at the work session one hour prior to the board meeting. Board members asked Mr. Broderson to collect the following info from the CTE teachers: more accurate figures/costs associated with the projects and prioritizing their wish lists since their requests exceeded the funds earmarked for the projects.

**ADJOURN-  
MENT**

Motion was made by Trustee Williams and seconded by Trustee Edwards to adjourn the meeting at 7:44 PM. Motion carried.

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Chair

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Clerk