

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, July 17, 2017, at the hour of 6:00 PM at central office.

ROLL CALL

The meeting opened with the following present: Vice-Chairman Rick Gill; Trustees Thayne Gray, Keith Haiar, Dena Mills, Josie Pearson, and Ken Rathbun. Trustees absent – Don Clonch, Marlene Edwards, and Brian Marchant. Administrator present – Mark Broderson, Superintendent.

APPROVAL of MINUTES

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

ADOPTION OF AGENDA

Motion was made by Trustee Haiar and seconded by Trustee Pearson to adopt the agenda. Motion carried.

VISITORS

No visitors asked to address the board.

BUDGET HEARING

Pamela Garman, Business Manager, went over the 2017-18 budget with board members and answered their questions. Motion was made by Trustee Mills and seconded by Trustee Pearson to adopt the 2017-18 Budget Appropriation and Levy Resolution. Motion carried. A copy of the 2017-18 budget is attached and becomes a part of these minutes.

FINANCIAL

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

CONSTRUCTION

Tom Necklason, owner rep, updated board members on the SHS athletic complex track; the MHS track resurfacing project; and the MHS retaining wall. He said the old central office has been cleaned out - its contents were moved into the old county shop building owned by the City of Sundance. This land trade has been approved contingent upon demolition of the old central office building. Demolition bids are due July 26; Tom will request a special board meeting around August 1 to approve the bid. A question was asked about remodeling a wing of the new central office for changing rooms and a concession stand; the first home JH football game is September 15.

BOCES

Trustee Pearson was not able to attend the June meeting; however, she plans to attend the July meeting this week.

BOCHES

Trustee Haiar attended the June BOCHES budget hearing last week and the 2017-18 budget was approved.

SPECIAL PROGRAMS

No report.

PRINCIPALS No report.

SUPERINTENDENT

- Mark Broderson, Superintendent, informed board members
- o State-wide PAWS results show CCSD#1 to be slightly above state averages in all grades and subject matters, with a slight deficit in 5th & 6th grade reading
 - o He received a phone call from the WY School Facilities Department last week to inform him the SFC determined that the money left in the MK8 building project, which was earmarked for the MHS parking lot, would have to be re-appropriated by the 2018 legislature. This puts the MHS parking lot project on hold for a year.
 - o The special education skills center has been moved from MHS to central office; Kate Meints is the special education teacher in charge
 - o Items requested by the Bear Lodge High School teachers have been moved to the Hulett School. This generated the question: what are the plans for the BLHS building? Superintendent Broderson and Tom Necklason said there are no plans at this time; the building won't be completely cleared out until after school starts. Before the property can be sold, it will need to be advertised, and a public hearing will be held. The funds from this sale will belong to CCSD#1, because it was built before the SFC took over construction of Wyoming schools.
 - o He is pursuing a quote from PREC to determine the cost of burying the power line located over the SHS long jump area

EXECUTIVE SESSION

Motion was made by Trustee Pearson and seconded by Trustee Haiar to go into executive session at 6:38 PM to discuss personnel issues. Motion carried.

RECESS

Board members came out of executive session at 7:48 PM.

REGULAR SESSION

Vice-Chairman Gill called the meeting back into regular session at 7:49 PM.

CONSENT AGENDA

Vic-Chairman Gill 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 Pearson and seconded by Trustee Gray to approve the remaining items (A, B, C, E, F, G, & H) on the Consent Agenda

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

To approve the Use Agreement with Little Ones Preschool.

To approve the Dakota Bus Service Transportation Quote to bus students from Colony, WY, to Belle Fourche, SD.

ITEM REMOVED

To accept the resignation of Evelyn Hernandez, Moorcroft K8 Teacher, and to subtract the liquidated damages fee of \$600 from her July, 2017, summer school

payroll check as she requested. Such fee was assessed (Policy GCP) for early release from her 2017-18 school year contract.

To approve hiring Nathan Fulton as a Moorcroft K8 Teacher for the 2017-18 school year.

To approve hiring Dawson Haux as a 2017-18 substitute/activity bus driver.

To approve classified hiring for 2017-18:

1. Keona Huckins – Moorcroft K8 Part-time Title One Para
2. Linda Vandever – Moorcroft K8 Part-time Para
3. Jamie Timberman – Moorcroft K8 Part-time Para
4. Sherri Moeller – Sundance Elementary full-time Special Education Para
5. Alexandra Barrett – Sundance Secondary Special Education Para
6. Amber Kaplan – Bear Lodge Program Special Education Para

Motion carried.

Motion was made by Trustee Haiar and seconded by Trustee Rathbun to approve 2017 summer stipends for Rebecca Maupin, Tom Maupin, and Amy Soriano. This motion excluded the stipend for Teresa Brown for grant writing. Motion carried.

Motion was made by Trustee Haiar and seconded by Trustee Pearson to approve a \$4,500 extra-duty contract for Teresa Brown for grant writing support during the 2017-18 school year. Motion carried.

**ELEMENTARY
HANDBOOKS**

As recommended by the superintendent, motion was made by Trustee Mills and seconded by Trustee Rathbun to approve the 2017-18 elementary handbook as presented. Motion carried.

**SUNDANCE
STATE BANK**

As recommended by the superintendent, motion was made by Trustee Pearson and seconded by Trustee Mills:

1. To update the authorized signers on the Sundance State Bank insurance account by replacing Teresa A. Brown with Mark R. Broderson
 2. To approve the Resolution Authorizing 2017-18 Vehicle Leases with SSB
- Motion carried.

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

- ✓ Appreciation to the contractors who built the MHS retaining wall – good work!
- ✓ Thank you, Pam and Mark, for your hard work on the 2017-18 budget!

DISCUSSION Trustee Pearson asked Superintendent Broderson about the status of the MHS library position. He said a hiring recommendation would be made in August – the position will be filled by a paraprofessional – not a certified librarian.

**ADJOURN-
MENT**

Motion was made by Trustee Haiar and seconded by Trustee Gray to adjourn the meeting at 7:58 PM.

Chairman

Clerk

Crook County School District #1



2017 – 2018

Presented to the Board of Trustees
July 17, 2017

2017-2018 Budget Message

General Fund

The estimated revenue is projected at \$21,191,716; FY17 actual revenue was \$21,506,083. The June 30, 2017 cash balance was \$4,696,594 (FY16 - \$3,320,547). The Crook County assessed valuation decreased to \$174,782,552 (FY 17 - \$187,810,509; FY16 - \$224,937,381).

The total anticipated expenditures are \$25,888,310, with a budgeted cash reserve of \$3,500,000 (FY 17 - \$2,220,000). Budgeted transfers include \$25,000 to community education and \$225,000 to the lunch fund. Capital project enhancements are budgeted at \$78,184. The projected salary and benefit costs are 76.47% of the estimated revenue and approximately 77.87% of expenditures, excluding budgeted cash reserve.

The Summer School & Extended Day and Instruction Facilitators grants were rolled into the block grant during the legislative session. Also, the out-of-state tuition reimbursement was changed to be reimbursed in the current year, and it is no longer in the block grant.

Special Revenue Fund

These are federal and state funds including the consolidated grant, major maintenance and other competitive grants. We are anticipating approximately \$2,911,000 revenue and expenditures.

Capital Projects Fund

Expenditures budgeted in this fund are for completion of the Moorcroft K-8 engineering fees, completion of the Sundance High School Athletic Complex and security projects. The Moorcroft parking project is on hold waiting for legislative reallocation of funds.

Enterprise Fund (Food Services)

There is no funding in the Picus Funding Model for food service. The anticipated revenue of \$695,725 includes a budgeted transfer from General Fund of \$225,000. Lunch and breakfast prices for students were increased 5 cents per meal to help cover increased costs; the projected expenditures are also \$695,725.

Trust Fund (Insurance Escrow)

We are anticipating revenue of \$3,879,203 and expenditures of \$3,879,203, which includes the cash reserve of the fund. All health insurance premiums, health reimbursement accounts and flexible spending accounts are accounted for in this fund.

Agency Fund (Pupil Activity)

This fund accounts for the ½ mill Community Education BOCHES (EWBOCES), district rentals and all student activity money raised and spent by student organizations. We are estimating revenue & expenditures of \$900,000.

CROOK COUNT SCHOOL DISTRICT #1
ANNUAL BUDGET SUMMARY - GENERAL FUND

CODE	ITEM	FISCAL YEAR 2015-2016 ACTUAL	FISCAL YEAR 2016-2017 ACTUAL	PROPOSED 2017-2018 BUDGET	APPROVED 2017-2018 BUDGET
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Revenues and Other Sources:

		3,902,409	3,320,547	4,696,594	4,696,594
Beginning Cash on Hand					
81000	Local Sources	6,471,450	5,705,436	5,583,220	5,583,220
82000	County Sources	1,817,101	1,623,397	1,548,989	1,548,989
83000	State Sources	12,649,288	14,137,262	14,059,507	14,059,507
84000	Federal Sources				
85000	Operating Transfers & Other Sources	24,831	39,988	-	-
Total Revenue and Other Sources		20,962,670	21,506,083	21,191,716	21,191,716

Total Available to Budget

	24,865,079	24,826,630	25,888,310	25,888,310
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Expenditures and Other Uses:

1000	Instruction	12,270,533	11,457,602	12,651,713	12,651,713
2000	Instructional Support	1,818,678	1,665,724	2,147,643	2,147,643
3000	General Support	6,546,347	6,483,298	7,235,770	7,235,770
4000	Community Support				
5000	Facilities	633,687	360,462	78,184	78,184
6000	Transfers and Other Uses	310,000	275,000	275,000	275,000
7000	Transfers/Cash Reserves			3,500,000	3,500,000
Total Expenditures and Other Uses		21,579,245	20,242,086	25,888,310	25,888,310

**CROOK COUNTY SCHOOL DISTRICT #1
ANNUAL BUDGET SUMMARY - SPECIAL REVENUE FUND
FEDERAL GRANTS**

CODE ITEM	FISCAL YEAR FISCAL YEAR		PROPOSED		APPROVED
	2015-2016	2016-2017	2017-2018	2017-2018	
	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET

Revenues and Other Sources:

81000	Local Sources	4,516	13,399	12,000	12,000
82000	County Sources				
83000	State Sources	1,473,777	1,484,539	1,561,153	1,561,153
84000	Federal Sources	972,626	830,367	1,337,847	1,337,847
85000	Operating Transfers & Other Sources				

Total Revenue and Other Sources	2,450,919	2,328,305	2,911,000	2,911,000
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Expenditures and Other Uses:

1000	Instruction	982,161	972,249	1,036,107	1,036,107
2000	Instructional Support	444,875	384,582	489,870	489,870
3000	General Support	734,853	1,585,950	1,385,023	1,385,023
4000	Community Support				
5000	Facilities				
6000	Transfers and Other Uses				

Total Expenditures and Other Uses	2,161,889	2,942,781	2,911,000	2,911,000
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**CROOK COUNTY SCHOOL DISTRICT #1
ANNUAL BUDGET SUMMARY - CAPITAL PROJECTS FUND**

CODE	ITEM	FISCAL YEAR		FISCAL YEAR		FISCAL YEAR	
		2015-2016	2016-2017	2017-2018	2017-2018	2017-2018	2017-2018
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET

Revenues and Other Sources:

81000	Local Sources						
82000	County Sources						
83000	State Sources	9,818,844	5,279,697	1,800,000	1,800,000	1,800,000	1,800,000
84000	Federal Sources						
85000	Operating Transfers & Other Sources						
Total Revenue and Other Source		9,818,844	5,279,697	1,800,000	1,800,000	1,800,000	1,800,000

Expenditures and Other Uses:

1000	Instruction						
2000	Instructional Support						
3000	General Support						
4000	Community Support						
5000	Facilities	9,818,844	5,279,670	1,800,000	1,800,000	1,800,000	1,800,000
6000	Transfers and Other Uses						
Total Expenditures & Other Uses		9,818,844	5,279,670	1,800,000	1,800,000	1,800,000	1,800,000

**CROOK COUNTY SCHOOL DISTRICT #1
ANNUAL BUDGET SUMMARY - ENTERPRISE FUND
FOOD SERVICE**

CODE	ITEM	FISCAL YEAR 2015-2016 ACTUAL	FISCAL YEAR 2016-2017 ACTUAL	PROPOSED 2017-2018 BUDGET	APPROVED 2017-2018 BUDGET
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Revenues and Other Sources:

81000	Local Sources	189,999	184,977	188,924	188,924
82000	County Sources				
83000	State Sources				
84000	Federal Sources	205,272	254,781	256,801	256,801
85000	Operating Transfers & Other Sources	250,000	250,000	250,000	250,000
Total Revenue and Other Source		645,271	689,757	695,725	695,725

Expenditures and Other Uses:

1000	Instruction				
2000	Instructional Support				
3000	General Support				
4000	Community Support	615,429	628,790	695,725	695,725
5000	Facilities				
6000	Transfers and Other Uses				
Total Expenditures & Other Uses		615,429	628,790	695,725	695,725

CROOK COUNTY SCHOOL DISTRICT #1

**ANNUAL BUDGET SUMMARY - INTERNAL SERVICE
ESCROW INSURANCE**

CODE ITEM	FISCAL YEAR 2015-2016 ACTUAL	FISCAL YEAR 2016-2017 ACTUAL	PROPOSED 2017-2018 BUDGET	APPROVED 2017-2018 BUDGET
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Revenues and Other Sources:

81000	Local Sources	3,288,454	2,928,553	3,879,203	3,879,203
82000	County Sources				
83000	State Sources				
84000	Federal Sources				
85000	Operating Transfers & Other Sources				
Total Revenue and Other Sour		3,288,454	2,928,553	3,879,203	3,879,203

Expenditures and Other Uses:

1000	Instruction				
2000	Instructional Support				
3000	General Support				
4000	Community Support	3,151,874	2,907,318	3,879,203	3,879,203
5000	Facilities				
6000	Transfers and Other Uses				
Total Expenditures & Other Us		3,151,874	2,907,318	3,879,203	3,879,203

**CROOK COUNTY SCHOOL DISTRICT #1
ANNUAL BUDGET SUMMARY - AGENCY FUND
PUPIL ACTIVITY FUNDS**

CODE ITEM **FISCAL YEAR** **FISCAL YEAR** **FISCAL YEAR** **APPROVED**
 2015-2016 **2016-2017** **2017-2018** **2017-2018**
 ACTUAL **ACTUAL** **BUDGET** **BUDGET**

Revenues and Other Sources:

###	Local Sources	758,284	800,762	875,000	875,000
###	County Sources				
###	State Sources				
###	Federal Sources				
###	Operating Transfers & Other Sour	25,000	25,000	25,000	25,000

Total Revenue and Other Sources **783,284** **825,762** **900,000** **900,000**

Expenditures and Other Uses:

1000	Instruction				850,000
2000	Instructional Support	643,755	876,141	850,000	
3000	General Support	26,070			
4000	Community Support	20,215	27,419	50,000	50,000
5000	Facilities				
6000	Transfers and Other Uses				

Total Expenditures & Other Uses **690,040** **903,560** **900,000** **900,000**

**CROOK COUNTY SCHOOL DISTRICT #1
STATEMENT OF AUTHORIZED MILL LEVIES**

	ACUTAL LEVY 2015-2016	ACUTAL LEVY 2016-2017	PROPOSED LEVY 2017-2018	APPROVED LEVY 2017-2018
PART A PURPOSE OF LEVY				
Required Local Effort-Unified School District (25)	25	25	25	25
Local Board 1 Mill Levy for School Operations	0	0	0	0
Local Board 1 Mill Levy for Capital Maintenance	0	0	0	0
Local Board 3 Mill Levy for Deferred Maintenance	0	0	0	0
Local Board BOCES 1/2 Mill-Higher Education <i>W.S. 21-20-109(a)</i>	0.5	0.5	0.5	0.5
County Wide School Levy	6	6	6	6
TOTAL SCHOOL DISTRICT LEVIES	31.5	31.5	31.5	31.5
PART B REVENUES & COLLECTIONS				
Total District Assessed Valuation	\$224,937,381	\$187,810,509	\$174,958,982	\$174,782,552
Total Authorized School Levies	31.5	31.5	31.5	31.5
Total School Revenues	\$7,085,528	\$5,916,031	\$5,511,208	\$5,505,650

**BUDGET APPROPRIATION
and
LEVY RESOLUTION**

Capital Projects Fund	\$	1,800,000
Food Service Fund	\$	695,725
Internal Service Fund	\$	3,879,203
Pupil Activity Fund	\$	900,000

BE IT FURTHER RESOLVED that after deducting all available cash and estimated revenues, the following amounts must be raised through general taxation, and that such levies as are required to provide such amounts are hereby authorized as of and for the fiscal year ending June 30, 2018.

AMOUNTS to be RAISED

General Fund	25 Mills
General Fund	6 Mills
BOCES Higher Education	1/2 Mill
W.S. 21-20-109(a)	

Assessed Valuation	\$174,782,552
Mill Levy Revenue to District	\$ 5,505,650

DATED this 17th day of July, 2017.






Board of Trustees, Crook Co. School District No. One

WHEREAS, on the 15th day of May, 2017, the budget officer filed with the Board of Trustees of Crook County School District No. One a tentative budget and budget message for the fiscal year ending June 30, 2018 and;

WHEREAS, a summary of such budget was entered into the Board minutes, and notice of a public hearing on such budget was published in the Sundance Times, Moorcroft Leader and Wyoming Pioneer, newspapers having general circulation in Crook County, the week of July 9, 2017.

WHEREAS, a public hearing was held concerning such budget on the third Monday in July at 6:00 p.m. at which time all interested parties were given an opportunity to be heard.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Crook County School District No. One, that such budget, as revised, if applicable, is hereby adopted and, subject to future amendment, is in effect for the fiscal year ending June 30, 2018.

BE IT FURTHER RESOLVED that the following appropriations are made as of and for the fiscal year ending June 30, 2018, and that respective expenditures applicable to each department and fund shall be limited to the amounts hereby appropriated, subject to future amendment.

APPROPRIATIONS

General Fund	\$	25,888,310
Special Revenue Funds	\$	2,911,000