CALL TO ORDER
The regular meeting of the Board of Trustees of Crook County School District #1 was held in Sundance, WY, Monday, June 17, 2019, at the hour of 6:00 PM at central office.

ROLL CALL
The meeting opened with the following present: Chairman Brian Marchant; Trustees Marlene Edwards, Rick Gill, Thayne Gray, Keith Haia, Dena Mills, Ken Rathbun, Heith Waddell, and Chase Williams. No trustees absent. Administrator present – Mark Broderson, Superintendent.

APPROVAL of MINUTES
Motion was made by Trustee Mills and seconded by Trustee Williams to approve the minutes of the last regular meeting. Motion carried. Motion was made by Trustee Rathbun and seconded by Trustee Waddell to approve the minutes of the June 5 special meeting. Motion carried.

ADOPTION of AGENDA
Motion was made by Trustee Williams and seconded by Trustee Gill to adopt the agenda. Motion carried.

VISITORS
Moorcroft trustees Chase Williams and Thayne Gray thanked Terry Williams for her 22 total years of service to the school district and presented her with a card and gift certificate. Ms. Williams was a para at Moorcroft High School for 20 years and retired at the end of the school year.

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

BOCES
Trustee Edwards gave a report from the last BOCES meeting; she attended by phone. The next meeting is July 11.

SUPERINTENDENT
Mark Broderson, Superintendent, informed board members:
  o The Town of Moorcroft would like the school district to pay for the curb and gutter on the road the school district plans to turn over to the town. Mr. Broderson contacted the School Facilities Department to see if the SFD would finance the $130,000 required for the project – the answer is yes. After discussion about restrictions, naming rights, flood control, etc., the board directed Mr. Broderson to move forward with a bid for curb and gutter; Mr. Hughes will draft an easement for the road, which the school board can take action on at a future board meeting. The roadway will also need to be surveyed.
  o Mr. Broderson gave updates on all maintenance projects throughout the district.
  o The search continues for a MK8 counselor
  o The new truck for Randy Gill, approved at the June 5 special meeting, was delivered to central office from Casper last Friday
o The leadership team meeting had good discussions on June 3. Topics were how to improve school and community cultures district-wide; ways to improve communication; and how to protect academic time.

EXECUTIVE SESSION

Motion was made by Trustee Mills and seconded by Trustee Gill to go into executive session at 6:26 PM to discuss personnel issues. Motion carried.

REGULAR SESSION

Chairman Marchant called the meeting back into regular session at 6:52 PM.

CONSENT AGENDA

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

Chairman Marchant declared a conflict of interest on Item F and asked to remove it.

Motion was made by Trustee Gill and seconded by Trustee Williams to approve the remaining items on the Consent Agenda (A-E, and G-J).

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

To set 2019-20 petty cash amounts:

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Office</td>
<td>$1200</td>
</tr>
<tr>
<td>Hulett School</td>
<td>$350</td>
</tr>
<tr>
<td>Moorcroft K8</td>
<td>$200</td>
</tr>
<tr>
<td>Moorcroft Secondary</td>
<td>$350</td>
</tr>
<tr>
<td>Sundance Elementary</td>
<td>$150</td>
</tr>
<tr>
<td>Sundance Secondary</td>
<td>$350</td>
</tr>
<tr>
<td>Moorcroft Community Ed</td>
<td>$ 25</td>
</tr>
<tr>
<td>Sundance Community Ed</td>
<td>$ 25</td>
</tr>
</tbody>
</table>

TOTAL: $2,650

To approve the School Risk Retention Program Amended Joint Power Agreement.

To approve 2019-2020 special education related services contracts with Northeast Wyoming Board of Cooperative Educational Services:
1. Occupational Therapy
2. Consultation & Training

To approve resignations:
1. Valerie Sweeney – Moorcroft K8 Part-time Custodian
2. Sara Bryant – Moorcroft K8 Part-time Custodian

ITEM REMOVED.

To approve 2019-2020 extra-duty contracts as attached.

To approve hiring:
1. Devyn Williams – Hulett School Custodian

To approve the declaration of intent for CCSD#1 to participate in all federally funded programs.

To approve the 2019-2020 superintendent’s bond for $10,000. Motion carried.
Chairman Marchant declared a conflict of interest, turned the meeting over to Vice-Chairman Gill, left the room, and abstained from discussion or vote. Motion was made by Trustee Mills and seconded by Trustee Rathbun to approve 2019 stipends as follows:

**Special Olympics Winter Games Certified Winter Chaperone:**
Kate Cummings

**Hulett Ecology Trip Chaperones:**
Derrick Backen  Charles Bauman  Lacy Foskett  Lila Kennah

**Social Studies Curriculum Work:**
Sharon Bailey  Alyssa Brown  Amber Burch  LaNae Curr
Karen Disney  Shawna Fischbach  Jesse Hinkhouse  Tina Inghram
Jerlyn Marchant  Zach Richards

**STAR Conference Training:**
Teresa Brown  Melissa Ruml  Julie Stephany

**Love & Logic Training:**
Kim Eymer  Lydia Guthmiller  Sandra Neiman  Alyson Nelson
Angela Olson  Lisa Richter  Steve Richter  Julie Stephany
Natalie Warga

**SDE K-12 Conference:**
Alyssa Brown  Teresa Brown  Linda Cote  Cheyenne Fauber
Shawna Fischbach  Nate Fulton  Jacilyn Garrison  Jesse Hinkhouse
Mandee Stutzman

**WAVE Conference:**
Kate Cummings  Lydia Guthmiller  Sandra Neiman  Alyson Nelson
Angela Olson  Lisa Richter  Steve Richter  Julie Stephany
Susan Wilson

**Perkins Grant Facilitators:**
Stephanie Grubb  Jim Pannell  Travis Santistevan

**Special Olympics Coordinator & Coach - 3 seasons (fall, winter, spring) for 2019-2020:**
Kassie Clements
Motion carried.

**TEACHERAGE RENTAL**
As recommended by the superintendent, motion was made by Trustee Rathbun and seconded by Trustee Williams to approve teacherage rental rates for 2019-2020:

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moorcroft 3 bedroom</td>
<td>$475</td>
<td>$525</td>
<td>$575</td>
</tr>
<tr>
<td>Moorcroft 2 bedroom</td>
<td>$425</td>
<td>$475</td>
<td>$525</td>
</tr>
<tr>
<td>Mobile homes</td>
<td>$475</td>
<td>$525</td>
<td>$575</td>
</tr>
<tr>
<td>Hulett house</td>
<td>$600</td>
<td>$650</td>
<td>$700</td>
</tr>
</tbody>
</table>

These are the same rates as 2018-2019. Occupancy in district housing is limited to three years. Motion carried.
POLICIES
As recommended by the superintendent, motion was made by Trustee Williams and seconded by Trustee Gill to approve the first reading of Policy JLDBB – Suicide Prevention. A copy of the policy is attached, along with its procedure and crisis report, and becomes a part of these minutes. Trustee Gray asked several questions; Attorney Mark Hughes said he had double-checked several items; everything is legally OK. Motion carried.

As recommended by the superintendent, motion was made by Trustee Rathbun and seconded by Trustee Edwards to approve a revision to the “Emergency/Bereavement Leave” portion of Policy GDBD – Support Staff Leaves & Absences. It will now match the professional staff emergency/bereavement leave. A copy of page 2 of the policy is attached and becomes a part of these minutes. Motion carried.

CTE FUNDING
As recommended by the superintendent, motion was made by Trustee Mills and seconded by Trustee Rathbun to approve budgeting $100,000 for Career Technical Education program enhancements to each high school in Hulett, Moorcroft, and Sundance; to provide an additional $50,000 for Moorcroft and Sundance approved projects, as a contingency, if needed; to provide an additional $300,000 for the construction of a vocational building in Hulett, if the design phase comes in under budget; if the Hulett vocational building design phase comes in over budget, additional monies would have to be secured from local sources; Randy Gill, Facilities Director, will oversee all stages of planning, design, and construction; all expenditures relating to these projects must be approved by the building principal and superintendent; and the Board of Trustees will be kept apprised of all projects. Motion carried.

BUDGET AMENDMENT
As recommended by the superintendent, motion was made by Trustee Gray and seconded by Trustee Gill to approve the 2018-2019 budget amendment as presented and explained by Pamela Garman, Business Manager. Motion carried. A copy of the amendment is attached and becomes a part of these minutes.

RECOGNITION
None this month.

DISCUSSION
Mr. Broderson spoke about the superintendent evaluation process and how several other Wyoming districts were proceeding. He requested a work group to help develop a timeline and evaluation cycle. Chairman Marchant asked for volunteers; Trustees Waddell, Rathbun, and Williams agreed to be part of the work group. Mr. Broderson will contact them by email to set up a work session.

ADJOURNMENT
Motion was made by Trustee Gill and seconded by Trustee Williams to adjourn the meeting at 7:09 PM. Motion carried.

Chairperson

Clerk

CROOK COUNTY SCHOOL DISTRICT #1

June 17, 2019 - Page 4
SUICIDE PREVENTION

The Board of Trustees recognizes that self-destructive behavior and suicide occurs among children and adolescents in our country. Students who experience serious depression are unable to benefit fully from the educational program of the school. Moreover, such students pose a danger both to self and possibly to others.

Students identified as self-destructive are in the need of appropriate help as quickly as possible. The primary efforts of school personnel working with a depressed or suicidal student are support, parental contact and referral. To that end, student confidentiality may be waived in life-threatening situations.

The Board of Trustees directs the administration to:
- develop guidelines or procedures to effectively intervene in life-threatening situations; and
- enlist the support, awareness and involvement of all district staff in the identification of suicidal signals and utilize existing school staff for program implementation.

Adoption Date:
RATIONAL
To provide intervention and/or emergency action for students who demonstrate suicidal ideation or suicidal behavior.

A. Stabilize student
   1. Do not leave student alone.
   2. Remove student from harmful environment and/or remove harmful instruments/substances from environment.
   3. If student refuses to cooperate with key point number 2. above - call 911.
   4. Refer to social workers, counselor, school nurse or administrator.
   5. If suicidal student calls in on the phone:
      a. Stay on phone.
      b. Have colleague notify authorities with location of student.

B. Person to whom student was referred notifies, informs, and documents team members: administrator, and/or counselor, and/or school nurse, and/or social workers, and/or teacher.
   1. See Incident Suicide Crisis Report Part IV.

C. Assess and document behaviors of student.
   1. See Incident Suicide Crisis Report Part I.

D. Notify parents and document.
   1. See Incident Suicide Crisis Report Part II.
   2. If notified by phone, have a second witness on phone and document.

E. Make appropriate referrals and document (i.e. DFS, mental health, law enforcement).
   1. See Incident Suicide Crisis Report Part III.

F. Obtain parental and administrator signatures.
   1. See Incident Suicide Crisis Report Parts V, VI.

G. Complete Confidential Report and forward to superintendent.
   1. See Incident Suicide Crisis Report Part VII.

Adoption Date:
SUICIDE INCIDENT CRISIS REPORT

STUDENT NAME: ____________________  DATE OF BIRTH: ______  AGE: ______
SCHOOL: ________________________  GRADE: ______  SEX: ______
NAME OF PARENT/GUARDIAN: ________________________________
PHONE: WORK: ______  HOME: ______

I. CHECK APPROPRIATE CONCERNS REGARDING SUICIDAL STUDENTS:
   ---- High level of depression
   ---- High level of agitation
   ---- Possible use of drugs or alcohol
   ---- Verbalizes suicide intent
   ---- Definite suicide plan
   ---- Suicide attempt/gesture during last three (3) months
   ---- Suicide method is readily available
   ---- May be of danger to other persons
   ---- Unwilling to give assurance not to commit suicide
   ---- Written suicide ideation
   ---- Other concerns (specify): ____________________________

Behavioral observations that are concerns:

________________________________________________________________________

II. Describe contact with parent - what did parent say?

________________________________________________________________________

ACTIONS TAKEN:
Contacted parent: YES____  NO____  School Official: ______________________
Date & Time: ____________  Phone Witness: __________________________
Action taken if parent not available:
Department of Family Services: ____________  Mental Health: ____________
Police: ____________  Emergency: 911

III. Interventions
Interventions used:
   ______  Agency/Practitioner Referral
      Name: ________________________  DATE: ____________
   ______  No referral/parent informed of available resources

Explanation: ____________________________
IV. Informed the following school personnel:

<table>
<thead>
<tr>
<th>Administrator:</th>
<th>Name</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Worker:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counselor:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I (we) have been advised of the above concerns regarding my (our) child and the school district's recommendation of possible interventions on my child's behalf.

Signature of parent/guardian ___________________________ Date __________
Witness ____________________________________________

In the event of agency referral:
I, __________________________________________ hereby give permission to
Crook County School District #1 to release all confidential information on
__________________________________ to __________________________________ (agency).

Parent/Guardian __________ Date __________

V. Parent Comments:
________________________________

VI. Administrator's Signature
______________________________ Date __________ Time __________

VII. CONFIDENTIAL REPORT to SUPERINTENDENT Regarding Suicide Crisis

Student's Name __________________________ Age _____

School __________________________ Grade _____ Sex _____

ACTION TAKEN:
Parents contacted __________________________
Referred to __________________________

Signature __________________________ Position __________________________ Date __________
**Support Staff Leaves and Absences**

**Emergency/Bereavement Leave** – This is paid leave time which is designated for use due to a serious illness in which death is a possible factor or a death in the immediate family. "Immediate family" will be defined by the employee. In the event of a serious illness or a death in the immediate family, leave may be granted as follows:

1. The building administrator may grant from one (1) to five (5) days of paid leave for an individual family member.
2. In the event of serious illness or the death of another family member covered by this policy, Step 1 will be followed again.

Revised: June 17, 2019
# General Fund

TO ACCOUNT FOR TRANSFER TO CCSD CAPITAL PROJECTS FUND FOR FUTURE VOC ED EXPENDITURES
TO ACCOUNT FOR PAYOFF OF FACILITIES EXPENDITURES WITH CITY OF SUNDANCE

<table>
<thead>
<tr>
<th>Revenue and Other Sources:</th>
<th>Approved Budget 18-19</th>
<th>Budget Amendment 18-19</th>
<th>Revised Budget 18-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>81000 - Local Sources</td>
<td>$5,629,705</td>
<td>$0</td>
<td>$5,629,705</td>
</tr>
<tr>
<td>82000 - County Sources</td>
<td>$1,662,155</td>
<td>$0</td>
<td>$1,662,155</td>
</tr>
<tr>
<td>83000 - State Sources</td>
<td>$13,432,403</td>
<td>$0</td>
<td>$13,432,403</td>
</tr>
<tr>
<td>84000 - Federal Sources</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>85000 - Transfers &amp; Other</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Revenue:</strong></td>
<td><strong>$20,724,263</strong></td>
<td><strong>$0</strong></td>
<td><strong>$20,724,263</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures &amp; Other Uses:</th>
<th>Approved Budget 18-19</th>
<th>Budget Amendment 18-19</th>
<th>Revised Budget 18-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 - Instruction</td>
<td>$12,684,136</td>
<td>$0</td>
<td>$12,684,136</td>
</tr>
<tr>
<td>2000 - Instructional Support</td>
<td>$1,815,413</td>
<td>$0</td>
<td>$1,815,413</td>
</tr>
<tr>
<td>3000 - General Support</td>
<td>$7,171,440</td>
<td>-$40,000</td>
<td>$7,131,440</td>
</tr>
<tr>
<td>4000 - Community Support</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>5000 - Facilities</td>
<td>$10,000</td>
<td>$40,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>6000 - Transfer &amp; Other Uses</td>
<td>$275,000</td>
<td>$489,880</td>
<td>$764,880</td>
</tr>
<tr>
<td>7000 - Cash Reserve</td>
<td>$3,500,000</td>
<td>-$489,880</td>
<td>$3,010,120</td>
</tr>
<tr>
<td><strong>Total Expenditures:</strong></td>
<td><strong>$25,455,989</strong></td>
<td><strong>$0</strong></td>
<td><strong>$25,455,989</strong></td>
</tr>
</tbody>
</table>
## CCSD CAPITAL PROJECTS

**TO ACCOUNT FOR TRANSFER FROM GENERAL FUND FOR FUTURE VOC ED EXPENDITURES**

<table>
<thead>
<tr>
<th></th>
<th>Approved BUDGET 18-19</th>
<th>Budget AMENDMENT 18-19</th>
<th>Revised BUDGET 18-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE AND OTHER SOURCES:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>81000 - LOCAL SOURCES</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>82000 - COUNTY SOURCES</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>83000 - STATE SOURCES</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>84000 - FEDERAL SOURCES</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>85000 - TRANSFERS &amp; OTHER</td>
<td>$0</td>
<td>$489,880</td>
<td>$489,880</td>
</tr>
</tbody>
</table>

**TOTAL REVENUE:**

|                      | $0                      | $489,880               | $489,880              |

| **EXPENDITURES & OTHER USES:** |                        |                         |                       |
| 1000 - INSTRUCTION          | $0                     | $0                      | $0                    |
| 2000 - INSTRUCTIONAL SUPPORT | $0                     | $0                      | $0                    |
| 3000 - GENERAL SUPPORT      | $0                     | $0                      | $0                    |
| 4000 - COMMUNITY SUPPORT    | $0                     | $0                      | $0                    |
| 5000 - FACILITIES           | $0                     | $0                      | $0                    |
| 6000 - TRANSFER & OTHER USES | $0                     | $0                      | $0                    |
| 7000 - CASH RESERVE         | $550,000               | $489,880                | $1,039,880            |

**TOTAL EXPENDITURES:**

|                      | $550,000               | $489,880                | $1,039,880            |