

**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, November 19, 2018, 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, Thayne Gray, Dena Mills, Ken Rathbun, and Chase Williams. Trustees absent – Rick Gill, Keith Haiar, and Josie Pearson. Administrator present – Mark Broderson, Superintendent

**APPROVAL of MINUTES**

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

**ADOPTION of AGENDA**

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

**VISITORS**

No visitors asked to address the board.

**FINANCIAL**

Pamela Garman, Business Manager, introduced Paul Stille, Leo Riley & Co. auditor, who went over the school district's 2017-18 audit results. Motion was made by Trustee Rathbun and seconded by Trustee Gray to approve the November financial reports. Motion carried. Motion was made by Trustee Mills and seconded by Trustee Rathbun to accept the 2017-18 audit findings as submitted by Leo Riley & Co. Motion carried.

**BOCES/BOCHES** No reports.

**SPECIAL PROGRAMS/  
PRINCIPALS**

No reports.

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

- The central office reroof project is almost complete.
- Work on the MHS storage shed project has begun.
- A student has been identified as habitually truant, and this information has been shared with the Crook County Attorney.
- He, along with Trustee Edwards, Trustee Rathbun, and Pamela Garman, attended the WSBA 2018 Annual Conference last week in Casper.
- There are three different superintendent evaluations, along with WY Standards and Benchmarks for Superintendents and District Leaders, in their notebooks for them to take home and read. Trustee Rathbun will give board members further information later in tonight's meeting.

Chairman Marchant asked if the sale of the Bear Lodge High School property and building complete? Yes, it is, and the funds are earmarked for future facility needs.

**EXECUTIVE SESSION**

None.

**CONSENT  
AGENDA**

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

Motion was made by Trustee Mills and seconded by Trustee Rathbun to approve the Consent Agenda.

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

To approve 2018 EWC Non-credit Instructors:

1. Sundance: Todd Hickman – Build Engraved Crate, 20 oz. Tumbler Mug Engraving

To approve 2018-19 requests to home school:

1. Billy & Jean Quade
2. Jennifer Eatherton

To approve 21<sup>st</sup> Century and After-School & Friday School hiring for 2018-19:

1. MK8: JB King, Angela Reed, Alyson Zimmerschied, Stephanie Huseby

To approve 2018-19 hiring:

1. Sara Bryant

To approve 2018-19 extra-duty contracts:

1. Jade Keffeler – Moorcroft HS Girls’ Assistant Basketball Coach
2. Matthew Albertson – Moorcroft HS Boys’ Assistant Basketball Coach
3. Skylar Carsrud – Sundance HS Assistant Wrestling Coach
4. Charles Bauman – Hulett HS Boys’ Assistant Basketball Coach

To approve a resignation:

1. Amanda Boswell – Sundance Elementary High Needs Special Education Para Motion carried.

**POLICY**

As recommended by the superintendent, motion was made by Trustee Gray and seconded by Trustee Williams to approve the revision to Policy JED – Student Attendance. 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 Williams and seconded by Trustee Edwards to accept the immediate resignation of Josie Pearson as CCSD#1 Board of Trustee Sundance representative. Superintendent Broderon thanked Mrs. Pearson for her service. A notice will be published in the Sundance Times and posted on the crook.1 website. The search committee will consist of Chairman Marchant, Trustee Edwards, and Trustee Mills. A recommendation for Mrs. Pearson’s replacement will be made at the December 17, 2018, meeting. Chairman Marchant informed board members of his intent to invite Vice-Chairman Gill to also join the search committee. Motion carried.

**RECOGNITION**

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

- Congratulations to Trustee Edwards for earning a WSBA Award of Distinction Leadership in Learning Level I!
- Congratulations to Trustee Rathbun for earning a WSBA Award of Distinction Leadership in Learning Level II, a position on the All WY School Board Hall of Fame,

and being named one of the WY Association of School Administrators All WY School Board Members of the Year for 2018!

- Congratulations to Katie Williams, Moorcroft High School volleyball coach, for being selected as the Northeast Volleyball Coach of the Year!
- Thank you to the cooks and lunchroom helpers in each town for a delicious Thanksgiving lunch provided to staff members in honor of American Education Week

**DISCUSSION**

Chairman Marchant had asked Trustee Rathbun to research a new requirement from the Wyoming Department of Education regarding the superintendent evaluation process. Trustee Rathbun reported that CCSD#1 is required to notify the WDE - in writing by February 2, 2019 - of its decision to use one of the four preexisting, approved evaluations, or its intent to create an original evaluation. The board will need to tailor the document to fit the needs of CCSD#1 according to WDE requirements. Chairman Marchant scheduled a work session to discuss the evaluation process. It will begin an hour before the December 17 board meeting.

**ADJOURN-  
MENT**

Motion was made by Trustee Rathbun and seconded by Trustee Williams to adjourn the meeting at 6:47 PM. Motion carried.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

## **Student Attendance**

**JED**

Recognizing the relationship between good attendance and achievement, it will be the policy of the Board of Trustees to promote good attendance.

### **EXCUSED ABSENCES**

An excused absence is one in which the school district, with the knowledge of the parent, excuses the absence. The building principal has authority to assess and decide whether the absence is excused or unexcused. There are two types of excused absences, those with prior notice and those without prior notice.

#### **Absences with prior notice:**

Written notice provided within a reasonable amount of time (24-hour minimum notice is recommended so teachers and student can prepare for the absence.)

#### **Absences without prior notice:**

- Illness of the student
- Family emergency & accidents, emergency room treatment, or other emergency situations that necessitate the immediate absence of the student

In all absences in this category, it is the responsibility of the student's parent or legal guardian to contact the school each day the student is absent, explaining the absence.

If this is not possible, the student is required to provide a written statement from the parent or guardian, giving an explanation for the absence, upon the students' return to school. Failure to communicate with the school either during the absence or within two school days after the student returns may result in the absence being recorded as unexcused.

A maximum of **8** excused absences will be allowed in any one semester. Each absence beyond the **8** excused absences per semester will be unexcused. Exceptions will be certification from a doctor, orthodontist, dentist, school nurse, or medical clinic stating specific days to be excused from school or a verified family emergency.

In cases of prolonged or chronic illness (more than five consecutive days absent), prior to the students' return, the student must provide certification from a medical authority (as stated above), stating he/she is free from the disease or the disease has passed the communicable stage. When appropriate, homebound instruction will be considered.

Students submitting make-up work due to an excused absence will be permitted to do assigned work without penalty within a reasonable amount of time as established by each school.

### **UNEXCUSED ABSENCES**

All absences falling into this category are truanancies. A student is considered truant (unexcused) when he/she is absent without the knowledge of the parent/guardian and/or school officials, or if the absence cannot otherwise be excused by the building principal. An 'F' grade or equivalent will be recorded for each class and activity missed during the student's truancy.

**Truancies:**

Each school will establish procedures regarding disciplinary action for unexcused absences. The district will establish additional actions for truancies applying differently to compulsory and non-compulsory students.

When a student is truant, upon his/her return, the student will be required to have a conference with the building principal or his/her designee. The parents/guardians are to be notified by phone, when possible, and/or by letter, within 48 hours of the principal/designee administering the consequences for the truancy. Interventions will be taken to establish corrective steps to improve the students' attendance and prevent future truancies.

**Compulsory Students:**

Compulsory students are those who have not completed the tenth grade or have not reached 16 years of age. Upon the second truancy, the principal will have a conference with the truant student, his/her parents, and appropriate building staff. At this meeting, the principal will explain state statutes regarding truancies and possible future actions. Upon the third truancy, the principal will send a registered letter notifying the parents of the third truancy and the action to be taken if a fifth truancy should occur

Any student who has accumulated five or more days of truancy in any one school year will be referred to the superintendent by the building principal. The superintendent will schedule an informal hearing. Upon conclusion of the hearing with the parties of interest, the superintendent may recommend the student be classified as a habitual truant and reported to the county attorney's office. The superintendent can request court intervention as per W.S. 21-4-106

**Non-Compulsory Students:**

Non-compulsory students are those who are not yet 7 or who are 16 and older or who have completed the tenth grade. Upon the third truancy, the principal/designee will have a conference with the truant students, his/her parents, and appropriate building staff. At this meeting, the principal/designee will explain future consequences for continued truancy. Upon the fourth truancy, the principal/designee will send a registered letter notifying parents of the fourth truancy and the action to be taken if a fifth truancy should occur.

Any non-compulsory student who has accumulated five or more truancies in any one school year will be considered as a continued, willful disobedient student and as such could be scheduled for an expulsion hearing.

Legal References: W.S. 21-4-101, 102; Rules & Regulations for the School Foundation Program, Chapter 8

Cross References: 5133,5121,5121-R

Adopted: September 19, 1991

Revised: April 22, 2013

Revised: November 19, 2018