

Sheridan County School District #2

Board Meeting



Date: January 11, 2016

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2

Board of Trustees Meeting

Central Office – Board Room

January 11, 2016

6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
- II. Recognition**
 - A. Model United Nations Recognition - Brent Leibach
 - B. All-State Band, Choir, and Orchestra Recognition - Brent Leibach
 - C. Coach of the Year - Football, Don Julian - Terry Burgess
 - D. Coach of the Year - Golf, Larry Martolio & Sandy Michelena - Terry Burgess
 - E. Sheridan Swim Team and Coach Moore Recognition - Craig Dougherty
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
 - A. Approval of Board Meeting Minutes - December 7, 2015
 - B. Approval of Bills for Payment
- VI. Old Business**
 - A. Capital Construction Update (*Information*) - Craig Dougherty
 - B. Next Level Update (*Information*) - Mitch Craft
 - C. Approval of Policies (*Action*) - Cody Sinclair
- VII. New Business**
 - A. Audit Report for FY 2014-15 (*Action*) - Roxie Taft
 - B. Bus Vendor Purchase Authorization (*Action*) - Steve Schlicting
- VIII. Reports and Communication**
 - A. Board of Trustees
 - 1. Board Reports
 - a. Board Committee Appointments (*Information*) - Ann Perkins
 - 2. Committee Reports
 - 3. Other
 - B. PTO/Parents/Students/Organizations
 - C. Site Administration and Staff
- IX. District Reports**
 - A. Superintendent
 - 1. Board Goal Updates (*Information*) - Craig Dougherty
 - B. Assistant Superintendent
 - 2. Calendar Year 2015 Grant Awards (*Information*) - Tom Sachse

X. Executive Session

A. Personnel Matters, W.S. 16-4-405(a)(ii)

B. To Consider or Receive any Information Classified as Confidential by Law, W.S. 16-4-405(a)(ix)

XI. Adjournment

All agenda items address board goals. The goals are as follows:

Student Learning

Communicating High Expectations

Research-Based, Best Practices

Excellent Staff and Resources

Governance & Leadership

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting December 7, 2015

Ann Perkins, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:00 p.m., Monday, December 7, 2015, in the Board Room at the Central Administration Office. The presiding officer was Molly Steel, Chairman Pro-Tem. A quorum was determined to be present with the following attendees:

Trustees:

Molly Steel, Chairman
Ann Perkins, Vice-Chairman
Wayne Schatz, Treasurer
Marva Craft, Clerk
Craig Achord
Richard Bridger
Tony Wendtland
Sue Wilson

Administrators:

Craig Dougherty, Superintendent
Terry Burgess, Assistant Superintendent
Scott Stults, Director of Elementary Education
Roxie Taft, Business Manager
Julie Carroll, Facilities Director
Coree Kelly, Technology Director

Absent:

Hollis Hackman

Absent:

Tom Sachse, Assistant Superintendent

A. Pledge of Allegiance

The election of the 2015 Board Officers was held immediately following the Pledge of Allegiance. Pro-Tem Chairman Steel asked for officer nominations.

TRUSTEE CRAFT NOMINATED TRUSTEE PERKINS AS CHAIRMAN. THERE BEING NO FURTHER NOMINATIONS, NOMINATIONS CLOSED AND VOTING PROCEEDED WITH TRUSTEE PERKINS BEING ELECTED UNANIMOUSLY.

TRUSTEE BRIDGER NOMINATED TRUSTEE WENDTLAND AS VICE-CHAIRMAN. THERE BEING NO FURTHER NOMINATIONS, NOMINATIONS CLOSED AND VOTING PROCEEDED WITH TRUSTEE WENDTLAND BEING ELECTED UNANIMOUSLY.

TRUSTEE WILSON NOMINATED TRUSTEE ACHORD AS TREASURER. TRUSTEE CRAFT NOMINATED TRUSTEE SCHATZ AS TREASURER. THERE BEING NO FURTHER NOMINATIONS, NOMINATIONS CLOSED. TRUSTEE ACHORD WAS ELECTED TREASURER BY A MAJORITY VOTE.

TRUSTEE BRIDGER NOMINATED TRUSTEE CRAFT AS CLERK. THERE BEING NO FURTHER NOMINATIONS, NOMINATIONS CLOSED AND VOTING PROCEEDED WITH TRUSTEE CRAFT BEING ELECTED UNANIMOUSLY.

II. Recognition

A. Moonbeam Book Award, Yvonne Osborne - Scott Stults

Director of Elementary Education Scott Stults informed the Board that Scott and Yvonne Osborne had recently received the Moonbeam Book Award. He said the book, titled “Jake and The Happy Trash Truck,” received a bronze medal in the Spanish Language - Picture Book category.

Mrs. Osborne thanked the Board of Trustees for recognizing their Moonbeam Book Award. She said that receiving the award has been a fun and interesting journey.

B. WSBA Awards, Board of Trustees - Craig Dougherty

Superintendent Craig Dougherty reported that our District received three awards at the WSBA Annual Conference. First, Sheridan County School District #2 Board of Trustees received the Standard of Excellence Award. He explained that this award is presented to a school district board when a majority of its current members have received or are eligible for the Certified Master Board Member Award. He thanked the Board for their dedication to being progressive and invested in the district.

Mr. Dougherty said the Award of Distinction - Level II was awarded to Trustee Wayne Schatz. He explained that this award is given after the board member has earned 300 Board Certification Points.

Mr. Dougherty presented the Leadership in Learning - Level II to Trustee Richard Bridger. He explained that this award is given after the board member has earned 500 Board Certification Points.

C. Fall Sports Update and Recognition - Terry Burgess with Jeff Mowry

Assistant Superintendent Terry Burgess introduced Sheridan High School Assistant Principal Jeff Mowry to report on the fall sport programs.

Mr. Mowry said that it is one of the best jobs to honor the student athletes that make our district look great. He congratulated Molly Green on her great swimming season. She broke two individual records, two team records, and was State Champion in the 200 M Freestyle event. Mr. Mowry also congratulated Kaitlin Brooks who was one of two All-state Tennis athletes, all while being Student Body President and carrying a 4.0 GPA.

Mr. Mowry acknowledged Julia Fenn for her fourth State Championship in tennis, and the Sheridan High School Girls Golf Team and the Sheridan Bronc Football team for their State Championships. Mr. Mowry presented a list of the fall sports teams and their accomplishments, including six new school records. He pointed our attention to the GPAs of the student athletes: between nine athletic teams the average GPA is 3.52. Mr. Mowry said that seventy-two students had made All-State Music. Mr. Mowry reported that the winter sports have just started and there are a large number of students participating. He thanked the Board for their continuing support.

III. Approval of Agenda

TRUSTEE WILSON MADE A MOTION TO APPROVE THE AGENDA, AS AMENDED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

IV. Welcome--Audience Comments

V. Consent Agenda Items

A. Approval of Board Meeting Minutes - November 2, 2015

B. Approval of Luncheon Board Meeting Minutes - November 16, 2015

C. Approval of Bills for Payment

General Clearing	\$2,716,451.05
Federal Fund	\$148,362.10
TOTAL:	\$2,864,813.15

TRUSTEE BRIDGER MADE A MOTION TO APPROVE THE CONSENT AGENDA ITEMS, AS PRESENTED. TRUSTEE WENDTLAND SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VI. Old Business

A. Capital Construction Update (*Information*) - Craig Dougherty

Superintendent Dougherty reported that the high school project is now fully enclosed. He said the new addition and building tie-in will continue through March 2016 and the entire project is expected to be completed in September 2016. He said he will work with Facilities Director Julie Carroll, Athletic Director Don Julian, and Sheridan High School Principal Brent Leibach to host a tour for the Board.

Mr. Dougherty said the junior high hill stabilization project is progressing. He said the grading plan is being finalized and we will continue to keep the Board informed regarding this project.

Mr. Dougherty said the Collaborative High School project is currently not funded. He reported that through the legislative process, the district will request that the Old Highland Park Elementary building be placed on the needs index list.

Trustee Schatz asked if vegetation is going to be planted on the junior high hillside. Mr. Dougherty responded that vegetation will be planted in the spring.

Chairman Perkins asked how the new exit in the Sheridan High School parking lot is working. Principal Leibach responded that there have been no accidents and everyone is enjoying the second exit.

B. Next Level Update (*Information*) – Mitch Craft

Sheridan Junior High School Principal Mitch Craft referred to the two documents provided in the board packet. He said the first document includes the notes from the November 11th Next Level Steering Committee meeting. Mr. Craft said the document includes goals and action steps that were established in August, and the italicized text is the work we have done since. He said that he would continue to report what is being done at each committee level meeting and behind the scenes.

Mr. Craft explained that the second document is an update regarding the new Parent Liaison Program. He said the summary of data was written and provided to all of the people helping to fund the program. The document included a breakdown of contacts to parents. From inception of this program, the liaisons have made 834 direct contacts with parents. Mr. Craft said this is much better than he expected and he reported that a lot of parents are conversing about the program. He said this program will truly be an essential part of education.

C. Approval of Policies (*Action*) - Cody Sinclair

FIRST READING

Human Resources Coordinator Cody Sinclair said that the policies in Section D are in the process of being completed. He recommended that the three policies in first reading be reviewed individually.

Mr. Sinclair explained that policy DKA-P - Payroll Deductions was last reviewed in 2009. Mr. Sinclair said staff are only allowed a maximum of two separate bank accounts to distribute their pay. He explained that we already follow this, but the wording was updated to make the policy more clear.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY DKA-P - PAYROLL DEDUCTIONS, ON FIRST READING, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that policy DKC - Expense Authorization/Reimbursement was changed to outline that reimbursement for professional travel must go through the principal and the superintendent.

TRUSTEE CRAFT MADE A MOTION TO APPROVE POLICY DKC - EXPENSE AUTHORIZATION/REIMBURSEMENT, ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that in policy DN-P - Asset Procedures the third paragraph was removed and the first paragraph was updated. He said that these changes were recommended by the auditors.

TRUSTEE WENDTLAND MADE A MOTION TO APPROVE POLICY DN-P - ASSET PROCEDURES, ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

SECOND READING

Mr. Sinclair said that there were no changes to policies JICJ - Student Use of Cell Phone and Other Electronic Equipment and JIH - Student Searches, Information Gathering, and Student Arrests between first and second reading. He recommended they be approved together.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY JICJ - STUDENT USE OF CELL PHONE AND OTHER ELECTRONIC EQUIPMENT, POLICY JIH - STUDENT SEARCHES, INFORMATION GATHERING, AND STUDENT ARRESTS, ON SECOND READING, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VII. New Business

A. FY16 Quarterly Financial Update (*Information*) - Roxie Taft

Business Manager Roxie Taft said the quarterly report for the first quarter was included in the board packet. She explained that the first quarter of this fiscal year includes July, August, and September. Mrs. Taft said the cash report represents the reconciled balance and the revenue and expense report represent all general fund revenues and expenses as of September 30, 2015.

B. Project Lead the Way (*Information*) - Brent Leibach with Jeff Mowry and Mitch Craft

Sheridan High School Principal Brent Leibach said last month we talked about goals we have for the high school. He said the result of that discussion was an agreement that the high school needs a computer science programming class. He introduced Sheridan High School Assistant Principal Jeff Mowry to explain the computer science programming class.

Mr. Mowry said that the administration has been reviewing a handful of computer science programming classes and have decided on Project Lead the Way (PLTW). He said the introduction of PLTW curriculum will be offered in the next school year, as well as computer science and software engineering. He explained that the following year we will take on another course and continue to build on this curriculum. Mr. Mowry said this program will be presented again to the Curriculum Review Team on Thursday. He said the junior high will also take on three PLTW programs next year as well. Mr. Mowry said Shirley Coulter will take the lead on teaching these classes at the high school.

Trustee Wendtland said that he really supports this effort. Mr. Mowry said that he had traveled to Gillette to talk about PLTW with their school district. They have already implemented this in the junior high school, and so we will implement it next year in the junior high school and the high school. Trustee Schatz asked if there are graded levels for these courses. Mr. Mowry responded that some students will be able to take AP courses right away, while others will need to take beginning level courses. He explained that it depends on the individual student's skill level. Trustee Schatz asked if we are working with the college. Mr. Mowry replied that, yes, we are working with the college to implement an AP test, so students can earn college credit.

VIII. Reports and Communications

A. Board of Trustees

1. Board Reports

a. Board Committees (*Information*) - Board Chairperson

Trustee Steel recognized Trustee Wayne Schatz for his years of service as Treasurer of the Board. She also congratulated Trustee Bridger and Trustee Schatz for their awards from the Wyoming School Boards Association (WSBA). She congratulated the new Board officers.

Trustee Wilson thanked the administration for encouraging the Board to attend the WSBA conference in Casper. She said it was a great conference.

Chairman Perkins reported that there are several subcommittees that the Board serves on. She said we will be making appointments to the committees at January's meeting.

2. Committee Reports

There were no committee reports.

3. Other

There were no other board reports.

B. PTO/Parents/Students/Organizations

There were no PTO/Parents/Students/Organizations reports.

C. Site/Administration/Staff

Technology Director Coree Kelly wanted to acknowledge the students at Sheridan High School that have been taking a computer repair course. He said Shirley Coulter had started the class and the students now repair every single Chrome book for the district. Mr. Kelly reported that he meets with this class every week, and it has been interesting to see the students take ownership and pride in the contribution they make to the school district. Trustee Perkins asked how many years this program has been in place. Trustee Kelly responded that last year, in the spring, was the first year. He explained that this will be the first full year of the course.

IX. District Administration Reports

A. Superintendent

Superintendent Craig Dougherty said he appreciates former Chairman Steel and Trustee Schatz, as Treasurer, for their service to the Board of Trustees. He acknowledged their great work in moving the district forward.

1. Budget Reduction Discussion and Ending Early Retirement Incentive Plan After 2015-2016 (*Action*) - Craig Dougherty

Superintendent Dougherty reported that the state revenue projections are not positive. He said the district needs to be thoughtful about the process of budget reductions. Mr. Dougherty noted that this will have an impact on every state agency and all seven of the two-year colleges. He reported that the state is asking for hiring freezes and reductions. Mr. Dougherty said that Business Manager Roxie Taft and Human Resources Coordinator Cody Sinclair have been to every recalibration meeting to try and help the legislature understand the impact their decisions will have on the students. Mr. Dougherty explained that the recommendation may have looked positive initially, but reported that somehow solidifying the last biennium ECA was taken out. He explained that by ending the Early Retirement Incentive Plan after this year, we will be saving up-front money that can be used for programs for students. The policy still exists and the program can be re-established when the money is available. Mr. Dougherty said that it is the district's recommendation that we take action to suspend the Early Retirement Incentive Plan after the 2015-2016 school year.

Trustee Steel asked if it would be possible to take applications for the Early Retirement Incentive Plan once money is available. Mr. Dougherty responded that this is already stated in the policy. Trustee Wilson asked how much money would this save per year. Mr. Dougherty responded that the amount fluctuates from \$125,000 to \$300,000 and it depends on the year. He noted that it is an excellent program for staff, but the problem is finding the upfront money.

TRUSTEE CRAFT MADE A MOTION TO APPROVE THE ADMINISTRATION TO NOTIFY STAFF THAT, AT THIS TIME, THE BOARD DOES NOT PLAN TO APPROVE APPLICATIONS FOR THE EARLY RETIREMENT INCENTIVE PLAN NEXT YEAR. TRUSTEE STEEL SECONDED THE MOTION AND IT CARRIED WITH A MAJORITY VOTE.

2. Board Luncheon Work Schedule Revised (*Action*) - Craig Dougherty

Mr. Dougherty said that the Legislative Priorities Board Luncheon is going to be postponed until January 18. He said that in January there will be more information regarding the legislative priorities. Mr. Dougherty added that the After School

Programming Board Luncheon in April has been changed from April 11 to April 18. He explained that a few of the Board of Trustees would be in Boston at the National School Boards Association National Conference on April 11 and so the date was changed.

TRUSTEE WILSON MADE A MOTION TO APPROVE THE REVISED BOARD LUNCHEON WORK SCHEDULE, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE WILSON MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 6:55 P.M. TO TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES, PURSUANT TO W.S. 16-4-405(a)(ii) AND TO CONSIDER OR RECEIVE ANY INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW, PURSUANT TO W.S. 16-4-405(a)(ix). TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 6:55 p.m. to address personnel matters.

TRUSTEE ACHORD MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:10 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:10 p.m.

TRUSTEE STEEL MADE A MOTION TO APPROVE THE REVISED PERSONNEL ACTION REPORT, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A MAJORITY VOTE.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE CONTINUING CONTRACT STATUS, AS PRESENTED. TRUSTEE WENDTLAND SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

XI. Adjournment:

CHAIRMAN PERKINS MADE A MOTION TO ADJOURN THE MEETING AT 8:11 P.M. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 8:11 p.m.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
December 7, 2015**

CERTIFIED STAFF

Approvals:

Severine Murdoch Sheridan High School	Teacher-French 1.0 FTE (105 days)	Effective 1/4/16
--	--------------------------------------	---------------------

Resignations:

Tyler Rogers Henry A. Coffeen School	Teacher-2nd Grade 1.0 FTE (187 days)	Effective 11/24/15
---	---	-----------------------

Early Retirement Incentive Plan:

Teresa Hunter Sheridan Junior High School	Teacher-Language Arts 1.0 FTE (185 days)	Effective 6/6/16
---	---	---------------------

Douglas Moore Sheridan Junior High School	Teacher-Band 1.0 FTE (185 days)	Effective 6/6/16
---	------------------------------------	---------------------

Judy Stahl Sheridan Junior High School	Teacher-Title I 1.0 FTE (185 days)	Effective 6/6/16
--	---------------------------------------	---------------------

CLASSIFIED STAFF

Early Retirement Incentive Plan:

JoAnne Brinkerhoff Sheridan Junior High School	Secretary 8.0 hours/day (200 days)	Effective 6/16/16
--	---------------------------------------	----------------------

Cynthia Gowler Meadowlark School	Paraprofessional-Library Media Technology 8.0 hours/day (185 days)	Effective 6/8/16
-------------------------------------	---	---------------------

Sandra Klocko	Secretary	Effective
Fort Mackenzie High and the Wright Place Junior High School	8.0 hours/day (200 days)	6/15/16

Changes:

Rebecca Rosenlund	Paraprofessional-Special Education 1:2 (7.0 hours/ /day) 175 days/After School Program (2.0 hours/ week) 31 weeks to Paraprofessional-Special Education 1:2 (7.0 hours/day) 175 days	Effective 1/4/16
Sagebrush School		

Resignations:

Jacob Kekich	Custodian	Effective
Sheridan Junior High School	8.0 hours/day (262 days)	1/15/16

EXTRA DUTY 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Leon Schatz	Music-Musical Set Designer-SHS

ACADEMIC EXTRA DUTY 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Britnee Geringer	Title I After School Tutoring-Holy Name School

HENRY A. COFFEEN AFTER SCHOOL PROGRAM STAFFING - 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
W. Robert Aksamit	Teacher
Emily Damby	Teacher
Jennifer Duran	Teacher
Megan Garnhart	Teacher
Bailey Gregorich	Teacher
Emily Kading	Paraprofessional
Kira Kulinsky	Teacher
Shebree Moore	Teacher
Kaylee Nygren	Teacher
Melissa Rasmussen	Teacher
Brianna Reed	Teacher
Dawn Rogers	Teacher
Amanda Roseberry	Teacher
Merredith Smith	Teacher
Debra Williams	Teacher

WOODLAND PARK AFTER SCHOOL PROGRAM STAFFING - 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Miah Fonder	Paraprofessional
Debra Purdy	Substitute Paraprofessional

FORT MACKENZIE HIGH SCHOOL/THE WRIGHT PLACE AFTER SCHOOL PROGRAM STAFFING - 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Stephen Bailey	Teacher
Robert Winn	Teacher

**SHERIDAN HIGH SCHOOL AFTER SCHOOL PROGRAM STAFFING -
2015-2016**

Approvals:

<u>Name</u>	<u>Position</u>
Lonna Forister	Teacher
Rita Geary	Teacher
Matthew Johnson	Teacher
LaDonna Leibrich	Substitute Teacher
Lynn Snowden	Teacher

**SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) STAFFING -
2015-2016**

Approvals:

<u>Name</u>	<u>Position</u>
Cody O'Dea	Paraprofessional (Henry A. Coffeen)
Paul Phillips	Teacher (Henry A. Coffeen)



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: January 4, 2016

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Capital Construction Update** *(Information)*

Sheridan High School Projects and Future Planning

The construction on the Sheridan High School locker and training rooms is now enclosed. Mechanical, electrical, and plumbing rough-ins are continuing in the ceilings. Interior metal stud framing is complete. Drywall and sound insulation installation is 75% complete. Masonry is nearly complete under the heated cover. The elevator will be installed in the next couple of weeks. We are beginning to discuss the transition that will occur in March. The new addition and building tie-in will continue through March of 2016. The renovation of the old locker rooms will begin in March 2016 and the anticipated completion date of the entire project is September 2016. We will be scheduling a tour of the locker and training rooms for the Board prior to the March 7 meeting.

Sheridan Junior High School Hill Stabilization

We will continue to work through the grading to finalize the project.

Collaborative School

As it stands now, our collaborative school project is not funded. We are continuing to work with the legislative Joint Appropriations Committee (JAC) to still allow funding for the collaborative school.

District Facility Plan

This is the time of year we start to work on the District Facility Plan that will be approved by the Board in May.



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: January 4, 2016
TO: Board of Trustees
FROM: Mitch Craft, Sheridan Junior High School Principal
SUBJ: **Next Level Update** (*Information*)

At your January board meeting, I will present updates on the following Next Level committee work:

- Early Childhood
 - Early Childhood Liaison
- Community Engagement
 - Big Brothers/Big Sisters
 - Community Presentations
 - Corporate Sponsors
- Student Attendance
 - Parent Liaisons
- Multiple Pathways to Graduation
 - Graduation Coach Update (Curt Mayer)

Quarterly Steering Committee Meeting - February 3, 12:00 - 1:00 pm



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: January 4, 2016
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policy is being recommended for first reading:

EBAA Notification of Pesticide Application on or within School Buildings

The following policies are being recommended for second reading:

DKA-P Payroll Deductions
DKC Expense Authorization/Reimbursement
DN-P Asset Procedures

*Policies -
First Reading*

**NOTIFICATION OF PESTICIDE APPLICATION
ON OR WITHIN SCHOOL BUILDINGS**

~~Pursuant to W.S. §35-7-375, if~~ If the school district receives notice from any commercial applicator licensed under W.S. §35-7-359, or any other person providing notification that such person will apply a pesticide ~~under~~ (as defined in W.S. §35-7-354(d)) on or within any building or other real property used by the school district primarily for the education of students, including any property used by the district for student activities or playground, the school district shall notify students, teachers, and staff of the anticipated pesticide application. The school district shall distribute a copy of the notice provided by the applicator to each principal within the district, and each principal shall further distribute that notice to students, teachers, and staff under his/her supervision at the time the notice is received. If the school district receives notification pursuant to Wyoming Statute during the summer vacation, the school district shall not be required to individually notify teachers, staff, and students, other than to post such signs and notices as are appropriate on the school buildings and/or property as described below. The Superintendent shall ensure that the notices distributed shall be marked with a distribution date, including a distribution date when the notices were distributed to the principals and students, teachers, and staff, and that the notices also include information indicating the date of application, location of application or treatment area, the pest to be controlled, name and type of pesticide to be applied, and a contact for additional information. The school district shall retain the notices distributed for two (2) years following the application of the pesticide.

The school district shall, prior to application of the pesticide, contact the applicator and coordinate with the applicator to ensure that signs are posted on the school building or property stating the date of the application, the location of the application or the treatment area, the name and type of pesticide to be applied, and the contact for additional information. The school district, upon request, shall provide information on how to obtain additional information on the pesticide.

~~The School district will notify staff/teachers and students (72) hours prior to any applications.~~ Signs shall be posted at main entrances to school buildings and at entrances to the specific

**NOTIFICATION OF PESTICIDE APPLICATION
ON OR WITHIN SCHOOL BUILDINGS (contd.)**

application areas within the buildings not less than twelve (12) hours before application of pesticides. If pesticide application

is made outdoors to any area adjacent to a school building or on property used by the district for student activities or playgrounds, signs shall be posted immediately adjacent to the treated area and at the entrance to the district property. The signs shall remain posted for seventy-two (72) hours.

~~Anti-microbial pesticides, defined by W.S. §35-7-354(d) such as~~
~~disinfectants and sanitizers used by school employees for~~
~~cleaning purposes and which are not defined as pesticides under~~
~~W.S. 35-7-354 and insect or rodent bait stations of the type~~
~~available for home use, are exempted from~~not subject to the
notification and posting requirements described above.

W.S. 35-7-375

First Reading: 5/17/04
Second Reading: 6/14/04

*Policies -
Second Reading*

PAYROLL DEDUCTIONS

Social Security and Medicare taxes will be deducted as required by law. ~~All employees are covered by the Social Security Act. The employees' contribution is matched by the District.~~

~~Insurance~~ — Health, life, and accident insurance is available for eligible employees that complete appropriate paperwork to allow for the premium payment through a ~~through~~ payroll deduction.

Appropriate Federal Income Tax amounts will be deducted from each employee's salary according to regulations of the Internal Revenue Service.

~~Professional Dues~~ — The district will deduct monthly dues for Sheridan Central Education Association, Wyoming Education Association and National Education Association from the employee's monthly paychecks for those who request such service. These deductions will be forwarded after each pay period.

~~Credit Union~~ — ~~The district will deduct credit union contributions from employee's monthly paychecks in equal installments for those who request such a service.~~

~~Wyoming Retirement 457 Plan~~ — The district will deduct contributions to the Wyoming Retirement 457 plan from employees' monthly paychecks for those who request such a service.

~~Sheridan County School District No. 2 403(b) Plan~~ — The district will deduct contributions to approved 403(b) plan providers from employees' monthly paychecks for those who request such a service.

The district will deduct garnishments and other obligations as required by law.

The district will allow a maximum of two separate banks for direct deposit of employee's monthly paychecks.

First Reading: 12/7/155/18/09

Second Reading: 6/22/09

EXPENSE AUTHORIZATION/REIMBURSEMENT

Personnel and district officials who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed voucher and any supporting receipts required by the business office.

These expenses must be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for professional travel will be reimbursed within district guidelines when the travel has the advance authorization of the principal ~~and/or~~ the Superintendent or his/her designee. ~~Principals may grant this authorization without prior approval of the Superintendent when the travel expense has been anticipated and incorporated into the budget of the particular program involved.~~

Mileage will be paid at a rate authorized by the Board.

Expenses within district guidelines will be paid provided that persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience.

First Reading: 12/7/155/18/09

Second Reading: 6/22/09

ASSET PROCEDURES

The asset procedures (DN-P) cover the definition, transfer, and disposal of fixed assets and books, as well as the procedures for moving rooms. For the purposes of this procedure, "fixed assets" refers to any item valued at or over \$~~1~~5,000.00.

Any purchase order for fixed assets should be coded to the equipment account (540) in the General Ledger. The original purchase order will be filed in the Business Office and a fixed asset tag number will be assigned to the items. Federal grant purchase orders will have the originals filed in the appropriate grant file and a copy of the purchase order will be in the fixed asset file.

~~Any fixed asset valued at \$5,000.00 or more will be handled using the same procedure that is used for fixed assets, with the addition that a copy of the purchase order will be forwarded to the assistant business manager to track for depreciation. The original purchase order will be filed in the assistant business manager's office.~~

No item coded to the supplies account (410) will be tagged or entered into the fixed asset system.

TRANSFERS

Any fixed asset moved from one assigned room to another requires the submission of a completed Transfer or Disposal of School Property Form (DN-E1) ~~that is~~ found on the school website at "Staff"/"Forms"/"District Forms and Information"/"Inventory". The transfer portion of the form must be completed and signed by the principal. The form must then be submitted to the Business Office.

DISPOSALS

Disposal of any item in the fixed asset system shall be accomplished by submitting a completed Transfer or Disposal of School Property Form (DN-E1) which is found on the school website at "Staff"/"Forms"/"District Forms and Information"/"Inventory". The disposal portion of the form must be complete with all the necessary information. The fixed asset tag must be removed and attached to the bottom of the form as specified on the form. Once the principal has signed the disposal form, it ~~will~~should be forwarded to the building's head custodian or, in the case of computer equipment, to the technology department.

ASSET PROCEDURES (contd.)

When the fixed asset is computer equipment, in addition to the disposal form, a technology work order must be completed. The completed disposal form ~~must~~should be sent directly to the technology department. The technology department will evaluate and be responsible for storage/disposal. The technology department will then forward the disposal form to the business office upon completion.

Custodians will create a work order for all non-computer fixed assets. Once the work order has been confirmed and the disposal form is approved by the facilities department, the asset can then be disposed of and the paperwork forwarded to the business office. If the asset is to be stored, then the facilities department will convert the disposal form into a transfer form and note the location.

BOOK DISPOSALS

In order to dispose of books, the Disposal Form for Books (DN-E2), found on the school website at "Staff"/"Forms"/"District Forms and Information"/"Inventory", must be completed. A copy of the form shall be left with the boxes containing the books. Keep books on location until picked up by the facilities department. Forward the form to the appropriate personnel for approval.

MOVING

Principals shall notify the building custodian of any room moves. The custodian will complete a work order, then call the business office (Ext. 5203 or 5208) and get inventory sheets for the rooms. Pertinent information will be recorded directly on the inventory sheets. The information will include what is to be moved and where (room #), what is staying, and what is to be disposed. If fixed assets are to be disposed during a room move, the use of a transfer or disposal of School Property Form is not required. Instead, the inventory tags of disposed items shall be attached to the inventory sheets. When the move is finished, the inventory sheets should be forwarded to maintenance, so the work order can be closed. Maintenance will forward the inventory sheets to the business office, so fixed assets can be updated.

First Reading: 12/7/156/18/12

Second Reading: 7/18/12

~~Reviewed: 10/7/13~~



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: January 4, 2016

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **Acceptance of 2014-15 Audit Report** *(Action)*

Alexandra Wilkinson and Travis Fegler from Porter, Muirhead, Cornia and Howard will be in attendance to present the 2014-15 district financial audit. The final audit was sent to you for your review on December 9th.

At the end of the presentation, action will be needed to accept the FY15 audit as presented.



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: January 4, 2016
TO: Board of Trustees
FROM: Steve Schlicting, Transportation Director
SUBJ: **Bus Vendor/Purchase Authorization for the 2016-2017 School Year** *(Action)*

The Wyoming Department of Education (WDE) recently responded to our request to purchase four new buses as established by the *State Bid/District Buy Program*. The state has authorized the purchase of the new buses and subsequent sale of the buses to be replaced, as specified on WDE-621 Vehicle Forms.

After reviewing the bids received from the Wyoming bus vendors, it is recommend that the bid be awarded as follows (see vendor bid comparison charts):

Preferred Vendor Recommendation

Vendor: Elder Equipment Leasing of WY, Inc., Casper, WY for both propane and diesel powered buses.

- | | |
|---|--|
| 1) Bus type: C; 72 passenger (Route)
Quantity: One (Propane)
Price: \$98,580.00 per bus ##
State Base Price: \$98,587.00 *
Options (WY State approved):
Chains: \$3,345.00
Book racks (tubular): \$2,020.00
Heated steps: \$400.00
Total price: <i>\$104,345.00 per bus</i> | 2) Bus type: C; 72 passenger (Route)
Quantity: Two (Diesel)
Price: \$96,775.00 per bus ##
State Base Price: \$96,786.00 *
Options (WY State approved):
Chains: \$3,345.00
Book racks (tubular): \$2,020.00
Heated steps: \$400.00
Total price: <i>\$102,540.00 per bus</i> |
| 3) Bus type: D; 75 passenger (Activity)
Quantity: One (Diesel)
Price: \$116,825.00 per bus ##
State Base Price: \$116,828.00 *
Options (WY State approved):
Chains: \$3,345.00
Book racks (tubular): \$2,295.00
Heated steps: \$400.00
Engine exhaust brake: \$1,375.00
Under bus storage: \$7,000.00
Webasto aux heater: \$3600.00
Total price: <i>\$134,840.00 per bus</i> | |

Vendor Choice Explanation

This year the decision is to choose Elder Equipment Leasing of WY, Inc., (Blue Bird dealer) of Casper as the preferred bus vendor.

The selection of Elder as our preferred vendor is based on the following criteria:

- ✓ Elder Equipment's excellent after sale support
- ✓ History of Blue Bird reliability after delivery
- ✓ Pricing for the selected buses is slightly under the state base bid price for buses in each category; therefore they qualify for 100% reimbursement from the WDE.
- ✓ Elder Equipment dealership is located within Wyoming.
- ✓ On time delivery; consistently delivered when promised.
- ✓ Pricing of replacement parts is competitive, compared to other vendors.
- ✓ Warranty work done in a timely fashion at Steve's Truck in Sheridan.

Disposal of old buses

Unless proposed legislation passes, we will have to again count the revenue twice for old buses; once against the cost of the new bus and again to decrease the district foundation payment. It makes better economic sense to offer the buses for sale via sealed bid to the public as we have for the last few years. Usually there are numerous individuals and non-profit groups that express interest in bidding or donation to a qualifying government entity, of the surplus buses.

BUS #	YEAR	MAKE	VIN
8	2004	Blue Bird IC	1HVBBAAN94H606384
12	2004	Blue Bird IC	1HVBBAAN34H606381
32	2006	International	4DRBWAAR36A220337
51	2004	Blue Bird IC	1HVBBAAN74H606383

Total Order Summary

The total Elder Equipment bus order for the 2016-2017 school year is summarized as follows:

\$104,345.00 X ONE	= \$104,345.00 (Type C – 72 pass PROPANE order)
\$102,540.00 X TWO	= \$205,080.00 (Type C – 72 pass DIESEL order)
<u>\$134,840.00 X ONE</u>	<u>= \$134,840.00 (Type D – 75 pass activity bus order)</u>

Grand Total	<u>= \$444,265.00</u>
--------------------	------------------------------

Vendor Bid Comparison Charts

Type C, 72 Passenger Route bus - **PROPANE** (Replacing bus 51) / State Base Price = \$98,587.00 *

Vendor	Chassis/Body	Engine	HP	Bid Price	Price including Options **
Elder Equipment (Casper)	2017 Blue Bird	Ford V10	362	\$98,580.00 ##	\$104,345.00
I State Truck (Billings)	2017 Thomas/C2	GM, 454 V8	350	\$95,674.00	\$100,474.00

Type C, 72 Passenger Route bus - **DIESEL** (Replacing buses 8 and 12) / State Base Price = \$96,786.00 *

Vendor	Chassis/Body	Engine	HP	Bid Price	Price including Options **
Elder Equipment (Casper)	2017 Blue Bird	Cummins, ISB	250	\$96,775.00 ##	\$102,540.00
Harlow's (Bismarck)	2017 International	Cummins, ISB	250	\$96,139.00	\$101,401.00
I State Truck (Billings)	2017 Thomas/C2	Cummins, ISB	250	\$97,244.00	\$102,044.00

Type D, 75 Passenger Activity bus (Replacing current bus 32) / State Base Price = \$116,828.00 *

Vendor	Chassis/Body	Engine	HP	Bid Price	Price including Options **
Elder Equipment (Casper)	2017 Blue Bird	Cummins, ISL	300	\$116,825.00 ##	\$134,840.00
Harlow's (Bismarck)	2017 International	Maxxforce DT	285	\$116,461.00	\$131,461.00
I State Truck (Billings)	2017 Thomas	Cummins, ISL	300	\$115,973.00	\$128,273.00

Note: Yellow highlighted entries show District 2 Transportation Department preferred vendor choice.

* The Wyoming Department of Education (WDE) establishes a "State base price" by averaging all vendor basic bid price quotes for a specific bus type/size combination. If the bus selected by a district is less than or equal to this figure, the state will reimburse 100% of the district bus purchase. If the "bid price" exceeds the "State base price", the district must pay the difference between the actual price and the "State base price". However, the district is still reimbursed for the full amount.

** Price including Options is the figure used to compare Vendors for buses that have the identical option packages as our district has been pre-approved by the WDE to order.

Price with preferred customer discount.



Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

Craig Dougherty, Superintendent

DATE: January 4, 2016
TO: Board of Trustees
FROM: Ann Perkins, Board Chairman
SUBJ: **Board Committee Appointments** *(Information)*

I am making the following committee appointments for 2016:

Committee	Trustee(s)	Current Members
Budget	4	Craig Achord Marva Craft Ann Perkins Sue Wilson
Calendar	2	Craig Achord Wayne Schatz
Capital Construction	4	Rich Bridger Marva Craft Ann Perkins Molly Steel
Endowment Fund	2	Wayne Schatz Sue Wilson
Policy	4	Craig Achord Hollis Hackman Tony Wendtland Sue Wilson
Scholarship	1	Marva Craft
Sick Leave Bank	1	Hollis Hackman

Related Representation:

Sheridan Recreation District Board: Ann Perkins

SCEF: Rich Bridger, Ann Perkins

Next Level: Hollis Hackman, Sue Wilson



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: January 4, 2016
TO: Board of Trustees
FROM: Craig Dougherty, Superintendent
SUBJ: **Board Goal Updates** *(Information)*

I will be reporting on the status of your Board Goals at each Board meeting leading up to the Board Retreat. During Monday's meeting, I will report on the Governance and Leadership and Student Learning board goals.

GOVERNANCE AND LEADERSHIP BOARD GOAL

Governance and Leadership Goal: SCSD #2 will exhibit and monitor the district role in promoting academically-focused leadership in the community.

Discussion: The Board of Trustees believes that, as a public entity, the District is responsible to the Sheridan community to model and provide governance and leadership that is consistent and coherent. Board policy needs to be congruent with administrative priorities and procedures. There should be a feedback loop to ensure the ongoing evaluation and refinement of the degree to which board policy is implemented with fidelity and results.

The District has worked to provide a world-class education to the students of SCSD #2. This is reflected in policy and procedure. Another example of proper governance is that the district has worked hard to be accountable to the public in regard to expenditure of taxpayer dollars.

2015-2016 Projections:

1. The Board will maintain the goal of two-thirds of its members reaching certified board member status with regard to school board professional development. This requires 50 points based on the WSBA development recognition program. *
2. The Board will continue its progress through policy review and approval, emphasizing public and staff awareness and input.
3. The Board will continue its participation in state and National School Board Association matters to maintain its focus on governance and leadership.
4. The Board will continue its advocacy with the state legislature on matters of vital interest to the District.

2015-2016 Milestones:

1. The Board continues to be vigilant in acquiring professional development and has spent numerous hours in professional development opportunities, during the academic year. Fully 67% of trustees have had 50 points or more since becoming board members making them certified board members. *
2. The Board has reviewed all of the policies in the policy book and has made consistent efforts towards making the policies more relevant, succinct, and broadly understood by all members of the education community. The Board has begun to review all the policies again as part of a continual process.
3. The Board routinely participates in the state and national conferences and professional development opportunities focusing on governance and leadership. This year, the Board had five trustees attend the WSBA Annual Conference and six will attend the NSBA Annual Conference in Boston this spring.
4. This past year, the Board has actively created opportunities for dialogue among local legislators on issues that are important locally and statewide, paying special attention to the recalibration support and accountability changes.

*SMART Goal

STUDENT LEARNING BOARD GOAL

Student Learning Goal: SCSD #2 will continuously promote student learning as the primary focus of every staff member in the school district.

Discussion: The Board of Trustees is committed to helping all students reach their potential both academically and in many other aspects of human endeavor. This goal is at the center of the board's philosophy, policy, and action.

While each goal is important, student learning is the most important goal for the school district. It is the essence and prime mover of everything in which the school district engages. The Board sets policy to promote and actualize student learning. The Board prioritizes expenditures based on opportunities to maximize student learning. The Board hires all staff with an eye towards optimizing student learning. The Board regularly expects and anticipates reports from the central office and site administration on the degree to which students learn the core and elective curricula.

2015-2016 Projections:

1. The District will maintain its ordinal position as first among large (4A) school districts in the state in 2016.*
2. The District will make progress towards reaching its academic (SMART) goals in 100% of the schools in 2016.*
3. The District will make progress towards reaching its graduation rate goal of 100% completion in 2016. *
4. District administrators will report to the Board on programs and interventions that improve student achievement in the core academic subjects.
5. The Board will continue its advocacy with the state legislature to fund school districts that demonstrate the priority for student learning.
6. The Board will monitor the effectiveness of district administration in evaluating teachers based on effective measures of student learning.

2015-2016 Milestones:

1. The District has maintained its ordinal position as first among large (4A) school districts in the state in 2015, with the highest assessment scores in the state, the most students qualifying for all-state music, and the most blue ribbon schools in the state.*
2. The District continues its progress towards realizing academic SMART goals in every building and district wide and will be completed in the formal evaluations to be finalized by May 15, 2016.*
3. The District continues to work toward an improved graduation rate with the guidance of its Next Level Committee, the Graduation Coach, and parent liaisons.*
4. The Superintendent, Assistant Superintendents, Director of Elementary Education, and principals regularly provide updates to the Board on programs and interventions designed to improve academic proficiency for all students. This year, the Board has received reports and presentations on Balanced Literacy, Professional Learning

Communities (PLC), Reading & Math Recovery, After School STEM Programs, Project Lead the Way, and Summer School.

5. The District continued to advocate for an External Cost Adjustment (ECA) to help fund the education of our students. Several legislative resolutions were submitted to the Wyoming School Boards Association for support, and the District will continue its advocacy to adopt the Smarter Balanced Assessment Consortium.
6. The District continued to be a model for the state in the utility of the teacher evaluation system as one, among many, means for improving classroom instruction.

*SMART Goals



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: January 4, 2016

TO: Board of Trustees

FROM: Tom Sachse, Assistant Superintendent for Curriculum and Assessment

SUBJ: **Calendar Year 2015 Grant Awards** *(Information)*

As required by Board Policy DEB/DEC, this is the annual report of grant receipts for the past calendar year. The district received \$2,485,585 in the federal consolidated grant. This includes \$1,064,577 for Title I-A (Compensatory Education), \$13,606 for Title I-D (Neglected and Delinquent), \$392,089 for Title II-A (Professional Development), \$926,135 for Individuals with Disabilities Education Act (Special Education), and \$89,178 for Perkins IV (Career and Technical Education). These are all federal funds allocated by formula, and each fund was less than the prior year.

In addition, we received \$1,377,961 state allocated funds including \$535,993 for Bridges (Remedial Summer School and After School), and \$841,968 for Instructional Facilitators.

We also received \$414,658 funding from competitive grants including \$287,158 for 21st CCLC after school programs for Title I Schools. We received \$40,000 from the Ellbogen Foundation; \$35,000 per year for three years from the Scott Foundation; \$35,000 from the Kibbe Foundation; and \$17,500 from the Perkins Foundation, all for various facets of Next Level, our graduation improvement initiative.

This does not include a proposal request for \$271,687 for Project Lead the Way, and a proposal of \$69,645 for professional development and curriculum development at Fort Mackenzie High School.

Given the relative uncertainty of grant funds, we are careful to adjust staffing levels accordingly.

Draft
Personnel
Action
Report

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
January 11, 2016

ADMINISTRATIVE STAFF

Approvals:

Mitchell Craft Administration Building	Assistant Superintendent for Curriculum and Assessment 1.0 FTE (261 days)	Effective 7/1/16
---	---	---------------------

CERTIFIED STAFF

Approvals:

Jessica Odom Henry A. Coffeen School	Teacher-2nd Grade 1.0 FTE (120 days)	Effective 11/30/15
---	---	-----------------------

Early Retirement Incentive Plan:

Kerry Hoffmann Sheridan High School	Teacher-Special Education 1.0 FTE (185 days)	Effective 6/6/16
--	---	---------------------

Jeffrey Poulsen Sheridan High Sheridan	Teacher-Art 1.0 FTE (185 days)	Effective 6/6/16
---	-----------------------------------	---------------------

Lynn Snowden Sheridan High Sheridan	Teacher-Mathematics 1.0 FTE (185 days)	Effective 6/6/16
--	---	---------------------

Lori Strandholm Sagebrush School	Teacher-Special Education 1.0 FTE (185 days)	Effective 6/6/16
-------------------------------------	---	---------------------

Jane Varah Highland Park School	Teacher-Special Education 1.0 FTE (185 days)	Effective 6/6/16
------------------------------------	---	---------------------

Resignations:

Kristen Burnett On Leave of Absence	Teacher-Elementary 1.0 FTE (185 days)	Effective 6/6/16
--	--	---------------------

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
January 11, 2016

CLASSIFIED STAFF

Approvals:

Emily Kading Henry A. Coffeen School	Paraprofessional-Title I 7.0 hours/day (175 days)	Effective 1/4/16
Angela Reckard Sagebrush School	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 1/4/16
Emily Wille Woodland Park School	Paraprofessional-Library Media Technology 8.0 hours/day (185 days)	Effective 1/4/16

Changes:

Alice Baker Woodland Park School	Cook-Head (5.5 hours/day)/Breakfast (0.50 hours/day)/Fresh Fruits & Vegetables (1.0 hour/day, 5 days/week) to Cook-Head (5.5 hours/day)/Breakfast (0.50 hours/day)/Fresh Fruits & Vegetables (1.0 hour/day, 3 days/week) 177 days	Effective 10/5/15
Erica Cote Highland Park School	Cook's Helper (3.0 hours/day)/Fresh Fruits & Vegetables (1.0 hour/day, 5 days/week) to Cook's Helper (3.0 hours/day)/Fresh Fruits & Vegetables (1.0 hour/day, 3 days/week) 177 days	Effective 10/5/15
Shannon Haraden Henry A. Coffeen	School Nurse 6.25 hours/day to 6.5 hours/day (180 days)	Effective 1/4/16
William Rose, Jr. District to Sheridan Junior High School	Maintenance Helper/Floater Custodian to Custodian (8.0 hours/day) 262 days	Effective 1/18/16
Patricia Sherman Meadowlark School	Custodian (5.0 hours/day)/Cook's Helper (2.0 hours/day)/Fresh Fruits & Vegetables (1.0 hour/day, 5 days/week) to Custodian (5.4 hours/day)/Cook's Helper (2.0 hours/day)/Fresh Fruits & Vegetables (1.0 hour/day, 3 days/week) 8 hours/day (Custodian 262 days/Cook 175 days)	Effective 10/5/15

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
January 11, 2016**

Brooke Shippy Sagebrush School	Cook's Helper (1.5 hours/day)/Fresh Fruits & Vegetables (1.0 hour/day, 5 days/week) to Cook's Helper (1.5 hours/day)/Fresh Fruits & Vegetables (1.0 hour/day, 3 days/week) 177 days	Effective 10/5/15
-----------------------------------	--	----------------------

Early Retirement Incentive Plan:

Lorraine Kobielusz Administration Building	Secretary-Receptionist 8.0 hours/day (262 days)	Effective 6/30/16
---	--	----------------------

Rescind Early Retirement Incentive Plan:

Sandra Klocko Fort Mackenzie High and the Wright Place Junior High School	Secretary 8.0 hours/day (200 days)	Effective 1/11/16
--	---------------------------------------	----------------------

Resignations:

Jennifer Sandy Henry A. Coffeen	Paraprofessional-ESL 6.0 hours/day (175 days)	Effective 12/17/15
Jennifer Stewart Woodland Park School	Paraprofessional-Library Media Technology 8.0 hours/day (185 days)	Effective 12/18/15

Terminations:

Dale Ann Miller Highland Park School	Custodian 8.0 hours/day (262 days)	Effective 1/11/16
---	---------------------------------------	----------------------

EXTRA DUTY 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Timothy Daniels	Weight Room-2nd Quarter-SHS
Timothy Daniels	Weight Room-3rd Quarter-SHS
Mark Elliott	Weight Room-2nd Quarter-SHS
Mark Elliott	Weight Room-3rd Quarter-SHS

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
January 11, 2016

**SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) STAFFING -
2015-2016**

Approvals:

Name

Amy Andrews
Lori Strandholm

Position

Teacher (Sheridan Junior High School)
Teacher (Sagebrush School)

DRAFT