

Sheridan County School District #2

Board Meeting



Date: January 14, 2013

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2

Board of Trustees Meeting

Central Office – Board Room

January 14, 2013

6:00 p.m.

Agenda

Pre-Meeting Presentation 5:30 – 6:00

TSP Presentation of new Henry A. Coffeen Elementary

I. Call to Order

A. Pledge of Allegiance

II. Recognition

A. Fall Athletics 2012 GPA – Terry Burgess with Don Julian

B. Henry A. Coffeen Blue Ribbon Nomination – Scott Stults

III. Approval of Agenda

IV. Welcome – Audience Comments

V. Consent Agenda Items

A. Approval of Minutes – December 3, 2012

B. Approval of Minutes – December 10, 2012

C. Approval of Bills for Payment

VI. Old Business

A. Capital Construction Update (*Action*) – Craig Dougherty

1. Public Hearing

a. Demolition of Coffeen Elementary

b. Disposition of Old Woodland Park Property

B. Approval of Policies (*Action*) – Cody Sinclair

VII. New Business

A. Audit Report for Fiscal Year 2011-12 (*Action*) – Roxie Taft

B. Career and Technical Education Briefing (*Information*) – Tom Sachse

C. Attached “Success Stories” (*Information*) – Tom Sachse

D. Acceptance of Donations to Sheridan High School (*Action*) – Dirlene Wheeler

E. Bus Vendor/Purchase Authorization for 2013 (*Action*) – Steve Schlichting

F. Multi-Purpose Vehicle (MPV) Vendor/Purchase Authorization for 2013 (*Action*) – Steve Schlichting

VIII. Reports and Communication

A. Board of Trustees

1. Committee Appointments (*Action*) – Scott Hininger

B. PTO/Parents/Students/Organizations

C. Site Administration and Staff

IX. District Reports

A. Superintendent

1. Board Goal Updates (*Information*)

B. Assistant Superintendent

1. Fiscal Year 2013 Grant Awards (*Information*) – Tom Sachse

X. Executive Session

A. Personnel Matters

B. Legal Matters

C. Real Estate Matters

XI. Adjournment



Craig Dougherty, Superintendent

Administrative Offices
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Sheridan, WY 82801
Phone: 307-674-7405
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DATE: January 9, 2013

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **TSP Presentation of the new Henry A. Coffeen Elementary School**
(Information)

TSP architects will be present at the board meeting to show the layout of the new Henry A. Coffeen Elementary School. The presentation will take place at 5:30 pm.

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting December 3, 2012

Scott Hininger, 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 3, 2012, in the Board Room at the Central Administration Office. The presiding officer was Scott Hininger, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Scott Hininger
Wayne Schatz
Marva Craft
Hollis Hackman
Richard Bridger
Jim Perkins
Erica O'Dell

Administrators:

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

Absent:

Ann Perkins
Molly Steel

Absent:

II. Recognition

A. New Board Member – Jim Perkins

Craig Dougherty, District Superintendent, thanked re-elected Trustees Schatz, Steel, Bridger, and Hackman for their many years of great service on the school board and looks forward to four more wonderful years. Superintendent Dougherty welcomed new board member, Jim Perkins, highlighting Trustee Perkins' previous years on the school board as well as his prior experience within the state legislature. He noted that even after Trustee Perkins was no longer a member of the school board, he was still an active presence in schools.

B. Board Recognition

Craig Dougherty, District Superintendent, presented a plaque to Chairman Scott Hininger for earning the honor of "Award of Distinction – Level II" from the Wyoming School Boards Association. Superintendent Dougherty thanked Trustee Hininger for the personal

time he has committed to attending board trainings and serving the District's students in order to become an even better school board member.

Superintendent Dougherty then presented a Standard of Excellence Award plaque from the Wyoming School Board Association to the Board of Trustees. The plaque is an honor given when the majority of the current school board members have received or are eligible for the Certified Master Board Member Award. Mr. Dougherty elaborated that Sheridan County School District #2 is in a class by itself and is known for having the best programs for our students. Our outstanding leadership is the result of having such a dedicated school board.

C. Election of Board Officers

Chairman Hininger offered to act as chairman *pro-tem* with the absence of objections. Chairman Hininger then accepted nominations for board officer positions.

TRUSTEE HACKMAN MADE A MOTION TO NOMINATE TRUSTEE HININGER AS BOARD CHAIRMAN, TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE HININGER MADE A MOTION TO NOMINATE TRUSTEE ANN PERKINS AS VICE-CHAIRMAN, TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE HACKMAN MADE A MOTION TO NOMINATE TRUSTEE SCHATZ TREASURER, TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE SCHATZ MADE A MOTION TO NOMINATE TRUSTEE CRAFT AS CLERK, TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

III. Approval of Agenda

TRUSTEE O'DELL MADE A MOTION TO APPROVE THE AGENDA, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

IV. Welcome--Audience Comments

Lynn Smith, parent of a Henry A. Coffeen Elementary School student, addressed the board to inquire about the possibility of adding sidewalks on the residential streets around the new Henry A. Coffeen Elementary School. Mrs. Smith had surveyed the neighborhood surrounding Henry A. Coffeen Elementary School and found that Montana Street was the only street with an east/west sidewalk. Julie Carroll, Facilities Director, responded that a master plan for safe routes is in place as the funding becomes available. Trustee Schatz asked Ms. Carroll if the school district would need to apply for the funding, to which she responded that the municipality applies for the \$200,000 available from the Department of Transportation. Every

year the school district contributes \$2,000 to the fund, but the funding is awarded to those deemed to have the greatest need.

V. Consent Agenda Items

A. Approval of Minutes for November 5, 2012

B. Approval of Minutes for November 20, 2012

C. Approval of Bills for Payment

General Fund	377,595.59
Federal Fund	17,905.13
Capital Fund	11,279.50
Major Maintenance Fund	67,638.66
TOTAL:	\$474,418.88

TRUSTEE CRAFT MADE A MOTION TO APPROVE THE CONSENT AGENDA ITEMS, AS PRESENTED. TRUSTEE HACKMAN 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 school district is working with TSP regarding site layout for the new Henry A. Coffeen Elementary School building. Principal Nikki Trahan, Director of Elementary Education Scott Stults, and Facilities Director Julie Carroll are developing the building plans and adjusting the prototype to accommodate the particular needs of the staff and students. The plans will allow the building to have its own look. Henry A. Coffeen will be the third in the series of schools built using the same prototype, with significant improvements being made from building to building. Superintendent Dougherty noted that the abatement info for the old Coffeen Elementary School would be presented later in the meeting.

Chairman Hininger inquired if the Parent Teacher Organization of Henry A. Coffeen was being consulted as a focus group. Facilities Director Julie Carroll responded that she is meeting with the staff for a third party review. She noted that there are a specific set of concerns that are being worked on, such as traffic flow and proper drainage for the site.

Trustee Jim Perkins asked Ms. Carroll if there was flexibility in the building plans and if the staff of Woodland Park Elementary and Meadowlark Elementary were consulted regarding changes that they would recommend. Ms. Carroll responded that there were meetings to solicit feedback from Woodland Park and Meadowlark. She also said that there is some flexibility, although Henry A. Coffeen houses the Reading Recovery training program, requiring special accommodations. She further explained the staff will tour the other buildings and changes will be made to remedy any issues in previous buildings.

B. Approval of Policies (Action) – Cody Sinclair:

Human Resources Coordinator, Cody Sinclair, stated that the district is making great progress in the comprehensive review of the policy book. The policies up for first reading were recommended to be approved individually, and policies up for second reading were recommended for approval as a group.

Mr. Sinclair reported that Policy JJB – Student Social Events was updated to clarify the policy and remove vague terminology.

TRUSTEE BRIDGER MADE A MOTION TO APPROVE POLICY JJB – STUDENT SOCIAL EVENTS, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that Policy JJE – Student Fund Raising Activities has been updated to clarify how activity funds are collected, deposited, and spent.

TRUSTEE BRIDGER MADE A MOTION TO APPROVE ON FIRST READING POLICY JJE – STUDENT FUND RAISING ACTIVITIES, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JJG – Contests for Students has removed unnecessary language. Trustee Bridger asked for an example of a student contest. Mr. Sinclair responded that any competition in which students compete against each other could apply. An example of a contest would be a math or science competition.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE ON FIRST READING POLICY JJG – CONTESTS FOR STUDENTS, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policy JJI – Extra-Curricular and Interscholastic Activities had a deletion of unnecessary wording.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE ON FIRST READING POLICY JJI – EXTRA-CURRICULAR AND INTERSCHOLASTIC ACTIVITIES. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policy JJIBA – Interscholastic Athletics had excessive wording removed and language mirroring that found in Policy JJI - Extra-Curricular and Interscholastic Activities in regards to catastrophic insurance. Also, membership in the Wyoming High School Activities Association was clarified.

Trustee Schatz asked Mr. Sinclair if the reference about WHSAA regulations should be referenced in the policy as part of the approval process. Mr. Sinclair responded that it will be taken into consideration.

TRUSTEE O'DELL MADE A MOTION TO APPROVE ON FIRST READING POLICY JJIBA – INTERSCHOLASTIC ATHLETICS, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policy JK – Student Discipline was updated to remove the wording in restraints, as there is a new policy for restraint and seclusion. Also, the expulsion or suspension wording was clarified to reflect the maximum of one calendar year removal from school.

Trustee Hininger pointed out that the wording within the policy referred to the student as “he” and “him” and the wording of “two days” was ambiguous; it was not clear if these were school days or consecutive days of the week. Mr. Sinclair appreciated the suggestions and will review the policy going forward.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE ON FIRST READING POLICY JK – STUDENT DISCIPLINE, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policies JK-P – Administrative Hearing Procedures for Hearing Officer had minor wording changes.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE ON FIRST READING POLICY JK-P – ADMINISTRATIVE HEARING PROCEDURES FOR HEARING OFFICER, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policies JK-E1 – Notice of Proposed Long Term Suspension is recommended for deletion in its entirety. This form has been updated and including the form in the policy is not necessary.

TRUSTEE CRAFT MADE A MOTION TO DELETE ON FIRST READING POLICY JK-E1 – NOTICE OF PROPOSED LONG TERM SUSPENSION, AS PRESENTED. TRUSTEE BRIDGER SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policies JK-E2 – Administrative Hearing Participants will be renamed JK-E1 and a line is added for parent/guardian signatures, as students often have several parents/guardians.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE ON FIRST READING POLICY JK-E2– ADMINISTRATIVE HEARING PARTICIPANTS, AS PRESENTED. TRUSTEE BRIDGER SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policies – Second Reading

Mr. Sinclair reviewed changes made to the policies up for second reading, and recommended that the policies be approved collectively.

Trustee Bridger made a friendly amendment that policy JICF – Secret Organizations was to be deleted, rather than approved.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE ON SECOND READING POLICIES JICC – STUDENT CONDUCT ON SCHOOL BUSES, JICE - STUDENT PUBLICATIONS, JICI – WEAPONS, JIE/JIG – MARRIED OR PREGNANT STUDENTS, AND JIH – STUDENT SEARCHES, INFORMATION GATHERING, AND STUDENT ARRESTS, AS PRESENTED, AND DELETE JICF – SECERET ORGANIZATIONS. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE JIM PERKINS VOTED NO.

Discussion following the approval of policies included several policy concerns. Trustee Hackman would like school buses to be monitored with video cameras, due in part to impeded driver visibility from higher seatbacks. Information from the recent WSBA conference supported the idea. Trustee Hininger agreed that cameras would be advisable.

Trustee Hininger noted that Policy JICI – Weapons should clarify the meaning of deadly weapon in regards to motorized vehicles. Trustee Bridger responded that it is only considered a deadly weapon if it intended as such.

Trustee Jim Perkins asked Mr. Sinclair if there is a formal review process in place to make policy changes. Mr. Sinclair responded that all of the policies are under regular review and the Policy Advisory Council and/or Board Policy Committee suggests the changes to be made before they are brought to the board for approval. Trustee Jim Perkins responded that three readings were customary in the legislature. Trustee Hininger noted that policy changes within the school district have always been subject to two readings.

VII. New Business

A. Presentation on e-Textbook Pilot (*Information*) – Tom Sachse with Mitch Craft

Tom Sachse, Assistant Superintendent, said that a few months ago the North Central Association accreditation team recommended more technology in the hands of the students. Curriculum is on a seven-year rotation and this is the year for social studies curriculum updates. Dr. Sachse turned the floor over to Principal Mitch Craft to describe the plan they have in place.

Principal Craft explained the importance of technology in the hands of the students. He explained that the school district has heavily invested in technology to encourage the student-centered approach to learning. For students today, technology is not just an available resource; it is an essential part of the learning environment. With this in mind,

Sheridan Junior High School will be piloting new electronic textbooks, new Google Chromebook devices, and an online learning system. The level of engagement for students is extremely high and the technology is easier to manage. The Chromebooks only function as internet connection devices, so no operating system or other software are required, viruses are not a danger, and there is no hard drive to become damaged. Documents are created online, stored within the “cloud,” and may be accessed from anywhere through an internet connection. The documents can then be viewed and edited by any student or staff. The students will also use the Schoology platform for handouts and assignments. The pilot will begin in the second semester of this school year.

Trustee Hackman expressed concern over the ease with which students may plagiarize papers sent into the cloud, because the documents created by students may be accessed and changed by anyone. He also asked if the tech department has enough resources to support the new devices and a plan in place in the event of a temporary internet loss. Principal Craft responded that most incidences of student plagiarism are unintentional. It can be avoided by educating students about plagiarism. Also, the teachers are familiar with the students’ work and easily identify work that didn’t read like his/her own. Subscriptions to anti-plagiarism resources are available and already in use at the high school. Technology Director Coree Kelly explained that the new devices are less labor intensive than previous computers and the technology department is in the process of acquiring an additional internet line to avoid incidences of internet loss.

Other concerns expressed were the ability to print from Chromebooks and that the advance in technology would end in the junior high school, not follow them through high school. Mr. Kelly explained that printing is possible from Chromebooks, but unnecessary because the information may always be accessed. Principal Craft and Sheridan High School principal Dirlene Wheeler explained that the pilot will include 7th-12th grades.

B. Bid Award Recommendation for Coffeen Abatement (Action) – Julie Carroll

Facilities Director Julie Carroll said that she had received bids for Coffeen abatement today at 1:00 pm. Six contractors submitted bids, of which only one was from in-state. The low bid was in the amount of \$88,400 by Liberty Environmental, which was recommended by Ms. Carroll. They have done projects for the school district in the past and were recommended by the state representative as well.

Trustee Hackman inquired about the difference between option #1 and option #2 on the bid tabulation sheet. She explained that two options were available for the bids, based on the two methods of open cell insulation allowed by the state. The project is planned to begin January 7th and be completed by February 28th.

Trustee Bridger asked if the project is following the original timeline for the project. Facilities Director Carroll explained that the timeline is tight, but the plan is essentially on schedule. She elaborated that demolition and construction will be completed by the same company and the bids will be awarded on March 13th.

Trustee Schatz inquired if salvageable materials would be recovered from the building. Ms. Carroll explained that they would salvage anything useable, and a fixed assets sale will take place on December 14th.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE BID AWARD FOR COFFEEN ABATEMENT, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VIII. Reports and Communications

A. Board of Trustees

Board Committees (*Information*) – Scott Hininger

Chairman Hininger asked the Board members to review the Board Committee listings in the packet as well as the current placements. The committee appointments will be filled in January. Chairman Hininger asked that anyone interested in a committee let him or Superintendent Dougherty know about their interest.

Trustee Hackman noted that he has been attending the Center for a Vital Community's "Poverty Circle" meetings, specifically the "Internship and Mentoring" subgroup. He said the group is looking at ways to expand student involvement in extracurricular activities and clubs such as SkillsUSA and K-Life. He noted that students who get involved in extracurricular activities will more likely stay in school and graduate.

B. PTO/Parents/Students/Organizations

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

C. Site/Administration/Staff

There were not Site/Administration/Staff reports.

IX. District Administration Reports

A. Superintendent

Superintendent Dougherty said that he has been actively looking for a chance to pilot the Smarter Balanced Assessment Consortium since adopting the Common Core State Standards (CCSS). Now that CCSS has been adopted by the state, we have the opportunity to join the Smarter Balanced Assessment Consortium, and pilot the one hour assessment in the spring. It is expected to be a more rigorous and comprehensive assessment.

TRUSTEE CRAFT MADE A MOTION AT 7:20 P.M. TO GO TO EXECUTIVE SESSION. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 7:20 p.m. to cover personnel, legal, and real estate matters.

TRUSTEE SCHATZ MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:44 PM. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:44 p.m.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE REVISED PERSONNEL ACTION REPORT, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE BRIDGER MADE A MOTION TO RATIFY AND APPROVE THE EXECUTION OF THE CONTRACT TO BUY AND SELL REAL ESTATE DATED NOVEMBER 20, 2012 AND DIRECT THE SUPERINTENDENT TO PROCEED WITH THE CLOSING OF THE TRANSACTION. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

XI. Adjournment:

TRUSTEE O'DELL MADE A MOTION TO ADJOURN THE MEETING AT 8:44 P.M. TRUSTEE BRIDGER SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
December 3, 2012**

CLASSIFIED STAFF

Approvals:

Patricia Conrad Sagebrush School	Paraprofessional-Title I 5.0 hours/day	Effective 11/29/12
Sarah Horen Henry A. Coffeen School	Paraprofessional-Title I 4.0 hours/day	Effective 11/26/12
Donna S. Johannesmeyer Woodland Park School	Paraprofessional-ESL 7.0 hours/day	Effective 11/19/12
Seth Martinsen Technology Department	Technology Technician 8.0 hours/day	Effective 12/3/12

Changes/Transfers:

Jerry Grandahl Sheridan Junior High School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 7.0 hours/day	Effective 11/14/12
Cheryl Heizer Henry A. Coffeen School to Sheridan High School	Cook's Helper 2.0 hours/day to 3.5 hours/day	Effective 11/26/12
Devon Noecker Sheridan Junior High School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 1:2 7.0 hours/day	Effective 11/05/12
Sharlyn Peterson Sheridan Junior High School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 1:2 7.0 hours/day	Effective 11/14/12
Candice Wooten Sheridan Junior High School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 7.0 hours/day	Effective 11/05/12
Susan Workman Henry A. Coffeen and	School Nurse 6.0 hours/day to 6.25 hours/day	Effective 10/29/12

Story Schools

Resignations:

Jay M. Manthei	Custodian	Effective
Sagebrush School	8.0 hours/day	12/03/12

EXTRA DUTY 2012-2013

Approvals:

<u>Name</u>	<u>Position</u>
Jotham Andrews	Wrestling – Assistant Coach – SHS
Tracy Buckler-Tyree	Title I After School Tutoring – Holy Name School
Tim Daniels	Weight Room – 2 nd Quarter – SHS
Colleen Goss	Title I After School Tutoring – Holy Name School
Brad Gregorich	Technology Integrator – Henry A. Coffeen
Brianna Hofmeier	Title I After School Tutoring – Holy Name School
Mandy Leach	Title I After School Tutoring – Holy Name School
Joshua Marcy	Title I After School Tutoring – Holy Name School
Cyrita Martini	Track – Assistant Coach 6-7-8 Grade - SJHS
Tera Miller	Title I After School Tutoring – Holy Name School
Debra Paullin	Title I After School Tutoring – Holy Name School
Tom Racette	Soccer – Girls Head Coach – SHS
Melissa Rasmussen	Technology Integrator – Henry A. Coffeen
Doug Sanders	Track – Assistant Coach 6-7-8 Grade – SJHS
Stephanie Stender	Weight Room – 2 nd Quarter – SHS

Changes:

<u>Name</u>	<u>Position</u>
Corey Hamrick	Wrestling – Assistant Coach (increased time/stipend) – SHS

Resignations:

<u>Name</u>	<u>Position</u>
Jake Arnold	Wrestling – Assistant Coach – SHS

HENRY A. COFFEEN ELEMENTARY SCHOOL AFTER SCHOOL PROGRAM – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
W. Rob Aksamit	Substitute Teacher
Lois Fortune	Paraprofessional

SHERIDAN JUNIOR HIGH SCHOOL AFTER SCHOOL PROGRAM – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Kaleb Brinkerhoff	Teacher

SHERIDAN HIGH SCHOOL AFTER SCHOOL PROGRAM – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Pauline Edwards	Teacher
Matt Johnson	Substitute Teacher
Adam Metcalf	Substitute Teacher
Meg Montgomery	Substitute Teacher
Heidi Richins	Substitute Teacher
Lisa Robertson	Paraprofessional
Stephanie Stender	Substitute Teacher
Kate Wallop	Substitute Teacher

SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) PROGRAM

Approvals:

<u>Name</u>	<u>Position (Location)</u>
Cindy Trujillo	Special Education Paraprofessional (Sheridan Junior High School)

Sheridan County School District No. 2

Board of Trustees Special Board Meeting December 10, 2012

Scott Hininger, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The special board meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 8:02 a.m. Monday, December 10, 2012, in the second floor conference room at the Central Administration Office. The presiding officer was Scott Hininger, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Scott Hininger, Chairman
Wayne Schatz, Treasurer
Marva Craft, Clerk
Richard Bridger
Jim Perkins
Molly Steel

Administrators:

Craig Dougherty, Superintendent
Scott Stults, Director of Elementary Education
Roxie Taft, Business Manager
Julie Carroll, Facilities Director
Cody Sinclair

Absent:

Ann Perkins, Vice-Chairman
Hollis Hackman
Erica O'Dell

II. Approval of Agenda

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

III. New Business

A. Request to Advertise for Professional Services for Projects (Action) – Julie Carroll

After beginning the planning for Henry A. Coffeen, the School Facilities Department decided that they wanted a commissioning agent hired before the design goes out to bid to accommodate any suggestions on specifications. The commissioning agent works with the mechanical engineers, electrical engineers, and plumbers to help with cost effectiveness and to ensure proper installation throughout the project.

TRUSTEE CRAFT MADE A MOTION TO APPROVE THE REQUEST TO ADVERTISE FOR PROFESSIONAL SERVICES FOR PROJECTS, AS

PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

B. Recommendation for Architectural and Engineering (A/E) Services for Story and Sheridan High School (*Action*) – Julie Carroll

Facilities Director Julie Carroll explained that they advertised, interviewed, and short listed the Story and Sheridan High School projects in conjunction with the School Facilities Department. The team met and determined that they would like Dale Buckingham to proceed with the Story Elementary School full design and renovation. They also wished for TSP to proceed with the high school security entrance and renovation to the administration area.

Trustee Hininger explained that he was part of the committee that met with the representative from the School Facilities Department.

TRUSTEE CRAFT MADE A MOTION TO APPROVE THE RECOMMENDATION FOR ARCHITECTURAL AND ENGINEERING (A/E) SERVICES FOR STORY AND SHERIDAN HIGH SCHOOL. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Following the motion, discussion ensued. Trustee Schatz pointed out that these two construction projects were to begin this summer and was hoping Ms. Carroll could estimate a completion time for each and asked if the goal was to have the project finished before the start of school.

Chairman Hininger explained that the renovation team will not know what they are getting into until they begin. Also, the design has not yet been created. Both firms had ideas for how to get the work completed.

Trustee Jim Perkins asked for clarification regarding the bidding process for this project. Chairman Hininger explained that the several firms submitted proposals and the two firms were recommended for work on the project.

Superintendent Dougherty explained that bids have been part of board packets in the past, and a specific timeline was laid out in the bids. Both companies requested the ability to begin the project on December 10th, to help them with the short timeline in regard to preparations and materials acquisition.

Trustee Schatz agreed that action is necessary because both Story Elementary and Sheridan High School have entrance issues and the students will need to have access to the building when school is to begin next fall.

Trustee Jim Perkins asked if the district may request that certain portions of the job are done by certain dates. Trustee Hininger and Ms. Carroll both responded that it is difficult.

TRUSTEE SCHATZ MADE A MOTION TO ADJOURN THE MEETING AT 8:14 AM. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting was adjourned at 8:14 am.

Chairman

Clerk



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: January 7, 2013

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent
Julie Carroll, Facilities Director

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

Demolition of Coffeen

The district is currently having hazardous materials abated from Coffeen ES. The documents for demolition and construction will be available in February for contractors to bid. This will be one bid package to be awarded to one general contractor. The bid is projected to be received in March. Demolition will occur following the award of the bid. I recommend that we proceed in procuring the demolition of Coffeen to be replaced with a new facility as approved in our planning documents provided in April of 2012.

Disposition of Old Woodland Park Property

The district submitted a request to have the Old Woodland Park property divided into three separate lots last year (Burn Cleuch Minor Subdivision.) The new platting was approved on November 13th, 2012 by the City Planning Commission and on December 3rd, 2012 by the City Council. The district is keeping the most easterly lot (Lot 2) for a future site for construction of the new facility for Ft. Mackenzie and the Wright Place once we have received funding from the state. The existing old school and acres associated (Lot 1) have been listed on the public Multiple Listing Service (MLS) list for sale and an agreement for sale of real estate has been entered into with a prospective purchaser. The third lot (Outlot A) is most adjacent to the highway and is being kept for a future highway easement. I recommend disposition of Lot 1 as set forth in our planning documents in April of 2012. I recommend that we proceed to closing pursuant to the agreement for sale that has been entered into with the prospective purchaser.



Craig Dougherty, Superintendent

Administrative Offices
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DATE: January 8, 2013
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

BDA	Board Organizational Meeting
IJNDC	Employee Use of Social Media Sites, Including Personal Sites (NEW)
JJIC	Participation in High School Activities (NEW)
JKA	Corporal Punishment
JKB	Detention of Students

The following policies are being recommended for second reading:

JJB	Student Social Events
JJE	Student Fund-Raising Activities
JJG	Contests for Students
JJI	Extra-Curricular and Interscholastic Activities
JJIBA	Interscholastic Athletics
JK	Student Discipline
JK-P	Administrative Hearing Procedures for Hearing Officer
JK-E1	Notice of Proposed Long Term Suspension (DELETE)
JK-E2	Administrative Hearing Participants (Change to JK-E1)

Policies - First Reading

BOARD ORGANIZATIONAL MEETING

The Board shall reorganize annually by the election of officers from its membership at the first regular meeting in December. The meeting shall be chaired by a chairperson pro-tem until a chairperson is elected.

The officers of the Board shall be chairperson, vice-chairperson, clerk, and treasurer.

| Election shall be by voice vote unless a paper~~secret~~ ballot is requested by any Board member. Nominations shall be made from the floor. A nominee must receive a majority vote of Board members for election to office. Should no nominee receive a majority vote, the election shall proceed until a member is elected.

| First Reading: 1/16/06
| Second Reading: 2/13/06

EMPLOYEE USE OF SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES

~~Because of the unique nature of social media sites, such as Facebook and Twitter, and because of the District's desire to protect its interest with regard to its electronic records, t~~The following rules have been established to address social media site usage by all employees of the School District:

KEEP PERSONAL AND PROFESSIONAL ACCOUNTS SEPARATE

Staff members who decide to engage in professional social media activities will maintain separate professional and personal email addresses. Staff members will not use their District email address for personal social media activities. Use of District email for this purpose is prohibited and will be considered a violation of District policy that may result in disciplinary action.

CONTACT WITH STUDENTS

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. All staff shall maintain a professional relationship with all students, both inside and outside of the classroom. Informal and/or social involvement using social media with students is therefore prohibited. ~~This includes:~~

~~• Listing current students as "friends" on networking sites wherein personal information is shared or available for review;~~

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~~• Contacting students through electronic means other than the District's email and telephone system;~~

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~~• Coaches electronically contacting a team member or members without including all team members in the communication;~~

Formatted: No bullets or numbering

~~Giving private cell phone or home phone numbers to students without prior approval of the District;~~

~~• Inappropriate contact of any kind, including via electronic~~

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**EMPLOYEE USE OF SOCIAL MEDIA SITES,
INCLUDING PERSONAL SITES (contd.)**

| ~~media.~~

Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social networking websites created for curricular, co-curricular, or extra-curricular purposes where the professional relationship is maintained with the student.

Failure to maintain a professional relationship with students, both inside and outside of a classroom setting, including | ~~inappropriate~~ interaction via social networking websites of any nature, e-mailing, texting, or other electronic methods could result in the reporting of such conduct to the Professional Teaching Standards Board by District's administration and the imposition of disciplinary action up to and including | termination of employment.

RULES CONCERNING DISTRICT-SPONSORED SOCIAL MEDIA ACTIVITY

| If an employee wishes to use ~~Facebook, Twitter, or other similar~~ social media sites to communicate meetings, activities, games, | responsibilities, announcements, etc. for class, a school-sponsored club or a school-based activity or an official school-based organization, the employee shall comply with the following procedures and rules:

Notify the District

| Employees that have or would like to start a social media page should contact and obtain permission from the ~~their~~ superintendent or his/her designee. All District pages must have an appointed employee who is identified as being responsible for content. The superintendent or his/her designee will outline the duties of the employee responsible for the site, including how often the site must be checked for comments | and who is allowed to post to the site. ~~The S~~superintendent or his/her designee should be aware of the content on the site, arrange for periodic monitoring of the site, and for the receipt and addressing of any complaints about the content on the site.

**EMPLOYEE USE OF SOCIAL MEDIA SITES,
INCLUDING PERSONAL SITES (contd.)**

The superintendent or his/her designee ~~reserves the right to may~~ shut down or discontinue the social media site if he/she believes it is in the best overall interest of the student-school district.

Have a Plan

District staff will consider their messages, audiences, and goals, as well as strategy for keeping information on social media sites up to date, accurate, and in the best interest of the students.

Protect the District Voice

Posts on District-affiliated social media sites protect the District's voice by remaining professional in tone and in good taste. Carefully consider the naming of pages or accounts, the selecting of pictures or icons, compliance with District policy, state, and federal laws with regard to student and employee confidentiality, and the determination of content.

The employee must also comply with the following rules:

- The employee must set up the club, etc. as a group list which will be "closed and moderated."
- The employee must set up mechanisms for delivering information to students that are not members of the group via non-electronic means.
- Members will not be established as "friends" but as members of the group list.
- Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g., teacher, administrator, or supervisor). Persons desiring to access the page may join only after the employee invites them and allows them to join.

**EMPLOYEE USE OF SOCIAL MEDIA SITES,
INCLUDING PERSONAL SITES (contd.)**

- Parents shall be permitted to access any site that their child has been invited to join. Parents ~~shall~~ are encouraged to report any communications they believe to be inappropriate by students or school personnel to District administration.
- Access to the site may only be permitted for educational purposes related to the class, club, activity, organization, or team.
- The employee responsible for the site will monitor it regularly.
- The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose.
- Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such District-sponsored social media activity. This includes maintaining a separation between the school activity pages and employees' personal social media profiles and pages.
- Postings made to the site must comply with all other District policies pertaining to District web sites, Internet usage, and technology.

PERSONAL SITES

The board respects the right of employees to use social media as a medium of self-expression on their personal time. Generally, employees should not use school district computers and/or other school district equipment for the employee's private use of social media. As role models for the school system's students, however, employees are responsible for their public conduct even when they are not performing their job duties as employees of the school system. Employees will be held to the same professional standards in their ~~public~~ private use of social

**EMPLOYEE USE OF SOCIAL MEDIA SITES,
INCLUDING PERSONAL SITES (contd.)**

media and other electronic communications as they are for any other public conduct. Further, school employees remain subject to applicable state and federal laws, board policies, administrative regulations and applicable code of ethics, even if communicating with others concerning personal and private matters. If an employee's use of social media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Employees are responsible for the content on their social media sites, including content added by the employee, the employee's friends or members of the public who can access the employee's site, and for Web links on the employee's site. Once an employee is made aware of objectionable content in violation of district policy they shall remove that content in a timely manner. Employees shall take reasonable precautions, such as using available security settings, to restrict students from viewing their personal information on social media web sites and to prevent students from accessing materials that are not age-appropriate.

If you identify yourself as a District employee online, it should be clear that the views expressed, posted, or published are personal views, not necessarily those of the District, its Board, employees or agents.

Opinions expressed by staff on a social networking website have the potential to be disseminated far beyond the speaker's desire or intention, and could undermine the public perception of fitness of the individual to educate students, and thus undermine teaching effectiveness. In this way, the effect of the expression and publication of such opinions could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

POSTING TO SOCIAL MEDIA SITES

**EMPLOYEE USE OF SOCIAL MEDIA SITES,
INCLUDING PERSONAL SITES (contd.)**

Employees who use social media for personal purposes must be aware that the content they post may be viewed by anyone, including students, parents and community members. Employees shall observe the following principles when communicating through social media:

1. Employees shall not post confidential information about students, employees or school system business.
2. Employees shall not accept current students as "friends" or "followers" or otherwise connect with students on social media sites, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
3. Employees shall be professional in all Internet postings related to or referencing the school system, students and other employees.
4. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
5. Employees shall not use the school system's logo or other copyrighted material of the system without express, written consent from the board.
6. Employees shall not post identifiable images of a student or student's family without permission from the student and the student's parent or legal guardian.
7. Employees shall not use Internet postings to libel or defame the board, individual board members, students or other school employees.
8. Employees shall not use Internet postings to harass, bully or intimidate other employees or students in violation of

**EMPLOYEE USE OF SOCIAL MEDIA SITES,
INCLUDING PERSONAL SITES (contd.)**

District policy.

9. Employees shall not post inappropriate content that negatively impacts their ability to perform their jobs.

10. Employees shall not use Internet postings to engage in any other conduct that violates board policy and administrative procedures or state and federal laws.

CONSEQUENCES

School system personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

PROTECT CONFIDENTIAL AND PROPRIETARY INFORMATION

Employees shall not post confidential or propriety information about the District, its employees, students, agents, or others. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the District or as provided by state or federal law.

Do Not Use District Name, Logos, or Images

Employees shall not use the District logos, images, iconography, etc. on personal social media sites; nor shall employees use the District name to promote a product, cause or political party, or political candidate; nor shall employees use personal images of students, or names or data relating to students, absent written authority of the parent of a minor or authority of an adult or emancipated student.

See also:

EDC-E – Sheridan County School District No. 2 Staff
Electronic Use Policy

First Reading:

Second Reading:

PARTICIPATION IN HIGH SCHOOL ACTIVITIES

Any high school student may, subject to the rules and regulations of the District, the activity sponsor or coach, and the WHSAA, if applicable, participate in Sheridan County School District No. 2 high school activities, subject to the following:

1) Students who have not yet reached the age of thirteen (13) years as of September 15 of the applicable school year, and who are high school students, and who wish to participate in activities sponsored by the Wyoming High School Activities Association, may petition the high school principal or his or her designee to participate. Because the request could result in younger age students participating with older students in physical activities, the principal or his/her designee will determine the student's fitness to participate in the activity, taking into account the safety, health and welfare of the students.

a) Factors to be considered in determining whether an underage student may participate in high school activities include, but shall not be limited to, the following: the student's age, size, skill level and experience in the particular activity, the amount of physical contact in the relevant activity and the risk of injury.

b) For purposes of this sub-section, a "high school student" shall be defined as a resident student who is enrolled full time as a student in a school, which may include a virtual school, or a home school, and whose curriculum is equivalent to the curriculum offered by the high school. If any part of the curriculum for such student is not equivalent to a high school curriculum offered by the district, the student shall not be deemed a high school student.

First Reading:
Second Reading:

CORPORAL PUNISHMENT

District #2 does not condone corporal punishment. The staff
| ~~shall will~~ use other forms of discipline to modify or change the
behavior of students.

| First Reading: ~~1/14/97~~
| Second Reading: ~~8/26/97~~

DETENTION OF STUDENTS

The school principal or teacher may detain a student for disciplinary reasons before school hours, after school hours, or during the noon recess. In the case of bus students, arrangements must be made for the student's transportation home.

| Twenty-four (24) hour notice for bus students may~~will~~ be given so that the parents may arrange transportation.

Students who are detained after school should not be left alone during their detention. Their supervision must be provided, or arranged for, by the teacher or principal who detains them.

Detention is to be limited to a maximum of 60 minutes per day unless the principal or teacher has made arrangements for a longer period with the parents.

Parents will be notified if their child is to be detained.

| First Reading: 2/11/97

| Second Reading: 8/26/97

***Policies -
Second Reading***

STUDENT SOCIAL EVENTS

~~The Board believes that s~~Social events may be allowed in the school district to~~should~~ provide opportunity for social growth. School facilities may be used by school groups and classes to hold social events for their membership subject to the approval of the principal.

Chaperoning shall be provided for social events under the direction of the principal.

First Reading: 12/3/12
Second Reading:

STUDENT FUND-RAISING ACTIVITIES

| The Board prefers that the school district fund support student activities, but it may be necessary for students to raise funds to support some of them. ~~This should be restricted, but if~~ considered necessary, the fund-raising must be approved by the principal and superintendent and carefully supervised.

| Fund-raising projects involving the sale of products must be approved by the principal and ~~approved by~~ the superintendent before the activity is initiated.

The sale of supplies in the classroom as a fund-raising project for student activities is prohibited. This does not preclude the operation of a school store under the control and supervision of the principal or the nonprofit sale of industrial art (art, crafts, etc.) supplies which are used by pupils in making articles that become the individual's property.

| All monies collected using the name of Sheridan County School District No. 2 shall be deposited into a district activity fund. All expenses for fund raising activities will be accounted for thru a district activity fund.

| W.S. 21-3-110

First Reading: 12/3/12
Second Reading:

CONTESTS FOR STUDENTS

~~The Board of Trustees approves the concept of Student participation in~~ educationally related contests may be approved provided they are educationally sound and administratively feasible. The approval of the superintendent or his/her designee ~~is~~will be required in order to conduct a contest or activity involving awards to students by agencies outside the schools. In fulfilling the responsibility for approval, the superintendent or his/her designee ~~principals will~~may solicit opinions from the staff with respect to requests being considered. ~~The administration will limit p~~Participation in contests will be limited to those that are educationally sound, feasible, and timely. ~~Contest activities should supplement and support the regular school program they should not interfere with it.~~

First Reading: 12/3/12
Second Reading:

EXTRA-CURRICULAR AND INTERSCHOLASTIC ACTIVITIES

~~The Board believes that student activities are a vital part of the total educational program and should be used as a means of developing wholesome attitudes and good human relations, as well as knowledge and skills. Learning how to deal with success and failure, developing self-discipline, experiencing the successes of teamwork and developing physical skills are some of the benefits which can come from these programs.~~

~~Therefore,~~ The district will provide a program of extra-curricular and interscholastic activities geared to the age, interest, and ability level of students.

The superintendent or his/her designee will serve as the district's voting representative at all meetings of the athletic associations or conferences in which the district maintains membership.

The establishment, as well as the elimination of these programs, shall require approval by the Board. All interscholastic programs shall operate under the general supervision of the activities director/principal. Certified personnel will be assigned to supervise and coach the various sports as needed.

Activities shall be conducted keeping with the following guidelines.

1. Activity offerings shall be of sufficient variety and number to meet the wide range of interests of students and provide sexual equality in quality and quantity of activities. (Question from PAC: How is this determined/measured at SJHS without cheerleading?)

2. All participation shall be voluntary.

~~3. Most activities should be an outgrowth of curricular activities.~~

34. All activities will be supervised; all clubs and groups must will have an assigned advisor.

45. All students participating in the Wyoming High School Activities Association (WHSAA) sponsored activities are provided catastrophic insurance ~~to participate in School District No. 2 activities programs~~ thru WHSAA.

56. All activities shall be operated in compliance with the

EXTRA-CURRICULAR AND INTERSCHOLASTIC ACTIVITIES (contd.)

Office of Civil Rights of the United States Government.

67. Secret clubs, societies, or organizations will not be recognized by the district. Students will not be allowed to promote these organizations during any part of the school day or during other school activities. This restriction shall cover all types of activity relating to these organizations--membership recruitment, wearing of distinguishing clothes or emblems and any other action by members of secret organizations.

It is a privilege and not a right ~~for students attending Sheridan County District No. 2~~ to participate in the schools' extra-curricular activities. Participation in such activities may be limited or conditioned upon compliance with school district policies, rules and regulations and/or ~~separate~~ codes of conduct. Such privilege may also be conditioned upon attendance at school and maintaining satisfactory grades.

First Reading: 12/3/12
Second Reading:

INTERSCHOLASTIC ATHLETICS

~~The Board believes that students benefit from the experiences made possible by participation in school sports. Learning how to deal with success and failure, developing self-discipline, experiencing the successes of teamwork and developing physical skills are some of the benefits which can come from these programs.~~

All interscholastic programs ~~will~~ require Board approval and shall operate under the general supervision of the principal/activities director. Personnel will meet Professional Teaching Standards Board (PTSB) requirements to supervise and coach the various sports.

~~Those activities that require M~~membership of the high school in the Wyoming High School Activities Association (WHSAA) will be subject to the approval of the Board. The eligibility of students to participate in WHSAA athletic programs will be determined in accordance with regulations of the WHSAA.

The superintendent or his/her designee will serve as the district's voting representative at all meetings of the athletic associations or conferences in which the district maintains membership.

~~The eligibility of students to participate in athletic programs will be determined in accordance with regulations of the WHSAA.~~

All students participating in WHSAA sponsored activities are provided ~~the opportunity to purchase~~ catastrophic insurance while participating in School District #2 programs thru WHSAA.

First Reading: 12/3/12

Second Reading:

STUDENT DISCIPLINE

School rules and regulations are applicable to school grounds and adjacent premises, all activities sponsored by the school, school-provided or school-arranged vehicles, and while students are traveling to and from school. School authorities may discipline students for out-of-school conduct negatively impacting the school environment.

The Board, administrators, and staff teachers have joint responsibility for the maintenance of student discipline.

A teacher or administrator may use reasonable force as necessary to prevent conduct negatively impacting the school environment, prevent injury to another person, protect himself/herself from attack while acting within the scope of his/her employment, or to prevent damage to property.

The Board shall give every reasonable support and protection, legal and otherwise, to its staff in carrying out their respective responsibilities in the maintenance of a safe learning environment.

The superintendent or his/her designee shall develop, ~~and the for~~ Board approval ~~will approve~~, procedures for handling general and major discipline problems for all students of the district which are designed to achieve these broad objectives and maintain the necessary degree of order in the school.

DEFINITION OF TERMS:

~~1. Restraint is the act of controlling the actions of students, when such actions may inflict harm to others, to the student or to property. Teachers and administrators may use whatever reasonable means are appropriate at the moment if it is necessary to prevent a student from harming others or himself/herself.~~

12. Short-term suspension is a period of time a student is removed from school, not to exceed ten (10) school days.

23. ~~Extended~~ Long-term suspension and/or expulsion is a period of time a student is removed from school for more than ten (10) school days ~~and may extend beyond the current semester through the ensuing semester.~~

GUIDELINES ESTABLISHED WITHIN SCHOOLS

The administrator and the staff of each school will develop

STUDENT DISCIPLINE (contd.)

appropriate student policies and procedures that shall govern student conduct. As long as these local site policies do not conflict with the State Department of Education policies and regulations, state law, or Board of Trustees policies, these will be recognized.

The Board delegates to each principal and assistant principal the right authority to suspend a student for not more than ten (10) school days.

SPECIFIC RULES GOVERNING SHORT-TERM SUSPENSION

1. A short-term suspension may not exceed a period of ten (10) consecutive school days.
2. A principal or assistant principal has the authority to impose a short-term suspension ~~suspend a student~~.
3. In all cases, before a short-term suspension is imposed against a student, a principal will be responsible for making an investigation concerning the student's conduct in order to justify a suspension.

The student will be given oral or written notice of the charges made against him/her. If the student denies the charges, he/she will be given an explanation of the charges. The student will be given an opportunity to present his/her side of the story. Written notice of the suspension will be sent to the parents within 24 hours.

4. Any student who has been suspended for a short term, or the parent/guardian thereof, may appeal such suspension.
5. Appeal procedure from a short-term suspension:
 - a. Step 1
The student or parent/guardian will notify the principal, sometime during the duration of the suspension that they intend to follow the appeal process. The student will not necessarily be readmitted upon notice of appeal. Readmittance is up to the suspending administrator, principal or assistant ~~Vice~~ principal, as long as the offending student has not compromised the discipline or safety of fellow students or staff.

- b. Step 2

STUDENT DISCIPLINE (contd.)

The principal will provide a hearing ~~student will be provided a hearing~~ within three (3) school days after being notified of the appeal. The student and parent/guardian may participate in the hearing if they so request. The principal will notify the parent/guardian of his/her decision within two (2) school days following the conclusion of the hearing.

c. Step 3

If the student and parent/guardian are not satisfied with the principal's ruling, an appeal may be made to the superintendent in the following manner.

- i. The notification of appeal must be made to the superintendent within two (2) school days after the principal's decision is rendered.
- ii. The appeal may be made orally or in writing to the superintendent.
- iii. The superintendent will provide a hearing within three (3) school days of receipt of the notification to appeal. The student and parent/guardian may participate in the hearing if they so request. A ruling will be rendered within two (2) school days after the hearing.

d. Step 4

If the student and parent/guardian are not satisfied with the ruling of the superintendent, they may request a hearing before the Board of Trustees. This notification ~~of the~~ appeal will-must be made in writing through the superintendent within two (2) school days after the superintendent's ruling. The Board of Trustees will hear the appeal at the next or next succeeding regularly scheduled meeting of the Board.

6. Students who are on suspension will not be allowed to attend any school functions, or be on any school property without permission of the site administrator.

SPECIFIC RULES GOVERNING LONG-TERM SUSPENSIONS/EXPULSIONS

1. If the available—evidencesituation warrants extended suspension/expulsion from school as provided by law or by policy for student conduct, the principal or his/her designee may recommend suspending/expelling a student from

STUDENT DISCIPLINE (contd.)

school for a period not to exceed one calendar year~~beyond the current school semester and the ensuing semester.~~

2. The principal or his/her designee may impose a short-term suspension~~suspend/expel the student on a temporary basis~~ pending an administrative hearing.

3. Prior to the administrative hearing both the student and the parent/guardian will be advised in writing of:

- a. The reason for the proposed suspension or expulsion, including the specific school or district rules or policies allegedly violated;
- b. The length of the proposed suspension/expulsion from the principal;
- c. The right to have a hearing;
- d. The date, time and location of the hearing;
- e. The right to be represented by a person of their choosing;
- f. The right to present any witnesses or documentary evidence on behalf of the student;
- g. Any documents that will be used at the hearing and the right to inspect such documents prior to the hearing;
- h. The right to waive a hearing and accept the long-term suspension, and/or ~~expulsion or assignment to the alternate school program.~~

4. Conduct of the Administrative Hearing

- a. The hearing will be conducted by the Ssuperintendent or his/her designee who has not been directly involved in the case as a victim, witness, investigator or prosecutor.
- b. The purposes of the hearing are to:
 - i. Review the charges and incidents upon which the decision is based;
 - ii. Hear the evidence relevant to the charge or

STUDENT DISCIPLINE (contd.)

charges;

iii. Provide an opportunity for the student, parent or guardian, counsel and witnesses to present information.

iv. Determine ~~the guilt or innocence of the student based on substantial evidence~~ whether a long-term suspension and/or ~~expulsion~~ is warranted.

c. The hearing officer shall determine whether to accept, reject or modify the recommendation based on evidence presented.

d. Technical rules of evidence shall not apply. Evidence shall be admissible if it is of the type usually relied upon in the conduct of school business and is probative, trustworthy and credible.

e. Upon a finding ~~of guilt~~ that a long-term suspension and/or ~~expulsion~~ is warranted, the superintendent or his/her designee shall have the authority to determine appropriate discipline or corrective action.

f. Within five (5) school days after conclusion of any hearing that results in a long-term suspension for more than ten (10) days and/or an expulsion:

i. ~~The superintendent or his/her designee will make a written report of the findings of fact upon which the decision was made.~~ The superintendent or his/her designee shall make a written report specifying disciplinary or corrective action.

ii. These written reports shall be delivered to the Board of Trustees through the superintendent following an expulsion.

iii. Copies of these written reports and the appeal procedures shall be mailed or personally delivered to the student and parent or guardian within three (3) school days after completion of the written report.

5. Appeal from the Superintendent:

a. If the student, parent or guardian is not satisfied

STUDENT DISCIPLINE (contd.)

with the decision of the superintendent or his/her designee, the student may request a hearing before the Board of Trustees. This hearing will review all aspects of the incident and consider the proposed extended suspension/expulsion.

b. Procedures for appeal to the Board of Trustees:

- i. Notice of appeal must be presented in writing through the superintendent within two (2) school days after delivery of the decision of the superintendent.
- ii. The Board of Trustees will hear the appeal as soon as possible. The appeal hearing will follow procedures of the Wyoming Administrative Procedures Act, and the Local School Board Rules and Regulations of Sheridan County School District No. 2.
- iii. The decision of the Board of Trustees will be final.

W.S. 1977 21-4-305
 1977 21-4-306
 1977 21-4-308

See also policy:

JKD/JKE - Suspension or Expulsion of Students
 JKF - Monitoring and Reentry Program for Students Suspended or Expelled

JLJ - Seclusion and Restraint in Schools

JLJ-P - Seclusion and Restraint in Schools Procedure

First Reading: 12/3/12
 Second Reading:

**ADMINISTRATIVE HEARING
PROCEDURE FOR HEARING OFFICER**

1. Complete the Administrative Hearing Participants form. Dismiss ineligible attendees.
2. Inform those in attendance that the hearing will be audio-recorded. Begin tape.
3. Opening the hearing
 - a. Hearing Officer state the date, time, place, his/her name, and the names of others in attendance.
 - b. State the charge or charges and possible penalty.
 - c. Review purposes of the Hearing and responsibilities of the Hearing Officer.
 - d. Review the order of testimony.
 - e. Establish availability of planned witnesses.
4. Testimony of school administration: (repeat process for student)
 - a. Presentation of evidence by school administrators.
 - b. Witness testimony (if called).
 - c. Review of witness testimony (if not called).

The administration should review the testimony of persons interviewed during the investigation. Names may be omitted and witnesses identified by number.
 - d. Questions by representatives (parent, student, attorney, administration).
 - e. Questions by Hearing Officer.
5. Summary and Closure
 - a. Submit any written documents to the Hearing Officer that have been used as evidence.

**ADMINISTRATIVE HEARING
PROCEDURE FOR HEARING OFFICER (contd.)**

b. Remind the participants the Hearing Officer's role is to determine ~~innocence or culpability~~ whether a long-term suspension and/or ~~expulsion~~ is warranted. ~~guilt~~.

c. Inform participants of the next step in the process.

First Reading: 12/3/12
Second Reading:

~~NOTICE OF PROPOSED LONG TERM SUSPENSION~~
~~SHERIDAN COUNTY SCHOOL DISTRICT NO. 2~~

Date: _____

Parent/Guardian: _____

Address: _____

Subject: Proposed suspension of _____

(Name)

From: _____

(Name)

Dear _____:

~~You are hereby notified that your student, _____,~~
~~has been temporarily suspended from school pending the outcome~~
~~of an Administrative Hearing which has been scheduled for:~~

DATE: _____

TIME: _____

PLACE: _____

~~From the investigation, it was determined that your student was~~
~~involved in the following misconduct and/or violation of~~
~~District or school rules or policies:~~

Describe: _____

~~The maximum length of suspension is the remainder of the current~~
~~semester and the ensuing semester.~~

~~First Reading: 8/12/97~~

~~Second Reading: 11/18/97~~

ADMINISTRATIVE HEARING PARTICIPANTS

(Hearing Officer)

(School)

(Date)

Student: _____ Grade: _____

Parent/Guardian: _____ Phone: _____

Parent/Guardian: _____ Phone: _____

Address: _____

Representative for Student: _____

Address: _____ Phone: _____

Witnesses for Student: _____

Principal: _____ School: _____

Witnesses for Administration: _____

Others in Attendance: _____

First Reading: 12/3/12

Second Reading:



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 7, 2013

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **Audit Report for Fiscal Year 2011-12** *(Action)*

Jim Dodson from Porter, Muirhead, Cornia & Howard, CPAs will present the 2011-2012 audit report. A PDF file is attached for your review. If you would like a hard copy of the audit, please contact Michelle.

You will need to officially approve the audit report.



Craig Dougherty, Superintendent

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DATE: January 5, 2013

TO: Board of Trustees

FROM: Tom Sachse, Assistant Superintendent for Curriculum and Assessment

SUBJ: **Career and Technical Education Briefing** (*Information*)

At your meeting, department chairperson Heidi Richins will provide a short introduction to the variety of programs and co-curricular opportunities related to Career and Technical Education. Many individuals still think of Career and Technical Education as the old vocational education programs that existed some time ago. Our new programs are quite a bit more progressive and sophisticated than most people think. Indeed, our wood shop and machine shop both offer advanced training in the use of Computer Numerical Control (CNC) machines--the industry standard. Our business department uses the latest technology, including advanced simulations. Our agriculture and trade programs use the same tools and techniques as our local and regional employers. Indeed, our Family and Consumer Science programs offer coursework using the latest developments in child development, textiles, sanitary food preparation, and hospitality. Heidi will also discuss the vital role that Perkins IV funding provides in keeping our coursework up-to-date and industry-level education.

Sheridan High School
CTE Courses
Updated 2012

Pathway/CIP CODE	Course Name	Concurrent	Course #	SCED Code	Approved by WDE for 2010-2011	Delivery	Credits	Course Sequence	Course Duration	SCED Program of Study	SCED Title
Business Technology & Operations/52.0407	Microsoft Applications (formerly FUNDament	Yes-3 credits	40400	10005G0.5011		C	0.5	1	1 S	Computer and Information Services	Computer Applications
	Web Design	Yes-3 credits	40520	10201G0.5011		C	0.5	1	1 S	Computer and Information Services	Web Page Design
Web Development/11.1004	Web Animation	Yes-3 credits	40510	10203G0.5011		C	0.5	1	1 S	Computer and Information Services	Interactive Media
	Business Communications (formerly AdvCom	Yes-1 credit ea	40570	12009G0.5011						Business and Marketing	Business Communications
Industry Certifications:	Computer Literacy	Yes-3 credits	40580	10049G0.5011						Computer and Information Services	Computer Literacy
Comp TIA, A+, MOS, IC3, CCNA (CISCO)	Networking (CISCO)	Yes-4 credits	40561/62	10102G0.5011						Computer and Information Services	Networking Systems
NOCTI online assessments: BusInfoProc & Web Design	Computer Networking Internship		40481/2	10148E0.5012							
Marketing, Mgmt, Entrepreneurship 52.9999	Introduction to Business	no	40420	12051G0.5011		C	0.5	1	1 S	Business and Marketing	Introductory Business
	Marketing	no	40430	12164G0.5011		C	0.5	1	1 S	Business and Marketing	Principles of Marketing
Industry Certifications: A*S*K Institute	Entrepreneurship	no	40450	12053G0.5011		C	0.5	1	1 S	Business and Marketing	Entrepreneurship
NOCTI online assessment: General Mgmt	Business Law I (formerly Introduction to Law	no	40460	12054G0.5012		C	0.5	1	2 S	Business and Marketing	Business Law
	Business Law II	no	40470	12054G0.5022		C	0.5	2	2 S	Business and Marketing	Business Law
	Careers (formerly Career Development)	no	40440	22152G0.5011		C	0.5	1	1 S	Miscellaneous	Employability Skills
	Business Internship		40481/2	12998E0.5012							
Accounting 52.0301	Accounting 1 - S1	Yes	40551	12104E0.5012		C	0.5	1	2 S	Business and Marketing	Accounting
	Accounting 1 - S2	Yes-4 credits	40552	12104E0.5022		C	0.5	2	2 S	Business and Marketing	Accounting
Quick Books Certification	Intro to Accounting - S1	Yes	40541	12104G0.5012		C	0.5	1	2 S	Business and Marketing	Accounting
NOCTI Online assessment: Accounting - Basic	Intro to Accounting - S2	Yes-3 credits	40542	12104G0.5022		C	0.5	2	2 S	Business and Marketing	Accounting
Finance/52.0304	Economics	no	40500	12105G0.5011		C	0.5	1	1 S	Business and Marketing	Business Economics
NOCTI online assessment: Bus Financial Mgmt	Financial Management	no	40530	12103G0.5011		C	0.5	1	1 S	Business and Marketing	Finance
Finance A*S*K certification available	Introduction to Business	no	40420	12051G0.5011		C	0.5	1	1 S	Business and Marketing	Introductory Business
Precision Machining 48.0510	Intro to Machining Processes	no	40330	13203G0.5013		C	0.5	1	1 S	Manufacturing	Machining
	Machine Shop 1 - S1	no	40331	13203G1.0023		C	0.5	1	2 S	Manufacturing	Machining
	Machine Shop 1 - S2	Yes-2 credits	40332	13203G1.0033		C	0.5	2	2 S	Manufacturing	Machining
	Advanced Machining - S1	no	40341	13203E1.0012		C	0.5	1	2 S	Manufacturing	Machining
	Advanced Machining - S2	Yes-4 credits after	40342	13203E1.0022		C	0.5	2	2 S	Manufacturing	Machining
	Manufacturing Internship		40481/2	13998E0.5012							
Welding 48.0508	Welding I	no	40270	13207G0.5013		C	0.5	1	3 S	Manufacturing	Welding
	Welding II-III 2-3 S1	Yes-4 credits	40281	13207G0.5023		C	0.5	2	3 S	Manufacturing	Welding
Precision Exams online assessment/AWS/SENSE Certification	Welding II-III S2	Yes-4 credits	40282	13207G0.5033		C	0.5	3	3 S	Manufacturing	Welding
Technical Drafting/15.1301	CADD I	no	40250	21107G0.5013		C	0.5	1	3 S	Engineering and Technology	CAD Design and Software
Precision Exams Online assessment: Technical Drafting	Advanced CADD - S1	no	40261	21107G0.5023		C	0.5	2	3 S	Engineering and Technology	CAD Design and Software
	Advanced CADD - S2	Yes-3 credits	40262	21107G0.5033		C	0.5	3	3 S	Engineering and Technology	CAD Design and Software
	CADD Internship		40481/2	21148E0.5012							
Health Professions/51.9999	Intro to Health Occupations	Yes-2 credits	50100	14001G0.5011		C	0.5	1	1 S	Health Care Services	Exploration of Health Care Occupations
Certified Nurse Program/51.3902	Basic Emergency	Yes-3 credits	50120	14055G0.5011		C	0.5	1	1 S	Health Care Services	Emergency Medical Technology
Certified Nursing Asst Certification	Athletic Training - S1	no	50131	14062G0.5012		C	0.5	1	2 S	Health Care Services	Care of Athletes
Medical First Responder Certification	Athletic Training - S2	no	50132	14062G0.5022		C	0.5	2	2 S	Health Care Services	Care of Athletes
	Certified Nursing Assistant	Yes-2 credits	50110	14002G0.5011		C	0.5	1	1 S	Health Care Services	Healthcare Occupations
	Healthcare Internship - S1	no	40481	14998E0.5012		C	0.5	1	2 S	Health Care Services	Therapeutic Services-Workplace Exp
	Healthcare Internship - S2	no	40482	14998E0.5022		C	0.5	2	2 S	Health Care Services	Therapeutic Services-Workplace Exp
Culinary Arts/12.0503	Food Service/Prostart 1 - S1	Yes	40851	16052E0.5012		C	0.5	1	2 S	Hospitality and Tourism	Restaurant, Food and Beverage Services
Professional Foods/12.0505	Food Service/Prostart 1 - S2	Yes-up to 4 cr	40852	16052E0.5022		C	0.5	2	2 S	Hospitality and Tourism	Restaurant, Food and Beverage Services
Certifications: Culinary ProStart and ServSafe	Food Service/Prostart 2 - S1	Yes	40861	16053E0.5012		C	0.5	1	2 S	Hospitality and Tourism	Food Service
online assessment	Food Service/Prostart 2 - S2	Yes-additional 2 c	40862	16053E0.5022		C	0.5	2	2 S	Hospitality and Tourism	Food Service
Food, Nutrition, Wellness/19.0501	Foods & Nutrition	no	40830	22202G0.5012		C	0.5	1	2 S	Hospitality and Tourism	Nutrition and Food Preparation
	Advanced Foods	no	40840	22202G0.5022		C	0.5	2	2 S	Hospitality and Tourism	Nutrition and Food Preparation
	Food Service Internship		40481/2	16098E0.5012							
Residential/Commercial Carpentry/46.0000	Construction 1-3 S1	Yes/2-3 credits	40311	17002G0.5012		C	0.5	1	2 S	Architecture and Construction	Construction - Comprehensive
Cabinetry/Woodworking/ 48.0701	Construction 1-3 S2	Yes/2-3 credits	40312	17002G0.5022		C	0.5	2	2 S	Architecture and Construction	Construction - Comprehensive
NCCER Certification	Woodworking I	no	40290	17006G0.5013		C	0.5	1	3 S	Architecture and Construction	Woodworking
Precision Exams online assessments: Res/Comm Carpentry	Woodworking 2-3 S1	no	40301	17006G0.5023		C	0.5	2	3 S	Architecture and Construction	Woodworking
and Cabinetmaking	Woodworking 2-3 S2	no	40302	17006G0.5033		C	0.5	3	3 S	Architecture and Construction	Woodworking
	Architecture/Construction Internship		40481/2	17998E0.5012							
General Agriculture/01.00000	Voc Agriculture 1 - S1	no	40011	18003G0.5012		C	0.5	1	2 S	Agriculture and Natural Resources	Agriculture and Natural Resources
Natural Resource Management/03.0101	Voc Agriculture 1 - S2	no	40012	18003G0.5022		C	0.5	2	2 S	Agriculture and Natural Resources	Agriculture and Natural Resources
Pesticide Applicator Certification	Fundamentals of Animal Science	no	40030	18101G0.5011		C	0.5	1	1 S	Agriculture and Natural Resources	Animal Production/Science
Precision Exams online assessment: General Ag	Advanced Animal Science I/II	Yes-3 credits	40060/70	18101E0.5012						Agriculture and Natural Resources	Animal Production/Science
	Advanced Animal Science I/II	Yes-3 credits	40060/70	18101E0.5022							
	Equine Science	no	40110	18104G0.5011		C	0.5	1	1 S	Agriculture and Natural Resources	Equine Science
	Introduction to Vet Science	no	40050	18105G0.5011		C	0.5	1	1 S	Agriculture and Natural Resources	Veterinary Science
	Ag Business Management	Yes-4 credits	40040	18201G0.5011						Agriculture and Natural Resources	Agribusiness Management
	Small Animal Care	no	40090	18102G0.5011						Agriculture and Natural Resources	Small Animal Care
	Natural Resources and Recreation	no	40080	18504G0.5011		C	0.5	1	1 S	Agriculture and Natural Resources	Natural Resources Management
Ag Mechanics 1.0201	Ag & Industrial Diesel Power	no	40120	18405G0.5011		C	0.5	1	1 S	Agriculture and Natural Resources	Particular Topics in Agr Mech/Const
	Project Cons 1-4 S1(2 Periods)	no	40021	18449G1.0014		C	1	1	4 S	Agriculture and Natural Resources	Agriculture Mech/Const
Briggs & Stratton Certification	Project Cons 1-4 S2(2 Periods)	no	40022	18449G1.0024		C	1	2	4 S	Agriculture and Natural Resources	Agriculture Mech/Construction
AWS/SENSE Certification	Project Cons 1-4 S1 (1Period)	no	40023	18449G1.0034		C	0.5	3	4 S	Agriculture and Natural Resources	Agriculture Mech/Construction
Precision exams online assessment: Ag Mechanics	Project Cons 1-4 S2 (1Period)	no	40024	18449G1.0044		C	0.5	4	4 S	Agriculture and Natural Resources	Agriculture Mech/Construction

Sheridan High School
CTE Courses
Updated 2012

Pathway/CIP CODE	Course Name	Concurrent	Course #	SCED Code	Approved by WDE for 2010-2011	Delivery	Credit	Course Sequence	Sequence Total	Course Duration	SCED Program of Study	SCED Title
	Power Mechanics	Yes-3 credits	40320	18405G0.5012		C	0.5	1	1 S		Transportation, Distribution, and Logistics	Small Engine Mechanics
	Intro to Ag Engineering		40100	21002G0.5011								
	AG Welding I	no	40270	18404G0.5013		C	0.5	1	3 S		Manufacturing	Welding
	AG Welding II-III S1	Yes-4 credits	40281	18404G0.5023		C	0.5	2	3 S		Manufacturing	Welding
	AG Welding II-III S2	Yes-4 credits	40282	18404G0.5033		C	0.5	3	3 S		Manufacturing	Welding
	Mechanics Internship		40481/2	20148E0.5012								
	Agriculture Internship		40481/2	18948E0.5012								
Child & Human Development 19.0706	Child and Family Practicum	Yes-3 credits	40810	19051G0.5011		C	0.5	1	1 S		Human Services	Child Care
	Child & Family Studies	no	40800	19052G0.5011		C	0.5	1	1 S		Human Services	Child Development
online assessment	Education Internship - S1	no	40481	19198E0.5012		C	0.5	1	2 S		Human Services	Education-Workplace Experience
Child Development Asso Nat'l Certificate	Education Internship - S2	no	40482	19198E0.5022		C	0.5	2	2 S		Human Services	Education-Workplace Experience
	Parent/Teen S1	no	40881	22204G0.5012								
	Parent/Teen S2	no	40882	22204G0.5022								
Interior Design/50.0408	Interior Design/Housing	no	40870	19205G0.5011		C	0.5	1	1 S		Human Services	Home Furnishing
Textiles/50.0712/Fashion-Apparel Design/50.0407	Clothing Select & Fashion Design	no	40820	19201G0.5011		C	0.5	1	1 S		Human Services	Clothing and Textiles
Miscellaneous	PaCE Internship (Misc) - S1	no	40481	22998E0.5012		C	0.5	1	2 S		Miscellaneous	Workplace Experience
	PaCE Internship (Misc) - S2	no	40482	22998E0.5022		C	0.5	2	2 S		Miscellaneous	Workplace Experience
	Legislative Internship		40481/2	04198E0.5012								
	Journalism/Broadcast Internship		40481/2	11148E0.5012								
	PaCE Work Experience - S1	no	40491	22998G0.5012		C	0.5	1	2 S		Miscellaneous	Workplace Experience
	PaCE Work Experience - S2	no	40492	22998G0.5022		C	0.5	2	2 S		Miscellaneous	Workplace Experience

Curricular Area	Co- curricular Activity	Number of Students participating	Areas of Competition	Awards and Accomplishments
Business	FBLA Future Business Leaders of America	60	Accounting I & II Banking and Financial Systems Business Calculations Business Ethics Business Law Business Math Business Presentation Business Procedures Client Service Community Service Project Computer Applications Digital Video Production Economics Electronic Career Portfolio Entrepreneurship Health Care Administration Help Desk Hospitality Management Impromptu Speaking Introduction to Business Introduction to Parliamentary Procedure Job Interview Management Decision Making Marketing Parliamentary Procedure Personal Finance Public Speaking I & II Sports Management Virtual Business Management Challenge Web Site Design Word Processing I&II	2011-2012 State Competitions 1 st place Business Ethics 1 st place Management Decision Making 2 nd place Banking & Financial Systems 2 nd place Entrepreneurship National Competitions Finalist (Top 15 Teams) Business Ethics
Family & Consumer Science	Pro- Start	10	Culinary Competition Baking Competition Hospitality Management	State Baking Champion 2010

Curricular Area	Co- curricular activity	Number of Students participating	Areas of Competition	Awards and Accomplishments
Agriculture	FFA Future Farmers of America	215 15 competitive teams 122 contests	Sales and Service Agricultural Mechanics Agronomy Equine Evaluation Livestock Evaluation Speech (Extemporaneous, Prepared, Creed) Meat Evaluation and Grading Agricultural Issues Agribusiness Management Market Plan Agricultural Communications Veterinary Medicine Poultry Evaluation and grading Natural Resources Welding	8 teams top 3 in the state 4 students 1st place state 14 students State Degree winners 4 students competed at national level Fall 2012 Sales and Service Team 4th Nile Invitational Event 2 members placing in top 6 individuals Agriculture Communication Team 6th place out of 90 teams in 4 state region at the John Deere Days Invitational with all team members placing in the top 10 individual's

**Potential
Co-curricular Activities
SKILLS USA**

Curricular Area	Co- curricular activity
CADD Machine Shop	Architectural Drafting & Technical Drafting Precision Machining Technology
Woods	Cabinetmaking Carpentry
CNA	First Aid/CPR Medical Math Nurse Assisting



Craig Dougherty, Superintendent

Administrative Offices
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DATE: January 5, 2013

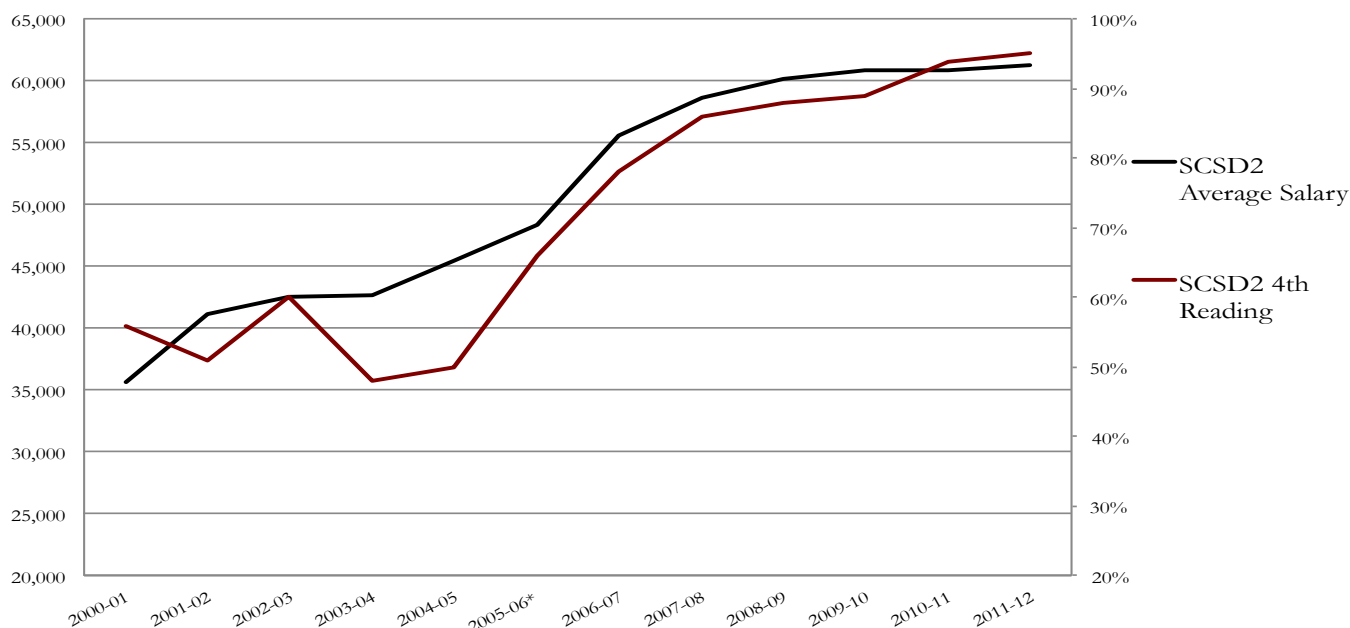
TO: Board of Trustees

FROM: Tom Sachse, Assistant Superintendent for Curriculum and Assessment

SUBJ: **Attached “Success Stories”** *(Information)*

We were asked to send along some success stories to Wyoming Association of School Administrators about things that were going well in our schools to be assembled for legislative review. We want to contribute to any advocacy for the values of public schooling in Wyoming for our legislative representatives. After assembling several success stories for legislative review, we would like to share these with you.

The Case for Paying Teachers Well



Trustees from Sheridan County School District Number Two have the goals of paying teachers well and setting high expectations for student performance. Going back to the early days of WyCAS, this district tracks average teacher salary with academic performance of fourth grade students in reading. It would be challenging to find a more highly correlated pair of graphs than this documentation of teachers' pay and performance.

2012 PAWS Results

Ordinals Among 4A Districts

[illegible]

Sheridan County School District Number Two competes athletically as one of the 4A districts in the state. This district annually reports on how well students do academically compared to the other large districts in the state. The ordinals presented in this table show that this district regularly and consistently is one of the top performing districts in the state.

2011-2012 Activity GPA's

Sheridan High School 2011-2012 Activity GPA's

Girls Tennis – 3.77	Volleyball – 3.54
Orchestra – 3.74	Indoor Track – 3.54
Girls Basketball – 3.73	Boys Tennis – 3.51
Girls Swimming & Diving – 3.66	Boys Soccer – 3.51
Band – 3.61	Speech – 3.44
Girls Soccer – 3.58	Art – 3.38

In Sheridan, when the activities director celebrates the performance of athletes and other students engaged in co-curricular activities, he identifies the grade point averages of each group of students. The above table of GPAs illustrates that students who are connected to school through co-curricular activities are also engaged in high levels of academic performance.

The Century Club

Sheridan County School District Number Two now celebrates teachers in the “Century Club”-- teachers whose students are 100% proficient and advanced on PAWS. Sheridan High School has eleven core teachers with 100% performance and seven elective teachers, who so contribute to academic achievement, that they have classes where 100% of students reach PAWS proficiency. At the two alternative schools we have four teachers (three core and one elective) who reach 100% PAWS proficiency with students who need this alternative school setting. Sheridan Junior High School has eleven different core teachers whose students demonstrate 100% PAWS proficiency. Our junior high also has nine elective teachers that contribute to 100% PAWS proficiency. Finally, our elementary schools have fourteen different teachers (some in every building) who reach what we might consider a “double century” where all students in the classroom are 100% proficient in both reading and mathematics. All told, over 25% of our faculty have classes with 100% PAWS proficiency. Our Board of Trustees celebrates these teachers.

Longitudinal Analysis of Core Interventions

2009-2010 Math & Reading Recovery Students		
3rd Grade PAWS 2012	Math Recovery	Reading Recovery
	100% Proficient	87.2% Proficient

Sheridan County School District #2 employs research-proven programs to help first-graders get “on track” with core academic subjects. The school district fully funds interventionists in Math Recovery and Reading Recovery in each of its elementary school buildings. The district tracks students’ performance to ensure that they maintain the gains they make in these recovery programs years later. The above data showcase the percentage of students that are proficient on the PAWS test two years after the intervention.

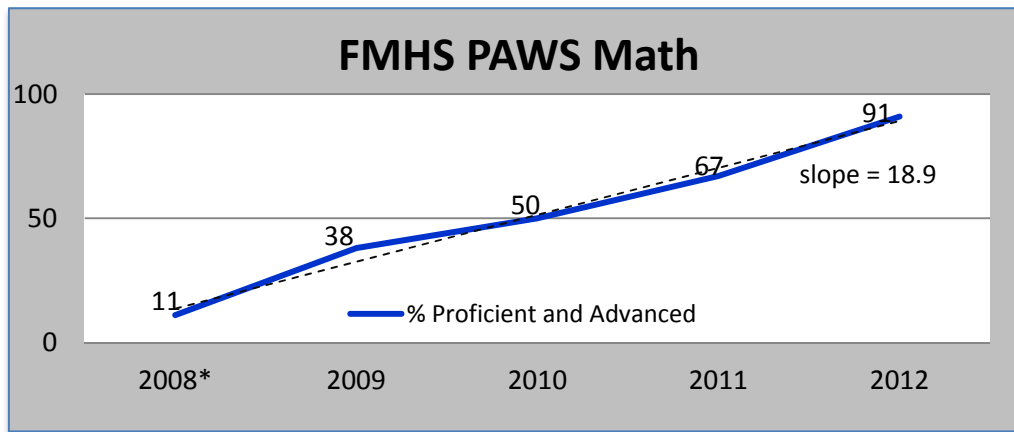
Excellence in Alternative Schools

2010-2012 PAWS Results
Percent Proficient and Above Comparison Chart

	Reading				Math			
11 th Grade Proficient & Above	2010	2011	2012	State Average 2012	2010	2011	2012	State Average 2012
	70%	100%	91%	77%	50%	67%	91%	66%

Fort Mackenzie Alternative High School in Sheridan is now a top performer among high schools in annual statewide assessments. The above table of PAWS results would be the envy of most high school principals in Wyoming. Faculty at Fort Mackenzie get this done with educationally at-risk, alternative school students.

The Fort Mackenzie Miracle



Since coming to Fort Mackenzie Alternative High School in Sheridan, math teacher Greg McClure and his colleagues have moved academic performance for these alternative school students from a dismal 11% proficient to 91% proficient. Sheridan County School District Number Two calls this the “The Fort Mackenzie Miracle.”



Craig Dougherty, Superintendent

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Fax: 307-674-5041

DATE: January 7, 2013

TO: Board of Trustees

FROM: Dirlene Wheeler, Sheridan High School Principal

SUBJ: **Acceptance of Donations to Sheridan High School** *(Action)*

Summit Energy Services LLC recently donated \$500 to Sheridan High School. The purpose of this donation is to help support Future Business Leaders of America with future projects.

Please accept this generous donation to Sheridan High School.



Craig Dougherty, Superintendent

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DATE: January 4, 2013
TO: Board of Trustees
FROM: Steven Schlicting, Transportation Director
SUBJ: **Bus Vendor/Purchase Authorization for 2013 (Action)**

The Wyoming Department of Education 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 or trade 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

- | | |
|--|---|
| 1. Bus type: C; 36 passenger (Route)
Quantity: One
Price: \$88,500.00 per bus
State Base Price: \$88,529.67 *
Options (WY State approved):
Chains: \$3,245
Book racks (tubular): \$1570
Heated steps: \$390
Total price: \$93,705.00 per bus | 2. Bus type: C; 60 passengers (Route)
Quantity: One
Price: \$95,525.00 per bus
State Base Price: \$95,544.33 *
Options (WY State approved):
Chains: \$3,245
Book racks (tubular): \$1660
Heated steps: \$390
Total price: \$100,820.00 per bus |
| 3. Bus type: C; 72 passengers (Route)
Quantity: One
Price: \$97,350.00 per bus
State Base Price: \$97,379.33 *
Options (WY State approved):
Chains: \$3,245
Book racks (tubular): \$1980
Heated steps: \$390
Total price: \$102,965.00 per bus | 4. Bus type: D; 75 passengers (Activity)
Quantity: One
Price: \$115,950 per bus
State Base Price: \$116,945.00 *
Options (WY State approved):
Chains: \$3,245
Book racks (tubular): \$2225
Heated steps: \$390
Engine brake: \$1350
Under bus storage: \$7125
Webasto heater: \$3500
Total price: \$133,785.00 per bus |

Vendor Choice Explanation

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

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

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 did last year. Usually there are numerous individuals and non-profit groups that express interest in bidding on the surplus buses. Odometer readings are as of December 2012. We are disposing of the 2002 Chevy/Midbus because of its advanced age and the state requirement prohibiting an increase in our fleet size.

BUS #	YEAR	MAKE	VIN	ODOMETER
27	2002	Chevy/Midbus	1GBHG31RX21150406	52,265
30	2001	Freightliner/Thomas	4UZAAXBV61CH90079	120,574
31	2001	Freightliner/Thomas	4UZAABWBW31CH85733	142,944
49	2002	Blue Bird All American	1BABNBXA82F205452	212,242

Total Order Summary

The total Elder Equipment bus order for 2013 is summarized as follows:

Bus type: C; 36 passenger (Route)	= \$93,705.00
Bus type: C; 60 passenger (Route)	= \$100,820.00
Bus type: C; 72 passenger (Route)	= \$102,965.00
Bus type: D; 75 passenger (Activity)	= \$133,785.00
Grand Total	= \$431,275.00

Vendor Bid Comparison Charts

Type C, 36 Passenger Route bus (Replacing current bus 27) / State Base Price = **\$88,529.67 ***

Vendor	Chassis/Body	Engine	HP	Bid Price	Price including Options **
Elder Equipment (Casper)	2014 Blue Bird	Cummins, ISB	250	\$88,500	\$93,705
High Plains (Sheridan)	2014 International	Maxxforce, DT	260	\$88,703	\$93,603
I State Truck (Billings)	2014 Thomas/C2	Cummins, ISB	250	\$87,586	\$91,686

Type C, 60 Passenger Route bus (Replacing current bus 31) / State Base Price = **\$95,544.33 ***

Vendor	Chassis/Body	Engine	HP	Bid Price	Price including Options **
Elder Equipment (Casper)	2014 Blue Bird	Cummins, ISB	250	\$95,525	\$100,820
High Plains (Sheridan)	2014 International	Maxxforce, DT	245	\$95,536	\$100,436
I State Truck (Billings)	2014 Thomas/C2	Cummins, ISB	250	\$95,147	\$99,247

Type C, 72 Passenger Route bus (Replacing current bus 30) / State Base Price = **\$97,379.33 ***

Vendor	Chassis/Body	Engine	HP	Bid Price	Price including Options **
Elder Equipment (Casper)	2014 Blue Bird	Cummins, ISB	250	\$97,350	\$102,965
High Plains (Sheridan)	2014 International	Maxxforce, DT	260	\$96,903	\$101,803
I State Truck (Billings)	2014 Thomas/C2	Cummins, ISB	250	\$97,285	\$101,885

Type D, 75 Passenger Activity bus (Replacing current bus 49) / State Base Price = **\$116,945.00 ***

Vendor	Chassis/Body	Engine	HP	Bid Price	Price including Options **
Elder Equipment (Casper)	2014 Blue Bird	Cummins, ISL	300	\$115,950	\$133,785
High Plains (Sheridan)	2014 International	Maxxforce, DT	285	\$118,786	\$132,836
I State Truck (Billings)	2014 Thomas/HDX	Cummins, ISL	300	\$115,949	\$128,249

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

* The Wyoming Department of Education 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".

** 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 WDE to order.



Craig Dougherty, Superintendent

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Fax: 307-674-5041

DATE: January 4, 2013

TO: Board of Trustees

FROM: Steven Schlichting, Transportation Director

SUBJ: **Multi-Purpose Vehicle (MPV) Vendor/Purchase Authorization for 2013**
(Action)

The Wyoming Department of Education recently responded to our request to purchase one new MPV as established by the *State Bid/District Buy Program*. The state has authorized the purchase of the new Yukon and subsequent sale, trade, or re-purpose of the old Yukon to be replaced, as specified on WDE-621 Vehicle Forms. The Yukon we are trading is a 2004 ¾ ton, 4WD, XL model. The replacement vehicle will be the same model/type.

After reviewing the bids received from the Wyoming automobile dealers, it is recommend that the bid be awarded as follows (see dealer bid comparison chart):

Preferred Vendor Recommendation

Vendor: Sheridan Motor Inc., Sheridan, WY

Bus type: MPV; 8-9 passengers
Quantity: One
Price: \$36,074 per vehicle
State Base Price: \$37,577.92

Vendor Choice Explanation

The decision is to choose Sheridan Motor, Inc. of Sheridan is based on the following criteria:

- ✓ Sheridan Motor's excellent after sale support
- ✓ Dependability of the GMC brand in the past in our District
- ✓ Pricing for Yukon XL under the state base bid price; therefore qualifying for 100% reimbursement from the WDE.

Dealer Bid Comparison Chart

State Base Price = \$37,577.92

Vendor	Chassis/Body	Bid Price
Sheridan Motor (Sheridan)	2013 GMC Yukon	\$36,074.00
Fremont Motors (Lander)	2013 Chevy Suburb	\$36,102.76
White's Frontier (Gillette)	2013 Chevy Suburb	\$35,709.26
E & L Motors (Cheyenne)	2013 Chevy Suburb	\$36,304.00
Greiner GMC (Casper)	2013 GMC Yukon	\$43,699.56

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



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DATE: January 9, 2013
TO: Board of Trustees
FROM: Scott Hininger, Board Chairman
SUBJ: **Committee Appointments** (*Action*)

I am proposing the following committee appointments for 2013:

Committee	Trustee(s)	2012 Appointments
Policy	4	Jim Perkins Hollis Hackman Wayne Schatz Molly Steel
Budget	4	Rich Bridger Scott Hininger Wayne Schatz Molly Steel
Capital Construction	4	Rich Bridger Marva Craft Scott Hininger Ann Perkins
Sick Leave Bank	1	Hollis Hackman
Calendar	2	Erica O'Dell Ann Perkins
Scholarship	1	Marva Craft

Related Representation:

Sheridan Recreation District Board: Scott Hininger

Sheridan Education & Economic Development Authority (SEEDA) Joint Powers Board:
Molly Steel



Craig Dougherty, Superintendent

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DATE: January 4, 2013

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 goal.

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 with 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 expenditures of taxpayer dollars.

2012- 2013 Projections:

1. The School Board will continue its progress through policy review and approval, emphasizing public and staff awareness and input.
2. The School Board will continue its participation in state and National School Board Association matters to maintain its focus on governance and leadership.
3. The District will continue the focus on customer service.
4. The School Board will achieve the goal of 75% of its members realizing the priority of reaching 25 hours of school board professional development.*
5. The School Board will continue its advocacy with the state legislature on matters of vital interest to the District.

2012-1013 Milestones:

1. We significantly improved staff awareness of board policy development in monthly principal staff meetings. (We also posted all board and district committee representation in all staff lounges.)
2. The board had extensive participation this year at the Wyoming School Boards Association, (Casper-11/12) and the National School Boards Association (Boston-4/12).
3. The NCA visiting team gave a commendation to the district for “living its mission”; the NCA team also recommended we continue emphasizing customer service and listening to constituents.
4. The School Board exceeded the goal of participation with 89% reaching 25 hours of school board professional development.
5. The board took action to bring a formal resolution to the WSBA to address the legislative matter of increasing compulsory attendance to increase the graduation rate.

*SMART Goal



Craig Dougherty, Superintendent

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DATE: January 7, 2013

TO: Board of Trustees

FROM: Tom Sachse, Assistant Superintendent for Curriculum and Assessment

SUBJ: **Fiscal Year 2013 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 \$2,598,011 in the federal consolidated grant. This includes \$1,126,809 for Title I-A (Compensatory Education), \$37,390 for Title I-D (Neglected and Delinquent), \$421,472 for Title II-A (Professional Development), \$918,093 for Individuals with Disabilities Education Act (Special Education), and \$94,247 for Perkins IV (Career and Technical Education). These are all federal funds allocated by formula.

In addition, we receive \$1,251,778 in state allocated funds including \$498,830 for Bridges (Remedial Summer School and After School) and \$752,948 for Instructional Facilitators. We also received \$46,516 funding from competitive grants including \$32,766 for SMART Tools Training; \$11,750 for Anti-Bullying Programs, and \$2,000 from the Wyoming Arts Council.

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