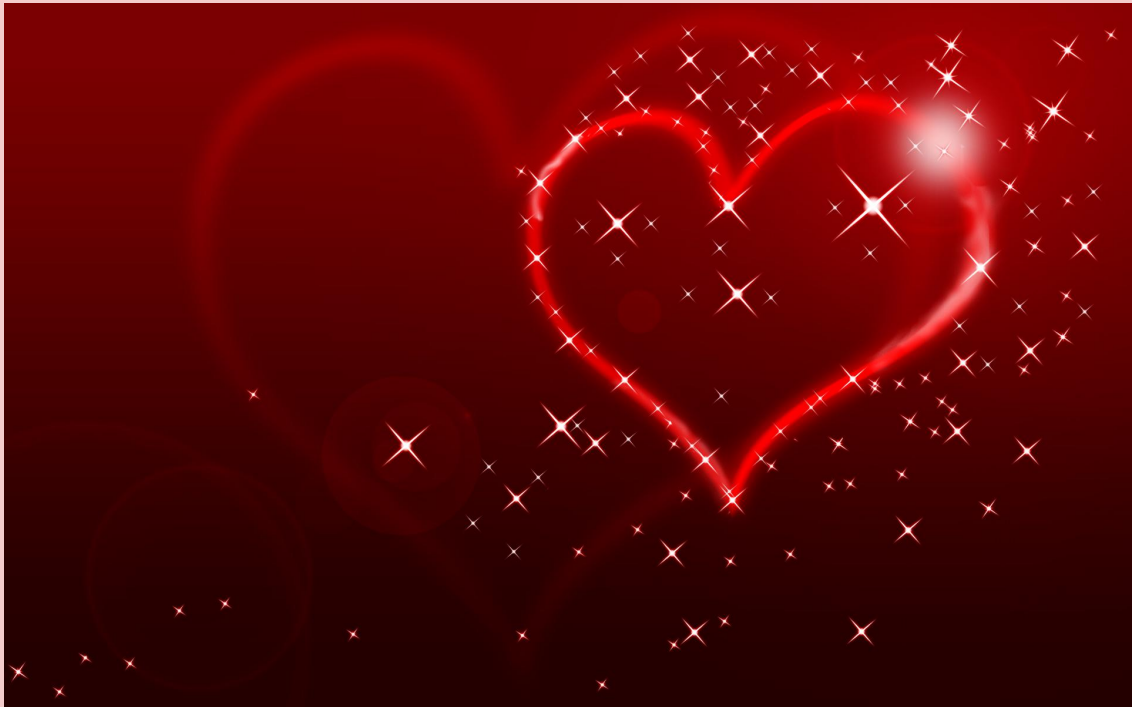


Sheridan County School District #2

Board Meeting



Date: February 1, 2016

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2

Board of Trustees Meeting

Central Office – Board Room

February 1, 2016

6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
- II. Recognition**
 - A. Intern in Washington DC, Gabe Briggs - Brent Leibach
 - B. PLC Model School, Woodland Park Elementary - Craig Dougherty
 - C. 2016 Wyoming National Distinguished Principal Award, Mitch Craft - Craig Dougherty
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Item**
 - A. Approval of Board Meeting Minutes - January 11, 2016
 - B. Approval of Luncheon Board Meeting Minutes - January 18, 2016
 - C. Approval of Bills for Payment
- VI. Old Business**
 - A. Capital Construction Update (*Information*) - Craig Dougherty
 - B. Next Level Update (*Information*) - Mitch Craft
 - C. Approval of Policies (*Action*) - Cody Sinclair
- VII. New Business**
 - A. FY16 Quarterly Financial Update (*Information*) - Roxie Taft
- VIII. Reports and Communication**
 - A. Board of Trustees
 - 1. Board Reports
 - 2. Committee Reports
 - 3. Other
 - B. PTO/Parents/Students/Organizations
 - C. Site Administration and Staff
- IX. District Reports**
 - A. Superintendent
 - 1. Board Goal Updates (*Information*) - Craig Dougherty
- X. Executive Session**
 - A. Personnel Matters, W.S. 16-4-405(a)(ii)
 - B. To Consider or Receive any Information Classified as Confidential by Law, W.S. 16-4-405(a)(ix)

XI. Adjournment

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

Student Learning

Communicating High Expectations

Research-Based, Best Practices

Excellent Staff and Resources

Governance & Leadership

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting January 11, 2016

Ann Perkins, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:00 p.m., Monday, January 11, 2016, in the Board Room at the Central Administration Office. The presiding officer was Ann Perkins, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

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

Administrators:

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

Absent:

Absent:

Coree Kelly, Technology Director

A. Pledge of Allegiance

II. Recognition

A. Model United Nations Recognition - Brent Leibach

Sheridan High School Principal Brent Leibach introduced Ms. Jeannie Hall, coach of Model United Nations. Ms. Hall described the Model United Nations club as one with academic focus that teaches students about the world and its challenges. She explained that the club teaches participants to be open minded, flexible, and to create solutions that will work. It also builds confidence and leadership skills. Ms. Hall introduced student participants Will Craft and Heather Belus who described some of their experiences in the Model United Nations Club. Ms. Hall thanked the Board of Trustees and administrators for

their support and invited everyone to a fundraiser for the Model United Nations club on February 6. Trustee Craft thanked the organization for their thorough presentation.

B. All-State Band, Choir, and Orchestra Recognition - Brent Leibach

Principal Brent Leibach introduced Activities Director Don Julian. Mr. Julian said that the All-State Music festival is January 18 and 19 in Cheyenne, WY. All-State Music Festival is a combination of band, choir, and orchestra students from around the state. Mr. Julian said that of three hundred ninety-two students, one in every five are from Sheridan High School (SHS). He continued, stating that of eighty-one students selected for Orchestra, thirty-six are from SHS. In Band, SHS makes up 18% of the one hundred and thirty three musicians, and in choir we are third in the state, with a total of twelve choir participants. Mr. Julian said that this school district emphasizes participation in all extracurriculars and we have impressive numbers to showcase that. Trustee Wendtland asked if the All-State musician numbers have been high for awhile. Mr. Julian responded that they have been high for a long time.

C. Coach of the Year - Football, Don Julian - Terry Burgess

Assistant Superintendent Terry Burgess recognized Head Football Coach Don Julian as the 4A Football Coach of the Year and explained Mr. Julian's history in football. Before he moved to Sheridan, Mr. Julian was in Riverton for nine years where he won four State 3A Football Championships. Mr. Burgess said that Mr. Julian has been in Sheridan for nine years and has won the 4A State Football Championship three times. Mr. Burgess said we are very fortunate to have Mr. Julian in Sheridan.

D. Coach of the Year - Golf, Larry Martolio & Sandy Michelena - Terry Burgess

Assistant Superintendent Terry Burgess recognized Head Golf Coach Larry Martoglio as the 4A Girls Golf Coach of the Year. Mr. Burgess said that Mr. Martoglio has been coaching golf since 2005, and has won multiple 4A Boys Golf State Championships and two 4A Girls Golf State Championships, including the win this fall. Mr. Burgess also recognized Assistant Golf Coach Sandy Michelena, who was awarded Assistant Golf Coach of the Year.

E. Sheridan Swim Team and Coach Moore Recognition - Craig Dougherty

Superintendent Craig Dougherty introduced swim team coach Brent Moore and volunteer swim team coach Dan Black. Mr. Dougherty said that Coach Moore not only coaches the Sheridan boys and girls swim teams, but also coaches the AAU program. Mr. Dougherty said that one of the starting blocks at the Early Building pool had broken, and it was determined that all of the starting blocks needed to be replaced.

Mr. Moore and Mr. Black presented a check, on behalf of the Sheridan Swim Team, of \$17,700 to help offset the cost of the new starting blocks at the Early Building pool facility. They thanked the Board of Trustees for the use of the facility and for the investment the

Trustees put in all of the district's students and athletes. They said the money is a small token of their appreciation.

TRUSTEE PERKINS MADE A MOTION TO ACCEPT THE DONATION OF MONEY, FROM THE SHERIDAN SWIM TEAM, TO HELP COVER THE COST OF THE STARTING BLOCKS THAT WERE REPLACED. TRUSTEE WENDTLAND SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

III. Approval of Agenda

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

IV. Welcome--Audience Comments

V. Consent Agenda Items

A. Approval of Board Meeting Minutes - December 7, 2016

B. Approval of Bills for Payment

| | |
|------------------|-----------------------|
| General Clearing | \$1,469,939.59 |
| Federal Fund | \$83,332.42 |
| TOTAL: | \$1,553,272.01 |

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

VI. Old Business

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

Superintendent Dougherty said the construction on the Sheridan High School locker and training rooms is progressing nicely. He said they will be able to use the new space in March and we are planning a tour for the Board of Trustees on March 7, prior to the board meeting.

Mr. Dougherty said we will continue to work through grading to finalize the hillside stabilization project.

Mr. Dougherty explained that, as it stands now, the collaborative school project is not funded. He said that he and Ms. Carroll are working with the legislative Joint Appropriations Committee (JAC) to get Fort Mackenzie High School/the Wright Place on the Needs Index list.

Mr. Dougherty said the district will start working on the District Facility Plan (DFP) that will need to be approved by the Board in May and submitted by June. He assured the Trustees that as it gets reviewed in the Cap Con Committee, the DFP will be presented to the full Board of Trustees for review before we ask for final approval.

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

Sheridan Junior High School Principal Mitch Craft reported on the Early Childhood Education Committee. He explained that work continues with Sheridan College. Mr. Craft said they hope to have an early childhood liaison hired by the fall.

Mr. Craft continued with the Community Engagement Committee, reporting that Big Brothers, Big Sisters (BBBS) would like to increase the amount of site-based mentors in the elementary schools. Mr. Craft said that a presentation about Next Level and ways to support the program was conducted at the Rotary Club and Big Horn Home Builders Association. He said work continues to spread the word about Next Level and get the community and business on board to help.

Director of Elementary Education Scott Stults said the Parent Liaisons have made 1043 contacts since the start of their work. He reported that seventy-one families have had three or more contacts and are working closely with the parent liaisons. Mr. Stults said that each of the elementary schools are hosting a series of classes called “Parenting the Love and Logic Way.”

Mr. Craft introduced Graduation Coach Curt Mayer to give a mid-year update on his work and thanked the Elbogen Foundation for their generous support for this important position. Mr. Mayer thanked the Board of Trustees for the opportunity to speak. He reported working with forty-six students since the start of his position, and seeing a quick increase because of the success. Mr. Mayer said that he has already helped fifty students this year. Mr. Mayer said the Success Academy has helped students gain back credits and get caught up on graduation requirements. Mr. Mayer credited the Community Engagement Committee for organizing a community resource fair for Sheridan High School students. Mr. Mayer invited the Board of Trustees to come to the high school and see what he does on a day-to-day basis. He said the graduation rate was 83% in 2014 and we were able to increase it to 87% in 2015. He is positive that we are on the right track to see another increase in 2016. Chairman Perkins thanked Mr. Craft, Mr. Mayer, and the Next Level team for their work.

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

FIRST READING

Human Resources Coordinator Cody Sinclair reminded everyone of the process of reviewing policies. He said the only policy going through first reading is Policy EBAA - Notification of Pesticide Application on or within School Buildings. Mr. Sinclair explained that the change aligned what the statute states about our school ground policies. He said our procedures for handling these situations will not change.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY EBAA - NOTIFICATION OF PESTICIDE APPLICATION ON OR WITHIN SCHOOL BUILDINGS, ON FIRST READING, AS PRESENTED. TRUSTEE WENDTLAND SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

SECOND READING

Mr. Sinclair said there are three policies going through second reading and no changes were made.

TRUSTEE CRAFT MADE A MOTION TO APPROVE POLICY DKA-P - PAYROLL DEDUCTIONS, POLICY DKC - EXPENSE AUTHORIZATION/REIMBURSEMENT, AND POLICY DN-P - ASSET PROCEDURES, ON SECOND READING, AS PRESENTED. TRUSTEE ACHORD SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VII. New Business

A. Audit Report for FY 2014-15 (*Action*) - Roxie Taft

Business Manager Roxie Taft introduced Alexandra Wilkinson from Porter, Muirhead, Cornia, and Howard. She said the Board has been given a copy of the report, management letter, and trend analysis and asked the Board make a motion to either accept or reject the report at the end of the presentation.

Ms. Wilkinson explained that the auditors found no material weaknesses or deficiencies. Ms. Wilkinson shared several graphs representing sources of revenue and allocation of expenditures related to the school district. Ms. Wilkinson thanked Mrs. Taft and her staff for assisting the auditing team with the audit.

TRUSTEE WILSON MADE A MOTION TO ACCEPT THE AUDIT REPORT FOR THE FISCAL YEAR 2014-15. TRUSTEE HACKMAN SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

B. Bus Vendor Purchase Authorization (*Action*) - Steve Schlicting

Transportation Director Steve Schlicting explained that four buses are being replaced, one with propane fuel and three with diesel. He said our recommendation is to buy the buses from Elder Equipment Leasing of WY, Inc. in Casper, WY. Mr. Schlicting asked for the Board of Trustees to approve the purchase proposal.

Trustee Hackman asked if there is trouble with propane buses. Mr. Schlicting responded that the propane buses have been reliable. He explained they are great for travel around town. Trustee Steel asked if all of the district's buses travel over the mountain pass. Mr. Schlicting replied that nine of the buses are approved for traveling over the mountain. Trustee Achord asked why these buses are more reliable than the Blue Bird Corporation buses. Mr. Schlicting said the whole quality of the bus, including the engine and frame, make the Elder Equipment buses more reliable.

TRUSTEE WENDTLAND MADE A MOTION TO APPROVE THE PURCHASE OF FOUR BUSES FROM ELDER EQUIPMENT FOR FISCAL YEAR 2016-17, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE ACHORD VOTED NO.

VIII. Reports and Communications

A. Board of Trustees

1. Board Reports

Trustee Hackman recognized Trustee Sue Wilson for receiving the Certified School Board Member status. He congratulated Trustee Wilson.

a. Board Committee Appointments (*Information*) - Ann Perkins

Chairman Perkins said that the Board of Trustees had discussions regarding the new committee appointments and she presented the new appointments for the 2016 year. She thanked everyone for their dedicated service.

2. Committee Reports

There were no committee reports.

3. Other

There were no other board reports.

B. PTO/Parents/Students/Organizations

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

C. Site/Administration/Staff

There were no Site/Administration/Staff reports.

IX. District Administration Reports

A. Superintendent

1. Board Goal Updates (*Information*) - Craig Dougherty

Superintendent Dougherty explained that we are starting to report on the status of the Board Goals at each meeting leading up to the Board Retreat in March. The first goal Mr. Dougherty reviewed was the Governance and Leadership Goal. Mr. Dougherty said that the Board has taken seriously the duties of becoming trained members and attending professional development courses. He thanked the Board for taking time to attend the state and national workshops. Mr. Dougherty also talked about the informational luncheons and the active policy committee that governs the school district.

Mr. Dougherty also reviewed the Student Learning Goal with the trustees. Mr. Dougherty gave credit to Highland Park Elementary and Woodland Park Elementary for being the top two elementary schools in the state. He also acknowledged the All-State musicians from Sheridan High School and the great work of the graduation coach at the high school. Mr. Dougherty reported that each school reviews their SMART goals every week to make sure they meet those goals.

B. Assistant Superintendent

1. Calendar Year 2015 Grant Awards (*Information*) - Tom Sachse

Assistant Superintendent Tom Sachse reported that the district received \$2,485,585 in the federal consolidated grant. He explained that this includes \$1,064,577 for Title I-A (Compensatory Education), \$13,606 for Title I-D (Neglected and Delinquent), \$392,089 for Title II-A (Professional Development), \$926,135 for Individuals with Disabilities Education Act (Special Education), and \$89,178 for Perkins IV (Career and Technical Education). Dr. Sachse also reported that we received \$1,377,961 in state allocated funds that support the Bridges program and the instructional facilitators. He said, in addition, we received \$414,658 in funding from competitive grants. These helped fund the 21 CCLC after school programs, the graduation coach, and the parent liaisons. Dr. Sachse said it was a great year for the grant programs.

Trustee Schatz asked if there will be a cut in the grant money received because of the governor's budget cut. Dr. Sachse replied that we are worried, but it currently looks positive.

TRUSTEE PERKINS MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:03 P.M. TO TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES, PURSUANT TO W.S. 16-4-405(a)(ii) AND TO CONSIDER OR RECEIVE ANY INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW, PURSUANT TO W.S. 16-4-405(a)(ix). TRUSTEE

ACHORD SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 7:05 p.m. to address personnel matters.

TRUSTEE WILSON MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:03 P.M. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:03 p.m.

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

XI. Adjournment:

TRUSTEE WILSON MADE A MOTION TO ADJOURN THE MEETING AT 8:04 P.M. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 8:04 p.m.

Chairman

Clerk

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

ADMINISTRATIVE STAFF

Approvals:

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

CERTIFIED STAFF

Approvals:

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

Early Retirement Incentive Plan:

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

| | | |
|--|---|---------------------|
| Paulette McNally Woodland Park School | Teacher-Special Education 1.0 FTE (185 days) | Effective 6/6/16 |
|--|---|---------------------|

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

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

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

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

Resignations:

| | | |
|--|--|---------------------|
| Kristen Burnett On Leave of Absence | Teacher-Elementary 1.0 FTE (185 days) | Effective 6/6/16 |
| John Peyrot Sheridan Junior High | Teacher-Social Studies 1.0 FTE (185 days) | Effective 6/6/16 |

CLASSIFIED STAFF**Approvals:**

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

Changes:

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

| | | |
|---------------------------------------|---|----------------------|
| Patricia Sherman Meadowlark School | Custodian (5.0 hours/day)/Cook's Helper (2.0 hours/day)/Fresh Fruits & Vegetables (1.0 hour/day, 5 days/week) to Custodian (5.4 hours/day)/Cook's Helper (2.0 hours/day)/Fresh Fruits & Vegetables (1.0 hour/day, 3 days/week) 8 hours/day (Custodian 262 days/Cook 175 days) | Effective 10/5/15 |
| Brooke Shippy Sagebrush School | Cook's Helper (1.5 hours/day)/Fresh Fruits & Vegetables (1.0 hour/day, 5 days/week) to Cook's Helper (1.5 hours/day)/Fresh Fruits & Vegetables (1.0 hour/day, 3 days/week) 177 days | Effective 10/5/15 |

Early Retirement Incentive Plan:

| | | |
|---|--|----------------------|
| Rhonda Clark Administration Building | Accounts Payable Accounting Technician 8.0 hours/day (262 days) | Effective 6/30/16 |
| Lorraine Kobielusz Administration Building | Secretary-Receptionist 8.0 hours/day (262 days) | Effective 6/30/16 |
| Linda Trimmer Sheridan High School | Secretary 8.0 hours/day (262 days) | Effective 6/30/16 |

Rescind Early Retirement Incentive Plan:

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

Resignations:

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

Terminations:

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

EXTRA DUTY 2015-2016

Approvals:

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

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

Approvals:

| <u>Name</u> | <u>Position</u> |
|------------------|---------------------------|
| Hanna Ahrenholtz | Teacher (Student Teacher) |
| Jenna McClain | Teacher (Student Teacher) |
| Thomas Quinlivan | Teacher (Student Teacher) |

WOODLAND PARK AFTER SCHOOL PROGRAM STAFFING - 2015-2016

Approvals:

| <u>Name</u> | <u>Position</u> |
|-------------|-----------------|
| Jean Thomas | Teacher |

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

Approvals:

Name

Amy Andrews
Lori Strandholm

Position

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

Sheridan County School District No. 2

Board of Trustees

Board Luncheon Work Session

January 18, 2016

Ann Perkins, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The Luncheon Work Session of the Board of Trustees of Sheridan County School District #2 was called to order at 12:00 p.m., Monday, January 18, 2016, in the Second Floor Conference Room at the Central Administration Office. The presiding officer was Ann Perkins, Chairman. The following attendees were present:

Trustees:

Ann Perkins, Chairman
Tony Wendtland, Vice Chairman
Craig Achord, Treasurer
Wayne Schatz
Molly Steel
Sue Wilson

Administrators:

Tom Sachse, Assistant Superintendent
Scott Stults, Director of Elementary Education
Roxie Taft, Business Manager

II. New Business

A. Legislative Priorities (Including Recalibration Updates & Accountability) (Information) - Tom Sachse & Roxie Taft

Business Manager Roxie Taft provided an update on the External Cost Adjustment (ECA) contained in the Governor's budget.

Assistant Superintendent Tom Sachse outlined the differences and changes between No Child Left Behind (NCLB) and Every Student Succeeds (ESS), reviewed the Wyoming Assessment Task Force recommendations, reviewed the Alternative School Accountability Framework, and reviewed the State System of Support. He also reviewed the bills that have already been posted for the upcoming 2016 legislative session.

III. Adjournment

CHAIRMAN PERKINS MADE A MOTION TO ADJOURN THE MEETING AT 12:35 P.M. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 12:35 p.m.

Chairman

Clerk



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 25, 2016

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

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

Sheridan High School Projects and Future Planning

The construction on the Sheridan High School locker and training rooms is now enclosed. Mechanical, electrical, and plumbing rough-ins are continuing in the ceilings. Interior metal stud framing is complete. Drywall and sound insulation installation is complete. Drywall finish is underway. Masonry is complete under the heated cover. The elevator will begin to be installed this week. Painting and finishes will begin to occur this week and continue through March. We are discussing the transition that will occur in March. The transition of staff and students to the new section will occur the week before spring break. The renovation area construction will begin the week of spring break and continue through September 2016. We will be scheduling a tour of the new locker and training room addition for the Board prior to the March 7 meeting at 5 p.m.

Sheridan Junior High School Hill Stabilization

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

Collaborative School

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

District Facility Plan

This is the time of year we start to work on the District Facility Plan that will be approved by the Board prior to the district facility plan meeting with the Wyoming School Facilities Department in April or May.



Craig Dougherty, Superintendent

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

DATE: January 25, 2016
TO: Board of Trustees
FROM: Mitch Craft, Sheridan Junior High School Principal
SUBJ: **Next Level Update** *(Information)*

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

- Early Childhood
- Community Engagement
- Student Attendance
- Multiple Pathways to Graduation

Quarterly Steering Committee Meeting - February 3, 12:00 - 1:00 p.m.



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

Craig Dougherty, Superintendent

DATE: January 26, 2016
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

| | |
|-------------|---|
| EBB | First Aid and Safety Procedures |
| EBBA | Prevention of Disease/Infection Transmission |
| EBCB | Emergency Procedures |
| JD | Education of Homeless Students (NEW) |
| JD | Education of Homeless Students (DELETE) |
| JD-E | Education of Homeless Students Examples (DELETE) |

The following policy is being recommended for second reading:

| | |
|-------------|--|
| EBAA | Notification of Pesticide Application on or within School Buildings |
|-------------|--|

*Policies -
First Reading*

FIRST AID AND SAFETY PROCEDURES

School nurses and/or other qualified staff members may, in emergency situations, render first aid or emergency treatment in cases of sudden illness or injury to a student or member of the staff. If a student requires, Ffurther medical attention, to ~~students~~ it is the responsibility of the parent or guardian of the student to seek additional medical attention. An accident report shall be filed with the principal in all cases of injury occurring under school jurisdiction.

Every school and every school vehicle used to transport students will be equipped with appropriate first aid equipment. Principals shall ensure that all employees in their building know where first aid supplies/equipment are kept.

Principals will ensure that students receive instruction in fire prevention and safety. Fire extinguishers will be kept in each building and district employees (instructional, operational, and cafeteria) will know where to find them and how to use them.

The school district will provide or make available periodic first aid, cardiopulmonary resuscitation (CPR), and SPELL OUT (AED) training to designated staff members. The district may require some or all staff to acquire first aid, CPR, and AED training.

First aid training will also be included in the high school physical education/health curriculum.

First Reading: 5/13/13
Second Reading: 6/17/13

PREVENTION OF DISEASE/INFECTION TRANSMISSION

The Board of Trustees is committed to providing a healthful environment for all students and employees. Actions taken with respect to students or employees found to have a communicable disease will be consistent with rights afforded individuals under state and federal statutory, regulatory and constitutional provisions. Each case of said student or staff member will be treated on an individual basis.

The ~~S~~superintendent or his/her designee will be responsible for determining the information to be disseminated to staff, parents, and community when a communicable disease is identified or suspected in the school setting.

The ~~D~~istrict will continue to use information from available resources, which may include the National Center for Disease Control and the Wyoming State Department of Health to revise and adopt its policies and procedures. In that regard, the District has adopted a bloodborne pathogen exposure control plan consistent with OSHA standards and provides training to staff regarding the bloodborne pathogen exposure control plan consistent with the risk of exposure which ~~the~~ staff are subject to. The bloodborne pathogen exposure control plan ~~may not~~ will incorporate ~~all the~~ OSHA regulations applicable to bloodborne pathogens in the school environment. ~~and a~~ Appropriate school district personnel, designated by the superintendent, shall be familiar with the applicable OSHA regulations and provide appropriate training as needed to comply with the OSHA regulations and changes to those regulations. ~~as may hereafter be implemented by OSHA.~~

See also policy:

EBB-P Bloodborne Pathogens Exposure Control Plan

First Reading: ~~12/2/13~~

Second Reading: ~~1/13/14~~

EMERGENCY PROCEDURES

It shall be the duty of the ~~S~~superintendent or his/her designee ~~of Schools~~ to see that emergency procedures are carried out with regard to fire protection, bomb threats, crisis situations, and other state and federal regulations.

First Reading: ~~10/5/09~~
Second Reading: ~~11/9/09~~

EDUCATION OF HOMELESS STUDENTS-~~EXAMPLES~~

As required by Wyoming State Statute, the Sheridan County School District #2 Board of Trustees (the "Board") shall provide a free public school education to all children who are entitled to enroll in the school system. In accordance with the McKinney-Vento Homeless Assistance Act, the Board will make reasonable efforts to identify homeless children and youth of school age located within the district, encourage their enrollment, and eliminate barriers to their receiving an education. Based on individual need, homeless students will be provided services available to all students, such as free or reduced price school meals, services for English learners, special education, vocational/technical education, preschool programs, if available, and before- and afterschool programs.

A. DEFINITION OF HOMELESS STUDENTS

Homeless students are children and youth who lack a fixed, regular, and adequate nighttime residence. Homeless children and youth include those students who are as follows:

1. sharing the house of other persons due to loss of housing, economic hardship or a similar reason;
2. living in motels, hotels, transient trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals or awaiting foster care placement;
5. living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, or similar settings;
or

| EDUCATION OF HOMELESS STUDENTS ~~EXAMPLES~~ (contd.)

7. living in a migratory situation that qualifies as homeless because the children lack a fixed, regular, and adequate nighttime residence and are living in circumstances described in clauses 1-6 above.

B. HOMELESS LIAISON

The superintendent or designee shall appoint and train a school employee to serve as the homeless liaison. The homeless liaison's duties include, but are not limited to, the following:

1. ensuring that school personnel identify homeless children and youth;
2. ensuring school enrollment and opportunities for academic success for homeless children and youth and ensure that homeless students are not segregated in separate classes or schools;
3. informing parents of available transportation services and helping to coordinate such services;
4. ensuring that public notice of the educational rights of homeless students is disseminated in locations where these students and families receive other support services;
5. Informing parents of educational and related opportunities available to their children and ensuring that parents have a meaningful opportunity to participate in their child's education;
6. Ensure disputes are carried out under the enrollment dispute resolution process described below;

EDUCATION OF HOMELESS STUDENTS—~~EXAMPLES~~ (contd.)

7. working with school personnel, the student, parents or guardians and/or other agencies to obtain critical enrollment records, including immunization and medical records, in a timely manner; and
8. working with the superintendent or designee to identify Board policies or procedures that might serve as a barrier to enrollment of homeless students, including those related to immunization records, medical records, uniforms or dress codes, school fees, and school admission.

C. ACCESS TO STUDENTS' RECORDS

Homeless students transferring into the school system may provide cumulative and other records directly to school system personnel. The superintendent or designee shall not require that such records be forwarded from another school system before the student may enroll. However, school personnel shall immediately request the official records from the previous school.

School personnel shall immediately enroll homeless students, even if they do not have proof of residency, school and immunization records, birth certificates or other documents, and even if they are not accompanied by an adult. The homeless liaison shall assist the students/parent in securing appropriate records or otherwise meeting enrollment requirements.

D. ENROLLMENT

A homeless student (or his or her parent or guardian) may request to attend his or her school of origin or any public school that other students living in the same attendance area are eligible to attend. The school of origin is defined as the school within the district the student

| EDUCATION OF HOMELESS STUDENTS—~~EXAMPLES~~ (contd.)

attended before losing permanent housing or the school within the district in which the student was last enrolled. To the extent feasible, the student will remain enrolled in the school of origin for the entire time the student is homeless or until the end of any academic year in which the student moves into permanent housing.

The superintendent shall designate the appropriate personnel to decide, in consultation with the homeless liaison, which school a homeless student will attend. The decision will be based upon the student's best interests. In making the enrollment decision, the superintendent's designee may consider the following factors:

1. the age of the student;
2. the distance of the commute and its impact on the student's education;
3. personal safety issues;
4. the student's need for special instruction (such as special education and related services);
5. the length of any anticipated stay in a temporary shelter or other temporary location; and
6. the time remaining in the school year.

If the superintendent's designee assigns a student to a school other than the one requested by the parent or guardian, he or she must provide a written explanation of the decision to the parent or guardian, along with a statement regarding the right to utilize the dispute resolution process described below.

E. ENROLLMENT DISPUTE RESOLUTION

| EDUCATION OF HOMELESS STUDENTS—~~EXAMPLES~~ (contd.)

The school district shall utilize the process outlined in Board Policy JII as its enrollment dispute resolution process.

F. TRANSPORTATION

The Board of Trustees will provide homeless students with transportation services comparable to those of other students. In addition, at the parent or guardian's request (or the request of the homeless liaison for unaccompanied youth), the Board will provide transportation services to/from the school of origin. The superintendent or designee and the homeless liaison shall coordinate homeless students' transportation needs, based on the child's best interest and feasibility. In situations in which a student attends school in this school district but his or her temporary housing is in another school district (or vice versa), the superintendent or designee shall work with the other school district to share the cost and/or responsibility for transportation. If an agreement cannot be reached between the systems, the cost of such transportation will be divided evenly.

If a homeless student becomes permanently housed within the district and chooses to remain in his or her school of origin, the Board will provide transportation to the student for the remainder of the school year, except in extraordinary circumstances as recommended by the superintendent.

G. TITLE I

Homeless students are automatically eligible for Title I services. The homeless liaison and the Title I director shall collaborate to identify the needs of homeless students.

JD

EDUCATION OF HOMELESS STUDENTS ~~EXAMPLES~~ (contd.)

McKinney-Vento Homeless Assistance Act

Formatted: Justified

First Reading:
Second Reading:

EDUCATION OF HOMELESS STUDENTS

~~The State of Wyoming is required by the McKinney-Vento Homeless Assistance Act to ensure that each child of a homeless individual and each homeless youth (as defined by state and federal laws) has access to a free, appropriate public education. No child or youth shall be discriminated against in the Sheridan County School District Number Two in the provision of educational services because of homelessness.~~

~~It is the policy of Sheridan County School District No. 2 that every child will have equal access to a free and appropriate public education (FAPE). Children who are homeless have the same rights to FAPE as do other children, and the District is committed to assuring that those rights are fully protected and honored. Any person or agency who is aware of any child of school age who meets the definition of a homeless student, or in the event of the enrollment of a student who meets the definition of a homeless student, the person, agency, or principal of the school where the student may be enrolled is requested to complete the attached referral form and send it to:~~

~~Title: Assistant Superintendent for Curriculum and Assessment
School: Administration Building
Phone: 307 674 7405
Address: 201 N. Connor St., Suite 100, Sheridan, WY 82801~~

~~The person designated above will respond to the referral to assist in developing an action plan to provide the students with a free appropriate public education.~~

HOMELESS

~~Homeless is defined as an individual who lacks a fixed, regular and adequate nighttime residence and includes, but is not limited to, an individual who has a primary nighttime residence that is:~~

- ~~~ a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill);~~
- ~~~ an institution that provides a temporary residence for individuals intended to be institutionalized; or~~
- ~~~ a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.~~

~~42 U.S. Code 1132~~

~~First Reading: 2/10/14~~

EDUCATION OF HOMELESS STUDENTS

| ~~Second Reading: 3/3/14~~

EDUCATION OF HOMELESS STUDENTS EXAMPLES

~~The terms "homeless" or "homeless individual" do not include any individual imprisoned or otherwise detained. In determining whether a child or youth is homeless, the relative permanence of the living arrangements should be considered. Determinations will be made on a case-by-case basis. In general, children or youth living in welfare hotels, transitional housing shelters, the streets, cars, abandoned buildings and other inadequate accommodations will be considered homeless.~~

~~CHILDREN AND YOUTH IN TRANSITIONAL OR EMERGENCY SHELTERS~~

~~If children or youth are placed in a transitional or emergency shelter because there is nowhere else to send them, and they are awaiting placement in a foster home or a home for neglected children, they will be considered homeless while in the emergency or transition shelter. Once placed in a foster home or a home for neglected children or youth, they will no longer be considered homeless.~~

~~CHILDREN AND YOUTH LIVING IN TRAILER PARKS AND CAMPING GROUNDS~~

~~Children and youth staying temporarily in trailer parks or campgrounds because they lack adequate living accommodations will be considered homeless. Those living in trailer parks or camp areas on a long term basis in adequate accommodations will not be considered homeless.~~

~~DOUBLED UP CHILDREN AND YOUTH~~

~~Children and youth who are living in "doubled up" accommodations, that is, are sharing housing with other families or individuals, will be considered homeless if they are doubled-up because of a loss of housing or other similar situation. Families living in doubled up accommodations voluntarily to save money generally will not be considered homeless.~~

~~FOSTER CHILDREN AND YOUTH~~

~~In general, children and youth in foster homes will not be considered homeless. Many foster children are in the care of a public agency, awaiting placement in more permanent situations. The foster home, although temporary, serves as a fixed, regular and adequate nighttime residence. Children placed in foster homes for lack of shelter space, however, will be considered homeless.~~

~~INCARCERATED CHILDREN AND YOUTH~~

~~Children and youth that are incarcerated for violation or~~

EDUCATION OF HOMELESS STUDENTS EXAMPLES (contd.)

~~alleged violation of a law will not be considered homeless even if prior to their incarceration they would have been considered homeless because they are living in inadequate accommodations. Children and youth that are under care of the state and are being held in an institution because they have no other place to live will be considered homeless. Once these children are placed in more permanent facilities, they will no longer be considered homeless.~~

~~MIGRATORY CHILDREN AND YOUTH~~

~~Migratory children will not be considered homeless simply because they are children of migratory families. To the extent that migratory children are staying in accommodations not fit for habitation, they will be considered homeless.~~

~~RUNAWAYS~~

~~Children or youth who have run away from home and live in runaway shelters, abandoned buildings, the street or other inadequate accommodations will be considered homeless, even if their parents have provided and are willing to provide a home for them.~~

~~SCHOOL AGE, UNWED MOTHERS~~

~~In general, if school age, unwed mothers or expectant mothers are living in homes for unwed mothers, and they have no other available living accommodations, they will be considered homeless. However, if they are staying in such a home only temporarily to receive specific health care or other services, and intend to move to other adequate accommodations, they will not be considered homeless.~~

~~SICK OR ABANDONED CHILDREN AND YOUTH~~

~~There are instances where children and youth remain in a hospital beyond the time that they would normally stay for health reasons because their families have abandoned them. These children and youth will be considered homeless because they have no other place to live. Children and youth that were homeless prior to hospitalization will be considered to be homeless while they are in the hospital, unless regular and adequate living accommodations will be made available to them upon release from the hospital.~~

~~First Reading: 2/10/14~~

~~Second Reading: 3/3/14~~

*Policies -
Second Reading*

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

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

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

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

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

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

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

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

W.S. 35-7-375

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



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

Craig Dougherty, Superintendent

DATE: January 25, 2016

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **FY16 Quarterly Financial Update** *(Information)*

Attached are the quarterly financial statements for the second quarter of fiscal year 2016. These statements represent monies received and expenses incurred between October 1, and December 31, 2015.

The [cash in the bank](#) is in line with expectations for this time of year. The district has received 56.95% of our revenue budget thus far, and expended 37.33% of our expenditure budget.

The [general fund revenues report](#) is in line with expectations for this time of the year.

- Per statute, §21-13-313, districts receive 15% of their foundation entitlement in August and then 10% of the remaining balance each month September - May. This is reflected in the percentage received from state sources.
- Annually, during the month of October, the district receives the large distribution from the county for motor vehicle registration fees. This receipt is reflected in both the local and county sources.
- The district, as expected, received our portion of the November/December tax collections. This is reflected in both the local and county sources.
- Also, in October as required by statute, the district received our tax shortfall adjustment. This receipt is reflected in the state sources.

The [general fund expenditure report](#) is in line with expectations for this time of the year.

These financial statements are presented for information only, so no action is needed.

Report on Cash
Processing Month 12/2015

| | To Date |
|--|-------------------|
| GENERAL FUND | 17,016,658.19 |
| FEDERAL FUND | 847,859.80 |
| CAPITAL CONSTRUCTION FUND | 81,212.48 |
| HOT LUNCH FUND | 340,080.86 |
| MEMORIAL FUND | 1,347,988.83 |
| MISC ACTIVITY FUND | 125,814.72 |
| SHS ACTIVITY ACCOUNT | 188,102.89 |
| MAJOR MAINTENANCE FUND | 1,491,413.81 |
| SHS LEGACY ACCOUNT | 3,342.32 |
| SHS HUMANITIES PROJECTS | 2,004,144.82 |
| DEPRECIATION & BUILDING REPAIR RESERVE | 2,197,198.17 |
| EARLY RETIREMENT FUND | <u>547,407.57</u> |
| Grand Total: | 26,191,224.46 |

GENERAL FUND REVENUE REPORT
Processing Month 12/2015

| | Budget | To Date | % of Budget | Budget Balance at EOM |
|-----------------------------|---------------|---------------|-------------|--------------------------|
| REVENUE FROM LOCAL SOURCES | 9,624,000.00 | 5,603,245.29 | 58.22 | 4,020,754.71 |
| REVENUE FROM COUNTY SOURCES | 2,720,000.00 | 1,535,563.32 | 56.45 | 1,184,436.68 |
| REVENUE FROM STATE SOURCES | 36,776,852.00 | 20,831,960.25 | 56.64 | 15,944,891.75 |
| OTHER SOURCES | 5,000.00 | 5,225.00 | 104.50 | (225.00) |
| Grand Total: | 49,125,852.00 | 27,975,993.86 | 56.95 | 21,149,858.14 |

GENERAL FUND EXPENDITURE BY FUNCTION

Processing Month 12/2015

| Function | Budget to Date | To Date | % of Budget | Budget Balance at EOM |
|-------------------------------------|----------------|---------------|-------------|-----------------------|
| 1110 ELEMENTARY INSTRUCTION | 11,396,846.00 | 3,847,864.33 | 33.79 | 7,548,981.67 |
| 1120 JR HIGH/MID SCH INSTRUCTION | 4,989,057.00 | 1,686,664.69 | 33.81 | 3,302,392.31 |
| 1130 SECONDARY INSTRUCTION | 5,940,139.55 | 2,032,484.12 | 34.22 | 3,907,655.43 |
| 1135 CONCURRENT ENROLLMENT | 100,000.00 | 0.00 | 0.00 | 100,000.00 |
| 1210 SPECIAL EDUCATION | 5,449,852.00 | 1,697,017.21 | 31.14 | 3,752,834.79 |
| 1233 GIFTED AND TALENTED | 194,400.00 | 65,475.82 | 33.90 | 128,924.18 |
| 1250 TUITION FOR STUD WITH DISABIL | 500,000.00 | 328,230.79 | 65.65 | 171,769.21 |
| 1270 LIMITED ENGLISH PROFICIENT | 287,700.00 | 75,959.90 | 26.40 | 211,740.10 |
| 1280 HOMEBOUND PROGRAMS | 39,950.00 | 753.46 | 1.89 | 39,196.54 |
| 1290 OTHER SPECIAL PROGRAMS | 316,435.00 | 60,682.80 | 19.18 | 255,752.20 |
| 1420 MIDDLE/JR HIGH ACTIVITIES | 283,804.00 | 132,492.07 | 46.68 | 151,311.93 |
| 1421 SJHS INTRAMURALS | 22,500.00 | 3,803.12 | 16.90 | 18,696.88 |
| 1430 HIGH SCHOOL ACTIVITIES | 1,109,139.00 | 472,247.27 | 43.08 | 636,891.73 |
| 1520 VOC INSTRUCTION MS/JH | 9,000.00 | 8,983.99 | 99.82 | 16.01 |
| 1530 VOC INSTRUCTION HIGH SCHOOL | 1,011,765.45 | 350,382.56 | 34.63 | 661,382.89 |
| 1000 INSTRUCTION | 31,650,588.00 | 10,763,042.13 | 34.03 | 20,887,545.87 |
| 2110 GUIDANCE | 520,715.00 | 181,672.20 | 34.92 | 339,042.80 |
| 2112 COUNSELING SERVICES | 821,331.00 | 277,531.87 | 33.79 | 543,799.13 |
| 2115 STUDENT INFORMATION SYSTEMS | 272,200.00 | 141,836.19 | 52.11 | 130,363.81 |
| 2117 ASSESSMENT SERVICES | 109,900.00 | 32,675.35 | 29.73 | 77,224.65 |
| 2123 SOCIAL WORK SERVICES | 95,900.00 | 31,689.93 | 33.04 | 64,210.07 |
| 2130 HEALTH SERVICES | 332,329.00 | 110,125.75 | 33.60 | 222,203.25 |
| 2140 PSYCHOLOGICAL SERVICES | 462,100.00 | 174,566.79 | 37.80 | 287,533.21 |
| 2152 SPEECH PATHOLOGY SERVICES | 467,300.00 | 171,685.92 | 37.24 | 295,614.08 |
| 2153 AUDIOLOGY SERVICES | 79,050.00 | 22,708.21 | 28.73 | 56,341.79 |
| 2171 OCCUPATIONAL THERAPY | 131,200.00 | 42,701.62 | 32.55 | 88,498.38 |
| 2172 PHYSICAL THERAPY | 60,000.00 | 22,142.50 | 36.90 | 37,857.50 |
| 2190 OTHER SUPPORT SERVICES | 300,000.00 | 93,845.39 | 31.28 | 206,154.61 |
| 2213 STAFF DEVELOPMENT SERVICES | 226,150.00 | 128,816.02 | 56.96 | 97,333.98 |
| 2220 EDUCATIONAL MEDIA SERVICES | 644,711.00 | 227,448.18 | 35.52 | 417,262.82 |
| 2230 SPECIAL EDUCATION SUPERVISION | 205,000.00 | 98,244.78 | 47.92 | 106,755.22 |
| 2240 TECHNOLOGY INTEGRATION | 190,400.00 | 70,555.90 | 37.06 | 119,844.10 |
| 2000 INSTRUCTIONAL SUPPORT | 4,918,286.00 | 1,828,246.60 | 37.29 | 3,090,039.40 |
| 3310 CENTRAL ADMINISTRATION | 575,407.00 | 312,928.99 | 54.38 | 262,478.01 |
| 3311 ASST SUPT & DIR OF ELEM ED | 497,010.00 | 220,090.60 | 44.28 | 276,919.40 |
| 3320 SCHOOL ADMINISTRATION | 2,255,115.00 | 928,774.03 | 41.20 | 1,326,340.97 |
| 3330 BUSINESS ADMINISTRATION | 550,700.00 | 275,866.19 | 52.27 | 274,833.81 |
| 3350 BOARD OF EDUCATION SERVICES | 160,000.00 | 42,368.27 | 26.48 | 117,631.73 |
| 3410 SUP OF OP & MAINT OF PLANT SVC | 530,891.00 | 389,574.65 | 73.38 | 141,316.35 |
| 3420 OPERATING BUILDINGS SERVICES | 4,164,950.00 | 1,752,614.37 | 43.17 | 2,412,335.63 |
| 3430 CARE & UPKEEP OF GROUNDS SERV | 339,600.00 | 172,355.45 | 51.56 | 167,244.55 |
| 3460 SECURITY SERVICES | 64,200.00 | 19,518.74 | 30.40 | 44,681.26 |
| 3510 PUPIL TRANS - TO/FROM SCHOOL | 2,072,100.00 | 974,762.09 | 47.04 | 1,097,337.91 |
| 3520 ACTIVITY TRANSPORTATION | 201,800.00 | 64,657.79 | 32.04 | 137,142.21 |
| 3590 TRANSPORTATION-OTHER | 30,900.00 | 26,254.65 | 84.97 | 4,645.35 |
| 3830 ASST SUPT INST/PERSONNEL | 457,600.00 | 215,634.69 | 47.12 | 241,965.31 |
| 3850 TECHNOLOGY COORDINATION | 914,100.00 | 479,674.15 | 52.48 | 434,425.85 |
| 3000 GENERAL SUPPORT | 12,814,373.00 | 5,875,074.66 | 46.32 | 6,939,298.34 |
| 6200 FUND TRANSFERS | 584,990.00 | 110,000.00 | 18.80 | 474,990.00 |
| 6000 OTHER USES | 584,990.00 | 110,000.00 | 18.80 | 474,990.00 |
| Grand Total: | 49,968,237.00 | 18,576,363.39 | 37.33 | 31,391,873.61 |



Craig Dougherty, Superintendent

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DATE: January 25, 2016
TO: Board of Trustees
FROM: Craig Dougherty, Superintendent
SUBJ: **Board Goal Updates** *(Information)*

I will be reporting on the status of your Board Goals at each Board meeting leading up to the Board Retreat. During Monday's meeting, I will report on the **Excellent Staff and Resources** and **Research-Based, Best Practices** board goals.

EXCELLENT STAFF AND RESOURCES BOARD GOAL

Excellent Staff and Resources Goal: SCSD #2 will continue to recruit and retain high quality teachers and staff. Model professional development programs, with the support of Professional Learning Communities (PLC), which build teachers' capacity for success and learning for all students, will be used to develop and upgrade our teachers and staff. The District has established and will continue to improve its training programs for all teachers as a support system and to meet the Every Student Succeeds Act (ESEA) mandates for highly qualified teachers. SCSD #2 will continuously monitor the financial aspects of the District.

Discussion: SCSD#2 believes the fundamental purpose, the single organizing idea, that unifies and guides the work of this District, is ensuring high levels of learning for all students. Focusing efforts on effective staff development programs and PLC best practice will provide significant long-term benefits to the District. The Excellent Staff and Resources Goal will be used to strengthen PLC, teacher and staff performance.

Professional development and PLC support for all teachers through implementation of ongoing, sustained training programs can have tangible benefits for the District, including a decrease in the rate of turnover, a reduction in costs for recruiting and hiring additional teachers, and, most importantly, improved teaching and learning. Teachers who receive PLC development and staff development, consistently report that their teaching has improved, that they become more thoughtful and reflective, and that their students have improved achievement. The District's professional development program begins from day one with a well-designed induction program, which benefits not only the beginning teacher, but the mentor teacher as well.

Hattie (2012) identified three 'big ideas' in *Visible Learning for Teachers*, as follows and we must apply these ideas to our daily work.

- The fundamental purpose of schools is to ensure that all students learn; not merely that all students are taught. Student learning must be the lens through which educators look when examining all of their practices, policies, and procedures.
- Schools cannot help all students learn, if educators work in isolation. Schools must create structures and cultures that foster effective educator collaboration--collaboration that focuses on factors within our sphere of influence to impact student learning in a positive way.
- Schools will not know whether students are learning unless they are clear on what students must learn, and unless teachers continually gather evidence of that learning, and then use the evidence:
 - o to better meet the needs of students through systematic instruction and enrichment; and
 - o to inform and improve the individual and collective professional practice of educators.

The Board of Trustees believes that as a public entity, we are responsible to the taxpayers of Sheridan County and the state of Wyoming to be fiscally prudent and accountable with our education dollars.

The District has worked to provide a competitive salary and benefit package that not only attracts quality staff, but rewards those who have continually worked hard educating the students of SCSD #2. The district has also worked hard to be accountable to the public in regard to expenditures of taxpayer dollars.

2015-2016 Projections:

1. *The Board will continue to celebrate those teachers that reach continuing contract status. Our goal, as we track the new staff from 2012-2013, is to continue to use our teacher induction program, mentor teachers, and principal support and evaluation to reach 90% retention for those first three years. When hiring new teachers and administrators, we will advertise broadly, recruit intensively, and screen carefully by utilizing an on-line application system to hire the most outstanding applicants possible. We will differentiate this goal with the Board each year to show what percentage of teachers were non-returned due to not meeting our standards and those that chose to leave for personal reasons.**
2. *The Board will continue to monitor revenues and expenditures with a goal of maintaining a 15-20% cash reserve level, as reported in the January 2015 Audit Report.**
3. *The Board Budget Committee will continue to work closely with the Business Manager to provide a competitive salary and benefit package to maintain the thirty-year earning power of the certified salary schedule in the top ten school districts in the state, as published by the WEA and reported at the 2016 Board Retreat.**
4. The District will continue to partner with the University of Wyoming and other universities in supporting pre-service teachers at the elementary and secondary levels. These partnerships will continue to be fostered with the understanding that we accept only top-performing pre-service teachers.
5. A Professional Learning Community (PLC) is composed of collaborative teams working interdependently to achieve common goals for which members of the team are mutually accountable: Collaboration is embedded in our routine practice; Teachers are provided time to collaborate; Teachers are clear on the critical questions that should guide collaboration; and, Our collaborative work is monitored and supported. We have created a PLC Director position that helps us focus on professional growth related to student learning. We will begin the school year with professional development that focuses on teachers, teacher teams, and administrators gaining a deeper understanding of the need for achieving the most rigorous standards, the impact of technology on daily instruction, and the necessary formative assessment protocols that will result in improved student learning.
6. Sheridan County District #2 will be hosting a Summer Institute at Sheridan College. Teachers from the District and surrounding states can gain deep professional learning from three nationally renowned educational leaders. Teachers and administrators will

work this summer on curriculum and assessments and will continue our technology integration priorities for the five days of professional development for the 2015-16 school year. We are trying to adjust our professional development plans to more flexibly meet the needs of our staff. Especially in the area of technology, we need to adapt professional development for those well-versed in technology and those who need more time and support to integrate technology into the classroom.

7. The District will continue to study the state education accountability and assessment legislation. The State Board has required that no later than July 1, 2019, districts promulgate rules and regulations for the implementation and administration of a comprehensive teacher performance evaluation system based in part upon defined student academic performance measure as prescribed by law. We continue to work on inter-rater reliability among principals and ensure that the assessment of teaching leads to real improvement in practice. Tying common formative assessments to the weekly PLC effect on instruction is becoming more routine.
8. The Board will continue to monitor legislation that may affect the finances or operations of the District.

2015-2016 Milestones:

1. The District is beginning the process of advertising, recruiting, and screening the next set of candidates, to ensure the hiring of outstanding teachers. Starting this process early, due to the success of the Early Retirement Incentive Plan, has been very beneficial. This spring we plan to celebrate those teachers that reach continuing contract status, and will determine at that time if we have met our goal of reaching 90% retention for teachers hired three years ago. For the three-year cohort ending 2015, our retention rate was 59%; this increased to 86% if you adjust for those who chose to leave for personal, rather than professional reasons.*
2. The Board has monitored revenues and expenditures, and the FY15 cash reserves as reported by the District auditor are at 15.19% cash reserve level.*
3. The Board Budget Committee will begin to meet in March. Since the WEA salary book has not yet been updated, the business manager will report on the competitiveness of the salary schedule at the March retreat.*
4. The District continues to partner with the University of Wyoming in supporting pre-service teachers at the elementary and secondary level through pre-service (student teaching) agreements. This spring, the District is supporting thirteen elementary student teachers and three physical education/health student teachers from the University of Wyoming. Additionally, this spring there are two student teachers from Black Hills State University and one from Montana State University. This past fall the District faculty mentored three student teachers from Chadron State College, Western Governors College, and Valley City State University.
5. District staff attended Solution Tree's Common Core State Standards conferences and PLC Summits, as well as other leadership training. Dr. Jeffrey Wilhelm opened the school year with great staff development on PLC questions one and two. Specifically how to put standards into student friendly terms.

6. Last year's summer institute was a major success. So much so, that we are doing it again this year, with strong support from the Governor's Office, the WDE, and the State Board of Education. Here are some of the comments from the evaluation:

- "Hands down, the best staff development I have ever attended."
- "Every school can benefit from this."
- "We will bring out our entire staff next year."
- "This was amazing! Thank you so much!"
- "Motivating and easily implemented in the classroom!"
- "Fantastic breakouts all around."

The summer curriculum work was especially productive and effectively jump-started the PLC processes for the year. Scott Stults is organizing a follow-up with Jan Hoegh that will focus on refining the proficiency levels in the common formative assessments.

7. The District continues to work with the state and monitor the accountability legislation and expectations from the WDE. The Joint Interim Education Committee elected not to proceed with the Teacher and Leader accountability legislation at their December meeting. Administrators remain vigilant in their teacher observations to ensure that the assessment of teaching leads to real improvement in practice.
8. The Board continues to monitor legislation that may affect the finances and operations of the district. The Board Budget Committee will be kept abreast of any funding issues that may affect the district.

*SMART Goal

RESEARCH-BASED, BEST PRACTICES BOARD GOAL

Research-Based, Best Practices Goal: SCSD #2 will operate all its programs—academic, co-curricular, and operational with a priority on using the most effective practices as demonstrated by rigorous research in the field.

Discussion: The Board of Trustees believes that research and development in education has improved dramatically in the past decade. Research is more focused. Development work is more effectively evaluated in terms of actual results. And, educational programs are formally evaluated in terms of effectiveness and utility.

The District has worked to establish its own mechanism for ensuring that all programs are optimal for educating the students of SCSD #2. The District has also worked hard to seek out programs that are research-based and effective. Examples include, but are not limited to: Reading Recovery, Ramp Up, Leveled Literacy Intervention, Step Up to Writing, Rebecca Sitton Spelling, Fountas and Pinell Phonics, etc.

In addition to classroom programs, the District has adopted a variety of research-based programs in the area of human resources. Our induction program has been modeled after the best practices of Harry Wong and Bob Marzano; our professional development program has taken advantage of the research of the DuFours' model of Professional Learning Communities, and our teacher evaluation system is based on the pioneering work of Charlotte Danielson and is considered a model for the state.

To be sure, our co-curricular programs are modeled on best practice. Our football team has been to the state championship three of the last six years, winning twice. Our concerts and plays have won community acclaim. Our academic competitions, such as We the People and Academic Challenge, have top place finishers. Even our Technology and Facilities departments and Food Service program use the latest research to inform purchases and priorities.

2015-2016 Projections:

1. *The Board will receive reports from district administration regarding aspects of educational research or best practices in board meetings during the 2015-2016 academic year. **
2. The Board will prioritize fiscal expenditures that are consonant with research and best practice, including professional development opportunities that promote staff understanding of new developments in the field.
3. The Board and District staff will evaluate the overall educational enterprise to ensure effectiveness and that programs adopted are used uniformly and with fidelity.
4. The Board will receive reports from district staff regarding research-based programs and how such programs are implemented consistently in schools.

2015-2016 Milestones:

1. The District has a balanced budget related to professional development - balanced in the sense that there are general fund dollars set aside for the four days of professional development within the regular school calendar and there are federal funds for additional professional development priorities to supplement those core professional development dollars. This year, the district brought in Dr. Jan Hoegh to continue the deployment and refinement of our Professional Learning Communities initiative in the specialty area of refining common formative assessment proficiency scales. We also brought in Dr. Juli Dixon to speak with teachers about pedagogical content knowledge in mathematics.
2. By any measure, the array of first-place academic finishes among 4A school districts in Wyoming is a testament to the effectiveness of our educational programs. In addition, we routinely conduct follow-up studies on intervention programs including Reading Recovery and Math Recovery, along with specialized programs such as the SHS credit recovery program, our experiment to offer summer school in July/August to accommodate learning, as well as special education and Title I services.
3. At board meetings during the 2015 – 2016 school year, Superintendent Craig Dougherty has offered information about one or more research-based, best practices. Topics have ranged from school safety to Common Core State Standards to successful graduation rate improvement efforts.
4. This year, the Board heard from each principal on the specific plans they have to improve proficiency on the PAWS and ACT tests, as the No Child Left Behind accountability targets moved to 100% proficiency in spring 2014. The Professional Learning Communities initiative is getting more tightly implemented in each school site throughout the district. Our effectiveness is evident with four of our elementary schools reaching National Blue Ribbon status and our junior high principal winning Principal of the Year.

*SMART Goals

Draft
Personnel
Action
Report

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
February 1, 2016

CERTIFIED STAFF

Early Retirement Incentive Plan:

| | | |
|--|--|---------------------|
| Sarah Eaton Meadowlark School | School Social Worker 1.0 FTE (185 days) | Effective 6/6/16 |
| LuAnn Heward Meadowlark and Henry A. Coffeen Schools | Teacher-Art 1.0 FTE (185 days) | Effective 6/6/16 |
| Michael Ibach Sheridan Junior High School | Teacher-Physical Education 1.0 FTE (185 days) | Effective 6/6/16 |
| Ryan McChesney Sheridan Junior High School | Teacher-Industrial Technology 1.0 FTE (185 days) | Effective 6/6/16 |
| Lorna Poulsen Sheridan Junior High School | Teacher-Social Studies/Instructional Facilitator 1.0 FTE (185 days) | Effective 6/6/16 |

CLASSIFIED STAFF

Approvals:

| | | |
|----------------------------|--|----------------------|
| Marcus Sneller District | Maintenance Helper/Replacement Custodian 8.0 hours/day (262 days) | Effective 1/29/16 |
|----------------------------|--|----------------------|

Early Retirement Incentive Plan:

| | | |
|-------------------------------------|--|---------------------|
| Gayle Wells Sheridan High School | Secretary-Attendance 8.0 hours/day (195 days) | Effective 6/3/16 |
|-------------------------------------|--|---------------------|

Resignations:

| | | |
|---|--|---------------------|
| Andree Biot Sheridan Junior High School | Paraprofessional-Special Education 1:3/After School Detention/Saturday School 8.0 hours/day (175 days) | Effective 2/2/16 |
|---|--|---------------------|

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
February 1, 2016

EXTRA DUTY 2015-2016

Approvals:

Name

Gretchen McCafferty
Curt Mayer

Position

Class Sponsor-Sophomore Class-SHS
Class Sponsor-Sophomore Class-SHS

DRAFT