

Sheridan County School District #2

Board Meeting



Date: February 2, 2015

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2

Board of Trustees Meeting

Central Office – Board Room

February 2, 2015

6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
- II. Recognition**
 - A. We the People – Tyson Emborg
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
 - A. Approval of Minutes–January 12, 2015
 - B. Approval of Bills for Payment
- VI. Old Business**
 - A. Capital Construction Update (*Action*) – Craig Dougherty
 - B. Graduation Counts (*Information*) – Mitch Craft
 - C. Approval of Policies (*Action*) – Cody Sinclair
- VII. New Business**
 - A. Local Enhancement Acknowledgment/Agreement (*Action*) – Julie Carroll
 - B. FY15 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
- XI. Adjournment**

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting

Molly Steel, Chairman

January 12, 2015

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 12, 2015, in the Board Room at the Central Administration Office. The presiding officer was Molly Steel, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Molly Steel, Chairman
Ann Perkins, Vice-Chairman
Wayne Schatz, Treasurer
Erica O'Dell, Clerk
Richard Bridger
Marva Craft
Jim Perkins
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
Coree Kelly, Technology Director

Absent:

Hollis Hackman

Absent:

II. Recognition

A. Masters Degrees and National Board Certified Teachers – Terry Burgess

Assistant Superintendent Terry Burgess said that over fifty percent of Sheridan County School District #2 teachers have chosen to enhance their teaching through a master's degree or National Board Certification. Teachers spend 500-800 hours to complete the master's program tied to their field of teaching. Mr. Burgess added that twelve teachers in the District have chosen to take advantage of the National Board Certified Teacher program, dedicating 200 hours to complete the program. To gain this certification, the teachers must record their teaching and defend their video. In all, 157 teachers in the District have masters degrees and 12 teachers are National Board Certified. The twelve teachers with National Board Certification are: Jami Clifford, Tyson Emborg, Rita Geary, Pete Hawkins, LaDonna Leibrich, Elizabeth Swager, Sara Stevens, Jennifer Jones, Kristie Reimers, Angela Romanjenko, Teri Rowland, and Cindy Dunham.

Chairman Steel congratulated the teachers and expressed pride in their dedication.

III. Approval of Agenda

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

IV. Welcome--Audience Comments

Whitney Benefits Board President Tom Kinnison hand-delivered a letter to Chairman Steel from the Whitney trustees expressing their interest in purchase of the Gollings paintings that Sheridan County School District #2 owns.

Mr. Kinnison said that after the recent press surrounding the Gollings paintings, Whitney Benefits became interested in keeping the local art treasures in the local community. He explained that Whitney Benefits would like to consider purchasing the paintings, pending an appraisal procured by the District at Whitney's expense, and proof of ownership by the District. Whitney Benefits is interested in holding the art as an investment and maintaining the paintings in a secure, climate controlled area. He asked that the Sheridan County School District #2 Trustees consider the offer of Whitney Benefits.

Chairman Steel thanked Mr. Kinnison for his letter and expressed appreciation for his interest. Trustee Steel asked for a motion from the Board to consider the offer and allow future discussions with Whitney Benefits.

TRUSTEE CRAFT MADE A MOTION TO APPROVE THE REQUEST TO ALLOW FUTURE DISCUSSIONS WITH WHITNEY BENEFITS REGARDING THE GOLLINGS PAINTINGS, AS PRESENTED. TRUSTEE WILSON SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Chairman Steel thanked Whitney Benefits for attending the meeting.

V. Consent Agenda Items

A. Approval of Minutes for December 8, 2014

B. Approval of Bills for Payment

General Clearing	\$1,050,719.16
Federal Fund	115,768.21
TOTAL:	\$1,166,487.37

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

VI. Old Business

A. Capital Construction Update (Action) – Craig Dougherty

Superintendent Dougherty spoke about the Sheridan High School athletics, training, and performing arts projects. He said that the committees continue to seek funds for the projects. Activities Director Don Julian, History Teacher Tyson Emborg, Facilities Director Julie Carroll, Assistant Superintendent Terry Burgess, and Principal Brent Leibach are working to develop plans to address areas of need at the high school. Superintendent Dougherty added that Mr. Julian is selling locker nameplates to help fund the locker room project and encouraged people to purchase a nameplate to share a message or honor someone.

Mr. Emborg gave a presentation about the history of the Gollings paintings. He discussed the acquisition of each of the paintings, showed images of the art, and shared interesting facts about the artist. The paintings have been owned by the school district since they were purchased by each school or schools' PTA in the early 1900's. In the 1970's, the paintings were loaned to the public library.

Trustee Jim Perkins asked how the schools selected the paintings. Mr. Emborg responded that Mr. Gollings would bring several paintings to the school then the school, or mothers of students, would choose a painting.

Trustee Bridger said that he and Trustee Craft were on the Capital Construction Fine Arts Subcommittee with Kelly Campbell and Jeannie Hall, who were in the audience.

Mr. Emborg thanked the District for working to preserve the paintings on behalf of the community.

Superintendent Dougherty thanked Mr. Emborg for his work on the presentation and thanked Kelly Campbell and Jeannie Hall for their work on the Fine Arts Subcommittee.

Superintendent Dougherty continues to meet with Sheridan College and local superintendents to collaborate with regard to the alternative school. The District is excited about the learning possibilities that are unique to the alternative school. He added that the Fort Mackenzie/Wright Place Planning study has been approved by the Wyoming Schools Facilities Department (WSFD) for \$50,000. The WSFD will fund 100% of the study and procurement process, but in order to meet the deadline, Superintendent Dougherty asked that the Board move to ratify the advertisement for planning services.

TRUSTEE ANN PERKINS MADE A MOTION THAT THE BOARD RATIFY THE ADVERTISEMENT FOR THE PLANNING STUDY FOR THE ALTERNATIVE SCHOOLS AS RECOMMENDED BY THE WSFD FOR THE RFP, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

B. Approval of Policies (Action) – Cody Sinclair

Human Resources Coordinator Cody Sinclair said that six policies were being presented for first reading, as part of the ongoing policy review.

FIRST READING

Mr. Sinclair said that references to associated policies were added and minor wording changes were made to Policy BGC – Policy Adoption, Revision, and Repeal.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY BGC – POLICY ADOPTION, REVISION, AND REPEAL ON FIRST READING, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND THE MOTION PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that Policy BH – Board-Staff Communication was clarified and a belief statement was removed.

TRUSTEE O'DELL MADE A MOTION TO APPROVE POLICY BH – BOARD-STAFF COMMUNICATION ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND THE MOTION PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that first paragraph of Policy CA – Administration Guidance/Priority Objectives was stricken to remove a belief statement.

TRUSTEE JIM PERKINS MADE A MOTION TO APPROVE POLICY CA – ADMINISTRATION GUIDANCE/PRIORITY OBJECTIVES ON FIRST READING, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND THE MOTION PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that minor repetitive wording was removed from Policy CH/CHA – Policy Implementation/Individual School Rules and Procedures.

TRUSTEE O'DELL MADE A MOTION TO APPROVE POLICY CH/CHA – POLICY IMPLEMENTATION/INDIVIDUAL SCHOOL RULES AND PROCEDURES ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND THE MOTION PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that Policy CHCA – Handbooks and Directives was simplified and adjusted to be more accurate, especially considering the recent move to electronic handbooks.

TRUSTEE O'DELL MADE A MOTION TO APPROVE POLICY CHCA – HANDBOOKS AND DIRECTIVES ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND THE MOTION PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that Policy JRAD – Online Registration is a new policy with guidelines for online registration.

TRUSTEE CRAFT MADE A MOTION TO APPROVE POLICY JRAD – ONLINE REGISTRATION ON FIRST READING, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION.

Chairman Steel said that she was pleased to see this new policy; online registration is a great advancement.

THE MOTION PASSED WITH A UNANIMOUS VOTE.

SECOND READING

Mr. Sinclair said that only minor changes for clarification were made to policies up for second reading.

TRUSTEE O'DELL MADE A MOTION TO APPROVE POLICY BDB - BOARD OFFICERS, POLICY BDD - BOARD/SUPERINTENDENT RELATIONSHIP, POLICY BDE - BOARD COMMITTEES, AND POLICY BEDB - AGENDA: FORMAT PREPARATION AND DISSEMINATION ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Trustee Craft and Chairman Steel explained how the Policy Advisory Committee and the Board Policy Committee make recommendations on policy revisions prior to board meetings.

VII. New Business

A. Audit Report for Fiscal Year 2013-14 (*Action*) – Roxie Taft

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

Mr. Fegler explained that the auditing team found the internal controls showed no material weaknesses and deficiencies. The general fund revenue and expenditures as of 2014 showed \$ 45.5 million in revenues versus \$ 44.6 million in expenditures. Mr. Fegler shared several graphs representing sources of revenue and allocation of expenditures related to the school district. Additionally, he compared the data from 10 years prior to the audit period. Mr. Fegler explained that the District has 65 days' worth of operating reserves (17%), which follows best practice.

TRUSTEE WILSON MADE A MOTION TO APPROVE THE AUDIT REPORT FOR FISCAL YEAR 2013-14, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

B. Propane Bus Update (*Information*) – Steve Schlichting

Transportation Director Steve Schlichting shared that the propane buses that were received in August were performing as expected, with the exception of having less power than their diesel counterparts and concerns with transmissions. He said that the propane buses have fuel economy similar to diesel buses. The buses ran 7,500 miles over a four month period, at a cheaper per gallon price than diesel for a savings of approximately \$2,500. The only other issue for the buses is the small number of fueling stations.

Trustee Ann Perkins asked if the buses were always run on the same route. Mr. Schlichting responded that the buses are used on regular routes, and for the Sheridan Junior High School afterschool program.

Trustee Schatz asked if the buses had a difficult time in cold weather. Mr. Schlichting responded that the drivers plug both types of bus in and that the propane bus starts easier than the diesel bus.

C. Bus Vendor Purchase Authorization for 2015 (*Action*) – Steve Schlichting

Transportation Director Steve Schlichting asked that three of his older buses be replaced with three new buses. He recommended Elder Equipment Leasing of Casper for the purchase, primarily because of their support and service after delivery.

TRUSTEE O'DELL MADE A MOTION TO APPROVE THE BUS VENDOR PURCHASE AUTHORIZATION FOR 2015, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.

Trustee Schatz asked when the buses would be delivered and asked if a propane fueling station should be available on site. Mr. Schlichting responded that they would be delivered in the fall and that he would like to have on-site fueling for his propane buses. He said that he has researched an above-ground propane tank and supplier. Trustee Schatz said that he would like the District to investigate the possibility of adding propane fueling to the transportation department.

Trustee Craft asked for clarification about the recommended vendor. Mr. Schlichting responded that Elder Equipment Leasing has great after sale service. Warranty work is arranged with Steve's Truck Service and the District will buy fewer parts with this arrangement.

THE MOTION PASSED WITH A UNANIMOUS VOTE.

VIII. Reports and Communications

A. Board of Trustees

1. Board Committee Appointments (Action) – Board Chairperson

Chairman Steel said that the new board committee appointments will be effective this month. One change from the original is that Trustee Ann Perkins will be the District's representative on the Recreation District Board. She spoke about Trustee Ann Perkins' position on the Sheridan Community Education Foundation board as well and explained the importance of consistency with external committees.

TRUSTEE O'DELL MADE A MOTION TO APPROVE THE BOARD COMMITTEE APPOINTMENTS, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

2. Board Reports

Chairman Steel commended the Sheridan Press for the well-written article about the top five elementary schools in the state coming from our district. She expressed pride in our students and staff and the District's focus on student learning. She said that she is pleased to be the Chairman of the Board.

Trustee Ann Perkins attended Governor Mead's inaugural ball with her husband, and State Superintendent Jillian Balow spoke about Sheridan County School District #2 being at the top of the state and a model for the state.

Trustee Bridger reminded everyone that All-State Music would be coming up on January 18-20th, with a free concert on the 18th, and a large concert on the 20th at 7:00 pm. He asked the Board to notify Suzie Schatz if they are interested in attending the concert on January 20th, and she would help them to get tickets.

3. Committee Reports

Trustee Craft said that Activities Director Don Julian has been working hard with his committees to facilitate the locker room addition and has been raising money through locker room sales. She challenged the teachers, administration, and community to donate through the purchase of lockers.

4. 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 Craig Dougherty thanked the business office staff for an exemplary audit and their dedication.

Superintendent Dougherty said that Sheridan County School District #2 has more students at the All-State music competition than any other district in the state. He thanked the board for making the Fine Arts Program a priority, leading to improvements each year.

Superintendent Dougherty reviewed the Governance and Leadership Board Goal. He said that student learning is a priority of the Board, which is evident in board policy. He added that the District is lucky to have Human Resources Coordinator Cody Sinclair to work with the policy committees. He also discussed the numerous hours that the Board spends in board training sessions.

Superintendent Dougherty reported on the Student Learning Board Goal. He said that the District is at the top of the state in terms of student learning, as reported in the Niche study (where our five elementary schools were ranked as the top five in the state) article in the Sheridan Press. Superintendent Dougherty explained that the District is hosting a summer institute with sessions by District teachers and educational leaders: Dr. Anthony Muhammad, Stephanie Harvey, and Dr. Barbara Schubert. District teachers will also provide sessions. He said that Director of Elementary Education Scott Stults, Assistant Superintendent Tom Sachse, Principal Nikki Trahan and district literacy coordinators have done a great job planning the summer institute.

Chairman Steel requested that Professional Teaching Standards Board (PTSB) credit be offered for attendees of the summer institute. Superintendent Dougherty assured her that credit would be offered for the training.

B. Assistant Superintendent

1. Calendar Year 2014 Grant Awards (*Information*) – Tom Sachse

Assistant Superintendent Tom Sachse shared that federal funds were declining slightly, so appropriate staff decisions need to be made. Many reports are required with grants, and the principals have done a good job with those responsibilities.

Dr. Sachse reported that the district received \$2,502,773 in the federal consolidated grant and \$1,293,585 state allocated funds.

Trustee Jim Perkins thanked and congratulated the elementary principals on a job well done with regard to the Niche report.

TRUSTEE O'DELL MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:26 PM TO CONSIDER PERSONNEL MATTERS PERTAINING TO PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES PURSUANT TO W.S. 16-4-405. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 7:26 p.m. to address personnel matters.

TRUSTEE BRIDGER MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:05 PM. TRUSTEE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:05 p.m.

TRUSTEE BRIDGER MADE A MOTION TO APPROVE THE REVISED PERSONNEL ACTION REPORT, AS PRESENTED. TRUSTEE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE SCHATZ ABSTAINED FROM THE VOTE.

XI. Adjournment:

TRUSTEE CRAFT MADE A MOTION TO ADJOURN THE MEETING AT 8:06 P.M. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 8:06 pm.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
January 12, 2015**

CERTIFIED STAFF

Early Retirement Incentive Plan:

Martha Eberhart Meadowlark School	Literacy Coordinator/Reading Recovery Teacher 1.0 FTE (185 days)	Effective 6/1/15
Catherine Kelly Sheridan Junior High School	Teacher-Physical Education/Health 1.0 FTE (185 days)	Effective 6/1/15

Resignation:

Leah Sparks Elementary Schools	Teacher-Orchestra 1.0 FTE (185 days)	Effective 6/1/15
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CLASSIFIED STAFF

Approvals:

Linda Depaoli Sagebrush School	Paraprofessional-Special Education 1:2 7.0 hours/day (175 days)	Effective 1/13/15
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Early Retirement Incentive Plan:

Wyla Cotton Transportation Department	Bus Driver 6.5 hours/day	Effective 5/29/15
Gerilyn F. Roth Fort Mackenzie High School	Technician-Discovery 8.0 hours/day (180 days)	Effective 5/29/15

EXTRA DUTY 2014-2015

Approvals:

<u>Name</u>	<u>Position</u>
Jennifer Black	Professional Development Facilitation - Elementary Counselors

Tyson Emborg	Activities Director Assistance - SHS
Julie Garber	Title I After School Tutoring- Holy Name School
Dave Hoeft	Professional Development Facilitation - Elementary Physical Education Teachers
Leon Schatz	Musical Set Designer - SHS
Sarah Stadick	Professional Development Facilitation - Technology Integration

Changes:

<u>Name</u>	<u>Position</u>
Judy Stine to Karen Schubert	Musical Accompanist (Spring Musical) - SHS

MEADOWLARK AFTER SCHOOL STAFFING 2014-2015

Approvals:

<u>Name</u>	<u>Position</u>
Janelle Dill	Substitute Teacher

SAGEBRUSH AFTER SCHOOL STAFFING 2014-2015

Approvals:

<u>Name</u>	<u>Position</u>
Cindy Craft	Teacher
Ben Emery	Teacher
Valerie Grammens	Teacher

WOODLAND PARK AFTER SCHOOL STAFFING 2014-2015

Approvals:

<u>Name</u>	<u>Position</u>
Danielle Arrants	Paraprofessional
Kaylee Nygren	Paraprofessional
Brieanna Smart	Paraprofessional

DATE: January 26, 2015

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

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

Sheridan High School Projects and Future Planning

In March, we will be coming to the Board to approve the Construction Manager at Risk (CMAR) Guaranteed Maximum Price (GMP). The construction documents are at about 30% complete. TSP will bring updated plans to show the board at the March meeting.

At the last board meeting, Whitney Benefits Board President Tom Kinnison expressed interest in the Gollings paintings on behalf of Whitney Benefits and asked that an appraisal be conducted. Gary Temple of The Meadowlark Gallery in Billings conducted the appraisal and will be present at the board meeting on Monday to review his findings. The Cap Con Committee has recommended that you take action to ask that the Board's and Whitney's attorneys negotiate a contract for the purchase of the Gollings paintings.

Information about the locker room nameplate fundraiser for the remodel of the locker rooms has been posted on the district website to promote interest in the project.

Facility Planning

As required by Wyoming State Statute, the district master plan is submitted to the Wyoming School Facilities Department (WSFD) each year. We will continue meeting with the Board Capital Construction Committee to start reviewing our district master plan and bring the information to the Board, as it becomes available. We will ask for the final district master plan to be approved later this spring.

Our concerns regarding conditional funding for Sagebrush and the Bus Barn still remain as well as getting the alternative schools funded. For many years, the alternative schools were put on a moratorium for funding. However, starting in the last biennium, they are now being funded again around the state. We have received the planning funds for exploring facility solutions for the alternative schools and plan to have that completed by April. The Cap Con committee along with the WSFD has interviewed applicants and selected TSP through the state procurement process. The Wyoming Schools Facilities Department is paying for this study in its entirety. This does not require board action.

Our next collaborative alternative school planning meeting will be held on February 4th and we will update the Board at your March meeting.

Early Building Roof Replacement Update

See the attached letter that will be presented as an update to the Wyoming School Facilities Commission (WSFC) regarding the insurance claim funding for this project.

January 22, 2015

Wyoming School Facilities Commission
Chairman Bryan Monteith
Hathaway Building 5th Floor, Suite D
2300 Capitol Avenue
Cheyenne, WY 82002

Re: Sheridan County School District No. 2 – Update to Commission on
Sheridan Junior High School Early Building Roof Replacement

Dear Bryan:

I am writing this letter on behalf of our District to give an update on final resolution with Zurich Insurance. The District worked in coordination with efforts from Michael O'Donnell, as directed by the Commission, and he approves the outcome as presented. The projects original contract bid amount was \$1,208,000.00. There was \$39,725.20 in architectural fees, materials testing and advertising fees. We were able to save some costs as we conducted direct exploration as construction was occurring, so the final construction amount was \$1,058,197.00. Therefore leaving an amount of \$1,097,922.20 incurred to the District.

After working with the insurance company, we finally reached an agreed upon claim amount of \$1,021,920.20 to be paid by Zurich Insurance for deductible and depreciable amounts. The remaining \$76,002.00 will be paid out of District Major Maintenance funds.

Please contact me with any questions.

Sincerely,



Julie Carroll
Facilities Director, Sheridan County School District #2

CC: Michael O'Donnell, School Finance, Attorney General
Bill Panos, Director
Stanley Hobbs, Planning Administrator



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 29, 2015
TO: Board of Trustees
FROM: Mitch Craft, Sheridan Junior High School Principal
SUBJ: **Graduation Counts** (*Information*)

I will present an update on Graduation Counts work, focusing on the progress of the following subcommittees: Early Childhood, Community Engagement, and Multiple Pathways to Graduation.

DATE: January 27, 2015
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

DA	Fiscal Management and Goals (Delete)
DB	Annual Budget
DBC	Budget Planning and Preparation (Delete)
DBJ	Budget Transfers
DEB/DEC	Funds from State and Federal Sources
EFB	Wellness Policy
IKF	Graduation Requirements
IKF-P	Graduation Requirements

The following policies are being recommended for second reading:

BGC	Policy Adoption, Revision and Repeal
BH	Board-Staff Communication
CA	Administration Guidance/Priority Objectives
CH/CHA	Policy Implementation/Individual School Rules and Procedures
CHCA	Handbooks and Directives
JRAD	Online Registration (New)

***Policies -
First Reading***

~~FISCAL MANAGEMENT AND GOALS~~

~~The Board recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As trustee of local, state and federal funds allocated for use in public education, the Board will be vigilant in fulfilling its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.~~

~~The Board will ensure that the district takes specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept will be incorporated into board operations and into all aspects of district management and operation.~~

~~In the district's fiscal management, the Board and the administration should attempt to achieve the following goals:~~

~~* to engage in thorough advance planning in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program;~~

~~* to establish levels of funding which will provide high quality education for the students of the district;~~

~~* to use the best available techniques and processes for budget development and management;~~

~~* to provide timely and appropriate information to the Board of Trustees and all staff with fiscal management responsibilities;~~

~~* to establish and implement efficient procedures for accounting, reporting, investing, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management; and~~

~~* to ensure budget priorities will be focused on instruction and support of student performance standards.~~

~~First Reading: 2/9/09~~

~~Second Reading: 3/2/09~~

ANNUAL BUDGET

~~The annual operating budget is the financial plan for the operation of the school system. It provides the framework for both expenditures and revenues for the year and translates the education programs and priorities into financial terms.~~

School budgeting in Wyoming is regulated and controlled by legislation and regulations of the ~~State Board of Education~~Wyoming Department of Education. The Municipal Fiscal Procedures Act which applies to all districts, provides the framework for preparation, passage and implementation of the district's annual operating budget.

~~The annual operating budget is the legal document that describes d the programs to be funded during a given period of time. The budget shall be considered a controlled spending plan for the fiscal year and it shall state in financial terms the operational plan for the funding of all programs in the school district.~~

The Superintendent shall serve as the budget officer for the district. In this capacity, he/she shall be responsible for and oversee the budget preparation, budget presentation, and budget administration.

In order to facilitate budget preparation for the district, the district will follow the timelines established in Wyoming Statutes.

W.S. 16-4-104

W.S. 16-4-109

First Reading: 2/9/09

Second Reading: 3/2/09

The PAC recommends moving the last sentence and statutes to Policy DB and then DELETING this policy.

DBC

~~BUDGET PLANNING AND PREPARATION~~

~~Budget planning and preparation in this district will be an integral part of program planning so that the annual operating budget may effectively delineate and support all programs and activities of the school system. Budget planning and preparation will be a year-round process involving broad participation of administrators and staff.~~

~~The superintendent will have responsibility for budget preparation, including the construction of, and adherence to a budget calendar. Principals will develop and submit budget requests for their school after seeking advice and suggestions from staff members.~~

~~The budget request will reflect the principal's judgment as to the most effective way to use resources in achieving progress toward educational objectives and curriculum standards of the school.~~

~~The Board will consult with the superintendent on overall direction and allocation, give careful consideration to budget requests, and review allocations for fairness and for their consistency with educational priorities (based on standards and other improvement goals) of the school system.~~

~~In order to facilitate budget preparation for the district, the district will follow the timelines established in Wyoming Statutes.~~

~~W.S. 16-4-104~~

~~W.S. 16-4-109~~

~~First Reading: 2/9/09~~

~~Second Reading: 3/2/09~~

BUDGET TRANSFERS

After publication of notice and a hearing, the Board of Trustees may, by resolution, transfer any unencumbered or unexpended appropriation balance or part thereof from one fund or ~~program account~~ to another. This process will be initiated at the request of the superintendent or upon a motion by the Board.

~~Individual items within the limits of a budget category may be overdrawn at the discretion of the budget officer. Category items may be overdrawn only by order of the Board. The superintendent or his/her designee shall recommend to the Board transfers from one budget category to another.~~

Inter-fund transfers should be limited and the accounting for such transfers must follow the regulations of the Wyoming State Department of Education and Wyoming Statute. These inter-fund transfers shall be approved by the Board.

W.S. 16-4-112

First Reading: 2/9/09
Second Reading: 3/2/09

FUNDS FROM STATE AND FEDERAL SOURCES

The Board of Trustees will seek as many sources of revenue as possible to supplement the funds provided through local taxation and the State Foundation Program.

The Board authorizes the superintendent to execute and file applications for the school district and to act as its authorized representative in matters concerning state, ~~and~~ federally, and/or privately funded programs.

A report of all state and federal aid and special grants will be submitted to the Board on an annual basis.

First Reading: 2/09/09
Second Reading: 4/13/09

WELLNESS POLICY

Sheridan County School District No. #2 will promote student well-being and academic achievement by supporting quality nutrition and physical activity as part of the learning environment. ~~The District recognizes that collaborating with parents, students, school personnel, health professionals, and community members is the most effective method of creating a healthy environment.~~ The superintendent or his/her designee will utilize~~may comprise~~ an active wellness committee for the purpose of annually reviewing the District's wellness policy and its implementation of wellness goals. ~~The District will have an active wellness committee comprised of various stakeholder groups with the intention to annually review and reconsider the wellness policy and its implementation.~~

PHYSICAL ACTIVITY

1. State physical education curriculum standards and guidelines, along with other standards and guidelines approved by the superintendent (such as ~~with the~~ National Association for Sports and Physical Education (NASPE) standards) will be met or exceeded.
2. Students in grades K-12 will be provided the opportunity for physical education that actively engages ~~all~~ youth, regardless of skill level, and teaches the knowledge, attitudes, skills, and behaviors that students need to adopt to enjoy a physically active lifestyle.
3. Unless an exception is granted, ~~the~~ District will not allow courses or activities to be waived and/or substituted for physical education; nor will physical activity be used as a punishment.
4. Physical activity programs will be carried out in safe environments that reflect understanding for varying skill levels, ~~including those who are not athletically inclined or gifted.~~
5. Physical activity opportunities will focus on individual activities, in addition to team sports.
6. District personnel will encourage all students to participate in physical activity/recess on a daily basis.
7. The school will encourage families and community members to support programs outside the school that encourage physical

WELLNESS POLICY (contd.)

activity. The District will solicit feedback and support for physical activity programs from families and community members through stakeholder meetings.

NUTRITION PROGRAM

1. Students in the District will receive nutrition education that is interactive and teaches the knowledge, attitudes, skills, and behaviors they need to adopt healthy and enjoyable eating habits that will last a lifetime.
2. State health education curriculum standards and guidelines will be met or exceeded.
3. Students will receive positive nutrition messages throughout the school, classroom, and cafeteria.
4. The District will use the National Dietary Guidelines for Americans and the USDA School Lunch and School Breakfast Program requirements when deciding what foods and beverages will be available to students throughout the school day.
5. A school authority will be responsible for monitoring the content of food and beverages available during the school day to ensure health-promoting foods are available for sale to students.
6. Classroom snacks given on a regular basis will be a healthy choice.
7. If on occasion food is used as a reward, it should be a healthy choice.
8. Beginning from one half hour before the first lunch period, until one half hour after the last lunch period, schools may not sell/offer any food in vending machines, school stores, or otherwise that competes with the School Meal Programs from one half hour before the first lunch period and one half hour after the last lunch period.
9. The District will provide appealing and attractive meals and promote healthy foods; including fruits, vegetables, whole grains, and low-fat dairy products to children that

WELLNESS POLICY (contd.)

~~offer a variety of fruits and vegetables and ensure the served grains are whole grain.~~

~~10. The promotion of healthy foods; including fruits, vegetables, whole grains, and low-fat dairy products will be encouraged.~~

~~10. The District will^{may} partner with parents, students, school personnel, health professionals, community members, community groups, and agencies to promote healthy nutrition outside the regular school day, week, and year.~~

~~11. The District will make nutrition information available to students, parents, and the community via the District's website.~~

WELLNESS

1. The District will build awareness among teachers, food service staff, coaches, nurses, and other school staff about the importance of nutrition, physical activity, and lifelong wellness.
2. The District will encourage parents, teachers, school personnel, and students to serve as role models in practicing healthy eating and being physically active.
3. Lunch periods will be scheduled as near the middle of the day as possible.
4. Convenient access to facilities for hand washing will be available.
5. Safe, free drinking water will be available throughout the school day.

See also policy:

IMBB - Exemptions from Required Instruction

First Reading: 5/14/12

Second Reading: 6/18/12

GRADUATION REQUIREMENTS

~~Sheridan County School District No. 2 administration shall enhance educational possibilities for all students in an effort to prepare them for the future by establishing graduation requirements that are consistent with Wyoming Statute and the State Board of Education. Sheridan County School District Number Two administration shall establish graduation requirements that are consistent with Wyoming Statute and the State Board of Education; will enhance educational possibilities for all students; and will prepare them for future lifelong learning in this international world of the twenty-first century.~~ It is the intent of the Board of Trustees that this policy be interpreted and implemented consistently with state statutes and regulations concerning students with disabilities.

~~Wyo. Stat. Ann. § 21-9-101 and 102~~

~~Wyo. Stat. Ann. § 21-2-304~~

First Reading: 5/17/10

Second Reading: 6/21/10

GRADUATION REQUIREMENTS

POLICY FOR DETERMINING MASTERY OF STANDARDS:

It is the procedure of Sheridan County School District ~~No. 2~~ Number Two that in order to receive a diploma, students must receive a score of "proficient" or "advanced" in five of the nine common core subjects. Proficient for assessment of each state standard is defined as 70% or more of objective items and rubric scores of three or four. For students to demonstrate mastery of the set of state standards for a given subject area, they must pass a majority of the state standards. Valid and reliable assessments address the state and local standards that are used to determine "mastery."

Students will be given multiple opportunities to pass assessments of the state standards. Students need to pass standard assessments that demonstrate proficiency. The mastery of these assessments constitutes the "body of evidence" for determining the awarding of a diploma from the district.

Students who are judged proficient or above on the Wyoming state-wide assessment in Reading and Writing tests will also be considered proficient in the English core content area. Students who are judged proficient or above on the Wyoming state-wide assessment in Mathematics will be considered proficient in the Mathematics content core area. Students who are judged proficient or above on the Wyoming state-wide assessment in Science will be considered proficient in the Science content core area. If a student fails to demonstrate proficiency in the majority of the standards in five of nine subjects on three repeated, validated measures of the standards, he/she will not be awarded a standard diploma.

Sheridan County School District No. 2 will recognize and accept a diploma or certificate of completion from an accredited institution earned by a district student placed in an accredited institution, if the diploma or certificate of completion reflects the minimum graduation requirements set by the State of Wyoming.

For special needs students, the IEP team serves as the Graduation Review Panel in establishing requirements for demonstration of proficiency on the State Content Standards. They also determine if the student has met those requirements and eligibility for a diploma. Sheridan County School District No. 2 will award a certificate of completion to special needs

GRADUATION REQUIREMENTS (contd.)

students who have been enrolled throughout their Individual Education Plan (IEP) or through the age twenty-one as long as identified students are unable to meet academic rigor due to a documented disability and are unable to show proficiency in the requirements set by the State of Wyoming.

PROCEDURE FOR ACCUMULATION OF COURSE CREDITS:

By Wyoming Statute, (WS 21-9-101) in order to receive a diploma, students must earn course credits including four units of English; three units of Mathematics; three units of Social Studies, including American Government; and three units of Science. In addition to the above statutory IKF-P requirements, Sheridan County School District Number Two procedures also requires one-half credit of Health and Safety and one credit of Physical Education. Among these credits are required Indicator Courses.

This procedure applies to all transfer students regardless of the transfer date and, ~~This procedure~~ applies to all students including those identified as Special Education, Section 504*, and At-risk. While the requirements remain constant for all students, the IEP and Section 504 Teams have significant responsibilities for designing, implementing, and ensuring adaptations to instruction and accommodations to assessment, so that students with disabilities are given every opportunity to succeed in learn and meeting the requirements for graduation. It is the intent of the Board of Trustees that this procedure be interpreted and implemented consistently with state statutes and regulations concerning students with disabilities.

*Section 504 of the Rehabilitation Act of 1973 is Congress' directive to all entities, including both public and private schools that receive federal funding to eliminate discrimination on the basis of disability from all aspects of their operations.

First Reading: 5/17/10
Second Reading: 6/21/10

***Policies -
Second Reading***

POLICY ADOPTION, REVISION AND REPEAL

In an effort to keep its written policies up to date so that they may be used consistently as a basis for Board action and administrative decision, it shall be the Board policy to adopt, revise and repeal policies on a continuing basis.

The Board shall evaluate how the policies have been executed by the administration and school staff and shall weigh the results thereof. It shall rely on the administration, school staff, students, and community for providing evidence of the effect of the policies it has adopted or the need for new policies to be implemented.

The Superintendent is given the continuing mission of calling the Board's attention to all policies that need revision~~ed~~ or ~~repealed—revocation~~ and the ~~implementation necessity~~ of new policies to address changing conditions.

Policies that are new or proposed to be revised or repealed shall be presented to the Board of Trustees. If approved on first reading and after a review period, the policy shall be submitted to the Board of Trustees for second and final reading. The policy will take effect immediately upon approval on second reading by the Board of Trustees.

Exception: In the event of an emergency as determined by the majority of the Board of Trustees, new policies proposed to be revised or repealed may be approved by the Board of Trustees to take effect on first reading.

Policies should reflect the adoption date and ~~to the extent they are revised,~~ the date of revision of the policy.

See also policies:

BGA - School Board Policy Development

BGAA - School Policies Advisory Council

CH/CHA - Policy Implementation/Individual School Rules and Procedures

First Reading: ~~11/11/02~~ 1/12/15

Second Reading: ~~12/9/02~~

Reviewed: ~~1/14/08~~

BOARD-STAFF COMMUNICATION

~~The Board desires to maintain open channels of communication between itself and the staff. In the interest of efficient and effective administration,~~ The basic line of communication between the Board and its employees, including principals, teachers, and support staff, should be through the superintendent. This policy shall be implemented in a way that supports the constitutional right of any district employee to communicate with his or her duly elected Trustee(s) or of the right of any Trustee to communicate with his or her constituents. This right of communication shall not, however, be used as a method of circumventing the chain of command that is otherwise established by ~~board~~these policies.

See also policy:

GBD - Staff-Board Communication

First Reading: ~~12/8/08~~ 1/12/15

Second Reading: ~~1/12/09~~

ADMINISTRATION GUIDANCE/PRIORITY OBJECTIVES

~~The major responsibility of the school administration in this district is to provide leadership directed toward the implementation, facilitation, and improvement of the District's instructional program. The administration must strive to create an environment that encourages the cooperative efforts needed to support District philosophies and accomplish District goals and objectives.~~

The purpose of school administration is to help create and foster an environment in which students may learn effectively. All administrative duties and functions should be appraised in terms of the contribution they make to better instruction and to increase student motivation and achievement.

The design of the administrative organization will be such that all departments of the district and all schools are part of a single system subject to the policies of the Board and implemented through a single chief administrator, the superintendent.

The administrators and supervisors are expected to administer their school and/or department in accordance with board policies and administrative regulations.

First Reading: ~~12/8/08~~ 1/12/15

Second Reading: ~~1/12/09~~

POLICY IMPLEMENTATION/INDIVIDUAL SCHOOL RULES AND PROCEDURES

The superintendent or his/her designee has responsibility for carrying out, through internal management procedures, the policies established by the Board.

~~Often the Board's policies will require developing internal management procedures.~~ The superintendent shall develop ~~these internal management procedures~~ in consultation with administrators and other staff, and shall submit them to the Board for review when the superintendent determines Board action is necessary or advisable.

The superintendent's internal management procedures shall be maintained in the School District's records.

The policies developed by the Board and the internal management procedures developed to implement policy are designed to promote an effective and efficient school system.

Within the policies of the Board and the internal management procedures of the superintendent, building principals are authorized to establish rules and procedures for the staff and student bodies of their respective schools within the larger framework of internal management procedures and board policies.

See also policy:

BGC - Policy Revision/Review

BGC-~~PR~~ - Policies and Internal Management Procedures

CHCA - Handbooks and Directives

First Reading: ~~12/10/07~~ 1/12/15

Second Reading: ~~1/14/08~~

HANDBOOKS AND DIRECTIVES

~~In order that pertinent Board policies, District internal management procedures, and departmental and/or school rules and procedures may be known by District personnel and students affected by them, District administrators and principals are granted authority to issue staff and student handbooks as may be necessary and desirable.~~

~~It is essential that tThe contents of handbooks will conform with District wide policies and internal management procedures. It is also important that all handbooks bearing the name of the District, or one of its schools, be of a quality that reflects credit on the District. Therefore, prior to publication, the Board expects handbooks to be approved by the Superintendent and the Board no later than the first board meeting in Augustprior to publication.~~

~~The Board shall review and approve prior to publication the District wide personnel handbooks and all school student handbooks no later than the first Board meeting in August.~~

~~Building principals may prepare handbooks containing directives for staff and students with respect to the administration of the school. All handbooks and directives, shall be consistent with board policy and applicable law. All handbooks and directives together with any revisions thereto must be reviewed and approved by the superintendent or his/her designee prior to implementation in the schools.~~

ALL HANDBOOKS ARE INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF THIS SCHOOL DISTRICT AND THE EMPLOYEES AND STUDENTS OF THE DISTRICT. NOTHING IN THE HANDBOOK SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN THE EMPLOYER AND ANY EMPLOYEE. THE HANDBOOK SHOULD NOT BE CONSTRUED BY ANY EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. THE BOARD OF TRUSTEES OF THE SCHOOL DISTRICT RETAINS THE SOLE AND EXCLUSIVE RIGHT TO ADD, DELETE AND AMEND THE PROVISIONS CONTAINED IN THE HANDBOOKS AT SUCH TIME AS THEY DEEM IT NECESSARY AND IN THE MANNER THEY DEEM BEST FOR THE SCHOOL DISTRICT, WITH OR WITHOUT NOTICE AND WITHOUT CONSIDERATION. NOTHING IN THE HANDBOOK SHALL BE CONSTRUED AS ALTERING THE RIGHT OF THE SCHOOL DISTRICT TO TERMINATE ANY CLASSIFIED EMPLOYEE AT ANY TIME WITH OR WITHOUT GOOD CAUSE, NOR TO DISCIPLINE CERTIFIED OR ADMINISTRATIVE EMPLOYEES PURSUANT TO LAW.

See also policy:

CH/CHA - Policy Implementation/Individual School Rules and
Procedures

| First Reading: ~~12/10/07~~ 1/12/15
| Second Reading: ~~1/14/08~~

ONLINE REGISTRATION

Students may be registered in Sheridan County School District No. 2 via the school district's online registration program. A portal account with the School District must be established for all students who register online~~Parents/guardians or students over the age of 18 must set up a portal account with the School District in order to register online.~~ As a prerequisite to being permitted to register online, parents/guardians and students over the age of 18 agree that they will be responsible for verifying that all information submitted to the portal account and in connection with the online registration is true and accurate at all times. Further, parents, guardians and students over the age of 18 shall be responsible for supplementing or correcting information submitted via the portal account and online registration as may be necessary during the time the student is registered in the school district. (For example, parents are responsible for updating the portal account and student registration if there is a change of address or other circumstances pertaining to the student).

The Superintendent and/or his/her designee may establish further procedures pertaining to the school district's online registration program. The School District may require information in addition to information submitted online in order to register a student.

Online registration is optional. Students may still be registered by conventional means.

First Reading: 1/12/15

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 26, 2015

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Local Enhancement Acknowledgment/Agreement** (*Action*)

Please see the attached Wyoming School Facilities Commission required letter and form to acknowledge the additional square footage that will be added to SHS. I will request that the Board take action to approve the Local Enhancement Acknowledgement/Agreement form, as it will be presented to the WSFC at their February meeting.

January 26, 2015

Wyoming School Facilities Commission
Chairman Bryan Monteith
Hathaway Building 5th Floor, Suite D
2300 Capitol Avenue
Cheyenne, WY 82002

Re: Sheridan County School District No. 2 – Local Enhancement
Acknowledgement/Agreement Form

Dear Bryan:

Sheridan County School District #2 would like to be on the agenda for the February Commission Meeting to bring forward the Local Enhancement Acknowledgement/Agreement Form.

The District has a Board meeting on February 2nd and after our Board approves the acknowledgement form we will be attaching it to this request to be on the agenda. This enhancement is part of our ongoing planning to renovate Sheridan High School and update this building from the original construction in 1985-86. We take pride in maintaining our assets and appreciate the major maintenance funding available to allow us to continue our efforts. Our community, in addition to these funds, has been generous in helping our efforts to add some space to allow for all programs we offer.

Please contact me with any questions.

Sincerely,



Julie Carroll
Facilities Director, Sheridan County School District #2

CC: Bill Panos, Director
Stanley Hobbs, Planning Administrator



STATE OF WYOMING

SCHOOL FACILITIES DEPARTMENT

Matthew H. Mead
Governor
William T. Panos
Director

Local Enhancement Acknowledgment/Agreement

District: Sheridan 2
School: Sheridan High School
Project: Addition to Locker-room/Training/Sports medicine Area

Original Date: February 2, 2015
Revision Date(s): February 2, 2015
February 2, 2015

Enhancement Type (Check All That Apply):

- ☐ Inclusion of design feature(s) which exceed adequacy standards
Enter description of design feature
Design \$ Enter estimated amount for design
Construction \$ Enter estimated amount for construction
- x Inclusion of square footage which exceeds facility design guidelines
SF Required for project – not part of other Capital Projects - Addition to Locker-room/Training/Sports medicine Area
9030 sq. ft.
Design \$ 101,000
Construction \$ 1,850,000
- ☐ Inclusion of design features/aspects not in compliance with value engineering recommendations
Enter description of design feature(s)/aspect(s)
Design \$ Enter estimated amount for design
Construction \$ Enter estimated amount for construction
- ☐ Free-standing facility
Enter description of facility
Enter proposed square feet sq. ft.
Design \$ Enter estimated amount for design



STATE OF WYOMING

SCHOOL FACILITIES DEPARTMENT

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Construction \$ [Enter estimated amount for construction](#)



Redesign Due to Enhancement Program Changes

Reason: [Enter reason for redesign](#)

[Enter proposed square feet](#) sq. ft.

\$ [Enter estimated amount](#)

Cost:

Estimated total of all enhancements represented on this form

Design \$ [see above](#)

Construction \$ [see above](#)

Actual (after completion of project) \$ [1,950,000 Not to Exceed](#)

Describe how the District proposes that enhancement costs are to be calculated:

The SFC Rules and Regulations provide for the cost of enhancements to be calculated as follows:

SFC Rules and Regulations: Chapter 3, Section 7 "Local Enhancements" states in part:

"(b) Costs of facility enhancements shall be identified by the Commission as follows:

(i) When the enhancement can be bid as an added or alternative item which includes all design and construction costs attributable to the enhancement, the district shall bear all costs associated with the addition or alternate;

(ii) When the enhancement is the result of additional square footage, the difference between the allowable square footage and the project total square footage shall be computed as a percentage. Project costs will be attributed on the basis of the percentage as identified unless otherwise agreed upon by the Commission and the district in accordance with these rules and Wyoming law. The district shall be responsible for all costs associated with the enhanced square footage;

(iii) When the enhancement is the result of a design preference, the difference shall be computed as a percentage unless otherwise agreed upon by the Commission and the district in accordance with these rules and Wyoming law. The district shall be responsible for all costs associated with the enhanced design and its construction."

If the District prefers to use the "added or alternative item" method (see (i) above), it requires extensive work on the part of the AE to design the alternative(s), (additional design is part of the enhancement cost) to fully and accurately capture the full scope and additional costs of the enhancement as a bid alternate(s). As a result of additional square footage, other "not so apparent" costs should be bid as part of the alternate(s), examples might be such items as: bonds and insurance, building permits, testing and inspection, additional parking, structural systems, enlarged - sewer, water, electrical services, boilers, piping, HVAC, ductwork, electrical gear/panels, fire alarms, telecom panels and wiring, etc.



STATE OF WYOMING

SCHOOL FACILITIES DEPARTMENT

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Please advise if the district intends to have the AE do the additional design services to pursue SFC rule (i) cost calculations or if the District's preference is to calculate the cost per rule (ii) or (iii).

- ☐ Estimated costs calculated per SFC rule (i). \$ [Enter estimated amount](#)
- ☐ Estimated costs calculated per SFC rule (ii). [Enter percentage](#) %
- ☐ Estimated costs calculated per SFC rule (iii): [Enter percentage](#) %
- x Other: [GMP established by CMAR on Project - private funding](#)

Payment Method:

Source of Dedicated Funds (Check All That Apply)

- ☐ Recreation Mill
- ☐ 10% MM
- ☐ Bond
- ☐ Mill Levy
- ☐ Grant
- x Donation
- x Other: [saved capital facilities account held by district in general fund](#)

Availability of Funds

- ☐ Design funds available as of: [February 2, 2015](#)
- ☐ Construction funds available as of: [February 2, 2015](#)

Attach minutes from district board meeting that contain the motion by the board that obligates the district to fund the proposed enhancement(s).

Maintenance of Enhancement Over the Life of Its Use

Anticipated life span: [50 years](#) years
Average cost per year: \$ [normal maintenance](#)
Total estimated maintenance cost over the life of the building: \$ [not to exceed 10% funds](#)
Source of maintenance funds: [10% funds](#)

District Acknowledgments

- x District certifies that construction and funding of enhancement will neither impede nor impair design/construction of base facility.
- x District acknowledges that enhancements are the financial responsibility of the district for purposes of design, construction and maintenance, including any cost overruns or potential insufficiency in the dedicated funds set aside by the district.



STATE OF WYOMING

SCHOOL FACILITIES DEPARTMENT

Matthew H. Mead
Governor
William T. Panos
Director

SFD Project Manager Acknowledgment

Project manager name: [Enter PM name](#)

Date reviewed [Enter date](#)

I have reviewed this form and believe it to be complete, including all required attachments as noted below:

- ☐ Detailed estimate
- ☐ Minutes from district board meeting that contain the motion by the board that obligates the district to fund the proposed enhancement(s).
- ☐ Other: [Enter description of any other attached documents](#)

It appears that this enhancement:

☐ Does ☐ Does not substantially impede nor impair design of base facility
[Enter comments](#)

☐ Does ☐ Does not substantially impede nor impair construction of base facility
[Enter comments](#)

Signatory Approvals

Board Chair Signature: _____ Date: _____

*This is a mandatory signature

Superintendent Signature: _____ Date: _____

SFD Director Signature: _____ Date: _____

SFC Chair Signature: _____ Date: _____



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 27, 2015
To: Board of Trustees
FROM: Roxie Taft, Business Manager
SUBJ: **FY15 Quarterly Financial Update** *(Information)*

In accordance with policy DI, Fiscal Accounting and Reporting, attached is financial information as of December 31, 2015 that represents the second quarter of fiscal year 2015.

Cash in Bank Report

This report outlines our cash balances for each fund as of the end of the quarter.

General Fund Revenue Report

This report compares our budgeted revenue, by source, to what we have received year-to-date. Through December 31st, we had received 56.11% of our budgeted revenues. The revenue from "Other Sources" does exceed the budgeted amount due to the sale of our surplus buses. The money we received from this sale must be returned to the state next year.

General Fund Expenditure Report

This report compares our budgeted expenses, by program, to what we have expensed year-to-date. Through December 31st, we had spent 38.23% of our budget that is in line with our spending patterns.

Report on Cash
Processing Month 12/2014

	To Date
GENERAL FUND	16,212,775.17
FEDERAL FUND	497,525.60
CAPITAL CONSTRUCTION FUND	688,159.01
HOT LUNCH FUND	280,172.90
MEMORIAL FUND	118,331.74
MISC ACTIVITY FUND	131,810.95
SHS ACTIVITY ACCOUNT	194,851.40
MAJOR MAINTENANCE FUND	375,367.00
DEPRECIATION & BUILDING REPAIR RESERVE	2,192,071.47
EARLY RETIREMENT FUND	<u>461,278.55</u>
Grand Total:	21,152,343.79

GENERAL FUND REVENUE REPORT
Processing Month 12/2014

	Budget	To Date	% of Budget	Budget Balance at EOM
REVENUE FROM LOCAL SOURCES	10,348,000.00	5,954,562.02	57.54	4,393,437.98
REVENUE FROM COUNTY SOURCES	2,905,000.00	1,636,810.53	56.34	1,268,189.47
REVENUE FROM STATE SOURCES	33,299,290.00	18,517,588.79	55.61	14,781,701.21
OTHER SOURCES	10,000.00	16,279.00	162.79	(6,279.00)
Grand Total:	46,562,290.00	26,125,240.34	56.11	20,437,049.66

GENERAL FUND EXPENDITURE BY FUNCTION
Processing Month 12/2014

Function	Budget to Date	To Date	% of Budget	Budget Balance at EOM	
1110	ELEMENTARY INSTRUCTION	10,721,977.00	3,713,965.41	36.18	7,008,011.59
1120	JR HIGH/MID SCH INSTRUCTION	4,930,403.00	1,638,808.55	36.11	3,291,594.45
1130	SECONDARY INSTRUCTION	5,873,119.00	1,943,674.79	34.18	3,929,444.21
1210	SPECIAL EDUCATION	5,411,475.00	1,764,541.62	32.61	3,646,933.38
1233	GIFTED AND TALENTED	194,450.00	57,553.43	34.42	136,896.57
1250	TUITION FOR STUD WITH DISABIL	529,645.00	187,227.45	35.35	342,417.55
1270	LIMITED ENGLISH PROFICIENT	119,550.00	39,935.61	33.40	79,614.39
1280	HOMEBOUND PROGRAMS	41,690.00	9,325.52	22.37	32,364.48
1290	OTHER SPECIAL PROGRAMS	315,535.00	44,177.85	14.00	271,357.15
1420	MIDDLE/JR HIGH ACTIVITIES	267,048.00	127,278.64	47.66	139,769.36
1421	SJHS INTRAMURALS	22,500.00	4,688.23	20.84	17,811.77
1430	HIGH SCHOOL ACTIVITIES	1,103,134.00	450,377.17	40.83	652,756.83
1530	VOC INSTRUCTION HIGH SCHOOL	1,002,269.00	347,101.02	34.63	655,167.98
1000	INSTRUCTION	30,532,795.00	10,328,655.29	35.07	20,204,139.71
2110	GUIDANCE	836,408.00	284,048.78	33.96	552,359.22
2112	STUDENT STRATEGIC PLANNING	132,600.00	44,245.03	33.37	88,354.97
2115	STUDENT INFORMATION SYSTEMS	276,800.00	134,477.00	48.58	142,323.00
2117	ASSESSMENT SERVICES	112,900.00	38,383.25	34.00	74,516.75
2120	SOCIAL WORKERS	464,375.00	155,063.59	33.39	309,311.41
2130	HEALTH SERVICES	315,013.00	108,265.55	34.76	206,747.45
2140	PSYCHOLOGICAL SERVICES	452,400.00	164,229.70	36.30	288,170.30
2152	SPEECH PATHOLOGY SERVICES	434,400.00	167,412.13	38.54	266,987.87
2153	AUDIOLOGY SERVICES	8,000.00	695.00	10.89	7,305.00
2171	OCCUPATIONAL THERAPY	126,650.00	43,141.49	34.06	83,508.51
2172	PHYSICAL THERAPY	60,000.00	24,352.50	40.59	35,647.50
2190	OTHER SUPPORT SERVICES	265,500.00	97,786.84	36.83	167,713.16
2210	STAFF TRAINING	251,738.00	30,370.05	12.06	221,367.95
2220	EDUCATIONAL MEDIA SERVICES	649,495.00	226,875.02	34.93	422,619.98
2230	SPECIAL EDUCATION SUPERVISION	198,200.00	101,341.53	51.13	96,858.47
2240	TECHNOLOGY INTEGRATION	190,650.00	88,103.34	48.52	102,546.66
2000	INSTRUCTIONAL SUPPORT	4,775,129.00	1,708,790.80	35.91	3,066,338.20
3310	CENTRAL ADMINISTRATION	553,625.00	294,591.99	53.21	259,033.01
3311	ASST SUPT & DIR OF ELEM ED	424,900.00	210,452.58	49.54	214,447.42
3320	SCHOOL ADMINISTRATION	2,185,431.00	946,153.15	43.29	1,239,277.85
3330	BUSINESS ADMINISTRATION	501,000.00	261,350.62	54.26	239,649.38
3350	BOARD OF EDUCATION SERVICES	150,000.00	62,301.94	41.53	87,698.06
3410	SUP OF OP & MAINT OF PLANT SVC	526,545.00	374,373.75	71.10	152,171.25
3420	OPERATING BUILDINGS SERVICES	4,014,900.00	1,757,144.75	44.03	2,257,755.25
3430	CARE & UPKEEP OF GROUNDS SERV	376,800.00	163,611.80	43.42	213,188.20
3460	SECURITY SERVICES	59,100.00	15,518.24	26.26	43,581.76
3510	PUPIL TRANS - TO/FROM SCHOOL	2,050,140.00	1,113,905.74	54.33	936,234.26
3520	ACTIVITY TRANSPORTATION	210,225.00	60,843.08	28.94	149,381.92
3590	TRANSPORTATION-OTHER	182,625.00	75,565.40	46.42	107,059.60
3830	ASST SUPT INST/PERSONNEL	430,225.00	214,745.37	49.91	215,479.63
3850	TECHNOLOGY COORDINATION	834,797.00	491,647.97	60.52	343,149.03
3000	GENERAL SUPPORT	12,500,313.00	6,042,206.38	48.69	6,458,106.62
6200	FUND TRANSFERS	610,000.00	0.00	0.00	610,000.00
6000	OTHER USES	610,000.00	0.00	0.00	610,000.00
Grand Total:		48,418,237.00	18,079,652.47	38.23	30,338,584.53



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 27, 2015
TO: Board of Trustees
FROM: Craig Dougherty, Superintendent
SUBJ: **Board Goal Updates** (*Information*)

I will continue 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 goals.

EXCELLENT STAFF AND RESOURCES BOARD GOAL

Excellent Staff and Resources Goal: SCSD #2 will continue to recruit and retain quality teachers and staff. A model professional development program will be used to train 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 No Child Left Behind mandates for highly qualified teachers. SCSD #2 will continuously monitor the financial aspects of the District.

Discussion: SCSD#2 believes that continuing to develop our teachers and other staff to their highest potential must be a primary goal of the District. Focusing efforts on effective staff development programs and methods will provide significant long-term benefits to the District. The Excellent Staff and Resources Goal will be used to strengthen teacher and staff performance.

Professional development 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 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.

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.

2014-15 Projections:

1. 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.
2. Professional Learning Communities (PLCs) continue to be a focus in every building in the District. Our Instructional Facilitators and teaching staff collaborate weekly to invest in ongoing, sustained, classroom-focused programs for professional growth related to student learning. Tim Kanold will return this 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.

3. Teachers and administrators will work this summer on curriculum and assessments and will finish our technology integration priorities for the five days of professional development for the 2014-15 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.
4. 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. *
5. The District will continue to study the state education accountability and assessment legislation. The Select Committee & the Advisory Committee on Accountability will be working on Phase II thru 12/31/14. Phase II is the Teacher and Leader Evaluation Accountability phase. 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.
6. 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. *
7. 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 2015 Board Retreat. *
8. The Board will continue to monitor legislation that may affect the finances or operations of the District.

2014-15 Milestones:

1. The District continues to partner with the University of Wyoming in supporting pre-service teachers at the elementary and secondary level through a pre-service (student teaching) agreement. This spring, the District is supporting 16 elementary student teachers and one physical education/health student teacher
2. District staff attended Solution Tree's Common Core State Standards conferences and PLC Summits, as well as other leadership training. Tim Kanold kicked off second semester professional development on January 19th and 20th for the secondary staff. The outcomes from this PD centered around "What makes an effective Team"; "How to use in-class formative assessment processes effectively"; How to engage in a more balanced work life." The afternoon sessions with math teachers focused on using higher level cognitive demand mathematical tasks effectively.

3. This was a particularly good year for professional development. Because of the significant investment in technology in grades K-8, we offered a variety of technology programs in August before the start of school. At the elementary level, we experimented with differentiated professional development, so there were sessions held for teachers at the introductory, middle, and advanced levels. The evaluations were consistently positive about the fact that we used our own staff to conduct that professional development. At the junior high level, the focus was on using Schoology and Google for Education applications. These, too, had offerings at different levels from the novice to the sophisticated technology user. At the high school level, those departments with large investments in technology (English and Social Studies) offered technology professional development linked to those subjects. As described above, in January, we brought back Tim Kanold to work with secondary faculty on PLC issues and secondary math departments on mathematics specific professional development. At the elementary level we offered literacy and mathematics professional development organized by PLC teams. During this time frame we also completed the new mandate for two hours of suicide prevention training for all certified staff.
4. 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 2014, we reached 88.9 % retention; 96.3 % if you adjust for those who chose to leave for personal, rather than professional reasons.*
5. The District continues to work with the state and monitor the accountability legislation and expectations from the WDE. Administrators remain vigilant in their teacher observations to ensure that the assessment of teaching leads to real improvement in practice.
6. The Board has monitored revenues and expenditures, and the FY14 cash reserves as reported by the District auditor are at 17 % cash reserve level. *
7. 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. *
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 accountability.

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, Math Recovery, Ramp Up to Mathematics, Ramp Up to Algebra, 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 five 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.

2014-2015 Projections:

1. 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.
2. The Board and District staff will evaluate the overall educational enterprise to ensure effectiveness and programs adopted are used uniformly and with fidelity.
3. The Board will receive reports from district administration regarding aspects of educational research or best practices in board meetings during the 2014 – 2015 academic year. *
4. The Board will receive reports from district staff regarding research-based programs and how such programs are implemented consistently in schools.

2014-2015 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. Tim Kanold to continue the deployment and refinement of our Professional Learning Communities initiative. In addition, the district brought in technology integration specialists to support the transition to various Google products and services.
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 Strength in Number, 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 2014 – 2015 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. Other best practices reported to the Board include: E-Textbook Pilot and Fort Mackenzie High School 1:1 MacBook Airs and Da Vinci Lab.*
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.

*SMART Goals

***Draft
Personnel
Action
Report***

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
February 2, 2015

CERTIFIED STAFF

Changes/Transfers:

Jennifer Kiehl Woodland Park School	Teacher-Title I to Teacher-1st Grade (2015-16) 0.5 FTE to 1.0 FTE (175 days)	Effective 8/25/15
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Early Retirement Incentive Plan:

Mary Beth Gifford Sagebrush School	Teacher-Special Education 1.0 FTE (175 days)	Effective 6/1/15
Nick Siddle Sheridan High School	Teacher-Agriculture 1.0 FTE (175 days)	Effective 6/1/15

CLASSIFIED STAFF

Approvals:

Shannon Farstveet Highland Park School	Paraprofessional-Special Education 1:1 7.0 hours/day (175 days)	Effective 1/26/15
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Early Retirement Incentive Plan:

Linda Bilyeu Highland Park School	Secretary 8.0 hours/day (195 days)	Effective 6/5/15
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Resignations:

Allen Mitcheltree Woodland Park School	Custodian 5.5 hours/day (175 days)	Effective 2/20/15
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**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
February 2, 2015**

EXTRA DUTY 2014-2015

Approvals:

Name

Rebecca Adsit
Jeremy Attebury

Greg Carroll
Debbie Hill
Marshall McEwen
Shannon McInerney
Chuck Walters
Andy Wallenkamp

Position

Language Arts Presentation to Area Superintendents - District
Developing and Providing Professional Development on 3-D
Projector - District
Basketball - Boys' 7-8th Grade C Coach - SJHS
Knowledge Master Open
Track - Indoor Assistant Coach - SHS
Science Fair - SJHS
Track - Indoor Assistant Coach - SHS
Basketball - Boys' 7-8th Grade C Coach - SHS

Changes:

Name

Peter Hawkins

Position

Soccer - Girls Assistant to Boys Assistant - SHS

SHERIDAN JUNIOR HIGH SCHOOL AFTER SCHOOL STAFFING 2014-2015

Approvals:

Name

Katie Foster
Loretta Holloway

Position

Teacher
Substitute Teacher