Sheridan County School District #2

Board Meeting

Date: February 4, 2013

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2
Board of Trustees Meeting
Central Office – Board Room
February 4, 2013
6:00 p.m.

Agenda

I. Call to Order
  A. Pledge of Allegiance

II. Recognition
  A. Operation Recognition – Craig Dougherty
  B. Wyoming Music Education Association-Razmick Sarkissian – Craig Dougherty

III. Approval of Agenda

IV. Welcome – Audience Comments

V. Consent Agenda Items
  A. Approval of Minutes – January 14, 2013
  B. Approval of Bills for Payment

VI. Old Business
  A. Capital Construction Update *(Information)* – Craig Dougherty
  B. Approval of Policies *(Action)* – Cody Sinclair

VII. New Business
  A. FY13 Quarterly Financial Update *(Information)* – Roxie Taft
  B. Request to Advertise to Bid 2013 Projects *(Action)* – Julie Carroll

VIII. Reports and Communication
  A. Board of Trustees
  B. PTO/Parents/Students/Organizations
  C. Site Administration and Staff

IX. District Reports
  A. Superintendent
    1. Board Goal Updates

X. Executive Session
  A. Personnel Matters
  B. Legal Matters
  C. Real Estate Matters

XI. Adjournment

SHERIDAN COUNTY
School District #2
EXCELLENCE AND ACCOUNTABILITY
Craig Dougherty, Superintendent

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

DATE: January 28, 2013

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Operation Recognition**

We have a veteran, James L. Sturdevant, who has qualified for a diploma through the Veterans' Affairs Commission under "Operation Recognition."

Sheridan County School District No. 2
Board of Trustees
Regular Monthly Meeting

Scott Hininger, Chairman | **January 14, 2013** | Craig Dougherty, Superintendent

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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 14, 2013, in the Board Room at the Central Administration Office. The presiding officer was Scott Hininger, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Scott Hininger, Chairman
Ann Perkins, Vice-Chairman
Wayne Schatz, Treasurer
Marva Craft, Clerk
Richard Bridger
Hollis Hackman
Erica O'Dell
Jim Perkins
Molly Steel

Absent:

Administrators:

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

Absent:

II. Recognition

A. Fall Athletics GPA- Terry Burgess with Don Julian

Terry Burgess, Assistant Superintendent, introduced Don Julian, Activities Director of Sheridan High School. Activities Director Don Julian explained that he presents the GPAs of the sports and music participants to the Board at the end of each sports season. He went on to explain that approximately 50% of SHS students have a sports physical on file, which means that they are either plan to participate in athletics, are currently participating, or have in the past. This extraordinary participation does not end with athletics, as another 470 students are participating in a non-athletic club or activity. The team in every fall athletic activity averaged a 3.0 GPA or better, so it is certain that the students have the correct priorities, and the emphasis has been on well-rounded growth. The advisors and coaches are continuing to encourage students to work diligently on their studies as well as their athletic goals.

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

Scott Stults, Director of Elementary Education, explained that the State Superintendent of Public Instruction nominates schools in which the students have made significant improvement in reading and mathematics. Sagebrush Elementary received the status of National Blue Ribbon School in 2009, Meadowlark received the same award in 2012, and now Henry A. Coffeen Elementary School has been nominated for the honor. Over the last five years, the students of Henry A. Coffeen have made huge gains in achievement. In one area, only around 12% the students had scored proficient or advanced five years ago, but have now made the leap to 95% proficient or advanced. Mr. Stults then explained that the Blue Ribbon approval process requires filling out the proper paperwork and meeting the Annual Yearly Progress (AYP) goal order to receive the honor in the fall. Mr. Stults then introduced Nikki Trahan, principal of Henry A. Coffeen Elementary School.

Mrs. Trahan explained that the school's nomination is the result of the hard work and dedication of her staff. Although Henry A. Coffeen is a school-wide Title I school, she sets the same expectations for her staff and students as could be expected in any other school in the district. The school has been transformed with the Leader in Me program in which students are taught the seven habits of highly effective people. The staff truly cares for the students, which is improving parent participation, homework rates, and attendance. Mrs. Trahan expressed her gratitude to the board, Mr. Dougherty, Mr. Burgess, Mr. Sachse, and Mr. Stults for their outstanding support and leadership.

Chairman Hininger thanked Mrs. Trahan for her dedication and efforts. He explained that Mrs. Trahan is the right leader for Henry A. Coffeen and asked her to congratulate her staff.

III. Approval of Agenda

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

IV. Welcome--Audience Comments

There were no audience comments.

V. Consent Agenda Items

A. Approval of Minutes for December 3, 2012

B. Approval of Minutes for December 10, 2012

C. Approval of Bills for Payment

General Fund	1,541,540.32
Federal Fund	81,676.44
Capital Fund	495,247.16
Major Maintenance Fund	4,472.91
TOTAL:	**$2,122,936.83**

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

VI. Old Business

A. Capital Construction Update *(Information)* – Craig Dougherty:

Craig Dougherty, District Superintendent, reported that the planned demolition of Coffeen Elementary School is proceeding as hazardous materials are being abated from Coffeen Elementary School. Documents are being prepared to accept bids for the demolition and construction of the new Henry A. Coffeen Elementary School. A single bid for both demolition and construction will be awarded in March, and the replacement of Coffeen Elementary school is recommended to proceed.

Trustee Schatz asked if the sale of salvageable items in old Coffeen Elementary School was completed. Facilities Director Julie Carroll responded that the sale was completed on December 14th and many items were sold. She then elaborated that the abatement was on schedule and that the demolition of Coffeen Elementary is planned to begin in mid-March.

Superintendent Dougherty then explained that the disposition of old Woodland Park Elementary School is under way. The lot was approved by the City Planning Commission and the City Council to be divided into three separate lots last year. Lot 1 was placed on the Multiple Listing Service for several weeks and an agreement was entered into with a local purchaser. The third lot is being saved for future highway easements. Superintendent Dougherty then recommended that the Board approve the agreement for sale of the old Woodland Park School property and proceed to closing.

TRUSTEE ANN PERKINS MADE A MOTION TO RECESS TO A PUBLIC HEARING AT 6:18 PM. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Chairman Hininger opened up the meeting to public discussion. Trustee Schatz inquired what would be done with the third lot, which is intended for highway easements. Superintendent Dougherty responded that we are retaining the property in the event that the Highway Department needs the area for advancement, as there has been discussion of increasing the size of Coffeen Avenue south of town.

TRUSTEE ANN PERKINS MADE A MOTION TO RETURN TO REGULAR SESSION AT 6:20 PM. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE ANN PERKINS MADE A MOTION THAT THE SCHOOL DISTRICT PROCEED WITH THE PREPARATION OF THE DOCUMENTS FOR DEMOLITION AND CONSTRUCTION OF COFFEEN ELEMENTARY SCHOOL IN ACCORD WITH THE DISTRICT'S PLANNING DOCUMENTS PROVIDED IN

APRIL, 2012. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE ANN PERKINS MADE A MOTION THAT THE BOARD APPROVE THE AGREEMENT FOR SALE OF REAL ESTATE DATED NOVEMBER 20, 2012, AS AMENDED, FOR THE SALE OF LOT 1, BURN CLEUCH MINOR SUBDIVISION, WHICH CONSISTS OF A PORTION OF THE OLD WOODLAND PARK SCHOOL PROPERTY, AND THAT THE SCHOOL DISTRICT PROCEED WITH THIS SALE OF THE PROPERTY PURSUANT TO SAID AGREEMENT. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

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

Human Resources Coordinator, Cody Sinclair, stated that the policies up for approval in first reading are recommended for approval individually and the policies in second reading are recommended for approval in two groups.

Mr. Sinclair reported that Policy BDA – Board Organizational Meeting has the removal of the word "secret," as balloting may be by voice or paper ballot.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY BDA – BOARD ORGANIZATIONAL MEETING, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair reported that Policy IJNDC – Employee Use of Social Media Sites, Including Personal Sites is a new policy, recommended by the Wyoming School Boards Association (WSBA.) This policy was discussed at length during policy meetings to ensure that social media will be used appropriately by staff.

TRUSTEE O'DELL MADE A MOTION TO APPROVE ON FIRST READING POLICY IJNDC – EMPLOYEE USE OF SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION.

Discussion ensued. Trustee Jim Perkins asked what the purpose would be in creating this policy, and both Trustee Jim Perkins and Trustee Bridger asked if the policy may be too limiting. Mr. Sinclair responded that the policy was recommended by legal counsel as well as WSBA. He assured the Board that the policy would continue to be reviewed and further feedback would be sought on the policy.

Superintendent Dougherty went on to explain that social media conversations may be inappropriate in nature and profiles can be linked to the inappropriate content inadvertently. The policy is intended to create legal parameters to encourage staff awareness of the potential dangers of social media.

Trustee Steel agreed that it is important to ensure social media sites that are accessed by students are appropriate and that the policy is intended to protect the staff and ensure professionalism.

Trustee Jim Perkins asked if any instances had occurred in which inappropriate discussions were cited. Sheridan High School Principal Dirlene Wheeler responded that issues requiring intervention have arisen daily. She also agrees that the policy is a good starting point and would assist in keeping the teacher-student interaction appropriate.

THE MOTION TO APPROVE POLICY IJNDC – EMPLOYEE USE OF SOCIAL MEDIA SITES CARRIED WITH A MAJORITY VOTE. TRUSTEE JIM PERKINS VOTED NO.

Policy JJIC – Participation in High School Activities was presented at the recent WSBA conference and the policy is intended as legal protection when considering the appropriate ages for students approved to participate in high school activities.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE ON FIRST READING POLICY JJIC – PARTICIPATION IN HIGH SCHOOL ACTIVITIES, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policy JKA – Corporal Punishment has a minor change in wording, recommended by the Policy Advisory Council.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY JKA – CORPORAL PUNISHMENT, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policy JKB – Detention of Students was changed to clarify that parents may be given 24 hours to arrange transportation for students in before/after school detention.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE POLICY JKB – DETENTION OF STUDENTS, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION.

During discussion, Trustee Bridger asked if policy JKB could be clarified to make the sentence regarding bus students more clear. Mr. Sinclair responded that it will be clarified.

THE MOTION TO APPROVE POLICY JKB – DETENTION OF STUDENTS CARRIED WITH A UNANIMOUS VOTE.

Policies – Second Reading
Mr. Sinclair reviewed changes made to the policies up for second reading, and recommended that the policies JJB-Student Social Events, JJE-Student Fund Raising

Activities, JJG-Contests for Students, and JJI-Extra-Curricular and Interscholastic Activities be approved collectively.

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE POLICY JJB – STUDENT SOCIAL EVENTS, POLICY JJE - STUDENT FUND RAISING ACTIVITIES, POLICY JJG – CONTESTS FOR STUDENTS, POLICY JJI – EXTRA-CURRICULAR AND INTERSCHOLASTIC ACTIVITIES, AND POLICY JJIBA – INTERSCHOLASTIC ATHLETICS, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION.

Discussion ensued. Trustee Jim Perkins suggested that the word “carefully” be removed from Policy JJE for legal reasons and that Policy JJG clarify the meaning of “educationally sound.” Superintendent Dougherty and Mr. Sinclair recommended changes to address those issues.

Trustee Hininger stated that policy JJE-Student Fund-Raising Activities would strike the word “carefully” and policy JJG-Contests for Students would add the word “contest” to clarify the final sentence.

THE MOTION TO APPROVE POLICY JJB – STUDENT SOCIAL EVENTS, POLICY JJI – EXTRA-CURRICULAR AND INTERSCHOLASTIC ACTIVITIES, AND POLICY JJIBA – INTERSCHOLASTIC ATHLETICS CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE CRAFT MADE A MOTION TO ACCEPT POLICY JJE-STUDENT FUND RAISING ACTIVITIES AND POLICY JJG – CONTESTS FOR STUDENTS, AS AMENDED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that minor changes to policies in the JK group were made after first reading to clarify the policies.

TRUSTEE SCHATZ MADE A MOTION TO ACCEPT POLICY JK – STUDENT DISCIPLINE, POLICY JK-P – ADMINISTRATIVE HEARING PROCEDURES FOR HEARING OFFICER, AND POLICY JK-E2– ADMINISTRATIVE HEARING PARTICIPANTS, AS AMENDED, AND DELETE POLICY JK-E1 – NOTICE OF PROPOSED LONG TERM SUSPENSION, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VII. New Business

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

Roxie Taft, Business Manager, introduced Jim Dodson and Travis Fegler from Porter, Muirhead, Cornia & Howard, CPAs. Jim Dodson gave an overview of the recent audit of the business office. Mr. Dodson explained that the audit found the business office to be accurate, reliable, and with limited or no weakness or deficiencies. They found the office to have properly designed, effective internal controls to ensure financial integrity. The reserves are appropriate and the finances have been managed very well with the guidance of board leadership. They also reported that our district is one of the highest in the state in the percentage of funds expended to employee wages and benefits.

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE AUDIT REPORT FOR FISCAL YEAR 2011-12, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

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

Assistant Superintendent Tom Sachse explained that college and career readiness is an issue of great concern and has been discussed more frequently in recent years. Dr. Sachse introduced Teacher of the Year Heidi Richins of Sheridan High School's Career and Technical Education Department.

Heidi Richins explained that a limited number of career and technical education courses had been available in the past. However, the courses are now much more diverse and challenging, and created with the focus of teaching students to apply knowledge in concrete situations. The highly effective programs create highly employable students, allow concurrent enrollment with Sheridan College, and encourage co-curricular activities.

Trustee Hackman commented that SkillsUSA is a great program and he is pleased to see that the high school is expanding and getting the students involved in clubs. Students who are involved in clubs are more likely to stay in school and graduate.

Ms. Richins responded that her group is always working to provide students with more opportunities, and organizations such as FBLA, FFA, and SkillsUSA have helped to fill the gaps.

Trustee Schatz commended the Career and Technical Education Department for expanding programs, co-curricular involvement, and for working with Sheridan College in dual enrollment.

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

Assistant Superintendent Tom Sachse explained that the Wyoming School Boards Association recently asked for stories relating successes to the state legislators. The success stories attached are for interest of the Board as well as talking points as they travel to the 2013 Legislative Forum and come in contact with the legislators.

Chairman Hininger agreed that the success stories are beneficial to share with the legislators as well as the public.

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

Sheridan High School Principal Dirlene Wheeler explained that Shirley Coulter and Sharon Deustcher productively provide career and business guidance to the students of Sheridan High School. Summit Energy Services LLC wishes to donate $500 to Sheridan High

School to further their efforts with the Future Business Leaders of America (FBLA.) Ms. Wheeler requested that the board accept this generous donation.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE ACCEPTANCE OF DONATIONS TO SHERIDAN HIGH SCHOOL, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

E. Bus Vendor/Purchase Authorization for 2013 *(Action)* – Steve Schlicting
Transportation Director Steve Schlicting explained that four buses were identified for replacement, and the state recently approved the selections. He explained that the recommended bid is from Elder Equipment Leasing of Wyoming.

TRUSTEE BRIDGER MADE A MOTION TOACCEPT THE BUS VENDOR/PURCHASE AUTHORIZATION FOR 2013, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Following the motion, Trustee Schatz commented that the new buses were larger than the previous vehicles and asked if the larger sizes were necessary. Mr. Schlicting responded that the larger capacity buses are necessary for the increasing number of students, particularly kindergarten students.

F. Multi-Purpose Vehicle (MPV) Vendor/Purchase Authorization for 2013 *(Action)* – Steve Schlicting
Transportation Director Steve Schlicting explained that the state considers MPVs to be school buses, because they are primarily used to transport students. The recommendation is to purchase a GMC Yukon from Sheridan Motors.

TRUSTEE BRIDGER MADE A MOTION TO APPROVE THE MULTI-PURPOSE VEHICLE (MPV) VENDOR PURCHASE AUTHORIZATION FOR 2013, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VIII. Reports and Communications

A. Board of Trustees
Committee Appointments *(Information)* – Scott Hininger
Chairman Hininger presented the committee appointments and asked for any discussion.

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

Trustee Bridger commented how pleasant it was to have so many teachers present for the board meeting. He also congratulated Mrs. Trahan and the staff at Henry A. Coffeen Elementary for all of their hard work.

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
Superintendent Dougherty commended the Henry A. Coffeen Elementary staff for taking the school to new heights. He explained that the National Blue Ribbon School nomination recommendation is profound. The goal of 93% of the students meeting the Adequate Yearly Progress (AYP) target will be difficult to meet, but it is so important to observe the great achievement that the recommendation represents.

Superintendent Dougherty said that the first board goal to review is Governance and Leadership. He elaborated that the Board is the largest employer as well as a phenomenal leader in the community. The board sets the budget, and they have seen to it that the teachers are amongst the highest paid in the state, with the administrative expenditures at the bottom. Student learning has always been the focus of the Board, and their decisions have always been based on the best interest of the students.

B. Assistant Superintendent
Assistant Superintendent Tom Sachse explained that he reports how federal funds are allocated yearly in accordance with board policy DEB/DEC. The district will receive $2.59 million in the federal consolidated grant, allocated by formula to compensatory education, neglected and delinquent education, professional development, special education, and career and technical education. Approximately $1.25 million in state allocated funds will also be received.

TRUSTEE ANN PERKINS MADE A MOTION AT 7:53 P.M. TO GO TO EXECUTIVE SESSION. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 7:53 p.m. to cover personnel, legal, and real estate matters.

TRUSTEE HACKMAN MADE A MOTION TO RETURN TO REGULAR SESSION AT 9:09 PM. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 9:09 p.m.

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

XI. Adjournment:

TRUSTEE ANN PERKINS MADE A MOTION TO ADJOURN THE MEETING AT 9:10 P.M. TRUSTE JIM PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

______________________________ ______________________________

Chairman Clerk

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
January 14, 2013

CERTIFIED STAFF

Approvals:

Maureen Frauenholtz Coffeen and Woodland Park Schools	Teacher-Physical Education 1.0 FTE (105 days)	Effective 12/17/12

Retirements:

Linda Gifford Sagebrush School	Teacher-Kindergarten 1.0 FTE	Effective 6/3/13
Brad Kremensek Sagebrush School	Teacher-Special Education 1.0 FTE	Effective 6/3/13
Kathleen Shillenn Sheridan Junior High School	Teacher-Special Education 1.0 FTE	Effective 6/3/13

CLASSIFIED STAFF

Approvals:

Dale Ann Miller Highland Park and Sagebrush Schools	Custodian 8.0 hours/day	Effective 1/7/13
Marilyn Pettit Sheridan High School	Paraprofessional-Receptionist 8.0 hours/day	Effective 12/10/12

Changes/Transfers:

Daveya Green Meadowlark School to Sheridan High School	Paraprofessional-Special Education 1:1 6.75 hours/day to 7.0 hours/day	Effective 1/7/13

Lisa Konetzki Henry A. Coffeen School	Second Cook/Fresh Fruits and Vegetables 7.0 hours/day to 8.0 hours/day	Effective 11/27/12
Kathy Larson Sagebrush and Highland Park Schools to Sagebrush School	Custodian 8.0 hours/day	Effective 1/7/13
Nancy Trangmoe Henry A. Coffeen School	Head Cook/Breakfast 6.5 hours/day to 7.5 hours/day	Effective 11/27/12

Resignations:

Sarah Horen Henry A. Coffeen School	Paraprofessional-Title I 4.0 hours/day	Effective 12/21/12
Penny Kinsinger Sheridan High School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 12/14/12

EXTRA DUTY 2012-2013

Approvals:

Name	Position
Katie Aguirre	Swimming – 6-7-8 Grade B Coach – SJHS
Jotham Andrews	Title I After School Tutoring – Holy Name School
Kaleb Brinkerhoff	Basketball – Boys 7-8 Grade C Coach – SJHS
Tyson Emborg	We the People Sponsor – SHS
Janine Goodrich	Link Leaders Leader – SHS
Larry Ligocki	Link Leaders Leader – SHS
Doug Moore	Basketball – Boys 7-8 Grade C Coach - SJHS
Kate Flitner Wallop	CRISS Training – SHS

Changes:

Name	Position
Dee Dee Johnson	Musical-Music Director to Music Director/Accompanist – SHS

STORY ELEMENTARY SCHOOL AFTER SCHOOL PROGRAM – BRIDGES FUNDING

Changes:

Name	Position
Heather Johnson	Paraprofessional-Leader

SHERIDAN JUNIOR HIGH SCHOOL AFTER SCHOOL PROGRAM – BRIDGES FUNDING

Approvals:

Name	Position
Barbara Burfisher	Substitute Teacher

SHERIDAN COUNTY
School District #2
EXCELLENCE AND ACCOUNTABILITY
Craig Dougherty, Superintendent

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

DATE: January 29, 2013

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent
Julie Carroll, Facilities Director

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

Henry A. Coffeen Elementary School

The construction documents are at 100% and being reviewed by the City and the State Fire Marshal's Office. The documents will be made available for bid soon.

Sheridan High School Entrance

We have finalized the contract with TSP to begin design and engineering services for the high school entrance security and renovation project. We will begin to discuss the project scope in order to move into the Schematic and Design Development stages. These stages will move along fairly quickly in preparation to bid this spring for summer construction. This project is partially funded by Major Maintenance and Capital Construction Monies.

Story Elementary School (ES)

We just completed the contract with Dale Buckingham Architects to begin developing documents for Story ES. This project will also be moving into the Schematics and Design Development fairly quickly. This project is also slated to be bid this spring with renovation to begin this summer. This project is also partially funded by Major Maintenance and Capital Construction Monies.

SHERIDAN COUNTY School District #2
EXCELLENCE AND ACCOUNTABILITY

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, 2013

TO: Board of Trustees

FROM: Cody Sinclair, Human Resources Coordinator

SUBJ: **Approval of Policies** *(Action)*

The following policies are being recommended for first reading:

JKF	**Accountability Change and Education (ACE) Program for Students Suspended or Expelled**
JKF-E	**Consent Form**
JLC	**Student Health Services**
JLCA	**HIV/AIDS Procedures/Protocol**
JLCB	**Immunization of Students**

The following policies are being recommended for second reading:

BDA	**Board Organizational Meeting**
JJIC	**Participation in High School Activities (New)**
JKA	**Corporal Punishment**
JKB	**Detention of Students**

Information: The Policies Advisory Council (PAC) and Board Policy Committee are seeking additional feedback and comments on Policy IJNDC (Employee Use of Social Media Sites, Including Personal Sites). Policy IJNDC is a new policy that will be brought back to the Board of Trustees on first reading at the March 4th board meeting. Please provide feedback to your building administrator, Policies Advisory Council member(s), or the Human Resources Office.

Policies - First Reading

~~MONITORING AND REENTRY~~ACCOUNTABILITY CHANGE AND EDUCATION (ACE) PROGRAM FOR STUDENTS SUSPENDED OR EXPELLED

Students who are suspended, expelled, or re-entering may, if determined appropriate by the superintendent and/or school principal, be given the opportunity to participate in the Accountability Change and Education (ACE)~~a Monitoring and Reentry~~ Program that is ~~designated~~ approved by the Board of Trustees of the School District. The purpose of the program is to have a direct and positive effect on students through the process of entry into the program, acknowledgment of accountability, and specific planning for reentry back into the School District. In order for students to participate in this program, the legal parent(s) and/or guardian of the student must sign and agree to the terms contained in the Consent to Enrollment and Participation in Accountability Change and Education Program and Authorization for Disclosure of Student Records, which is attached to this policy.

Parents may obtain additional information concerning the monitoring and reentry program from the office of the superintendent.

First Reading: ~~11/12/07~~
Second Reading: ~~12/10/07~~

Consent to Enrollment and Participation in Accountability Change and Education (ACE) Program and Authorization for Disclosure of Student Records

Student Name ____

Last First MI

Birth date ______________________________________

Month Day Year

I(we) do hereby consent to the enrollment and participation of the above-named student in the Accountability Change and Education (ACE) Program ("program") administered by ________________________. In consideration for the above-named student being allowed to participate in the program, I/we hereby waive any claims arising from the above-named student's participation in the program and release all claims for any injuries, damages, or causes of action that may arise from participation in the program. Furthermore, I/we agree to defend, indemnify and hold harmless Sheridan County School District No. 2 and its employees, agents and representatives from any claims, causes of action, liabilities, judgments, and damages that result or stem from the child's participation in the program whether made by me, the child or the child's parents or guardians. I/we hereby warrant that I/we are the legal parent(s) and /or guardian of the above-named student and have authority to execute this document.

I(we)do hereby authorize Sheridan County School District No. 2 (and all schools in the School District) to send to and exchange information concerning the above-named student with
____.
(Name and address of administering entity)
This authorization for disclosure of records includes ~~all~~ student educational records, ~~educational testing and summaries, psychological records,~~ medical information, and ~~any~~ other records necessary for participation in the ACE program.~~, reports or information kept by or in the possession of Sheridan County School District No. 2 with respect to the above-named student, which information records are normally confidential.~~ This authorization also provides permission for the mutual exchange of confidential verbal and written information concerning the above-named student between Sheridan County School District No. 2 and
____.
(Name of administering entity)

Signature _________________________________ **Date** ______________________

(Student)

~~**Relationship with student**~~ _________________________

Signature _________________________________ **Date**_______________________

(Parent/Guardian)

Relationship with student _________________________

~~10/07~~

STUDENT HEALTH SERVICES

The purpose of the school health program will be to supplement the efforts and guidance of parents to bring about ~~an~~ awareness on the part of students of regular health care and to promote good health habits among students.

~~The objectives of the school health program are:~~

~~1. To promote good health habits among students.~~

~~2. To stimulate a sanitary and healthful environment in school.~~

~~3. To assist in detecting and recommending correction for medical, psychological and physical handicaps concerns of students.~~

HEALTH RECORDS

Health records ~~will~~ shall be maintained by the nursing staff and kept in the student's cumulative record folder.

~~PHYSICAL EXAMINATIONS~~

~~All new students, students entering kindergarten, 7th and 9th grades should receive a school physical examination by their family physician.~~

ATHLETIC PHYSICAL EXAMINATIONS

Annual examinations shall be required for participants in secondary athletic programs. Athletic physical examinations are ~~tracked~~collected and reviewed by the activities director or his/her designee.

ANNUAL SCREENING PROGRAMS

Vision screening will be planned and administered by nursing personnel for selected grades.

Hearing screening will be planned and administered by nursing personnel for selected grades.

~~All students will be screened for early signs of scoliosis (curvature of the spine).~~

COMMUNICABLE DISEASES

STUDENT HEALTH SERVICES (contd.)

Students showing symptoms of a communicable disease, or infectious condition, or illness or disability of a serious nature ~~will~~ must be referred to the school nurse~~ who will~~ ~~shall make judgment in the matter~~.

SPECIAL HEALTH~~PHYSICAL~~ EXAMINATIONS

A health examination from a licensed physician~~physical~~ may be requested by the building principal, ~~or~~ ~~S~~superintendent, or his/her designee at times when there are ~~serious doubts concerning~~concerns regarding the student's health~~ are evident~~.

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

HUMAN IMMUNODEFICIENCY VIRUS (HIV)/ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) PROCEDURES/PROTOCOL

Staff members shall cooperate with public health authorities to protect the safety and health of children and youth in our care, and our employees.

SCHOOL ATTENDANCE

A student with HIV has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

School authorities ~~will~~ must determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician and parent or guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

~~School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person with HIV, a person perceived as having HIV, or a person associated with someone with HIV.~~

EMPLOYMENT

The Sheridan County School District #2 does not discriminate on the basis of HIV or association with another person with HIV infection, in accordance with the Americans with Disabilities Act of 1990. An employee with HIV is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

PRIVACY

Pupils or staff members are not required to disclose HIV status to anyone in the education system. HIV antibody testing is not required for any purpose.

Every employee has a duty to treat ~~as highly confidential~~ any knowledge or speculation concerning the HIV status of a student

HUMAN IMMUNODEFICIENCY VIRUS (HIV)/ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) PROCEDURES/PROTOCOL
(contd.)

or other staff member as highly confidential. Violation of medical privacy is cause for disciplinary action.

No information regarding a person's HIV status will be divulged to any individual or organization without a court order or the informed, written, signed, and dated consent of the person with HIV (or parent or guardian of a legal minor). The written consent must specify the name of the recipient of the information.

All health records, notes, and other documents that reference a person's HIV status will be kept secure. Access to these confidential records is limited to those named in written permission from the person (or parent or guardian) and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent education or health record without written consent.

INFECTION CONTROL

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools ~~will~~ shall operate according to the standards promulgated by the U.S. Occupational Safety and Health Administration for the prevention of blood-borne infections. Equipment and supplies needed to apply the infection control guidelines ~~will~~ must be maintained and kept reasonably accessible. The designee, assigned by the ~~S~~superintendent, shall implement the precautions and investigate, correct, and report on instances of lapse.

Every~~A~~ school staff member is expected to alert the designee indicated above, if a student's health condition or behavior presents a reasonable risk of transmitting any infection.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

HUMAN IMMUNODEFICIENCY VIRUS (HIV)/ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) PROCEDURES/PROTOCOL (contd.)

HIV AND ATHLETICS

The privilege of participating in physical education classes, programs, competitive sports, and recess is not conditional on a person's HIV status. School authorities ~~will~~ must make reasonable accommodations to allow students with HIV to participate in school-sponsored physical activities.

All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks ~~will~~ reflect these guidelines. First aid kits must be on hand at every athletic event.

HIV PREVENTION EDUCATION

The goals of HIV prevention education are to promote health and discourage the behaviors that put people at risk of acquiring HIV. The educational program ~~will~~shall:

- be consistent with local community standards in coordination with the approved district health curriculum;
- follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC);
- be appropriate to students' developmental levels;
- build knowledge and skills from year-to-year;
- stress the benefits of abstinence from sexual activity, alcohol, and other drug use;
- include accurate information on reducing risk of HIV infection;
- address students' own concerns;
- include means for evaluation;
- be an integral part of a coordinated school health program;
- be taught by well-prepared instructors with adequate support.

Parents and guardians ~~will~~ shall have opportunities to preview all HIV prevention curriculum and materials upon request. School staff members shall assist parents or guardians who ask for help in discussing HIV with children. If a parent or guardian submits a written request to a principal that a child not receive instruction in specific HIV prevention topics at school, the child shall be excused without penalty.

HUMAN IMMUNODEFICIENCY VIRUS (HIV)/ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) PROCEDURES/PROTOCOL (contd.)

RELATED SERVICES

Students ~~will~~ shall have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV. School administrators ~~will~~ shall maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs and to other HIV-related services as needed.

STAFF DEVELOPMENT

All school staff members ~~will~~ must participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assist staff to maintain productive parent and community relations; and includes annual review sessions. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

GENERAL PROVISIONS

This policy is effective immediately upon adoption. In accordance with the established policy review process, the superintendent's designee shall report on the accuracy, relevance, and effectiveness of this policy and, when appropriate, provide recommendations for improving and/or updating this policy.

IMPORTANT NOTE:
Portions of the above policy were adapted, with permission, from the sample policy provided in the book. Someone at School Has AIDS: A Complete Guide to Education Policies Concerning HIV Infection, 2nd Edition. Copies of this book can be obtained from NASBE at 1-800-220-5183. Wyoming public schools are permitted to copy and adopt this sample policy as long as they cite this book and give credit to NASBE.

First Reading: ~~11/8/10~~
Second Reading: ~~12/6/10~~

IMMUNIZATION OF STUDENTS

Every student attending~~, full or part-time,~~ any class, full or part-time, shall within thirty (30) days after the date of school entry, provide to the appropriate school official written documentary proof of immunization as required by the State of Wyoming or Federal Law. For purposes of this section, documentary proof of immunization is written certification by a private licensed physician or his representative or by any public health authority, that the student is fully immunized. Documentation shall include month, day and year of each required immunization received against vaccine-preventable disease as designated by the state health authority. No administrator shall permit a student to attend school for more than thirty (30) calendar days without documentary proof of immunization. If the immunization requires a series of immunizations over a period of more than thirty (30) calendar days, the child shall be permitted to attend school while receiving continued immunization pursuant to a written schedule specified by the student's physician or a public health official.

Waivers of this requirement shall be authorized by the state or county health officer upon submission of written evidence of religious objection or medical contraindication to the administration of any vaccine.

The ~~written documented~~ proof of immunization ~~on a~~ form provided by the state health officer shall be an integral part of the child's school records.

W.S. ~~1977~~ 21-4-309

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

Policies - Second Reading

BOARD ORGANIZATIONAL MEETING

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

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

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

First Reading: 1/14/13
Second Reading:

PARTICIPATION IN HIGH SCHOOL ACTIVITIES

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

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

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

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

First Reading: 1/14/13
Second Reading:

CORPORAL PUNISHMENT

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

First Reading: 1/14/13
Second Reading:

DETENTION OF STUDENTS

The school principal or teacher may detain a student for disciplinary reasons before school hours, after school hours, or during the noon recess.

In the case of bus students being assigned detention before or after school hours, arrangements must be made for the student's transportation home. Twenty-four (24) hour notice for bus students may ~~will~~ be given so that the parents may arrange transportation.

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

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

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

First Reading: 1/14/13
Second Reading:

SHERIDAN COUNTY
School District #2
EXCELLENCE AND ACCOUNTABILITY
Roxie Taft, Business Manager

Office of the Superintendent
201 N. Connor Street, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

Date: January 24, 2013

To: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **FY13 Quarterly Financial Update** *(Information)*

In accordance with Policy DI, Fiscal Accounting and Reporting, attached is financial information as of December 31, 2012, which represents the second quarter of fiscal year 2013.

Report on Cash
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. We have received 56.36% of our revenues so far this year.

General Fund Expenditure Report
This report compares our budgeted expenses, by program, to what we have expensed year-to-date. We have spent 39.3% of our budget so far this year.

SHERIDAN COUNTY SCHOOL DISTRICT #2
REPORT ON CASH DECEMBER 2012

	To Date
GENERAL FUND	$15,285,631.03
FEDERAL FUND	$501,887.07
CAPITAL CONSTRUCTION FUND	$51,088.12
HOT LUNCH FUND	$489,742.60
MEMORIAL FUND	$118,152.45
MISC ACTIVITY FUND	$118,692.72
SHS ACTIVITY ACCOUNT	$178,967.19
MAJOR MAINTENANCE FUND	$1,626,010.07
DEPRECIATION & BUILDING REPAIR RESERVE	$2,354,903.82
EARLY RETIREMENT FUND	$346,139.43
Grand Total:	**$21,071,214.50**

SHERIDAN COUNTY SCHOOL DISTRICT #2
GENERAL FUND REVENUES THROUGH DEC 2012

	Budget	To Date	% of Budget	Revenue Balance To Be Received
REVENUE FROM LOCAL SOURCES	$11,319,500.00	$6,547,546.35	57.84	$4,771,953.65
REVENUE FROM COUNTY SOURCES	$2,982,000.00	$1,698,655.85	56.96	$1,283,344.15
REVENUE FROM STATE SOURCES	$29,908,887.00	$16,661,545.28	55.71	$13,247,341.72
OTHER SOURCES	$5,000.00	$10,428.95	208.58	($5,428.95)
Grand Total:	$44,215,387.00	$24,918,176.43	56.36	$19,297,210.57

SHERIDAN COUNTY SCHOOL DISTRICT #2
GENERAL FUND EXPENDITURES THROUGH DECEMBER 2012

Program		Budget to Date	Spent To Date	% of Budget	Budget Balance at EOM
1110	ELEMENTARY INSTRUCTION	10,230,560.00	3,549,103.18	35.15	6,681,456.82
1120	JR HIGH/MID SCH INSTRUCTION	5,141,698.00	1,787,327.20	35.46	3,354,370.80
1130	SECONDARY INSTRUCTION	5,320,969.00	1,947,696.45	36.65	3,373,272.55
1210	SPECIAL EDUCATION	5,531,100.00	1,774,918.16	32.18	3,756,181.84
1233	GIFTED AND TALENTED	110,800.00	37,557.01	33.90	73,242.99
1250	TUITION FOR STUD WITH DISABIL	605,000.00	236,020.10	39.01	368,979.90
1270	LIMITED ENGLISH PROFICIENT	150,300.00	56,621.50	37.67	93,678.50
1280	HOMEBOUND PROGRAMS	22,280.00	2,821.06	12.66	19,458.94
1290	OTHER SPECIAL PROGRAMS	161,235.00	53,745.00	33.33	107,490.00
1420	MIDDLE/JR HIGH ACTIVITIES	293,313.00	150,396.83	51.56	142,916.17
1421	SJHS INTRAMURALS	22,500.00	0.00	0.00	22,500.00
1430	HIGH SCHOOL ACTIVITIES	1,037,170.00	437,181.36	43.45	599,988.64
1530	VOC INSTRUCTION HIGH SCHOOL	954,905.00	331,169.61	34.71	623,735.39
1000	INSTRUCTION	29,581,830.00	10,364,557.46	35.39	19,217,272.54
2110	GUIDANCE	834,023.00	292,130.74	35.03	541,892.26
2112	STUDENT STRATEGIC PLANNING	130,650.00	43,760.05	33.49	86,889.95
2115	STUDENT INFORMATION SYSTEMS	256,650.00	140,361.17	54.69	116,288.83
2117	ASSESSMENT SERVICES	174,443.00	34,375.14	19.71	140,067.86
2120	SOCIAL WORKERS	455,400.00	151,147.86	33.19	304,252.14
2130	HEALTH SERVICES	278,725.00	95,964.54	34.43	182,760.46
2140	PSYCHOLOGICAL SERVICES	428,400.00	165,309.79	38.59	263,090.21
2152	SPEECH PATHOLOGY SERVICES	371,000.00	152,783.33	41.18	218,216.67
2171	OCCUPATIONAL THERAPY	99,000.00	31,231.75	31.55	67,768.25
2172	PHYSICAL THERAPY	45,000.00	16,742.00	37.20	28,258.00
2190	OTHER SUPPORT SERVICES	145,000.00	61,355.97	42.31	83,644.03
2210	STAFF TRAINING	103,920.00	29,257.67	28.15	74,662.33
2220	EDUCATIONAL MEDIA SERVICES	586,739.00	226,226.89	38.72	360,512.11
2230	SPECIAL EDUCATION SUPERVISION	195,450.00	87,704.53	45.13	107,745.47
2240	TECHNOLOGY INTEGRATION	100,150.00	52,343.18	52.77	47,806.82
2000	INSTRUCTIONAL SUPPORT	4,204,550.00	1,580,694.61	37.64	2,623,855.39
3310	CENTRAL ADMINISTRATION	556,745.00	299,859.07	53.86	256,885.93
3311	ASST SUPT & DIR OF ELEM ED	394,700.00	190,754.06	48.34	203,945.94
3320	SCHOOL ADMINISTRATION	2,060,775.00	896,787.42	43.52	1,163,987.58
3330	BUSINESS ADMINISTRATION	455,650.00	199,080.78	43.69	256,569.22
3350	BOARD OF EDUCATION SERVICES	189,200.00	35,636.21	21.67	153,563.79
3400	MAINTENANCE BUILDINGS AND GROUNDS	4,579,000.00	2,255,037.67	49.25	2,323,962.33
3510	PUPIL TRANS - TO/FROM SCHOOL	1,769,600.00	905,257.07	51.16	864,342.93
3511	TRANSPORTATION FIELD TRIPS	50,700.00	16,235.02	32.02	34,464.98
3520	ACTIVITY TRANSPORTATION	184,300.00	65,969.85	35.79	118,330.15
3590	TRANSPORTATION-OTHER	96,200.00	23,426.57	24.35	72,773.43
3830	ASST SUPT INST/PERSONNEL	384,600.00	182,330.13	47.41	202,269.87
3850	TECHNOLOGY COORDINATION	722,150.00	367,071.34	52.05	355,078.66
3000	GENERAL SUPPORT	11,443,620.00	5,437,445.19	47.76	6,006,174.81
6200	FUND TRANSFERS-Capital Maintenance	500,000.00	385,315.00	77.06	114,685.00
6200	FUND TRANSFERS-Food Service	110,000.00	110,000.00	100.00	0.00
6000	OTHER USES	610,000.00	495,315.00	81.20	114,685.00
Grand Total:		45,840,000.00	17,878,012.26	39.30	27,961,987.74

SHERIDAN COUNTY
School District #2
EXCELLENCE AND ACCOUNTABILITY
Craig Dougherty, Superintendent

Office of the Superintendent
P.O. Box 919
201 N. Conner Street
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: January 29, 2013

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Request to Advertise to Bid 2013 Projects** *(Action)*

At the board meeting I will make a request to advertise to bid projects when the construction documents become available. The following projects are currently in design phase:

- Sheridan High School Projects (Major Maintenance and Capital Construction)
  - Some items included are: Entrance addition and renovation to the front of SHS; Tennis court resurfacing; and Technology and communication upgrades throughout the High School.
- Sheridan Junior HS Old Gym Projects (Major Maintenance)
  - Some items included are: Old Gym Doors; Hardware; Security Windows; Handrails; ADA Upgrades; Full Exterior Door/Campus Door Upgrades; Security; and Technology Upgrades.
- Story Elementary School Renovations (Major Maintenance and Capital Construction)
  - Some items included are: Complete Renovation and Entrance Upgrades.
- Henry A. Coffeen Elementary School (Capital Construction)
  - Some items included are: Demolition and New Construction.

After these projects are advertised and bids are received, they will be brought to the Board for approval. Special meetings may need to be established in order to keep these projects moving expeditiously. As timelines become further defined for these projects, these will be distributed to the Board.

SHERIDAN COUNTY
School District #2
EXCELLENCE AND ACCOUNTABILITY
Craig Dougherty, Superintendent

Administrative Offices
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Phone: 307-674-7405
Fax: 307-674-5041

DATE: January 28, 2013

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Board Goal Updates (*Information*)**

I will continue reporting 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 Research-Based, Best Practices and Student Learning Board Goals.

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, Navigator Mathematics, 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 four years, winning twice. In fall 2012, three district teams won their respective state championships. 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.

2012- 2013 Projections:

1. The District will continue its attempts to stay abreast of recent research and best practices in every aspect of its operations.
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 every aspect of the educational enterprise to ensure effectiveness and that programs adopted are used uniformly and with fidelity.
4. The Board will direct the superintendent or designee to routinely report on some aspect of educational research or best practice in board meetings during the 2012 – 2013 academic year.*

<u>2012 – 2013 Milestones:</u>

1. The District has retained the services of Dr. Anthony Muhammad and Dr. Tim Kanold, in its continuing endeavor to bring refinement of the research-based Professional Learning Communities into our schools.
2. The Board routinely establishes fiscal expenditure priorities with professional development among its core investments, including general fund obligations, Instructional Facilitators grant funds, and Title II-A grant funds.
3. The District supervision model requires that the Assistant Superintendent for Instruction and the Director of Elementary Education spend over 50% of their time at school sites observing classrooms to ensure that core programs (including the Common Core State Standards) are adopted uniformly and with fidelity.
4. The district superintendent provides monthly updates to the board on at least one aspect of educational research or best practice in regular board meetings, and special board meetings, and in board luncheon work sessions.

*SMART Goals

STUDENT LEARNING BOARD GOAL

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

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

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

<u>2012-2013 Projections:</u>

1. The District will maintain its ordinal position as first among large (4A) school districts in the state in 2013.*
2. The District will make progress toward reaching its academic (SMART) goals in 90% of the schools in 2013.*
3. The Board will prioritize expenditures and hire/retain staff in order to maximize student learning.
4. The Board will continue its advocacy with the state legislature to fund school districts in a manner consistent with the priority for student learning.
5. The Board will monitor the effectiveness of district administration in evaluating teachers based on effective measures of student learning.
6. The Board will receive regular reports from district administrators on the degree to which students demonstrate progress towards academic proficiency.

<u>2012 – 2013 Milestones:</u>

1. The District did maintain its ordinal position as first among large school districts in the state; indeed, it placed first in 13 of 14 comparisons on the PAWS statewide assessment.
2. The District made progress towards reaching its SMART goals in 77% of the schools.
3. The Board recently received external audit information confirming that it spends the highest percent of the budget on instruction among all districts in Wyoming.
4. The Board has strongly advocated for an external cost adjustment this legislative season.
5. The District will purchase new software to refine the existing teacher evaluation system, while also making it more efficient.

6. The Board has received several presentations by district administrators, including principals and the high school activities director, on the degree to which students demonstrate academic proficiency.

*SMART Goals