

*Sheridan County School District # 2*

# *Board Meeting*

*Date: February 6, 2012*

*Time: 6:00 p.m.*

*Place: Central Office*



***Sheridan County School District #2***  
**Board of Trustees Meeting**  
Central Office – Board Room  
February 6, 2012  
6:00 p.m.

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**Agenda**

- I. Call to Order**
  - A. Pledge of Allegiance
- II. Approval of Agenda**
- III. Welcome – Audience Comments**
- IV. Consent Agenda Items**
  - A. Approval of Minutes – January 16, 2011
  - B. Approval of Bills for Payment
- V. Old Business**
  - A. Capital Construction Update (*Information*) – Craig Dougherty
  - B. Approval of Policies (*Action*) – Cody Sinclair
  - C. FY12 Quarterly Financial Update (*Information*) – Roxie Taft
- VI. New Business**
  - A. Donation of Compressors from Pacificorp (*Action*) – Julie Carroll
- VII. Reports and Communications**
  - A. Board of Trustees
  - B. PTO/Parents/Students/Organizations
  - C. Site Administration and Staff
- VIII. District Reports**
  - A. Superintendent
    - 1. Board Goals
- IX. Executive Session**
  - A. Personnel Matters
  - B. Legal Matters
- X. Adjournment**

# ***Sheridan County School District No. 2***

## **Board of Trustees Regular Monthly Meeting**

Scott Hininger, Chairman

**January 16, 2012**

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 16, 2012, in the Board Room at the Central Administration Office. The presiding officer was Scott Hininger, Chairman. A quorum was determined to be present with the following attendees:

##### **Trustees:**

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

##### **Administrators:**

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

##### **Absent:**

Richard Bridger

##### **Absent:**

#### **II. Approval of Agenda**

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

#### **III. Welcome--Audience Comments**

There were no comments from the audience.

#### **IV. Consent Agenda Items**

##### **A. Approval of Minutes for December 5, 2011**

##### **B. Approval of Bills for Payment**

General Fund	1,269,185.49
Federal Fund	166,367.30
Capital Fund	838,287.07
Major Maintenance Fund	42,071.15
<b>TOTAL:</b>	<b>\$2,315,911.01</b>

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

**V. Old Business**

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

Craig Dougherty, Superintendent, reported that the District is working with the state to regain funding for Coffeen Elementary School. Central Administration and Trustee representatives will meet with Governor Mead on January 25<sup>th</sup>. A concise packet of information is being prepared for the meeting, and a rigorous message will be conveyed. Superintendent Dougherty will give an update at the February Board Meeting.

Superintendent Dougherty provided an update on the progress of Meadowlark Elementary. He reported the masonry work, roof membrane, and interior stud framing are 95% complete. Drywall is being installed on the first floor. The plumbing, HVAC, fire suppression lines, and electric rough-in are progressing. The windows and glazing are being installed. The building is progressing nicely and is scheduled for by completion by August of 2012. Meadowlark staff will be touring the facility on January 20<sup>th</sup>. A board tour will be scheduled soon.

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

Human Resources Coordinator, Cody Sinclair, stated that six policies are up for first reading and ten for second reading.

Mr. Sinclair reported the Policy IHBG – Home Schooling, and IHBG-P – Home Schooling Policy only received minor wording changes. IHBG-P is being added to clarify procedure for home school students to attend school on a part-time basis. The Wyoming Statute the policy addresses was also added.

**TRUSTEE PERKINS MADE A MOTION TO APPROVE ON FIRST READING POLICY IHBG – HOME SCHOOLING, AND IHBG-P – HOME SCHOOLING PROCEDURES, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Policy IKA – Grading Systems received minor wording changes to the last paragraph.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON FIRST READING POLICY IKA – GRADING SYSTEMS, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Policy IJOA – Field Trips, and Policy IJOA-P – Field Trip Procedures were previously passed on first reading. They were brought back for first reading

because of additional conversations regarding parental permission slips. The Board Policy Committee worked with building principals and legal counsel on this policy and procedure.

Board Discussion included incorporating both parents and legal guardians in the policy.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON FIRST READING POLICY IJOA – FIELD TRIPS. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Policy IMG – Policy and Procedures on Service Animals in Schools is being reviewed to ensure compliance with the new regulations. This policy has had legal review.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON FIRST READING POLICY IMG – POLICY AND PROCEDURES ON SERVICE ANIMALS IN SCHOOLS, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The policies recommended for second reading are GCQEA – Early Retirement Incentive Plan; GCQEA-P – Early Retirement Incentive Plan 2011-12 Schedule of Benefits and Application; GCQF – Rehired Retirees; IJL – Curriculum, Instructional, and Library Materials Selection, Adoption, and Access; IJLA- Students’ Right To Know (delete); IJLB – The Students’ Right to Read (delete); IJLC – School Library Bill of Rights for School Media Programs (Rename to IJL-E1); IJL-P – Sheridan County School District #2 Request for Reconsideration of Curriculum, Instructional, and Library Materials (Rename to IJL-E2); IJL-P – Media Reconsideration Committee Procedures; and IJNDA – Computer-Assisted Instruction (Use of Internet).

Mr. Sinclair reviewed minor updates to the policies and procedures up for second reading.

Discussion included questioning the necessity of the sentence in Policy IJL, page 3, section III, “The superintendent will allocate suitable funds for the maintenance of a robust library collection on an annual basis.”

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON SECOND READING POLICIES:**

- **GCQEA – EARLY RETIREMENT INCENTIVE PLAN**
- **GCQEA-P – EARLY RETIREMENT INCENTIVE PLAN 2011-12 SCHEDULE OF BENEFITS AND APPLICATION**
- **GCQF – REHIRED RETIREES**
- **IJL – CURRICULUM, INSTRUCTIONAL, AND LIBRARY MATERIALS SELECTION, ADOPTION, AND ACCESS**

- **IJLA – STUDENT’S RIGHT TO KNOW (DELETE)**
- **IJLB – THE STUDENTS’ RIGHT TO READ (DELETE)**
- **IJLC – SCHOOL LIBRARY BILL OF RIGHTS FOR SCHOOL MEDIA PROGRAMS (RENAME TO IJL-E1)**
- **IJL-P – SHERIDAN COUNTY SCHOOL DISTRICT #2 REQUEST FOR RECONSIDERATION OF CURRICULUM, INSTRUCTIONAL, AND LIBRARY MATERIALS (RENAME TO IJL-E2)**
- **IJL-P – MEDIA RECONSIDERATION COMMITTEE PROCEDURES**
- **IJNDA – COMPUTER-ASSISTED INSTRUCTION (USE OF INTERNET)**

**AS PRESENTED. TRUSTEE PERKINS SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**VI. New Business**

**A. Audit Report for Fiscal Year 2010-2011 (*Action*) – Roxie Taft**

Roxie Taft, Business Manager, introduced Jim Dodson from Porter, Muirhead, Cornia and Howard, CPAs. Mr. Dodson presented highlights of the 2010-2011 District Audit Report. Mr. Dodson reported there were not any significant findings from the audit. He said that the District’s policies and procedures that ensure protection of assets are sound. Mr. Dodson commented that the numbers from the reports indicate that the District is doing the right things to be fiscally responsible.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE THE AUDIT REPORT FOR FISCAL YEAR 2010-2011. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**B. Special Education Update (*Information*) – Traci Turk**

Traci Turk, Special Education Director, provided a special education update. Ms. Turk provided the Board with state assessment percentiles for District special education students that showed Sheridan students with disabilities scored well above the state average in elementary, junior high, and high school. In regard to the follow-up Verification Visit by the Wyoming Department of Education on January 10-12, 2012, two areas of deficiency have been corrected and cleared, and substantial progress has been made in the remaining three areas.

**C. Reading Recovery Update (*Information*) – Jeri Mathes**

Craig Dougherty, Superintendent, introduced Jeri Mathes the District Reading Recovery Coordinator. Ms. Mathes gave an overview of the Reading Recovery program. She explained that Reading Recovery is a short-term intensive reading intervention that lasts twelve to twenty weeks. Students meet one-on-one with a trained teacher, with a goal of students reading at grade level. The Sheridan site has been very successful, and has been recognized by the Reading Recovery

Council of North America. Ms. Mathes said the outcome of the program is that struggling readers become confident readers.

**D. Request to Advertise to Bid Meadowlark Fixtures, Furnishings, and Equipment (Action) – Julie Carroll**

Julie Carroll, Facilities Manager, asked the board for permission to advertise to bid the fixtures, furniture, and equipment for the new Meadowlark School. Ms. Carroll said she will work with Meadowlark staff to devise what is needed for the new school.

Board Discussion included the possibility of using green products when possible.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE THE REQUEST TO ADVERTISE TO BID MEADOWLARK FIXTURES, FURNISHINGS, AND EQUIPMENT, AS PRESENTED. TRUSTEE PERKINS SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**E. Bus Vendor Authorization for 2012 (Action) – Steve Schlichting**

Steve Schlichting, Transportation Supervisor, reported that the Wyoming Department of Education recently responded to the District's request to purchase three new buses. The state has authorized the purchase of the new buses and the subsequent sale or trade of the buses to be replaced. After reviewing the bids received from the Wyoming bus vendors, Mr. Schlichting recommended purchasing the buses from Elder Equipment Leasing. His recommendation is based on their excellent after sale report, dependability of the product, and the initial price is slightly under the state base bid price. Mr. Schlichting recommends the purchase of two 72-passenger buses, and one 48-passenger, wheelchair bus from Elder Equipment Leasing of Wyoming, Inc.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ELDER EQUIPMENT LEASING OF WYOMING, INC. AS THE VENDOR TO PURCHASE THREE BUSES, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**VII. Reports and Communications**

**A. Board of Trustees**

**Committee Appointment (Action) – Scott Hininger**

Chairman Hininger will take part in the visit with the Governor on January 25<sup>th</sup>. He has attempted to make contact with the board chairmen of the other districts affected by the capital construction funding change. He has only heard back from the Cheyenne Board Chairman.

Chairman Hininger presented the proposed committee assignments for 2012.

**TRUSTEE O'DELL MADE A MOTION TO APPROVE THE PROPOSED COMMITTED ASSIGNMENTS FOR 2012. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**B. PTO/Parents/Students/Organizations**

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

**C. Site/Administration/Staff**

Sue Wilson invited everyone to the 2<sup>nd</sup> Annual Bird House Auction that will be held during Sheridan High School's Spring Musical March 1<sup>st</sup> through March 4<sup>th</sup>.

**VIII. District Administration Reports**

**A. Superintendent**

Superintendent Dougherty reported that board goals will be reviewed in January, February, and March. In January the Fiscal Responsibility Board Goal is being reviewed. Mr. Dougherty said student learning always drives the District budget. The District has continued to provide a competitive salary and benefits package that has maintained the 30-year earnings power of the certified salary schedule in the top ten. The Wyoming Education Association ranked the District third in 30-year earning power in their 2010-2011 publication. Superintendent Dougherty complimented the Board and Business Manager Taft for their excellent budgetary supervision that was reflected in tonight's audit report.

**B. Assistant Superintendent**

Assistant Superintendent, Tom Sachse, reported on Fiscal Year 2012 grant awards. He reported that 2.4 million dollars in federal grant monies will be distributed over six areas. Dr. Sachse also reported that the last of the Educational Jobs funds and stimulus funds are being spent down.

**TRUSTEE CRAFT MADE A MOTION AT 7:14 P.M. TO GO TO EXECUTIVE SESSION. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**IX. Executive Session:**

The Board went into Executive Session at 7:20 p.m. to cover personnel and legal matters. The meeting reconvened at 8:20 p.m.

**TRUSTEE O'DELL MADE A MOTION TO APPROVE THE REVISED PERSONNEL ACTION REPORT, AS PRESENTED. TRUSTEE DRUMMOND SECONDED THE MOTION, AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE SCHATZ RECUSED FROM VOTING.**

**TRUSTEE STEEL MADE A MOTION TO APPROVE REQUEST FOR EXTENDED SICK LEAVE. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**



**TRUSTEE SCHATZ MADE A MOTION TO DIRECT THE DISTRICT ADMINISTRATION TO BEGIN ACCEPTING APPLICATIONS FOR THE EARLY RETIREMENT INCENTIVE PLAN, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**X. Adjournment:**

**TRUSTEE DRUMMOND MADE A MOTION TO ADJOURN THE MEETING AT 8:23 P.M. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

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Chairman

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Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2  
PERSONNEL REPORT  
January 16, 2012**

**CERTIFIED STAFF**

**Retirements:**

Patricia Brackley Elementary Schools	Teacher-Elementary GATE 1.0 FTE	Effective 6/4/12
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**CLASSIFIED STAFF**

**Approvals:**

Cheryl Heizer Coffeen School	Cook's Helper 2.0 hours/day	Effective 1/17/12
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Arlie (Tom) Johnson, Jr. Sheridan High School	Activities Maintenance Custodian 8.0 hours/day	Effective 1/3/12
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Bud S. Lee District	Maintenance Helper/Replacement Custodian 8.0 hours/day	Effective 1/19/12
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Spencer C. Morris Transportation Department	Bus Driver-Rotator 2.0-4.0 hours/day	Effective 12/19/11
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Svetlana Tikhomirova Sheridan Junior High School	Paraprofessional-Special Education 7.0 hours/day	Effective 1/4/12
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**Changes/Transfers:**

William A. Clouthier Transportation Department	Bus Driver/Bus Driver Trainer to Bus Driver/Bus Driver Trainer (4.0 to 6.0 hours/day) and Bus Mechanic (as needed 0.0 to 8.0 hours/day)	Effective 1/4/12
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Lisa Konetzki Coffeen School	Second Cook to Second Cook/Fruits and Vegetables Program 6.0 hours/day to 7.0 hours/day	Effective 1/4/12
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Dana Orum Woodland Park School to Sheridan High School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 1/4/12
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Kathern (Debbie) Paredes Sheridan High School	Paraprofessional-Special Education 1:1 7.0 hours/day to 7.25 hours/day	Effective 10/24/11
Edwin Parker Transportation Department	Bus Driver to Bus Driver (4.0 to 6.0 hours/day) and Bus Mechanic (as needed 0.0 to 8.0 hours/day)	Effective 1/4/12
Dawn Smith Coffeen School to Sagebrush School	Cook's Helper to Second Cook 3.0 hours/day to 6.0 hours/day	Effective 1/4/12

### **Resignations:**

Melanie Jacobs Sheridan Junior High School	Paraprofessional-ESL 5.0 hours/day	Effective 1/10/12
Jerry Mace Facilities Department	Maintenance Helper/Replacement Custodian 8.0 hours/day	Effective 1/4/12
Claudette D. Wagner Highland Park School	Second Cook 6.0 hours/day	Effective 12/18/11

### **BRIDGES – AFTER SCHOOL STAFF**

#### **Approvals:**

<u><b>Name</b></u>	<u><b>Location/Position</b></u>
Kaleb Brinkerhoff	Sheridan Junior High School/After School Teacher
Cindy Dunham	Sheridan Junior High School/After School Teacher
Tara Hennig	Sheridan Junior High School/After School Teacher
Loretta Holloway	Sheridan Junior High School/After School Teacher
Shauna Trujillo	Sheridan Junior High School/After School Tutor

### **SPECIAL EDUCATION – EXTENDED SCHOOL YEAR STAFF**

#### **Approvals:**

<u><b>Name</b></u>	<u><b>Location/Position</b></u>
Denise Stroupe-Mueller	Sheridan Junior High School/After School Paraprofessional

## **EXTRA DUTY 2011-2012**

### **Approvals:**

<b><u>Name</u></b>	<b><u>Position</u></b>
Alicia (Vonberg) Kerns	Swimming – Boys Assistant Coach – SHS (8 days)
LaDonna Leibrich	Knowledge Master – SHS
David Peterson	Basketball – 7 <sup>th</sup> Grade A Coach – SJHS
Paul Phillips	CPI Training (1/2 day)
Leon Schatz	Broadcast Journalism Club Sponsor
Jesse Sewell	Track – Outdoor Assistant Coach – SHS
Stephanie Stender	Weight Room – 3 <sup>rd</sup> Quarter – SHS



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

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DATE: January 30, 2012

TO: School Board Members

FROM: Craig Dougherty, Superintendent  
Julie Carroll, Facilities Director

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

**Coffeen Elementary School Funding Update**

As of this writing, the Joint Appropriations Committee shows Coffeen has been approved for planning and design only; not for demolition and construction. We will be working with local legislators to secure construction funding in the 2012-2014 biennium.

**Meadowlark Elementary School**

Meadowlark staff toured the building on January 20th. All attending seemed to be pleased and are excited to get to move in to their new school. Julie has contacted trustees to schedule a tour of the new building. The exterior masonry work, roof membrane, and interior stud framing are 95% complete. Drywall hanging is continuing and will be proceeding for the next several weeks. The plumbing, HVAC, fire suppression lines, and electrical rough-in are essentially complete in all walls. Ceiling area rough-ins will continue to progress over the next several months. The installation of windows and glazing are still progressing. To date, the building is progressing nicely and is scheduled to be complete by August of 2012.



Craig Dougherty, Superintendent

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

**DATE:** February 1, 2012  
**TO:** Board of Trustees  
**FROM:** Cody Sinclair, Human Resources Coordinator  
**SUBJ:** **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

<b>EGAD</b>	<b>Copyright</b>
<b>EGAD-P</b>	<b>Duplicating Copyrighted Materials</b>
<b>IK</b>	<b>State Standards</b>
<b>ILB</b>	<b>Test/Assessment Administration</b>
<b>ILBA</b>	<b>Test/Assessment Participation</b>
<b>JICG/JICH</b>	<b>Alcohol/Tobacco/Drug/Substance Abuse by Students</b>

The following policies are being recommended for second reading:

<b>IHBG</b>	<b>Home Schooling</b>
<b>IHBG-P</b>	<b>Home Schooling - Procedures</b>
<b>IKA</b>	<b>Grading Systems</b>
<b>IMG</b>	<b>Policy and Procedures on Service Animals in Schools</b>

Policy IJOA and IJOA-P are being tabled awaiting further feedback from legal counsel. These policies will go back to the Policies Advisory Council and Board Policy Committee before returning to the Board for second reading.

# *Policies - First Reading*

## COPYRIGHT

~~It is the intent of Sheridan County School District No. 2, its board of education, staff, and students to adhere to the provisions of the current copyright laws (Public Law 94-533). While the District encourages its staff to enrich learning programs by making proper use of instructional materials, it is the responsibility of all District personnel to obey these copyright laws. Under no circumstances shall it be necessary for employees of the District to violate copyright requirements in order to perform their duties properly. Therefore, the Board shall not be responsible for or provide legal support for any violation of the copyright laws by its employees.~~

~~Employees who make copies and/or use copyrighted materials in their jobs are expected to be familiar with the provisions stated in Public Law 94 533, section 107, Fair Use (17 U.S.C. Sec. 107). In determining whether the use made of a work in any particular case is a fair use the factors to be considered include:~~

- ~~1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.~~
- ~~2. The nature of the copyrighted work.~~
- ~~3. The amount of and substantiality of the portion used in relation to the copyrighted work as a whole.~~
- ~~4. The effect of the use upon the potential market for or value of the copyrighted work.~~

~~Any staff member who is uncertain as to whether reproducing or using copyrighted materials complies with copyright laws should contact the building principal.~~

***It is the expectation of the board of school trustees that all school employees will adhere to all of the provisions of the copyright laws. Copyright protection extends to literary works; musical works; dramatic works; pantomimes; and choreographic works; pictorial, graphic and sculptural works; and other visual works, including audio and visual recordings and computer software. Where questions arise, they should be submitted to the building administrator, who will provide answers or contact appropriate personnel to receive answers to questions posed. Further guidance on this topic may be found in the Duplicating Copyrighted Materials procedure (EGAD-P).***

First Reading: 12/7/09

Second Reading: 1/11/10



## DUPLICATING COPYRIGHTED MATERIALS

### WORKS PROTECTED BY COPYRIGHT

Copyright protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic, and sculptural works, computer programs, motion pictures and other audiovisual works, including television and sound recordings.

Unpublished works by U.S. and foreign authors are protected by ~~the new~~ copyright statute, as are published works by U.S. authors. The published works of foreign authors are subject to copyright under certain conditions, including coverage under national treaties such as the Universal Copyright Convention.

U.S. government works are excluded. The ~~new~~ law does not change the basic premise of prior law that works produced for the U.S. government by its officers and employees are not subject to copyright.

### INFRINGEMENT

One who violates the rights of the copyright owner is a copyright infringer. Remedies available to the copyright holder for infringement include damages (actual or statutory, the latter set by statute from \$100 to \$50,000), injunction, recovery of court costs and attorney's fees.

### PERMISSION TO DUPLICATE

Any staff member of the School District shall consult with the media person in his/her building ~~and/or the Supervisor of Curriculum & Instruction responsible for Media Services~~ or principal to verify that duplicating of a particular material is permitted or to obtain permission for the copying of such material.

### PRINTED MATERIALS

Single Copying for Teachers - A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:

# DUPLICATING COPYRIGHTED MATERIALS (contd.)

1. a chapter from a book;
2. an article from a periodical or newspaper;
3. a short story, short essay, or short poem, whether or not from a collective work; or
4. a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use - Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

1. the copying meets the tests of brevity and spontaneity as defined below; and
2. meets the cumulative effect test as defined below; and
3. each copy includes a notice of copyright.

## DEFINITIONS - PRINTED MATERIALS

### Brevity

1. Poetry:
  - a. a complete poem if less than 250 words and if printed on not more than two pages,
  - b. or, from a longer poem, an excerpt of not more than 250 words.
2. Prose:
  - a. either a complete article, story, or essay of less than 2,500 words, or
  - b. an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less but, in any event, a minimum of 500 words.

(Each of the numerical limits stated in (a) and (b) above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

3. Illustration: one chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.

# DUPLICATING COPYRIGHTED MATERIALS (contd.)

4. "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph 2 above notwithstanding, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such "special works" and containing not more than 10% of the words found in the text thereof may be reproduced.

## Spontaneity

1. The copying is at the instance and inspiration of the individual teacher, and
2. the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

## Cumulative Effect

1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author and not more than three from the same collective work or periodical volume during the class term.
3. No more than nine instances of such multiple copying for one course are permitted during one class term.

## PROHIBITIONS - PRINTED MATERIALS

Notwithstanding any of the above, any of the following shall be prohibited:

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.

## DUPLICATING COPYRIGHTED MATERIALS (contd.)

2. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests, and test booklets and answer sheets and like consumable material.
3. Copying shall not:
  - a. substitute for the purchase of books, publishers' reprints, or periodicals;
  - b. be directed by higher authority;
  - c. be repeated with respect to the same item by the same teacher from term to term.
4. No charge shall be made to the student beyond the actual cost of the photocopying.

## TELEVISED PROGRAMS/VIDEOTAPES

A live television broadcast may be viewed by the teacher and students during scheduled class time, so long as no admission is charged, either directly or indirectly.

## Taping Television Broadcasts for Later Viewing

1. A broadcast program may be recorded off-air simultaneously with broadcast transmission and retained for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording.
2. Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests.
3. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
4. The recordings are to be shown to students no more than two times during the 10-day period and the second time only for necessary instructional reinforcement.
5. The tape recordings may be viewed after the 10-day period only by the faculty for evaluation purposes,

# DUPLICATING COPYRIGHTED MATERIALS (contd.)

that is, to determine whether to include the broadcast program in the curriculum in the future.

6. All copies of off-air records must include the copyright notice on the broadcast program as recorded.
7. The "off-air recordings" may not be physically or electronically altered or combined with others to form anthologies. Also off-air records need not be used or shown in their entirety.
8. If several faculty request the videotaping of the same program, duplication is permitted, but all copies are subject to restrictions of the original recording.
9. These guidelines do not apply to programs only available from cable television services such as HBO, the Disney Channel, ESPN, or C-Span.
10. Some public television programming has different rules than commercially broadcast television. For PBS programming the following will apply:
  - a. only a single copy of the program may be recorded by an educational institution and it may not be duplicated;
  - b. programs may be recorded with prior request from a faculty member and may be recorded and shown each time a program is broadcast;
  - c. the program may be retained for seven 7 consecutive days following the broadcast but must be erased at the end of the 7<sup>th</sup> day;
  - d. the program may be transmitted on closed circuit systems, closed cable systems, or ITFS systems;
  - e. the program may be shown as often as needed during the 7-day period; and
  - f. the educational or public service coordinator at WNIT must be contacted before a PBS program is videotaped for educational use.

*In-Classroom Use of a Copyrighted Videotape* - In-classroom performance of a lawfully-made copyrighted videotape is permissible under the following conditions:

## DUPLICATING COPYRIGHTED MATERIALS (contd.)

1. the performance must be by instructors (including guest lecturers) or by students;
2. the performance directly supports the adopted curriculum for the course;
3. the performance is in connection with the face-to-face teaching activities;
4. the entire audience is involved in the teaching activity;
5. the entire audience is in the same room or same general area;
6. the teaching activities are conducted by a nonprofit education institute;
7. the performance takes places in a classroom or similar place devoted to instruction, such as a school library, gym, auditorium or workshop; and
8. the videotape is lawfully made or the person responsible has no reason to believe that the videotape was unlawfully made.

## MUSIC

## Permissible Uses:

1. Emergency copying to replace purchased copies that ~~which~~ for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
2. For academic purposes other than performance, multiple copies of excerpts or works may be made, provided that the excerpts do not comprise a part of the whole that ~~which~~ would constitute a performable unit such as a section, movement, or aria, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per pupil.
3. For academic purposes other than performance, a single copy of an entire performable unit (section, movement, aria, etc.) may be made by or for a teacher solely for

## DUPLICATING COPYRIGHTED MATERIALS (contd.)

the purpose of his/her scholarly research or in preparation to teach a class as long as the work is:

- a. confirmed by the copyright propriety to be out of print, or
  - b. unavailable except in a larger work.
4. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
  5. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the School District or individual teachers.
  6. A single copy of a sound recording (such as a tape, disc, or cassette or copyrighted music may be made from sound recordings owned by the School District or any individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the School District or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

## PROHIBITIONS

1. Copying to create, replace, or substitute for anthologies, compilations or collective works is prohibited.
2. Copying of or from works intended to be "consumable" in the course of study or of teaching such as workbooks, exercises, standardized tests, and answer sheets, and like material is prohibited.
3. Copying for the purpose of performance, except as in Permissible Uses (1) above is prohibited.
4. Copying for the purpose of substituting for the purchase of music, except as in Permissible Uses (1) and (2) is prohibited.

*DUPLICATING COPYRIGHTED MATERIALS (contd.)*

5. Copying without inclusion of copyright notice that ~~which~~ appears in the printed copy is prohibited.

*First Reading:*  
*Second Reading:*



**STATE STANDARDS**

The Board of Trustees adopts the Wyoming Department of Education **Academic** Content Standards (**Wyoming Department of Education**), ~~Performance Standards, and Performance Indicators~~, including future ~~additions~~ **editions** and/or revisions. These state standards will be used ~~as benchmarks~~ for reporting purposes ~~at grades four, eight, and eleven~~.

**Wyoming Department of Education (WDE). "Wyoming Content and Performance Standards." Wyoming Department of Education, 2012, Web. 31 Jan. 2012.**

First Reading: 6/25/02

Second Reading: 7/17/02



### TEST/ASSESSMENT ADMINISTRATION

The school district will establish and maintain a district educational assessment program.

The purpose of the District **educational assessment** testing program is to facilitate and provide information for the following:

1. STUDENT ACHIEVEMENT - To produce information about relative student achievement so that parents, students, and teachers have a baseline against which to monitor academic progress. ~~Within the limitations of group testing instruments, the information may be used to serve as a validation device, for other measures of student progress.~~
2. STUDENT **GUIDANCE** ~~COUNSELING~~ - To serve as a tool in **the** ~~counseling~~ and guidance of students to further education and for specific academic placement.
3. INSTRUCTIONAL CHANGE - To provide data **that** ~~which~~ will assist in preparing recommendations for instructional changes. This data should:
  - a. Help teachers with instructional decisions, plans, and changes regarding classroom objectives and program implementation.
  - b. Help staff formulate and recommend instructional policy.
  - c. Help the Board of Trustees adopt instructional policy.
4. SCHOOL AND DISTRICT ASSESSMENT - To provide indicators of the relative progress of schools within the District.
5. ~~COMPETENCY~~ **PROFICIENCY** TESTING - To provide evidence of demonstrated **achievement** ~~ability~~ in all curricular areas.

First Reading: 1/28/97

Second Reading: 8/26/97

**TEST/ASSESSMENT PARTICIPATION**

~~Except as expressly permitted otherwise in these policies, or as expressly requested in writing, in advance, by the parent or legal guardian,~~ The district requires students' participation in all state mandated or federally mandated ~~testing and~~ assessment programs. It is the goal of the district to have 98% student participation in required **testing programs** ~~tests and~~ assessments. Nothing in this policy shall **contradict** ~~contravene~~ the participation **exemptions** ~~exceptions~~ or assessment **accommodations** ~~adaptations~~ for students with individualized educational plans. **Student participation is required in assessments except as expressly permitted otherwise in these policies, or as expressly requested in writing, in advance, by the parent or legal guardian.**

First Reading: 9/9/02

Second Reading: 10/7/02

**STUDENT ALCOHOL/TOBACCO/DRUG/SUBSTANCE ABUSE BY STUDENTS**

~~The district recognizes that chemical dependency is a treatable illness. Health problems of youth are primarily the responsibility of the home. However, the community and the school share responsibility in chemical dependency problems because they often interfere with behavior, learning, and fullest development of each student. Early intervention in the disease process is desired by the district and, as a result, district personnel will contact students manifesting signs of inappropriate behavior and make an effort to both educate and aide them.~~

~~Each case of a student under the influence of or in possession of drugs, tobacco, and/or alcohol on school premises and/or at a school function shall be considered on its own merits as a unique problem requiring a unique decision by the school staff. Any action shall be based upon an attempt to deal with the causes of behavior as well as the symptoms.~~

~~Any student of Sheridan County School District No. 2 who possesses, furnishes, or uses, tobacco, drugs, alcohol, or other intoxicants on school premises and/or at a school function, shall be subject to suspension, expulsion, or other disciplinary action. In addition, any illegal offense will be reported to the police department.~~

*The possession, distribution or use of alcoholic beverages, tobacco, drugs for which the user does not have a lawful prescription, or other substances that which are used in such a manner as to be dangerous to the student in any school building, on school grounds, at any school function, or while on any school-sponsored trip is prohibited. Students are prohibited from being in any school building, on school grounds, or at any school function while under the influence of alcohol, drugs or other substances or following the immediate prior use of alcohol, tobacco, drugs or other substances. This policy shall apply to all students regardless of whether or not they are of legal age.*

*Any student suspected of being under the influence of alcohol, drugs or other substance or whose immediate prior use of alcohol, drugs or other substance is suspected may be removed from the classroom, school building, school grounds, or school function pending further investigation. Students may be suspended or expelled for violation of the prohibition of alcohol, tobacco, drugs or other substances this policy. In*

STUDENT ALCOHOL/TOBACCO/DRUG/SUBSTANCE ABUSE BY STUDENTS  
(contd.)

addition, any illegal offense will be reported to the police department.

The reference herein to "other substance" is intended to prohibit the use, possession, or distribution, ~~including smoking, huffing, inhaling, consuming, absorbing or otherwise ingesting~~ a of any substance for the purpose of generating a ~~high or rush, or otherwise~~ altering the mental processing or impairing the consumer's judgment or motor skills, or for use contrary to the lawful and intended use of the substance. Such ~~substances include, but are not limited to, glue, paint, Dust-off, petroleum products, "spice", "K-2", "Black Mamba", "Puff", "Sugar Sticks",~~ herbal incense, Salvia Divinorum, Salvinorum A, or any other substance, whether organic or non-organic, which ~~substances are utilized in such a manner as to create a high or rush or otherwise alter the mental processing or impair the consumer's judgment or motor skills or in such a way as to be contrary to their intended use or purpose.~~

To help students in violation of this policy ~~who are identified as abusing alcohol/drugs/substances,~~ District and community resources will be available to work toward overcoming this the illegal use of tobacco, alcohol, drugs or other substances. Students may self-refer or be remanded to such District and community resource providers. The responsibility of correcting an identified problem is that of the student and his/her parent(s).

The District will develop programs to educate students to bring about awareness and understanding of the dangers inherent in the use/abuse of alcohol, tobacco, controlled drugs, or other substances.

The District will provide counseling service that will make it possible for students to seek and obtain counseling for drugs/substances and/or alcohol-related problems or will provide information ~~counseling~~ as to where appropriate help can be received.

See also policy:

IHAMA - Teaching About Drugs, Alcohol and Tobacco

First Reading: 1/14/97

Second Reading: 8/26/97

# *Policies - Second Reading*

## HOME SCHOOLING

Home-based educational programs are allowed in Wyoming pursuant to Wyoming Statute §21-4-101 and §21-4-102, ~~enacted by the Legislature in 1985.~~ Home-based educational programs are permissible for children ages 7 to 16 or those who have not yet completed the tenth grade.

Parents, guardians, or other persons **legally responsible for** ~~having charge of~~ a child **residing** within the District **that desire who wish to educate that** ~~teach their~~ children at home must first notify the Assistant Superintendent for Curriculum and Assessment and must submit a written "plan of instruction" before starting the program. The plan shall be consistent with Wyoming State Statutes §21-4-101(a)(vi) and §21-4-102(b).

The plan of instruction must be submitted to the District prior *to the child missing days in the district's schools and annually* thereafter. An instructional program provided to more than one family ~~unit~~ does not constitute a home-based educational program.

Diagnostic testing and services for students with special needs will be provided by the District at an appropriate school in the District.

Children may be re-enrolled in the District at any time. They will be placed in the grade that is age appropriate or according to past education history. They will be subject to re-assignment as their abilities are assessed.

If there is any indication that children are not receiving home schooling, or if the parent has not presented the curriculum to the District, parents shall be liable under the compulsory attendance law, unless the affected child has been enrolled in a private school or parochial school as defined by Wyoming Statutes.

Home school students wishing to participate in WHSAA (Wyoming High School Activities Association) activities must comply with current WHSAA association policies.

Sheridan County School District **No. 2** may allow home school students to include public school classes and/or activities as part of their approved home school curriculum, **in accordance with District procedure IHBG-P** ~~thus attend public school part-time.~~ This part-time attendance is permissive, requiring



**HOME SCHOOLING (contd.)**

written approval from the superintendent or designee and is subject to the rules and regulations of the District. A Home School Compact shall be entered into by the student and his or her legal parent(s) before the student is allowed to attend class.

***Wyoming Statute §21-4-101 and §21-4-102***

First Reading: 1/16/12  
Second Reading:

## HOME SCHOOLING - PROCEDURES

This procedure is designed to be the district's implementation process for home school students who desire to include public school classes as part of their approved home school curriculum pursuant to, ~~relative to~~ Board Policy IHBG. This procedure is written to clarify school and district details for consistent administration of that policy. The school district and the Board of Trustees recognize and value the option of homeschooling by parents.

Part time attendance in the Sheridan County School District #2 schools by home school students ~~considered "homeschoolers"~~ is at the discretion of the school principal and superintendent. The minimum part-time attendance is 0.25 Full-Time Equivalent (FTE), which is considered two periods in secondary schools and two hours in elementary schools. The specific subjects of attendance are at the discretion of the school principal and the superintendent. For ~~"homeschool"~~ home school students who wish to attend Sheridan County School District #2 schools for half-time, two of the four subjects must include reading and mathematics, at the grade level consistent with the chronological age of the student.

First Reading: 1/16/12  
Second Reading:

## GRADING SYSTEMS

~~It is the philosophy of the Board that students will respond more positively to the opportunity for success than to the threat of failure. The district will seek through its instructional program to make achievement both **possible and** recognizable and possible for students. It shall emphasize achievement in its processes of evaluating student performance.~~

The administration and **faculty** professional staff will devise grading systems for evaluating and reporting pupil progress. The records and reports of individual pupils will be kept in a form **that** which will be meaningful to parents, as well as teachers.

~~The Board shall approve the grading and reporting systems as developed by the faculty, upon recommendation of the superintendent.~~

***The grading and reporting system shall be developed by the administration and faculty, submitted to the superintendent, and then submitted to the Board for approval at such times as may be necessary.***

~~The grading system shall be subject to re-evaluation every five years beginning in 1997.~~

First Reading: 1/16/12  
Second Reading:

## POLICY AND PROCEDURES ON SERVICE ANIMALS IN SCHOOLS

Sheridan County School District No. 2 acknowledges its responsibility to **allow** ~~permit~~ students and/or adults with disabilities to be accompanied by a "service animal" in its school buildings, in classrooms, **in buses**, and at school functions, as required by the Americans with Disabilities Act, 28 CFR Part 35, subject to the following:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed to the superintendent ~~of Schools~~ and must contain required documentation **as stipulated in this policy** ~~of vaccinations~~. This written request must be delivered to the superintendent's ~~of School's~~ office at least ten (10) business days prior to bringing the service animal to school or a school function.
28. *The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in schools as a "service animal".*
39. *The animal must be "required" ~~pursuant to the professional opinion of a certified/licensed health care provide recognized by the district~~ for the individual with a disability.*
410. *The animal must be "individually trained and certified" to do work or a task for the individual with a disability. Proof of individual training must be presented to the School District at the time the written request is made as required in paragraph 1. ~~The owner of the service animal must provide re-certification documentation as required by the certifying organization.~~*
52. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Paroinfluenza, Parvovirus, Corona virus), Bordatella, and Rabies.
63. Owners of service miniature horses must provide annual proof of the following vaccinations: Equine Infectious

**POLICY AND PROCEDURES ON SERVICE ANIMALS IN SCHOOLS (contd.)**

Amemia (Coggins Test), Rabies, Tetanus, Encephelomyelitis, Rhinoneumonitis, Influenza, and Strangles.

74. All service dogs must be spayed or neutered.
85. All service animals must be treated for, and kept free of, fleas and ticks.
96. All service animals must be kept clean and groomed to ~~avoid~~ **minimize** shedding and dander.
107. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property. ~~The owners of service animals must show proof of their own insurance related to any harm or injury caused by the service animal.~~
- ~~8. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in schools as a "service animal".~~
- ~~9. The animal must be "required" for the individual with a disability.~~
- ~~10. The animal must be "individually trained" to do work or a task for the individual with a disability. Proof of individual training must be presented to the School District at the time the written request is made as required in paragraph 1.~~
11. The animal must be house broken.
12. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classroom, or at school functions, will be handled on a case-by-case basis, considering:

**POLICY AND PROCEDURES ON SERVICE ANIMALS IN SCHOOLS (contd.)**

- a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
  - b. Whether the handler has sufficient control of the miniature horse.
  - c. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
13. Removal of a Service Animal: A school administrator may ask an individual with a disability or his parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:
  - a. The animal is out of control and the animal's handler does not take effective action to control it.
  - b. The animal is not housebroken.
  - c. The animal's presence would "fundamentally alter" the nature of the service, program, or activity.
14. A service animal must have a harness, leash, or other tether, unless ~~either~~:
  - a.** The handler is unable because of a disability to use a harness, leash, or other tether, ~~or~~.
  - b.** The use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks. In **this** ~~which~~ case, the service animal must be otherwise under the handler's control.
15. The school system is not responsible for the care or supervision of a service animal, ~~including walking the animal or responding to the animal's need to relieve itself.~~
  - a. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.

**POLICY AND PROCEDURES ON SERVICE ANIMALS IN SCHOOLS (contd.)**

- b. Students with service animals are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

***28 CFR Section 35.136***

First Reading: 1/16/12  
Second Reading:



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

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Date: January 24, 2012  
To: Board of Trustees  
FROM: Roxie Taft, Business Manager  
SUBJ: **FY12 Quarterly Financial Update** (*Information*)

In accordance with policy DI, Fiscal Accounting and Reporting, I am presenting financial Statements for the second quarter of FY12, which is October - December, 2011. I have attached for your information the following:

**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. As of December 31, 2011, we have received 57.89% of our revenues.

**General Fund Expenditure Report**

This report compares our budgeted expenses, by program, to what we have expensed year-to-date. As of December 31, 2011, we have spent 36.72% of our budget.



**SHERIDAN COUNTY SCHOOL DISTRICT #2**  
**REPORT ON CASH DECEMBER 2011**

FUND	CASH BALANCE
General	\$16,141,556.13
Federal	\$697,031.25
Capital Projects	\$1,230,370.71
Lunch	\$462,372.19
Memorial	\$116,677.82
Misc Activity	\$136,201.34
HS Activity	\$185,167.64
Major Maintenance	\$237,998.55
Depr Reserve	\$1,765,358.82
Early Retirement	<u>\$317,982.24</u>
 TOTAL	 \$21,290,716.69

**SHERIDAN COUNTY SCHOOL DISTRICT #2**  
**GENERAL FUND REVENUES THROUGH December 2011**

<b>SOURCE</b>	<b>GENERAL FUND BUDGET</b>	<b>REVENUE RECEIVED YTD</b>	<b>% OF BUDGET RECEIVED</b>	<b>REVENUE BALANCE TO BE RECEIVED</b>
Local	\$ 12,318,700.00	\$ 7,162,307.64	58.14%	\$ 5,156,392.36
County	\$ 3,205,025.00	\$ 1,821,192.49	56.82%	\$ 1,383,832.51
State	\$ 26,807,742.00	\$ 15,526,722.89	57.92%	\$ 11,281,019.11
Other	\$ 12,830.00	\$ 2,002.06	15.60%	\$ 10,827.94
<b>TOTAL</b>	<b>\$ 42,344,297.00</b>	<b>\$ 24,512,225.08</b>	<b>57.89%</b>	<b>\$ 17,832,071.92</b>

Local = monies collected from our assessed 25 mills, the majority of which we receive in December and June, interest, student fines, out of state tuition, admissions, local motor vehicle fees, and building use fees.

County = monies collected from our share of the county-wide 6 mill assesement, the majority of which is collected in December and June, our share of the county-wide motor vehicle fees, county fines, and forest reserve funds.

State = we receive 15% of our foundation payment in August, then 10% a month September through May plus the Taylor grazing fees.

Other = sale of fixed assets and compensation for losses.

**SHERIDAN COUNTY SCHOOL DISTRICT #2**  
**GENERAL FUND EXPENDITURES THROUGH DECEMBER 2011**

PROGRAM	LOCATION	11-12		% OF	
		GENERAL FUND	SPENT	BUDGET	REMAINING
		BUDGET	YR TO DATE	SPENT	BALANCE
<b>INSTRUCTION</b>					
1110	Elementary Instruction	\$10,031,854.00	\$3,361,216.92	33.51%	\$6,670,637.08
1120	JH/MS Instruction	\$4,874,353.88	\$1,735,884.39	35.61%	\$3,138,469.49
1130	Secondary Instruction	\$5,328,305.00	\$1,884,027.92	35.36%	\$3,444,277.08
1210	Special Education	\$5,296,100.00	\$1,673,899.92	31.61%	\$3,622,200.08
1233	Gifted and Talented	\$310,700.00	\$113,770.74	36.62%	\$196,929.26
1250	Spec Ed Tuition	\$505,420.00	\$252,697.04	50.00%	\$252,722.96
1270	ESL Instruction	\$130,100.00	\$43,571.94	33.49%	\$86,528.06
1280	Homebound Instruction	\$32,300.00	\$1,983.49	6.14%	\$30,316.51
1290	Behavior Center Services	\$161,235.00	\$53,745.00	33.33%	\$107,490.00
1420	Junior High Activities	\$260,693.00	\$122,953.29	47.16%	\$137,739.71
1421	Junior High Intramurals	\$22,500.00	\$0.00	0.00%	\$22,500.00
1430	SHS Activities	\$970,098.00	\$385,382.86	39.73%	\$584,715.14
1530	SHS Vocational Instruction	\$943,662.00	\$349,073.22	36.99%	\$594,588.78
<b>TOTAL INSTRUCTION</b>		<b>\$28,867,320.88</b>	<b>\$9,978,206.73</b>	<b>34.57%</b>	<b>\$18,889,114.15</b>
<b>INSTRUCTIONAL SUPPORT</b>					
2110	Guidance	\$835,204.08	\$304,457.39	36.45%	\$530,746.69
2112	SHS Student Strategic Plan	\$125,900.00	\$41,968.43	33.33%	\$83,931.57
2115	Student Information Services	\$257,450.00	\$128,076.70	49.75%	\$129,373.30
2117	Assessment Services	\$126,000.00	\$24,924.22	19.78%	\$101,075.78
2120	Social Work	\$445,850.00	\$148,358.25	33.28%	\$297,491.75
2130	Health Services	\$260,570.00	\$82,902.86	31.82%	\$177,667.14
2140	Psychological Services	\$410,520.00	\$147,097.82	35.83%	\$263,422.18
2152	Speech Pathology	\$361,600.00	\$123,582.19	34.18%	\$238,017.81
2171	Occupational Therapy	\$88,600.00	\$31,316.83	35.35%	\$57,283.17
2172	Physical Therapy	\$30,000.00	\$14,446.30	48.15%	\$15,553.70
2190	Other Special Ed Contracts	\$99,266.00	\$29,718.81	29.94%	\$69,547.19
2210	Staff Training	\$93,300.00	\$19,284.36	20.67%	\$74,015.64
2220	Library/Media	\$508,359.04	\$180,563.05	35.52%	\$327,795.99
2230	Special Ed Director	\$118,350.00	\$53,249.07	44.99%	\$65,100.93
2240	Technology Integration	\$30,500.00	\$24,178.02	79.27%	\$6,321.98
<b>Total Instructional Support</b>		<b>\$3,791,469.12</b>	<b>\$1,354,124.30</b>	<b>35.72%</b>	<b>\$2,437,344.82</b>

**SHERIDAN COUNTY SCHOOL DISTRICT #2**  
**GENERAL FUND EXPENDITURES THROUGH DECEMBER 2011**

PROGRAM	LOCATION	11-12 GENERAL FUND BUDGET	SPENT YR TO DATE	% OF BUDGET SPENT	REMAINING BALANCE
<b>GENERAL SUPPORT</b>					
3310	Central Administration	\$558,150.00	\$276,872.11	49.61%	\$281,277.89
3311	Asst. Supt. & Dir Elem Ed	\$359,050.00	\$170,482.47	47.48%	\$188,567.53
3320	School Administration	\$2,067,350.00	\$869,072.98	42.04%	\$1,198,277.02
3330	Business Administration	\$431,250.00	\$187,844.91	43.56%	\$243,405.09
3350	Board of Education	\$190,200.00	\$55,193.52	29.02%	\$135,006.48
3400	Maint & Custodial	\$4,482,010.00	\$1,882,524.27	42.00%	\$2,599,485.73
3500	Transportation	\$2,076,350.00	\$1,029,545.74	49.58%	\$1,046,804.26
3830	Personnel/Staff Services	\$351,900.00	\$173,100.85	49.19%	\$178,799.15
3850	Technology Coordination	\$714,950.00	\$251,369.72	35.16%	\$463,580.28
<b>Total General Support</b>		<b>\$11,231,210.00</b>	<b>\$4,896,006.57</b>	<b>43.59%</b>	<b>\$6,335,203.43</b>
6200	Food Service Fund Transfer	\$110,000.00	\$110,000.00	100.00%	\$0.00
6200	Trust Fund Transfer	\$500,000.00	\$0.00	0.00%	\$500,000.00
<b>Total Other</b>		<b>\$610,000.00</b>	<b>\$110,000.00</b>	<b>0.00%</b>	<b>\$500,000.00</b>
<b>TOTAL GENERAL FUND</b>		<b>\$44,500,000.00</b>	<b>\$16,338,337.60</b>	<b>36.72%</b>	<b>\$28,161,662.40</b>



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

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DATE: January 30, 2012

TO: School Board Members

FROM: Julie Carroll, Facilities Director

SUBJ: **Donation of Compressors from Pacificorp** (*Action*)

Pacificorp has three commercial air compressors that they are replacing with larger sizes and would like to donate the removed ones for use at the district. My maintenance staff has the information regarding these and determined that they will be beneficial.



Craig Dougherty, Superintendent

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

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DATE: January 30, 2012  
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 the Monday Board meeting, covering the Health and Safety Goal and the Excellent Teachers and Staff Board Goal.

## HEALTH AND SAFETY BOARD GOAL

**Health and Safety Board Goal:** SCSD #2 will create a broad range of initiatives that promote student and staff wellness and ensure student safety in sites throughout the District. The District embarked on its Coordinated School Health Initiative District-wide beginning in January 2004 and has adopted a variety of measures that work towards promoting healthy student lifestyles. That program is still operating and the District's Wellness Council works to monitor student health and maintain student safety.

**Discussion:** SCSD #2 will begin this Board goal by convening the District Wellness Council with three primary agenda items, including: 1. Creating a nutrition program that is more appealing and more nutritious (while observing applicable federal regulations and local cost constraints); 2. Investigating opportunities for expanding fitness programs that students and staff enjoy and help maintain the fitness level that contributes to personal well being, as well as academic success; and, 3. Continuing the series of safety checkpoints regarding site security and access, ADA accessibility, and other safety initiatives, such as anti-bullying and transportation safety.

The Board is interested in parent and student input on the quality and nutritious value of school lunches. The District wellness policy is explicit on several aspects of the school lunch program. Those policy elements will be strictly adhered to by District and site administration and new nutrition programs will emphasize healthy selections, along with evaluating the quality and opportunity of school breakfast.

The District will work with site administration, transportation, and activities staff to investigate possible changes to the length of school day with an eye towards building in more opportunities for students to be physically active during the day. In addition, elementary principals will investigate the possibility for recess-before-lunch, a research proven initiative that improves students' activity level while improving the quality of food selections at lunch. At the secondary level, the District will research alternatives within the school program, as well as the local fitness centers and the Recreation District, to expand opportunities for students and families to be more physically active.

The District will continue to conduct a self-assessment of safety issues with the Wyoming State School Facilities Commission on a site-by-site basis to create a series of work orders that will receive priority treatment to ensure students are safe at all times. The School District will conduct an audit of the ADA access issues and create a long-term plan to ensure an appropriate balance between access and security.

**2011-2012 Milestones:**

1. \*The District improved participation by 5% and improved fitness levels in the staff wellness program.
2. The District continued to experiment with new menu options that taste good and meet exacting new federal food service guidelines.
3. The District reported to the Board on the next priorities for improving school safety, including a safer entrance to Coffeen and plans to remodel the SHS entrance (pending funding).
4. The District worked with the City to pursue another Safe Walk to School grant, with the plan to improve sidewalk access around the new Meadowlark Elementary.



## **EXCELLENT TEACHERS AND STAFF GOAL**

**Excellent Teachers and Staff 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.

**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 Teachers and Staff 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 their 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.

### **2011-2012 Milestones:**

1. We are completing our sixth year working in the University of Wyoming's pre-service program. This partnership supports mentor teachers, student learning, professional development, and preparation of eighteen elementary and four secondary teachers through a professional development contract with the University of Wyoming.
2. All elementary schools and secondary schools have incorporated different levels of the Professional Learning Community (PLC) model into their grade level or department meetings, where weekly collaboration occurs focused on instruction, assessment, and student learning. We have invested in PLC Training for over 220 teachers and principals, and will continue to evaluate and develop this professional growth program.
3. This is our sixth year of developing a calendar that builds in five additional days of professional development. Faculty and principals chose the following for professional development this year: Engaged Learning With Technology; Early Literacy Training; New Teacher Induction; PBIS Review and Training; PLC Site Planning and Preparation; Rediscovery at the Alternative schools; Elementary Math Training; Understanding By Design at the Alternative School; and two days focused on individual site needs.
4. The District received full approval this past summer for the evaluation model that was re-evaluated to meet the new Chapter 29 Rules and Regulations. Regarding the teacher evaluation, all teachers work with principals to reflect and set goals for instruction that provides for increased student learning throughout the year.
5. This spring, we will celebrate nineteen certified staff finishing their third year in School District #2 (this is 76% retention rate). We will continue to refine our induction program and use of mentor teachers and principals to support and evaluate all new personnel. Nineteen represents 79.2% of the 24 certified staff hired for the 2009-2010 school year.\*
6. We have had an outstanding first semester with our new teacher and administrative staff. They will go through a second evaluation as we move through this second semester and continue to work with their mentor teacher and PLC team to develop best practices for their classrooms.

\*Smart Goal