

*Sheridan County School District #2*

# ***Board Meeting***



*Date: February 6, 2017*

*Time: 6:00 p.m.*

*Place: Central Office*

***Sheridan County School District #2***

**Board of Trustees Meeting**

Central Office – Board Room

February 6, 2017

6:00 p.m.

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**Agenda**

- I. Call to Order**
  - A. Pledge of Allegiance
- II. Recognition**
  - A. UW 2017 Trustees' Scholars Award: Gabriel Briggs, Robert Culver, Ethyn Etchechoury, and Sidney Jensen - Brent Leibach
  - B. Achieving Success for All, Highland Park Elementary and Meadowlark Elementary - Craig Dougherty
  - C. National Blue Ribbon School Nominations, Sheridan Junior High School and Woodland Park Elementary - Scott Stults
  - D. 7th Annual AP District Honor Roll, Sheridan County School District No. 2 - Mitch Craft
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Item**
  - A. Approval of Board Meeting Minutes - January 9, 2017
  - B. Approval of Special Board Meeting Minutes - January 17, 2017
  - C. Approval of Special Board Meeting Minutes - January 31, 2017
  - D. Approval of Bills for Payment
- VI. Old Business**
  - A. Capital Construction Update (*Information*) - Craig Dougherty
  - B. Next Level Update (*Information*) - Mitch Craft
  - C. Approval of Policies (*Action*) - Traci Turk
- VII. New Business**
  - A. FY 2016-17 Quarterly Financial Update (*Information*) - Roxie Taft
  - B. Update Summary for Facility Plan (*Information*) - Julie Carroll
- VIII. Reports and Communication**
  - A. Board of Trustees
    - 1. Board Reports
      - a. Board Meeting Schedule Revised (*Action*) - Chairman Perkins
      - b. Resolution to State Board of Education (*Action*) - Chairman Perkins
    - 2. Committee Reports
    - 3. Other
  - B. PTO/Parents/Students/Organizations
  - C. Site Administration and Staff

**IX. District Reports**

**A. Superintendent**

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

**X. Executive Session**

**A. Personnel Matters, W.S. 16-4-405(a)(ii)**

**B. To Consider or Receive any Information Classified as Confidential by Law, W.S. 16-4-405(a)(ix)**

**XI. Adjournment**

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

**Teaching and Learning**

**Resource Utilization**

**Leadership Capacity**

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

## **Board of Trustees Regular Monthly Meeting January 9, 2017**

Ann Perkins, Chairman

Craig Dougherty, Superintendent

### **MINUTES OF MEETING**

#### **I. Call to Order**

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:00 p.m., Monday, January 9, 2017, in the Board Room at the Central Administration Office. Chairman Ann Perkins served as the presiding officer. A quorum was determined to be present with the following attendees:

##### **Trustees:**

Ann Perkins, Chairman  
Tony Wendtland, Vice-Chairman  
Marva Craft, Clerk  
Wayne Schatz, Treasurer  
Terry Burgess  
Shane Rader  
Molly Steel  
Mike Sweeney  
Sue Wilson

##### **Administrators:**

Craig Dougherty, Superintendent  
Scott Stults, Assistant Superintendent  
Mitch Craft, Assistant Superintendent  
Roxie Taft, Business Manager  
Traci Turk, Director of Special Services  
Julie Carroll, Facilities Director  
Coree Kelly, Technology Director

##### **Absent:**

##### **Absent:**

#### **A. Pledge of Allegiance**

#### **II. Recognition**

##### **A. National Title I Distinguished School, Woodland Park - Mitch Craft**

Assistant Superintendent Mitch Craft said it is a true honor to recognize Woodland Park Elementary School as a National Title I Distinguished school. Mr. Craft said that Woodland Park earned this honor in the exceptional student performance category. He introduced Woodland Park Principal Paige Sanders. Mrs. Sanders said that this truly is an honor. She thanked the Board of Trustees and administration office for the ongoing support and training. Mrs. Sanders said that feedback is always given, which allows staff to grow and improve in multiple ways. Mrs. Sanders acknowledged the staff at Woodland Park, stating that they are the heart of our school. Chairman Perkins congratulated Woodland Park Elementary School.

**B. Gatorade Player of the Year, Coy Steel - Don Julian**

Activities Director and Head Football Coach Don Julian introduced the 2016 Football Gatorade Player of the Year, Coy Steel. He invited Assistant Coaches Kevin Rizer and Jeff Mowry to stand with him. Mr. Julian presented a video clip from the quarter finals game and explained the process coaches and players go through during an offensive play. Mr. Julian said that when Coy Steel got told he was Gatorade Player of the Year, the first thing he did was credit the team surrounding him. Mr. Julian presented Mr. Steel's achievements: he had 63 receiving yards, a total of 1033 yards, and he is in the top 10 best players in the state of all time. Mr. Julian presented Mr. Steel with the 2016 Wyoming Gatorade Football Player of the Year. He added that Mr. Steel received a National Football Foundation Scholarship of \$1200. Trustee Wilson asked Mr. Steel where he plans to go to college. Mr. Steel said that he is still making his decision.

**C. Assistan Coach of the Year, Jeff Mowry - Don Julian**

Activities Director Don Julian congratulated Coach Jeff Mowry for earning the Wyoming Assistant Football Coach of the Year. He said that he has worked with Mr. Mowry since 1996. Mr. Julian said that he had Mr. Mowry as a student in Riverton, WY and he was a leader on three state championship teams. Mr. Julian said that out of the nine football championships he has won, Mr. Mowry has been apart of eight of those either as a player or coach. Mr. Julian said that Mr. Mowry played at Mesa State as the starting quarterback and was nominated as a Division II Player of the Year. He emphasized that Mr. Mowry is a great coach, but he is an even better teacher. Mr. Julian said that it is not uncommon to see students working on their math in Mr. Mowry's room. Mr. Julian again congratulated Coach Jeff Mowry for earning the Assistant Football Coach of the Year.

**D. Activities Director & Head Coach of the Year, Don Julian - Scott Stults**

Assistant Superintendent Scott Stults presented Activities Director Don Julian with two awards. Mr. Stults said that the first award being presented is for the 2015-2016 school year. He said that Activities Director Don Julian has earned the 2015-2016 Wyoming Athletic Director of the Year. Mr. Stults shared information about Mr. Julian's career at Sheridan High School.

Mr. Stults then presented Mr. Julian with the second award of being named the 2016 Wyoming 4A Coach of the Year. He said that the Broncos had an 11-1 record and that they won the state championship in Laramie, WY this fall. Mr. Stults added that the Broncos won back-to-back state championships and this has not been done in the 4A division in 14 years. He shared Mr. Julian's coaching career achievements and said that Mr. Julian's relationships with students is even more impressive than his coaching success. Mr. Stults said that Mr. Julian's work ethic and how he treats students is a fine example of the PLC model. He emphasized that Mr. Julian spends every Sunday during football season in his office with the coaching staff to study film, break down the plays, and collaborate with the coaches on how to approach the next game.

**E. Phillips 66 Grant, Woodland Park - Paige Sanders**

Mrs. Sanders reported that Larry Baker, a grandparent to one of the Woodland Park students, applied for a \$25,000 grant for the Woodland Park school. She said that the school was awarded this amount, and Woodland Park has used the grant money to buy a new copier, laminator, and new library books. Mrs. Sanders said that she and the staff at Woodland Park are very appreciative of Mr. Baker's generosity. Trustee Wilson asked that Mrs. Sanders extend the Board of Trustee's thanks and gratitude to Mr. Baker as well.

**III. Approval of Agenda**

**TRUSTEE WENDTLAND 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**

Chairman Perkins welcomed any audience comments. She asked that if there were comments regarding Policy GCQA, that they wait until the motion to table the policy be made.

**TRUSTEE WILSON MADE A MOTION TO REMOVE POLICY GCQA FROM THE POLICIES BEING CONSIDERED FOR FIRST READING AND TO TABLE THE FIRST READING OF THAT POLICY UNTIL THE NEXT REGULAR BOARD MEETING. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Chairman Perkins welcomed any comments on Policy GCQA. She said that each person commenting will be limited to three minutes.

Sheridan High School social studies teacher Kevin Rizer thanked the Board of Trustees for taking time to hear the public's comments regarding Policy GCQA and said that he appreciated the decision to table the policy. He took a moment to congratulate Mr. Don Julian and Mr. Jeff Mowry on their awards. Mr. Rizer defined the difference between a union and a professional association: a union works collectively for the works and a professional association works to promote the profession. He clarified the the Sheridan County Education Association (SCEA) is a professional association that is dedicated to the advancement of teaching and learning. Mr. Rizer said that we need to work together to evaluate Policy GCQA and make sure that the district continues to work with all stakeholders. Mr. Rizer referenced a quote by President Ronald Reagan from the Cold War: "We don't distrust each other because we have nuclear weapons, we have nuclear weapons because we distrust each other." Mr. Rizer emphasized that we need to continue this positive, trusting relationship. He said that we need to trust each other, but verify that we are following the proper criteria. Mr. Rizer said that that is what is missing from Policy GCQA. He said that he is glad to see that the Board is willing to listen, and make

changes and adjustments. Mr. Rizer reminded the Board that the SCEA is committed to the idea of performance as an association, not as a union. He said that they would like to see seniority be included as a criteria in Policy GCQA. He said that it should not be the only criteria, but it does need to be one of the criteria considered. Chairman Perkins let Mr. Rizer know that he was out of time. Mr. Rizer thanked the Board for the opportunity to speak and shared a similar policy from another district with them.

Jesse Warren, a retired construction contractor said that this new GCQA policy will affect employee morale. He shared information about Microsoft from a 2012 Vanity Fair article. Mr. Warren said that Microsoft switched to a stacked ranking evaluation system, which is now sited as the most destructive evaluation process. Mr. Warren said that this evaluation system created an atmosphere of competition among colleagues. He said that hundreds of employees were driven out of the company because they were having to compete with each other. Mr. Warren informed everyone that Microsoft abandoned this system in 2012 and they have been on the road to recovery every since. He said that the new system is focused on teamwork, collaboration, employee growth, and development. Mr. Warren said that Sheridan County School District #2 is at the top on every measure and that is because of everyone involved. He warned the Board of Trustees that if Policy GCQA is not looked at with serious care, people will become isolated and morale will decrease. Chairman Perkins said that Mr. Warren had reached his time limit. She asked Mr. Warren to submit his written comments to them.

Sheridan High School post secondary student planner Ed Fessler congratulated all entities that received recognitions. He said that he is proud to work for this district. Mr. Fessler said that he is happy that the Board chose to table Policy GCQA. He said that the policy is poor because of its discretionary nature. Mr. Fessler added that the wording explaining what criteria would be used is not clear. Mr. Fessler asked the Board to make sure that only measurable, comparable, and not subjective criteria is entered into the policy. He said that if a teacher is dismissed because of the Reduction in Force (RIF), they deserve to know exactly the reasons that led to their dismissal.

Sheridan Junior High social studies teacher Ed Calkins recited the Preamble of the Declaration of Independence. He declared that as U.S. citizens, we all have a voice and each voice counts. He said that we have the right and duty to stand up for what we believe. Mr. Calkins said that each person needs to do what they feel is right. Speaking to the high school students in attendance, he said that if you feel the need to express your opinion, you should because the chances are, someone has similar thoughts as you. Mr. Calkins said that this is what the U.S. is built on, and it will continue to shape the future of our nation and community. Mr. Calkins said that he believes in doing what is best for students, and what is best for students is what is best for teachers. He reminded everyone that each person has a voice and due process. Mr. Calkins said that no one should be afraid to stand their ground. Chairman Perkins informed Mr. Calkins that he was out of time.

Chairman Perkins explained to the students in attendance that Policy GCQA is a Reduction in Force (RIF) policy. She explained the reason why a RIF policy might be enforced.

Sheridan Junior High English teacher Tim Doolin shared a personal example of his PLC team meeting. He said that Mr. Mitch Craft, Mr. Brad Gregorich, and two visiting district assistant superintendents observed one of his PLC meetings, and that at that particular meeting, his data was terrible. Mr. Doolin said that he had a choice to disguise those numbers to make himself look better or to be honest so he could receive feedback and become a better teacher. He said that he chose the latter because that is what is best for students. Mr. Doolin shared another personal example from the junior high staff. He said that after a stressful year, a handful of staff were discouraged and unhappy. He explained that a small group of teachers met with Mr. Craft to express their concerns. Mr. Doolin reported that from that meeting, Mr. Craft had listened to the concerns and developed new strategies to help overcome them. Mr. Doolin confirmed that they did work and that they are still in place today. He credited Mr. Craft for his effort and loyalty to the school. Mr. Doolin asked the Board of Trustees that as they consider Policy GCQA they always remember what is best for students.

Sheridan High School science teacher Randy Rowland said that he will direct comments toward the Board as a person who has served on a public board. He expressed his concerns with Policy GCQA. Mr. Rowland said that as elected members, the Board has an ultimate responsibility regarding the employees of this district. He asked the Board to consider the position of teachers, administrators, and themselves as they reviewed the criteria of Policy GCQA.

Chairman Perkins thanked everyone for their comments.

## **V. Consent Agenda Items**

### **A. Approval of Board Meeting Minutes - December 5, 2016**

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

General Clearing	\$1,180,836.49
Federal Fund	\$97,118.19
<b>TOTAL:</b>	<b>\$1,277,954.68</b>

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

Trustee Schatz said that he has read the bills and all are in order.



## **VI. Old Business**

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

Superintendent Dougherty said that it is time to begin discussing the next phase of projects for the district. He added that the Board Capital Construction Committee will be meeting soon to review the projects with Facilities Director Julie Carroll. He said that a presentation of projects will be brought to the full board in February.

Mr. Dougherty reported that the John C. Schiffer Collaborative School remains unfunded. He said that at the most recent Joint Appropriation Committee (JAC) meeting in December, \$85 million of supplemental funding remained intact. Mr. Dougherty said that from this supplemental budget, funding is going to Carey Junior High School in Cheyenne and to a new elementary school in Jackson. Mr. Dougherty said that the district is still working with the state to discuss the Old Highland Park building, which is listed as number one on the Needs Index list. He reminded the Board that the state does not want to remodel the Old Highland Park building as it was listed as a transition school only. Mr. Dougherty said that more information on the collaborative school will be presented at the joint board meeting on January 23. Mr. Dougherty continued by stating that Senator Bruce Burns has been an ally to the district and Ms. Carroll continues to attend all meetings. Mr. Dougherty said that a major concern is the construction of new schools. The Legislation is looking at how these monies are going to be spent and how much money will be needed to maintain the new facilities.

Mr. Dougherty said that a bid for the Henry A. Coffeen (HAC) drainage will be brought to the upcoming board meetings. He said that this will be funded through the State from project funds appropriated toward the construction of HAC.

Mr. Dougherty said that there are a list of projects that need to be completed on the

Sheridan

High School auditorium. Such projects include lighting, sound, curtains, and the fly system. He said that the Capital Construction Committee will meet soon to discuss what needs to be done in the short term. The results from that meeting will be brought to the full board.

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

Assistant Superintendent Mitch Craft said that Next Level will be having a large meeting on Wednesday, January 25. He invited the Board of Trustees. Mr. Craft said that there is now a Board Next Level Committee, but all trustees will be invited to attend this meeting in January. He said that Next Level will be releasing their first report card to the community. He added that the reports will be cover all aspects of the Next Level program. Mr. Craft said that a lot of hard work was put into the report and it will be released at the Next Level meeting on Wednesday, January 25 at 11:30 am. He said that they are still working on a location for this meeting.

**C. Approval of Policies (*Action*) - Traci Turk**

**FIRST READING**

Special Services Director Traci Turk reminded the Board of Trustees and audience of the process for policy approval. Mrs. Turk said that Policy JEA - Compulsory Attendance Ages was changed to become aligned with State Statute. She said there are three bulleted items that will be removed as they are no longer in statute.

**TRUSTEE BURGESS MADE A MOTION TO APPROVE POLICY JEA - COMPULSORY ATTENDANCE AGE, ON FIRST READING, AS PRESENTED. TRUSTEE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Mrs. Turk said that for Policy JEA-E - Consent to Withdrawal the only change being made is the title. She said that instead of withdrawal it will be withdraw.

**TRUSTEE SWEENEY MADE A MOTION TO APPROVE POLICY JEA-E - CONSENT TO WITHDRAWAL, ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Mrs. Turk said that for Policy JRA - Student Records the change is in the final paragraph. She said that we are adding wording that we will transfer anything that is deemed permanent to the wyoming archives if so required.

**TRUSTEE STEEL MADE A MOTION TO APPROVE POLICY JRA - STUDENT RECORDS, ON FIRST READING, AS PRESENTED. TRUSTEE BURGESS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Mrs. Turk said that Policy JRA-E - Request for Disclosure of Student Educational Records is the document that accompanies Policy JRA. Mrs. Turk said that the old form was completely struck. She said that the new wording is the same information but is now aligned with the updated Policy JRA.

**TRUSTEE SCHATZ MADE A MOTION TO APPROVE POLICY JRA-E - REQUEST FOR DISCLOSURE OF STUDENT EDUCATIONAL RECORDS, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Mrs. Turk said that there are three policies for second reading. She suggested taking them all at one time. She noted that Policy IHBAD had one minor change in wording in B. from “by that date” to “annually”, otherwise there were no changes.

**TRUSTEE CRAFT MADE A MOTION TO APPROVE POLICY IHBAD - FREE APPROPRIATE PUBLIC EDUCATION (FAPE), POLICY IHBAD-P - FREE APPROPRIATE PUBLIC EDUCATION (FAPE), AND POLICY JIE/JIG - MARRIED OR PREGNANT STUDENTS ON SECOND READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

## **VII. New Business**

### **A. Audit Report for FY 2015-2016 (*Action*) - Alexandra Wilkensen**

Chairman Perkins introduced Alexandra Wilkensen. Mrs. Wilkensen thanked the Board of Trustees for the opportunity to present the FY 2015-2016 Audit Report. She said that there were no findings in either area of the audit. She noted that the Board of Trustees should have received the completed report and the communication letter, which outlines Porter, Muirhead, Cornia & Howard's responsibility as the audit company. Chairman Perkins thanked Mrs. Wilkensen for the presentation and thanked the Business Office for their hard work. Mrs. Wilkensen also thanked the Business Office for assisting with the audit.

**TRUSTEE WENDTLAND MADE A MOTION TO ACCEPT THE AUDIT REPORT FOR FISCAL YEAR 2015-2016, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

### **B. Bus Vendor Purchase Authorization (*Action*) - Andrew Conrad**

Transportation Director Andrew Conrad said that the Wyoming Department of Education (WDE) has responded to the district's request to purchase four new buses. He said that he has reviewed the vendor bids and he asked the Board to approve the purchase of four Bluebird buses. Mr. Conrad explained why we have purchased the Bluebird buses for the past couple of years. He said that Elder Equipment Leasing has been great to work with, the Bluebird manufacturer itself has been efficient, and there have been no warranty issues with Bluebird itself. Mr. Conrad said that in his experience the Bluebird buses are the most trustworthy.

Trustee Sweeney asked Mr. Conrad why there are both propane and diesel buses. Mr. Conrad explained that in the last two years, there was a nationwide push to purchase propane buses to save money and become more green. Mr. Conrad said that he cannot report that we have had a huge savings from this. He did say that an advantage of the propane buses is that they start more efficiently in the cold weather.

Trustee Wendtland asked if we have every looked into a natural gas option for our daily fleet. Mr. Conrad said that he has had a few discussion about that. He said that the largest issue with this option is the upfront cost. Trustee Wendtland mentioned that the City of

Sheridan has been interested in this option too, and he suggested that the City and District could potentially collaborate. Mr. Conrad assured Trustee Wendtland that he would look into this further.

Trustee Sweeney asked if Mr. Conrad has heard of or seen anyone operating electric buses. Mr. Conrad replied that he has seen this and spoke with a specific company at a professional development expo in Reno, NV. He reported that Reno is running 100% electric school buses. He added that when you consider moving to electric buses, you need to think about the climate and hills in your geographic area. Mr. Conrad explained further that in a metropolitan area there are shorter routes as well. He said that we will see this someday, but we are just not ready yet.

Trustee Steel asked how many buses are replaced each year. Mr. Conrad explained how the rotation of buses works.

**TRUSTEE STEEL MADE A MOTION TO APPROVE THE PURCHASE OF FOUR BUSES FROM ELDER EQUIPMENT FOR FISCAL YEAR 2017-2018, AS PRESENTED. TRUSTEE SWEENEY SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**C. Fiscal Year 2016-2017 Grant Awards (*Information*) - Mitch Craft**

Assistant Superintendent Mitch Craft said that Board Policy DEB/DEC requires that we provide an annual grant report to the Board of Trustees. Mr. Craft explained four categorical tables that were given to the Board and presented on a screen. He said that Federal Formula Grants come from the federal government to the state and are allocated by a formula. He explained that Federal Competitive Grants are applied for. Mr. Craft said that State Grants are a mixture of formulas and competitive applications. He said that Private Grants are received and used for a variety of purposes, and the Phillips 66 Grant that was awarded to Woodland Park this evening fits into this category. Mr. Craft explained that the grants received help run after school programs, instructional facilitators, etc. Mr. Craft credited Director of Special Services Traci Turk for tracking the grants so well.

**VIII. Reports and Communications**

**A. Board of Trustees**

**1. Board Reports**

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

Chairman Perkins explained the various committees and assigned the Trustees to their committees for the year. She said that a lot of Trustees were interested in serving on the Budget Committee, but because of the budget situation, it was decided that the officers would serve this year. Chairman

Perkins said that Trustee Steel will be the WSBA Region 7 Area Director and the Sheridan Recreation District Board Representative.

Trustee Steel explained that in her new role as WSBA Region 7 Area Director she gets to present awards to the Board and school district. She presented Trustee Susan Wilson with a certificate of official recognition as a Wyoming Certified School Board Member. Trustee Steel described the requirements to become a Certified Board Member. She congratulated Trustee Wilson.

**2. Committee Reports**

There were no committee reports.

**3. Other**

There were no other reports.

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

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

**C. Site/Administration/Staff**

There were no Site/Administration/Staff reports.

**IX. District Administration Reports**

**A. Superintendent**

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

Superintendent Dougherty said that we will be reviewing the board goals at each Board meeting leading up to the Board Retreat in March. He reported that these goals are tied to the North Central Accreditation process, which is a requirement of the Wyoming Department of Education (WDE). Mr. Dougherty presented the Teaching and Learning Goal and said that we met all four measurable milestones. He said that our district's PAWS and ACT indicators were first among all 4A districts for the fifth consecutive year. Mr. Dougherty said reported that the academic SMART goals were met as well. He explained that all schools in the district met expectations, and all elementary schools exceeded expectations. Mr. Dougherty added that Highland Park Elementary and Meadowlark Elementary are going to be recognized at the Superintendent's Summit on Thursday, January 12, for their continued efforts in achieving Success for All students, staff, and families. Mr. Dougherty said that the Wyoming Teacher of the Year, Mr. Ryan Fuhrman, will also attend the conference and speak at the luncheon. Mr. Dougherty said that Mr. Fuhrman met with him to compile a unified message for his speech. Mr. Dougherty said that the graduation rate continues to move in the right direction. He added that

the results will be available for release on January 17 and so, he will report them at the February meeting. Mr. Dougherty said that we are in a tight bind with finances, and he said that it is unfortunate that a district providing a world class education is not seen as the model and rewarded for their work. Mr. Dougherty said that the Board Committees will continue to work with teachers and we hope to continue the solid, positive relationship. Mr. Dougherty noted that the winter activities season has started. He said that Activities Director Don Julian will be in to update us on the students. Mr. Dougherty said that the play this spring is "Bye Bye Birdy" and we are looking forward to that. Mr. Dougherty said that he is proud of all the high school students.

Trustee Wilson thanked everyone for speaking tonight on Policy GCQA. She said that this district is a PLC model, and you can see that through the working relationship we have with the teachers. She said it was phenomenal to hear and it was done in a highly professional manner.

Chairman Perkins said that Superintendent Dougherty's evaluation is to be completed in February. She said that all Trustees will receive an evaluation form this week and all results should be submitted to her.

**TRUSTEE SCHATZ MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:24 P.M. TO TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES, PURSUANT TO W.S. 16-4-405(a)(ii) AND TO CONSIDER OR RECEIVE ANY INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW, PURSUANT TO W.S. 16-4-405(a)(ix). TRUSTEE BURGESS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**X. Executive Session:**

The Board went into Executive Session at 7:24 p.m. to address personnel matters.

**TRUSTEE RADER MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:19 P.M. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting reconvened at 8:19 p.m.

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

**TRUSTEE WILSON MADE A MOTION TO APPROVE THE CONTINUING CONTRACT STATUS, AS PRESENTED. TRUSTEE RADER SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE CLASSIFIED LEAVE OF ABSENCE REQUEST, AS PRESENTED. TRUSTEE BURGESS SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**XI. Adjournment:**

**TRUSTEE SCHATZ MADE A MOTION TO ADJOURN THE MEETING AT 8:20 P.M. TRUSTEE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting adjourned at 8:20 p.m.

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Chairman

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Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2  
REVISED PERSONNEL ACTION REPORT  
January 9, 2017**

**CLASSIFIED STAFF:**

**APPROVALS:**

April Bocek Transportation Department	Bus Driver 2 - 4 hours/day (175 days)	Effective 11/15/2016
Tina Davis Transportation Department	Bus Driver 2 - 4 hours/day (175 days)	Effective 01/09/2017
Molly Frazer Henry A. Coffeen School	Paraprofessional-General (3.0 hours/day)/ Paraprofessional-Title I (5.0 hours/day) 8.0 hours/day (176 days)	Effective 01/10/2017
Cynthia Oedekoven Henry A. Coffeen School	Custodian (5.0 hours/day)/Cook's Helper- Lunch (3.0 hours/day) 8.0 hours/day (261 days/177 days)	Effective 12/08/2016

**Changes/Transfers:**

Danielle Arrants Woodland Park School	Leave of Absence to Paraprofessional- ESL 6.0 hours/day (176 days)	Effective 12/12/2016
Robert LaPier District/Maintenance Shop to Fort Mackenzie/the Wright Place Schools	Custodian-Maintenance Helper/ Replacement Head Custodian to Custodian	Effective 12/08/2016



## **Resignations:**

Michael Drennen Transportation Department	Bus Driver-Rotator 4.0 hours/day (175 days)	Effective 12/01/2016
Mark Kirkham Transportation Department	Bus Driver 4.0 hours/day (175 days)	Effective 01/04/2017
Lance Long Sheridan High School	Paraprofessional-Special Education 7.0 hours/day (176 days)	Effective 12/17/2016

## **Termination:**

Lance Andresen Sheridan Junior High School	Custodian 8.0 hours/day (261 days)	Effective 01/09/2017
Cheryl Kennedy Woodland Park School	Paraprofessional-ESL 6.0 hours/day (176 days)	Effective 12/09/2016
Shirly Wimmer Transportation Department	Bus Driver/Bus Washer/Bus Garage Custodian 7.5 hours/day (175 days)	Effective 01/09/2017
Judy Sawyer Transportation Department	Paraprofessional-Special Education/Bus 4.25 hours/day (175 days)	Effective 01/09/2017

## **Leave of Absences:**

Leslea Hunt Sheridan Junior High School	Paraprofessional-Special Education 1:3 7.0 hours/day (176 days)	Effective 1/9/2017- 4/17/17
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**Retirement:**

William Harrison	Custodian	Effective
Meadowlark School	8 hours/day	1/9/2017
	(261 days)	

**EXTRA DUTY 2016-2017**

**Approvals:**

<u>Name</u>	<u>Position</u>
Aaron Cleare	Track-Indoor-Assistant Coach-SHS
Eugene Leath	Soccer-Boys-Assistant Coach-SHS
Cory Pickett	Soccer-Boys-Assistant Coach-SHS
Hunter Reece	Soccer-Boys-Assistant Coach-SHS
Leon Schatz	Music-Musical Set Designer
Cathy Storm	Music-Musical Accompanist
Stephanie Zukowski	Music-Musical Director

**Resignations 2017-2018:**

<u>Name</u>	<u>Position</u>
Stephanie Penrose	Volleyball-9th Grade A Coach

**SPECIAL PROGRAMS EXTRA DUTY 2016-2017**

**Approvals:**

<u>Name</u>	<u>Position</u>
Melissa Condos	Mentor

**DISTRICT STAFFING FOR WYOMING TRUST FUND GRANT 2016-2017**

<u>Name</u>	<u>Position</u>
Julianne Blaha	Teacher
Michael Clift	Teacher
Stephanie Martinson	Teacher
Tony Sawyer	Teacher
Allison Voigt	Teacher
Alison Vold	Teacher

**HENRY A. COFFEEN SCHOOL BRIDGES SCHOOL PROGRAM STAFF  
2016-2017**

<b><u>Name</u></b>	<b><u>Position</u></b>
Debra Williams	Teacher

**SAGEBRUSH SCHOOL BRIDGES SCHOOL PROGRAM STAFF 2016-2017**

<b><u>Name</u></b>	<b><u>Position</u></b>
Darcie Achord	Teacher
Brittany Canfield	Teacher
Cynthia Craft	Teacher
Benjamin Emery	Teacher
Andrew Gallagher	Teacher (Student Teacher-Substitute)
Amy Gilbertson	Teacher
Valerie Grammens	Teacher
Hollie Jorgenson	Teacher (Substitute)
Kaylee Nygren	Teacher
Pamela O'Connell	Teacher (Substitute)
Justin Rohrer	Teacher (Student Teacher-Substitute)
Laura Smith	Teacher
Russell Wilde	Teacher (Student Teacher-Substitute)
Amy Willson	Teacher
Joni Zowada	Teacher

**WOODLAND PARK SCHOOL AFTER SCHOOL PROGRAM STAFF  
2016-2017**

<b><u>Name</u></b>	<b><u>Position</u></b>
Angela Covolo	Paraprofessional (Substitute)

**SHERIDAN JUNIOR HIGH SCHOOL AFTER SCHOOL PROGRAM STAFF  
2016-2017**

<b><u>Name</u></b>	<b><u>Position</u></b>
Tess Lannan	Paraprofessional

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

## **Board of Trustees Special Board Meeting January 17, 2017**

Ann Perkins, Chairman

Craig Dougherty, Superintendent

### **MINUTES OF MEETING**

#### **I. Call to Order**

The Special Board Meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 11:35 a.m., Tuesday, January 17, 2017, in the Second Floor Conference Room at the Central Administration Office. The presiding officer was Ann Perkins, Chairman. The following attendees were present:

##### **Trustees:**

Ann Perkins, Chairman  
Tony Wendtland, Vice-Chairman  
Wayne Schatz, Treasurer  
Marva Craft, Clerk  
Terry Burgess  
Shane Rader  
Molly Steel  
Mike Sweeney  
Sue Wilson

##### **Administrators:**

Craig Dougherty, Superintendent  
Scott Stults, Assistant Superintendent  
Mitch Craft, Assistant Superintendent  
Traci Turk, Director of Special Services  
Roxie Taft, Business Manager

##### **Absent:**

##### **Absent:**

Coree Kelly, Technology Director  
Julie Carroll, Facilities Director

**TRUSTEE BURGESS MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 11:38 A.M. TO CONSIDER OR RECEIVE ANY INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW, PURSUANT TO W.S. 16-4-405(a)(IX). TRUSTEE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

#### **II. Executive Session**

The Board went into Executive Session at 11:38 a.m. to consider or receive any information classified as confidential by law.

**TRUSTEE WILSON MADE A MOTION TO RETURN TO REGULAR SESSION AT 12:57 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting reconvened at 12:57 p.m.

### **III. Adjournment**

**TRUSTEE PERKINS MADE A MOTION TO ADJOURN THE MEETING AT 12:58 P.M. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting adjourned at 12:58 p.m.

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Chairman

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Clerk

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

## **Board of Trustees Special Board Meeting January 31, 2017**

Ann Perkins, Chairman

Craig Dougherty, Superintendent

### **MINUTES OF MEETING**

#### **I. Call to Order**

The Special Board Meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 12:00 p.m., Tuesday, January 31, 2017, in the Second Floor Conference Room at the Central Administration Office. The presiding officer was Ann Perkins, Chairman. The following attendees were present:

##### **Trustees:**

Ann Perkins, Chairman  
Tony Wendtland, Vice-Chairman  
Wayne Schatz, Treasurer  
Marva Craft, Clerk  
Terry Burgess  
Shane Rader  
Molly Steel  
Mike Sweeney  
Sue Wilson

##### **Administrators:**

Scott Stults, Assistant Superintendent  
Mitch Craft, Assistant Superintendent  
Traci Turk, Director of Special Services

##### **Absent:**

##### **Absent:**

Craig Dougherty, Superintendent  
Roxie Taft, Business Manager  
Coree Kelly, Technology Director  
Julie Carroll, Facilities Director

**TRUSTEE CRAFT MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 12:04 P.M. TO CONSIDER OR RECEIVE ANY INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW, PURSUANT TO W.S. 16-4-405(a)(IX). TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

#### **II. Executive Session**

The Board went into Executive Session at 12:04 p.m. to consider or receive any information classified as confidential by law.

**TRUSTEE BURGESS MADE A MOTION TO RETURN TO REGULAR SESSION AT 12:22 P.M. TRUSTEE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting reconvened at 12:22 p.m.

### **III. Adjournment**

**TRUSTEE SCHATZ MADE A MOTION TO ADJOURN THE MEETING AT 12:23 P.M. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting adjourned at 12:23 p.m.

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Chairman

---

Clerk



**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 30, 2017

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

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

### **District Projects and Future Planning**

We have met with the Board Capital Construction Committee and are discussing the next phase of projects and future planning. Our facility plan meeting with the Wyoming State Construction Division of School Facilities is scheduled for March of 2017. During upcoming board meetings, summaries of our facilities plan will be presented.

### **Collaborative School**

The construction of the John C. Schiffer Collaborative School remains unfunded. The roughly \$85 million of supplemental funding remains intact to date and has passed the House. This bill must move through the Senate before final approval. The proposed legislation does not include the John C. Schiffer Collaborative School. The primary projects being recommended for funding in the supplemental budget are Carey JHS in Cheyenne and a new elementary school in Jackson. Julie has talked with School Facilities Director Del McOmie and his recommendation is to fund a total of three projects statewide in the next legislative session, which will include the collaborative school. Attached is a document explaining benefits of the Schiffer School Model.

### **Henry A. Coffeen Drainage**

We are continuing to work towards long-term solutions for drainage at Henry A. Coffeen (HAC) and will be bringing bid award recommendations to the Board in upcoming meetings. This will be funded through the State from project funds appropriated toward the construction of HAC.

### **SHS Projects - Auditorium**

The Capital Construction Committee met to review potential updates to the SHS auditorium. We discussed high priority needs, such as lighting, sound, curtains, fly system, and storage, and how to proceed in the short-term.



# John C. Schiffer Collaborative School

Sheridan County School Districts 1, 2, & 3

Johnson County School District 1

Sheridan College

The school provides a **collegiate high school** model to our region, where students can earn high school diplomas and college degrees or certifications simultaneously. [Extensive research](#) supports this approach, which leads to higher high school and postsecondary completion rates. While all Schiffer students would begin their college journey during high school, motivated students could earn Associate's Degrees in transfer programs such as Agriculture, Animal Science, Fine Arts, Education, or Engineering. Career-focused students could earn certificates in fields such as Construction, Welding, Machine-Tool, Culinary, or Electrical. Finally, Sheridan College offers numerous programs in the Health Sciences where students can get a strong foothold on a degree during high school.

A **multi-district model** is more cost-effective than each district running their own alternative program. The overhead associated with multiple alternative programs is simply higher than for a single, larger program.

This **instructional model** opens doors for small districts, where alternative school programs usually involve a single teacher leading students through distance learning or online coursework. With multiple districts working together and combining students, we can blend proven instructional modes such as Project Based Learning, dual enrollment, internship programs, experiential learning, traditional instruction, and competency-based learning.

The Schiffer model provides extensive **facility efficiencies**. Sheridan College has donated the land and infrastructure, such as utilities, for the new building. Also, because this building will be situated on a college campus, many elements of a traditional high school building are unnecessary. For example, college facilities will provide science labs, shop space for career and technical education, athletics space, agriculture facilities, music/performance spaces, and art facilities. With these elements removed from the school floorplan, cost for construction is reduced by nearly 50%.

**Staffing** a collegiate high school benefits both school districts and the college. In some cases, teaching staff would collaborate and cross boundaries between the two schools. For instance, college welding faculty could teach high school courses; high school students can integrate into existing college courses; and college/high school faculty can team up to offer blended instruction.



**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 30, 2017  
TO: Board of Trustees  
FROM: Mitch Craft, Assistant Superintendent  
SUBJ: **Next Level Update** *(Information)*

At your February Board of Trustees meeting, I will provide updates on committee work completed at the January annual Next Level meeting as well as information on our first Next Level Community Report Card.



**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: February 2, 2017  
TO: Board of Trustees  
FROM: Traci Turk, Special Services Director  
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

<b>BEC</b>	<b>Executive Session</b>
<b><u>GBJ</u></b>	<b><u>Personnel Records and Files</u></b>
<b><u>GCQA</u></b>	<b><u>Staff Reduction in Force</u></b>
<b><u>JEB</u></b>	<b><u>Entrance Age</u></b>

The following policies are being recommended for second reading:

<b>JEA</b>	<b>Compulsory Attendance Ages</b>
<b><u>JEA-E</u></b>	<b><u>Consent to Withdrawal</u></b>
<b><u>JRA</u></b>	<b><u>Student Records</u></b>
<b><u>JRA-E</u></b>	<b><u>Request for Disclosure of Student Educational Records</u></b>

*Policies -  
First Reading*

### EXECUTIVE SESSIONS

Executive sessions are not open to the public and may be convened for discussion ~~relating to those matters provided under Wyoming Statute~~ on matters authorized by Wyoming law.

Unless a different procedure or vote is otherwise specified by law, an executive session may be held only pursuant to a motion that is duly seconded and carried by a majority vote of ~~the members of the governing body in attendance when the motion~~ the Board ~~is made~~.

The only persons who may attend executive sessions are board members, the superintendent and/or assistant superintendent (except when considering and preparing their evaluation or considering their salary) and other individuals the Board may invite to be present.

~~Any decision reached during an executive session shall be formally acted upon at an open meeting following the executive session unless otherwise authorized or directed by law.~~

Minutes shall be maintained of any executive session. Executive session ~~m~~Minutes ~~and proceedings of executive sessions~~ shall be kept confidential and shall only be produced ~~only~~ in response to a valid court order.

Board members and other persons attending an executive session shall not disclose matters discussed or considered during the executive session.

W.S. 16-4-405, ~~as amended~~

First Reading: 2-6-17 ~~10/6/00~~  
Second Reading: 3-6-17 ~~11/10/00~~

## PERSONNEL RECORDS AND FILES

Information about staff members is required for the daily administration of the school district, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the Board's educational reporting requirements. To meet these needs, the superintendent shall implement a comprehensive and efficient system of personnel records maintenance control, under the following guidelines:

1. A personnel folder for each employee of the School District shall be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders shall contain records and information relative to compensation, payroll deductions, evaluations, and other pertinent information.
  - a. ~~Background Check. Information received from criminal background checks shall not be placed in the District personnel file retained for each District employee. This information shall be placed in a separate locked file cabinet maintained at the central administration office. ¶~~
  - b. ~~Former Employees. Personnel files of former employees shall be kept for such period of time as is set forth in the retention guidelines of the Wyoming State Archives. ¶~~
2. The superintendent shall be the official custodian for personnel files and shall have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the Wyoming Public Records Act.
3. ~~Except as otherwise set forth herein, All~~ personnel records are considered confidential under the law and shall not be open to public inspection. Access to personnel files shall be limited to persons authorized by the superintendent to use the files for the reasons cited herein.
4. Each employee shall have the right, upon written request, to review the contents of his/her own personnel file, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district which were provided on a confidential basis at the request of the employee.

# PERSONNEL RECORDS AND FILES (contd.)

5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and shall become part of the employee's personnel file.
6. Lists of district employees' names ~~and home addresses~~ shall be released only to governmental agencies as required for official reports, unless approval to do so is granted by the employees.
7. Workers' Compensation, accident reports, doctor excuses for leave, doctor requests for staff physical/mental accommodation, long term disability applications, Family and Medical Leave qualifications and other medical information shall also be maintained in separate files. The employee may access any or all of this information.
8. Pursuant to the Every Student Succeeds Act signed into law on December 10, 2015, any district that receives funds under the ESSA shall notify parents of each student attending any school receiving funds that the parents may request the following information regarding the professional qualifications of the student's classroom teachers:  
~~Pursuant to the No Child Left Behind Act of 2001, a parent of a child attending school within Sheridan County School District Number 2 may request the following information regarding any teacher(s) that are teaching that parent's child:¶~~
  - a. ~~Whether the teacher: is qualified or licensed to teach in the areas that he/she is teaching.¶~~
  - b. ~~whether the teacher is teaching under emergency or provisional status.¶~~
  - c. ~~the teacher's college major and degree and any other graduate degrees; and¶~~
  - d. ~~whether the student received any services from a paraprofessional and the qualifications of that paraprofessional.¶~~
    1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    2. Is teaching under emergency or other provisional



**PERSONNEL RECORDS AND FILES (contd.)**

status through which state qualification or licensing criteria have been waived; and

3. Is teaching in the field of discipline in the certification of the teacher

b. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

~~The teacher shall be notified when such a request is made by a parent.~~

To the extent that the disclosure of the above information ~~to a parent requesting the same~~ is inconsistent with the Wyoming Public Records Act, employees of Sheridan County School District Number 2 shall be considered to have consented to and waived the disclosure of this information in order to comply with the **Every Student Succeeds Act**. ~~No Child Left Behind Act of 2001.~~

9. **Criminal Background Check.** Information received from criminal background checks shall not be placed in the District personnel file retained for each District employee. This information shall be placed in a separate locked file cabinet maintained at the central administration office.

9. **Medical Records.** The District from time to time may find it necessary to require a medical examination (and/or inquiry) of an employee that is job-related and consistent with the business necessity. Medical examinations and/or inquiries may be necessary to help assess an employee's ability to perform job-related functions. Medical information may be acquired for determining FMLA eligibility, as well as assess necessary leave and/or fitness to return to duty. Information acquired by the District regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as a confidential medical record except that:

1. Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
2. First aid and safety personnel may be informed when appropriate if the medical condition/disability might require emergency treatment.

In the event the Sheridan County School District number 2 should make available to staff an employee health program, information acquired for medical examinations, including voluntary medical histories, shall also be collected and maintained on separate



**PERSONNEL RECORDS AND FILES (contd.)**

forms and in separate medical files.

- c. ~~Medical Records.~~ Information acquired by the District regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files (separate from the personnel files) and be treated as a confidential medical record except that: (a) Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations; (b) First aid and safety personnel may be informed when appropriate if the medical condition/disability might require emergency treatment.

109. The Wyoming Department of Education requires Sheridan County School District No. 2 to provide it with the following information with respect to teachers in the district: the teacher's degree (undergraduate, graduate, or doctorate along with major and/or minor), institution said degrees were received from, year conferred, grade point average, and the results of any Praxis II exams taken by the teacher.

To the extent that the disclosure of the above information to the Wyoming Department of Education is inconsistent with the Wyoming Public Records Act or other applicable law, employees of Sheridan County School District No. 2 shall be considered to have consented to and waived the disclosure of this information to the Wyoming Department of Education.

W.S. ~~1977~~-16-4-201, et seq. (Wyoming Public Records Act)-  
Family Educational Rights and Privacy Act of 1974.

PERSONNEL RECORDS AND FILES (contd.)

First Reading: 2-6-17~~12/2/13~~  
Second Reading: 3-6-17~~1/13/14~~

## ~~REDUCTION IN CERTIFIED STAFF WORK FORCE~~

~~If the Board of Trustees determines that a reduction in force ("RIF") is necessary to reduce the certified staff in the district, the board and administrators shall be guided by the following procedures.~~

~~The events that may provide conditions necessary for reduction of certified staff are:~~

~~1. Reduced enrollment (significant decline in student enrollment that correspondingly reduces the number of teachers or other certified employees needed by the school district);~~

~~2. Financial conditions (any significant decline in financial resources of the school district that is brought about by a decline in enrollment, or other action or events that compel a reduction in the district's current operating budget); or~~

~~3. Program change (any elimination, curtailment or reorganization of the curriculum offering, program, school operation, or a reorganization or consolidation of two or more individual schools or school districts determined by the Board of Trustees to be necessary to promote the best interests of the school district).~~

~~If the Board of Trustees determines that a reduction in force ("RIF") is necessary and that such reduction cannot be accomplished by normal, current attrition, the Board shall direct that the Superintendent:~~

~~1. Investigate, seek, and report to the Board the status and effects of:~~

~~a. current, normal attrition;~~

~~b. possible early retirement incentives;~~

~~c. solicitation of voluntary resignations; and~~

~~d. reductions of non-certified employees or support staff.~~

~~2. Report to the Board as specifically as circumstances permit any options or available alternatives that are readily apparent, which programs, functions, classes or schools, if any, may be eliminated or reduced and any apparent~~



~~alternatives.¶~~

- ~~3. After consultations with the principals and other supervisors, recommend the particular school(s) or area(s) of school operation in which a RIF should be affected.¶~~

~~¶~~

- ~~4. Give to the faculty of the school district notice of the time and place of the meeting of the Board of which the report and recommendations will be presented, together with, when time permits, a summary of this report and recommendations.¶~~

~~¶~~

~~Thereafter the Board, after considering the recommendations of the Superintendent and feedback from the faculty and community members, shall determine the specific school(s) or area(s) of school operation in which the RIF should be affected, together with the approximate number of persons involved. The Superintendent shall be requested to recommend the individual teachers who should be terminated.¶~~

~~¶~~

~~The criteria to be used and considered by the Superintendent in making the recommendation and thereafter to be considered by the Board are (in order of priority):¶~~

~~¶~~

- ~~1. Length of service as a certified staff member in the district in the area(s) in which the teacher has actually instructed in the classroom considering the first such working day in the district.¶~~

~~¶~~

- ~~1. Job performance, including relative skill, ability, competence (based upon prior written evaluations and professional growth plans) and qualifications to perform the teaching assignment(s) required.¶~~

~~¶~~

- ~~3. Versatility or the ability and certification to teach in more than one area, if needed. (The district will not consider transitional certificates that were obtained for the purpose of meeting the criteria of this portion of the policy).¶~~

~~¶~~

- ~~4. The Superintendent may consider such other criteria as he/she determines is relevant to the decision regarding recommendation of the employee for a RIF.¶~~

~~¶~~

~~Each teacher whose termination is recommended shall be given notice of such termination on or before April 15 and their~~

~~termination shall be effective at the end of the current school year. The notice shall include a summary statement of the conditions requiring the RIF. ¶~~

~~¶~~  
~~¶~~

~~In the event that a RIF should require a dismissal (the termination of employment to take effect prior to the end of contract period) the teacher shall be given notice within a reasonable time after the recommendation of the Superintendent is made and a hearing shall be granted as provided in W.S. 21-7-110, unless such hearing is waived in writing. ¶~~

~~¶~~

~~For all professional staff that have been reduced as a result of this policy the following will apply. ¶~~

~~¶~~

~~1. If teaching vacancies occur within a two year period after a teacher has been reduced, the district will: notify by registered mail all "reduced" teachers who have maintained a current address with the district office and who are qualified for the new vacancy. ¶~~

~~¶~~

~~2. The sick leave and prior years of service of a teacher who has been reduced will not be canceled for two (2) years. Should that teacher be re employed by the district within the two year period, prior sick leave and years of service shall be credited to that teacher. Sick leave and years of service will not accrue during the time of reduction. ¶~~

~~¶~~

~~3. Teachers who have been reduced will be placed on the substitute list if they so desire. ¶~~

~~¶~~

~~4. If job vacancies occur in classified areas, reduced teachers will be given consideration for those vacancies, provided they are interested and qualified. ¶~~

~~¶~~

~~5. Neither contractual nor preferential rights to re employment are being expressed or implied by this policy. ¶~~



## STAFF REDUCTION IN FORCE

In the unfortunate circumstance that it is necessary to reduce the number of teaching staff employed by the District, the Board of Trustees will make decisions on staffing pursuant to the guidelines set forth in this policy.

The Board of Trustees may, in its sole discretion, terminate the contract of a teacher at the end of any school year because of (1) a decrease in the size of faculty due to decreased enrollment in the District, (2) combining of school districts, or (3) an event beyond the control of the Board that requires a reduction in force. In the event of a need to reduce the number of instructional staff, notice shall be given to the teachers whose contracts will not be renewed no later than April 15 of the relevant school year pursuant to W.S. 21-7-105 (Lexis Nexis 2016) and 21-7-106(a) (Lexis Nexis 2016), except the request for a hearing does not apply.

If the Board of Trustees for any reason elects to grant a teacher being terminated a hearing, or is required to do so by applicable law, such hearing shall be before the Board of Trustees unless the Board elects to appoint a hearing officer to act on its behalf and otherwise as required by applicable law.

The Board's determination as to which teacher contract(s) will be terminated under this policy shall be made after receiving a recommendation from the Superintendent. In making his/her recommendation, the Superintendent shall consult with the principal and other District administrative staff involved in the programs where the reduction will occur. Criteria which ~~may~~ will be used and considered by the Superintendent in making the recommendation and thereafter to be considered by the Board of Trustees include, ~~but are not necessarily limited to:~~

~~The District's actual teacher staffing needs.~~

Student learning needs

Teacher ~~job~~ performance, teacher ~~including~~ ability and competence, ~~(based upon actual observed performance, and written evaluations, Professional Learning Community program participation and performance and professional growth plans) to perform the teaching assignment(s) required.~~

The Board and the Superintendent may consider such other additional or different criteria as each of them determines to be relevant to the decision and recommendation with respect to the reduction in force.

~~Years of service, in and of itself, will not be a factor when determining a reduction in force.~~

The Superintendent shall make each recommendation to the Board of Trustees for any reduction in force of teaching staff based upon what he/she believes will result in providing the best educational program for the students of the School District.

This policy shall not be applicable to initial contract teachers whose contracts may be non-renewed without applying this policy.

Reference: W.S. 21-7-111 (Lexis Nexis 2016)

First Reading: 2-6-17~~1/10/11~~

Second Reading: 3-6-17 ~~2/7/11~~

**ENTRANCE AGE**

A child must have reached the age of five (5) on or before September 15 to be admitted to kindergarten. To be admitted to the first grade a child must have reached the age of six (6) on or before September 15. Proof of birth in the form of a birth certificate or other legal evidence of birth date and proof of the required immunizations will be required for initial enrollment.

First Reading: 2-6-17

Second Reading: 3-6-17



*Policies -  
Second Reading*

~~COMPULSORY ATTENDANCE AGES~~ **COMPULSORY ATTENDANCE AGES AND  
PROCEDURE FOR WITHDRAWAL OF A MINOR STUDENT**

Ages for attendance in Wyoming are set by the laws of the state, viz:

Every child attaining the age of seven (7) years on or before September 15, and under the age of sixteen (16) years who has not completed the tenth (10) grade, shall be required to attend a public or a private school each year during the entire time that the public school shall be in session in the district in which the child resides, unless excluded by provisions of law which are:

- a. Compulsory attendance in school, in the judgment of the Board of Trustees, would be detrimental to the mental or physical health of such child, or of other children in the school.
- b. Compulsory attendance in school, in the judgment of the Board of Trustees, might ~~-cause work~~ **work** undue hardship on the child. The Board may, at its option, conduct a hearing on this issue.
- c. The child has been legally excluded from regular school.
- d. ~~The child has completed the twelfth (12th) grade. ¶~~
- e. ~~The child has such a mental or physical disability that, based upon a physician's certificate, the Board believes such child could not reasonably benefit from programs available. ¶~~
- f. ~~The attendance of the child would be detrimental to the health, safety or welfare of other pupils; provided that the Board shall make the best provisions possible for the suitable and adequate education for the child in accordance with the laws of the state.~~

The parent, guardian or other person having control or charge of any child under the age of eighteen (18), who has not otherwise notified the District of enrolling that child in a different school district or in a private school or home-based educational program, shall be required to meet in person with a School District counselor or administrator to provide the School

**COMPULSORY ATTENDANCE AGES (contd.)**

District with written consent to the withdrawal of that child from school attendance. The written consent to withdrawal shall include a separate provision authorizing the release of the student's identity and address to the Wyoming National Guard Youth Challenge Program as established by W.S. 19-9-701 or as may be amended, for the sole purpose of recruitment into the Wyoming National Guard Youth Challenge Program.

W.S. 19-9-701

W.S. 21-4-102

First Reading: 1-9-17 ~~6/16/14~~

Second Reading: 2-6-17 ~~7/16/14~~

**CONSENT TO WITHDRAWAL**

I/We, being the parent, guardian or person having control of the following named child: \_\_\_\_\_, who is under the age of eighteen (18), but who is either at least sixteen (16) years old or has completed the tenth (10<sup>th</sup>) grade, do/does hereby give my/our consent to allow the above-named child to withdraw from school. I/We do hereby authorize the school district to release the above-named child's identity and address to the Wyoming National Guard Youth Challenge Program as established by W.S. 19-9-701.

Student (if 18) or Parent/Guardian Name (print):

\_\_\_\_\_

Student (if 18) or Parent/Guardian Signature/Date:

\_\_\_\_\_

W.S. 19-9-701

W.S. 21-4-102

First Reading: 1-9-17 ~~6/16/14~~

Second Reading: 2-6-17 ~~7/16/14~~

**STUDENT RECORDS**

An accurate cumulative record shall be maintained for every child enrolled in the schools of this district. Data in the cumulative record shall be factual and objective. The cumulative records shall include identifying data, proficiency level, grade level achievement, attendance data, health data, standardized test scores, and family information.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

Access to a student's cumulative record shall be limited to authorized school personnel, eligible students, parents and legal guardians of the student. Access may also be granted pursuant to court order, a lawful subpoena, or upon the written permission of the parent or legal guardian.

Whenever a student has attained eighteen years of age, or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded the parents/guardians of the student shall be accorded to the student.

Transcripts and disciplinary records involving suspension or expulsion will be transferred upon the request of an educational institution of which the student intends to enroll, in accordance with federal law.

All materials in the student's cumulative folder deemed permanent by Wyoming State Archives shall be kept permanently by the school district or transferred to the Wyoming State Archives if so required. ~~the state records management manual #97-127 will be transferred to the Wyoming State Archives.~~ School District #2 will maintain transcript records and high school attendance records for a minimum of 10 years.

See also policies:

BEE Board Hearing/Appeal Procedures  
BEE-E Rules of Practice Governing Hearings and Contested Cases Before the Board of Trustees of Sheridan County School District Number Two and Procedures to Consider Recommended Findings from an Independent Hearing Officer

**STUDENT RECORDS**First Reading: ~~10/7/13~~Second Reading: ~~11/4/13~~



~~REQUEST FOR DISCLOSURE OF STUDENT EDUCATIONAL RECORDS~~  
~~(Completed form to be retained, on file with student~~  
~~records, by appropriate school district administrator~~  
~~cooperating in this disclosure request).~~

~~Name of Organization or Agency Making~~  
~~Disclosure Request~~

~~Signature of Representative or Person Making~~  
~~Disclosure Request~~

~~Date of Report~~

~~Student Name~~

~~Description of Student Records for which~~  
~~Disclosure Request is Made~~

~~Statement of Relationship or Description of Legitimate Educational Interest~~  
~~of Person Making Disclosure Request:~~

~~AUTHORIZATION FOR DISCLOSURE~~

~~Permission is hereby granted to~~ \_\_\_\_\_ ~~to~~  
~~(school official)~~

~~disclose the educational records of~~ \_\_\_\_\_ ~~I~~  
~~(student name)~~

~~understand that the educational records will be examined by~~ \_\_\_\_\_

~~, and certify that I am fully authorized~~  
~~to grant permission for this disclosure. My relationship with the named~~  
~~student is:~~ \_\_\_\_\_

~~(Signature of Person Authorizing Disclosure)~~

~~(Date)~~

~~RECORD/REPORT OF DISCLOSURE OF STUDENT EDUCATIONAL RECORDS~~

~~Date of Disclosure~~

~~Statement of Examiner: "I certify that I have, this date, examined the~~  
~~educational records of~~ \_\_\_\_\_ ~~(name of~~  
~~student), and that I have been advised that the disclosure of the information~~  
~~to a third party, without prior consent, is prohibited."~~

~~(Signature of Examiner)~~

~~(Date)~~

First Reading: 2/11/97

Second Reading: 8/26/97

Reviewed: 9/30/13

**REQUEST FOR DISCLOSURE OF STUDENT EDUCATIONAL RECORDS**

(Completed form to be retained, on file with student records, by appropriate school district administrator cooperating in this disclosure request).

\_\_\_\_\_  
Name of Person, Organization or Agency Making Disclosure Request (Examiner)

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Student Name

Description of student records for which disclosure request is made:  
\_\_\_\_\_  
\_\_\_\_\_.

Statement of Examiner: "I certify that I have been informed and agree that the educational records I have requested to be reviewed may not be disclosed nor may the information therein be disclosed to a third party without prior consent."

\_\_\_\_\_  
(Signature of Representative or Person  
Making Disclosure Request)

\_\_\_\_\_  
(Date)

**AUTHORIZATION FOR DISCLOSURE**

Permission is hereby granted to \_\_\_\_\_ to disclose  
the educational records (school official)

of \_\_\_\_\_. I understand that the educational  
(student name)  
records will be examined by:

\_\_\_\_\_, and certify that I am fully  
authorized to grant permission for this disclosure. My relationship with the  
named student is: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Person Authorizing Disclosure

\_\_\_\_\_  
Date

**RECORD/REPORT OF DISCLOSURE OF STUDENT EDUCATIONAL RECORDS**

\_\_\_\_\_  
Date of Disclosure

First Reading:

Second Reading:





**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 26, 2017

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **FY 2016-17 Quarterly Financial Update** *(Information)*

Attached are the quarterly financial statements for the second quarter of fiscal year 2016-17. These statements represent monies received and expenses incurred between October 1 and December 31, 2016.

The cash in the bank reflects the district has receiving 57.01% of our general fund revenue budget thus far and has expended 35.72% of our general fund expenditure budget.

The general fund revenues report is in line with expectations for this time of the year.

- Per statute §21-13-313, districts receive 15% of their foundation entitlement in August and then 10% of the remaining balance each month September through May. This is reflected in the percentage received from state sources.

The general fund expenditure report is in line with expectations for this time of the year.

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

**CASH ON HAND BY FUND  
AS OF DECEMBER 31, 2016**

Fund Number	Fund Description	9-30-16
01	GENERAL FUND	\$19,098,606.95
02	FEDERAL FUND	\$421,309.95
03	CAPITAL CONSTRUCTION FUND	\$11,930.09
05	HOT LUNCH FUND	\$271,040.65
07	MEMORIAL FUND	\$1,383,745.70
08	MISC ACTIVITY FUND	\$146,088.88
18	SHS ACTIVITY ACCOUNT	\$256,840.78
21	MAJOR MAINTENANCE FUND	\$1,130,206.69
31	SHS LEGACY ACCOUNT	\$89,077.19
32	SHS HUMANITIES PROJECTS	\$2,011,953.41
33	DEPRECIATION & BUILDING REPAIR RESERVE	\$2,157,142.23
45	EARLY RETIREMENT FUND	\$502,475.49
52	CNC - CHILD NUTRITION COOPERATIVE	\$17,077.03
		<hr/>
	TOTAL	\$27,497,495.04

**Revenue Summary Report  
General Fund Dec 2016**

Account Number	Description	Approved Budget	Received Thru 12-31-16	Percent of Budget	Budget Budget Balance
01 000 81111	25 MILL SPECIAL DIST TAX	7,100,000.00	3,677,641.86	51.80	3,422,358.14
01 000 81120	MOTOR VEHICLE TAX	1,850,000.00	1,881,731.00	101.72	(31,731.00)
01 000 81130	CAR COMPANY TAX	11,000.00	12,706.55	115.51	(1,706.55)
01 000 81140	DELINQUENT TAXES	35,000.00	11,695.74	33.42	23,304.26
01 000 81302	SC CONCURRENT ENROLLMENT FEES	150,000.00	0.00	0.00	150,000.00
01 000 81330	TUITION OUT OF STATE DISTRICTS	20,000.00	0.00	0.00	20,000.00
01 000 81510	INTEREST ON INVESTMENTS	45,000.00	40,212.43	89.36	4,787.57
01 000 81590	OTHER INTEREST-COUNTY TREAS	1,500.00	617.03	41.14	882.97
01 000 81710	ADMISSIONS-PUPIL ACTIVITIES	10,000.00	7,103.50	71.04	2,896.50
01 000 81730	STUDENT FINES	2,000.00	1,321.17	66.00	678.83
01 000 81910	RENTAL OF SCHOOL FACILITIES	7,000.00	5,590.00	79.86	1,410.00
01 000 81911	RENTAL OF SCHOOL BUSES	20,000.00	16,038.27	80.19	3,961.73
01 050 81912	SJHS RENTAL OF INSTRUMENTS	0.00	380.00	0.00	(380.00)
01 057 81912	SHS RENTAL OF INSTRUMENTS	0.00	1,280.00	0.00	(1,280.00)
01 000 81920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00	0.00
01 000 81950	REFUND OF PRIOR YRS, EXP.	0.00	833.00	0.00	(833.00)
01 000 81990	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00
	SUBTOTAL LOCAL REVENUE	9,251,500.00	5,657,150.55	61.15	3,594,349.45
01 000 82110	6 MILL COUNTY TAX	1,770,000.00	911,123.92	51.48	858,876.08
01 000 82120	MOTOR VEHICLE TAX	450,000.00	427,398.37	94.98	22,601.63
01 000 82130	CAR COMPANY TAX	5,000.00	5,511.10	110.22	(511.10)
01 000 82140	DELINQUENT COUNTY TAXES	5,000.00	2,938.09	58.76	2,061.91
01 000 82150	FINES & FORFEITURES	325,000.00	168,836.48	51.95	156,163.52
01 000 82160	FOREST RESERVE FUNDS	5,000.00	0.00	0.00	5,000.00
	SUBTOTAL COUNTY REVENUE	2,560,000.00	1,515,807.96	59.21	1,044,192.04
01 000 83110	FOUNDATION PROGRAM REVENUE	35,880,000.00	19,782,947.25	55.14	16,097,052.75
01 000 83111	AUDIT ADJUSTMENT-STATE FOUNDATION PROG	0.00	0.00	0.00	0.00
01 000 83130	TAYLOR GRAZING REVENUE	3,500.00	0.00	0.00	3,500.00
01 000 83160	STATE TAX SHORTFALL GRANT	541,000.00	541,091.64	100.02	(91.64)
01 000 83290	STATE REVENUE LEGISLATIVE	400,000.00	221,454.74	55.36	178,545.26
	SUBTOTAL STATE REVENUE	36,824,500.00	20,545,493.63	55.79	16,279,006.37
01 000 85313	SALE OF BUSES	5,000.00	9,470.00	189.40	(4,470.00)
01 000 85320	COMPENSATION FOR LOSSES	0.00	0.00	0.00	0.00
	SUBTOTAL OTHER REVENUE	5,000.00	9,470.00	189.40	(4,470.00)
		48,641,000.00	27,727,922.14	57.01	20,913,077.86

**SUMMARY TOTALS BY PROGRAM  
FY 16-17 GENERAL FUND**

Program Code	Program Description	Approved Budget	Expenditures to 12-31-16	Percentage Spent	Budget Balance Remaining
1110	ELEMENTARY INSTRUCTION	\$11,582,366.00	\$3,835,198.19	33.11	\$7,747,167.81
1120	JR HIGH/MID SCH INSTRUCTION	\$5,082,093.00	\$1,599,183.14	31.47	\$3,482,909.86
1130	SECONDARY INSTRUCTION	\$5,731,389.00	\$1,918,326.12	33.47	\$3,813,062.88
1135	CONCURRENT ENROLLMENT	\$150,000.00	\$0.00	0.00	\$150,000.00
1210	SPECIAL EDUCATION	\$4,966,000.00	\$1,489,247.40	29.99	\$3,476,752.60
1233	GIFTED AND TALENTED	\$115,150.00	\$36,688.07	31.86	\$78,461.93
1250	TUITION FOR STUD WITH DISABIL	\$1,000,000.00	\$322,190.30	32.22	\$677,809.70
1270	LIMITED ENGLISH PROFICIENT	\$260,250.00	\$52,931.13	20.34	\$207,318.87
1280	HOMEBOUND PROGRAMS	\$39,700.00	\$1,039.60	2.62	\$38,660.40
1290	OTHER SPECIAL PROGRAMS	\$236,200.00	\$47,114.65	19.95	\$189,085.35
1420	MIDDLE/JR HIGH ACTIVITIES	\$293,548.00	\$132,394.71	45.10	\$161,153.29
1421	SJHS INTRAMURALS	\$25,900.00	\$1,166.86	4.51	\$24,733.14
1430	HIGH SCHOOL ACTIVITIES	\$1,182,731.00	\$454,585.06	38.44	\$728,145.94
1530	VOC INSTRUCTION HIGH SCHOOL	\$1,142,202.00	\$377,696.67	33.07	\$764,505.33
2110	GUIDANCE	\$516,192.00	\$170,700.05	33.07	\$345,491.95
2112	COUNSELING SERVICES	\$924,030.00	\$301,550.56	36.71	\$519,779.44
2115	STUDENT INFORMATION SYSTEMS	\$283,600.00	\$165,448.03	58.34	\$118,151.97
2117	ASSESSMENT SERVICES	\$112,900.00	\$40,684.52	36.04	\$72,215.48
2130	HEALTH SERVICES	\$366,435.00	\$112,553.85	30.72	\$253,881.15
2140	PSYCHOLOGICAL SERVICES	\$468,500.00	\$180,467.55	38.52	\$288,032.45
2152	SPEECH PATHOLOGY SERVICES	\$480,100.00	\$180,862.42	37.67	\$299,237.58
2153	AUDIOLOGY SERVICES	\$73,800.00	\$23,243.43	31.50	\$50,556.57
2171	OCCUPATIONAL THERAPY	\$126,000.00	\$43,500.92	34.52	\$82,499.08
2172	PHYSICAL THERAPY	\$50,000.00	\$22,410.50	44.82	\$27,589.50
2190	OTHER SUPPORT SERVICES	\$350,000.00	\$44,684.21	12.77	\$305,315.79
2213	STAFF DEVELOPMENT SERVICES	\$218,635.00	\$69,623.00	31.84	\$149,012.00
2220	EDUCATIONAL MEDIA SERVICES	\$646,583.00	\$237,919.36	36.80	\$408,663.64
2230	SPECIAL EDUCATION SUPERVISION	\$166,900.00	\$73,300.10	43.92	\$93,599.90
2240	TECHNOLOGY INTEGRATION	\$128,650.00	\$64,634.35	50.24	\$64,015.65
3310	CENTRAL ADMINISTRATION	\$552,200.00	\$275,347.13	49.86	\$276,852.87
3311	ASST SUPERINTENDENT	\$503,250.00	\$286,878.25	57.01	\$216,371.75
3320	SCHOOL ADMINISTRATION	\$2,189,753.00	\$922,977.53	42.15	\$1,266,775.47
3330	BUSINESS ADMINISTRATION	\$562,600.00	\$262,395.41	46.64	\$300,204.59
3350	BOARD OF EDUCATION SERVICES	\$165,000.00	\$44,650.09	27.06	\$120,349.91
3410	SUP OF OP & MAINT OF PLANT SVC	\$592,480.00	\$376,557.85	63.56	\$215,922.15
3420	OPERATING BUILDINGS SERVICES	\$4,162,400.00	\$1,725,261.00	41.45	\$2,437,139.00
3430	CARE & UPKEEP OF GROUNDS SERV	\$332,700.00	\$200,389.09	60.23	\$132,310.91
3460	SECURITY SERVICES	\$69,200.00	\$19,641.32	28.38	\$49,558.68
3510	PUPIL TRANS - TO/FROM SCHOOL	\$1,791,200.00	\$631,043.50	35.23	\$1,160,156.50
3520	ACTIVITY TRANSPORTATION	\$203,000.00	\$62,061.17	30.57	\$140,938.83

3590	TRANSPORTATION-OTHER	\$43,700.00	\$19,281.82	44.12	\$24,418.18
3830	PERSONNEL	\$330,400.00	\$206,998.49	62.65	\$123,401.51
3850	TECHNOLOGY COORDINATION	\$950,500.00	\$527,763.51	55.52	\$422,736.49
6200	FUND TRANSFERS	\$300,000.00	\$110,000.00	36.67	\$190,000.00
	GENERAL FUND	\$49,468,237.00	\$17,670,590.91	35.72	\$31,797,646.09



**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 30, 2017

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Update Summary for Facility Plan** (*Information*)

SCSD2 is preparing to submit the annual District Facility Plan to the Wyoming School Facilities Commission. We discuss this plan annually during board meetings before submitting our update. The final document is fairly lengthy and is mostly completed through the Wyoming School Facilities Division (WSFD) data base. During the March board meeting, I will present the documents to be submitted to the WSFD and will seek approval of the final plan from the Board. The plan will then be submitted to the division through a joint meeting with the WSFD and SCSD2.

Funding has drastically changed in this legislative session, causing the district to re-evaluate its next five years of projected facility planning.

Some of the main summary points that will be included in the facility plan are as follows:

- Continue to request funds for the new 6-12 John C. Schiffer Collaborative School (Fort Mackenzie and the Wright Place) for the Supplemental Legislative Budget (2017)
- Continue to develop a strategy for a complete renovation of Sagebrush Elementary School
- Continue to determine funding resources for Sheridan High School, to renovate the science classrooms, general classrooms, art classrooms, vocational areas, auditorium and music spaces, light fixture upgrades, kitchen upgrades, track/tennis courts, gymnasium equipment replacements (bleachers, lighting, movable equipment), parking remedies, and boiler plant upgrades
- Plan for maintenance to the Early Building pool
- Develop remedies for addressing needs at the Transportation and Maintenance facilities
- Continue to plan life cycle replacement items for newer facilities that begin to be nearing 10 years plus in age
- Continual data reporting for all of the district's school buildings and sites
- Continue to develop plans to upgrade security items funded by the state and items that have not received funding

Please call me if you have any questions about this process. I will ask that you take action on the facility plan recommendations at the March board meeting.



**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 30, 2017

TO: Board of Trustees

FROM: Ann Perkins, Chairman

SUBJ: **Board Meeting Schedule Revised** (*Action*)

Attached is the revised Board Meeting Schedule for the 2016-2017 year. The Teachers' Roundtable meeting has been moved from Monday, February 20, to Monday, March 20. I suggest we take action to approve the revised 2016-2017 Board Meeting Schedule.



**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

## Board Meeting Schedule 2016-2017

Meeting Date	Type of Meeting	Location	Time
August 15	Regular	Central Office	6:00 p.m.
September 12	Regular	Central Office	6:00 p.m.
October 3	Regular	Central Office	6:00 p.m.
November 7	Regular	Central Office	6:00 p.m.
November 10	Legislative Roundtable	Central Office	6:00 p.m.
December 5	Regular	Central Office	6:00 p.m.
January 9	Regular	Central Office	6:00 p.m.
January 23	Sheridan College Board	Central Office	6:00 p.m.
February 6	Regular	Central Office	6:00 p.m.
March 6	Regular	Central Office	6:00 p.m.
March 18	Board Retreat	Ucross Ranch	All Day
March 20	Teachers' Roundtable	Central Office	6:00 p.m.
April 10	Regular	Central Office	6:00 p.m.
May 8	Regular	Central Office	6:00 p.m.
June 19	Regular	Central Office	6:00 p.m.
July 18	Regular/Budget Hearing Adoption	Central Office	6:00 p.m.

Central Office is located at 201 North Connor Street, Suite 100





**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 30, 2017

TO: Board of Trustees

FROM: Ann Perkins, Board Chair

SUBJ: **Resolution to State Board of Education** (*Action*)

Attached is a Resolution Pertaining to the Smarter Balanced Assessment Consortium (SBAC) System, as well as a letter from SCSD2 Trustees to the Wyoming State Board of Education, providing feedback on the adoption of a new statewide assessment system. I request that the SCSD2 Board take action on this resolution and letter to be sent to State Board prior to their February 13 meeting.

**BOARD OF TRUSTEES, SCSD NO. 2  
RESOLUTION 2017-01**

**A RESOLUTION PERTAINING TO THE  
SMARTER BALANCED ASSESSMENT CONSORTIUM (SBAC) SYSTEM**

**WITNESSETH**

**WHEREAS,** The Wyoming State Board of Education has formed the Wyoming Assessment Task Force for the purpose of studying options for future statewide assessments and to make recommendations to the Wyoming State Board of Education; and

**WHEREAS,** the Board of Trustees of Sheridan County School District No. 2 desires to provide input and feedback to the Wyoming State Board of Education and to express its support of the Smarter Balanced Assessment Consortium (SBAC) system.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SHERIDAN COUNTY SCHOOL DISTRICT NO. 2 AS FOLLOWS:**

1. The Board of Trustees of Sheridan County School District No. 2 supports adoption of the Smarter Balanced Assessment Consortium (SBAC) system. The Board notes that eight western states, including three states that border Wyoming has adopted this system. The Board believes that adoption of SBAC would allow the Wyoming State Board of Education to compare scores across these states and seek out high-performing districts.

2. The Board further believes that information concerning student performance on SBAC would provide district administrators, school boards, and state legislators comparative data to determine how Wyoming schools are performing relative to other SBAC states.

3. The Board authorizes the Chairman or her designee to notify the Wyoming State Board of Education of this Resolution and to provide the Wyoming State Board of Education with such correspondence and other information containing Sheridan County School District No. 2's feedback on this issue.

PASSED, APPROVED AND ADOPTED THIS \_\_\_\_ day of \_\_\_\_\_,  
2017.

By: \_\_\_\_\_  
Chairman,  
Trustees of Sheridan County School District No. 2

ATTEST:

By: \_\_\_\_\_  
Clerk,  
Trustees of Sheridan County School District No. 2



**Craig Dougherty, Superintendent**

Administrative Offices  
201 N. Connor St.  
PO Box 919  
Sheridan, WY 82801  
Phone 307.674.7405  
Fax 307.674.5041

February 6, 2017

Dear Wyoming State Board of Education:

As critical decisions related to Wyoming's statewide assessments draw near, the Sheridan County School District No. 2 (SCSD2) Board of Trustees is writing to provide our perspective.

We appreciate the work completed by the Wyoming Assessment Task Force over the last two years and concur with many of their recommendations. We agree that interim assessments should be part and parcel to the statewide summative assessment and strongly support the Task Force's belief that a "firewall" should exist between the statewide assessment and district/formative assessments. We also agree that the statewide assessment should be administered online in late April to early May, that it should be maintained over the long term without significant changes, and that the ability to compare our scores with schools and districts outside of Wyoming is absolutely essential for future growth.

As you are undoubtedly aware, the Michigan Department of Education completed a comprehensive review of standards-aligned assessment systems in December of 2013. Our state's Assessment Task Force considered this review as part of their proceedings in July of 2015. Michigan's report provides an analysis of 12 different assessment systems, comparing them in categories including content alignment, item types, test design, security, and data analysis/reporting. Based on this report, as well as information provided by SCSD2 administration, we would like to voice our support for adoption of the Smarter Balanced Assessment Consortium (SBAC) system. Further support for SBAC stems from the fact that eight western states, including three that border Wyoming, have adopted this system. The opportunity to compare scores across these states and seek out high-performing districts will undoubtedly strengthen Wyoming education.

Furthermore, as a Board of Trustees we strongly support accountability at the school, district, and state levels. Student performance on SBAC would provide district administration, school boards, and state legislators comparative data to determine how Wyoming schools are performing relative to other SBAC states. As we all know, such data is sorely lacking and would be valuable for decision-making and accountability purposes.

Due to the confidential nature of the assessment review and selection process, we cannot be sure that SBAC is in the running as a finalist or even submitted a proposal. Nonetheless, we feel compelled to provide feedback on this matter. Please know that we greatly appreciate the service that members of the Wyoming State Board of Education provide to students, families, and educators across our state. We are grateful for your work and thank you for considering our input.

Respectfully,

Ann Perkins, Board Chair

Encl: Resolution Pertaining to the Smarter Balanced Assessment Consortium (SBAC) System



**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 30, 2017  
TO: Board of Trustees  
FROM: Craig Dougherty, Superintendent  
SUBJ: **Board Goal Updates** *(Information)*

I will be reporting on the status of your Board Goals at each Board meeting leading up to the Board Retreat. During your February meeting, I will report on the Resource Utilization board goal.

## RESOURCE UTILIZATION BOARD GOAL

**Resource Utilization Goal:** By their very nature, school districts consider human capital (teachers and other staff) their most valued resource. SCSD #2 will continue to recruit and retain high quality teachers and staff. Model professional development programs, with the support of Professional Learning Communities (PLC), which build teachers' capacity for success and learning for all students, will be used to develop and upgrade our teachers and staff. The District has established and will continue to improve its training programs for all teachers as a support system and to meet the Every Student Succeeds Act (ESSA) mandates for highly qualified teachers. SCSD #2 will continuously monitor the financial aspects of the District.

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

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

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

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

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

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

### **2016-2017 Projections:**

1. The Board will continue to monitor revenues and expenditures with a goal of maintaining a 15-20% cash reserve level, as reported in the January 2017 Audit Report.\*
  - a. Milestone: Per the FY 2015-16 Audit, the district ended the year with 17.7% in cash reserves. Spending 97% of the FY 2016-17 budget would result in 19.14% reserves.
2. The Board Budget Committee will continue to work closely with the Business Manager to provide a competitive salary and benefit package to maintain the thirty-year earning power of the certified salary schedule in the top ten school districts in the state, as published by the WEA and reported at the 2017 Board Retreat.\*
  - a. Milestone: As published in the WEA 2016-17 Salary Publication, the district ranks 5th out of 48 districts in 30 year career earnings.
3. The District will continue to partner with the University of Wyoming and other universities in supporting pre-service teachers at the elementary and secondary levels.
  - a. Milestone: The District has offered to develop a pilot teacher college in Sheridan.
4. The District will offer professional development that focuses on PLC teams and administrators gaining a deeper understanding of the need for achieving the most rigorous standards, the impact of technology on daily instruction, and the necessary formative assessment protocols that will result in improved student learning.
  - a. Milestone: In the summer of 2016, the District sent 52 teachers to intensive training at Solution Tree PLC Institutes. In addition, we provided training to 6 teachers in technology instruction through Project Lead the Way.
5. Sheridan County District No. 2 will be hosting a PLC Summer Institute at Sheridan College. Teachers from the District and surrounding states can gain deep professional learning from three nationally renowned educational leaders. Teachers and administrators will work this summer on curriculum and assessments and will continue our technology integration priorities for the five days of professional development for the 2016-17 school year.
  - a. Milestone: Our 2016 PLC Summer Institute was a major success, drawing hundreds of educators from around Wyoming. Presenters from SCSD2 did top quality work and feedback was overwhelmingly positive. The District also facilitated extensive summer work focused on designing and improving common assessments.

6. The District will continue to study the state education accountability and assessment legislation.
  - a. Milestone: SCSD2 has developed an understanding of the accountability model established by the Wyoming Accountability in Education Act. We continue to track changes to the model that are driven by the Every Student Succeeds Act. We are also following the WDE's process for replacing the PAWS assessment beginning in the spring of 2018.
7. The Board will continue to monitor legislation that may affect the finances or operations of the District.
  - a. Milestone: District staff are closely monitoring all education-related legislation this session. We held a legislative forum in November, attended a forum in December, and provide ongoing feedback to our local legislators.

\*SMART Goal

*Draft*  
*Personnel*  
*Action*  
*Report*



**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**PERSONNEL ACTION REPORT**  
**February 6, 2017**

**CERTIFIED STAFF:**

**Changes/Transfers:**

Shebree Moore Henry A. Coffeen School	Teacher-Title I-Literacy Tutor to Teacher-1st Grade 1.0 FTE 185 days	Effective 01/23/2017
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**Early Notice Incentive Resignations:**

Stephen Mullins Fort Mackenzie and the Wright Place and Sheridan High School	Teacher-Art 1.0 FTE 185 days	Effective 06/05/2017
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M. Kathleen Pilch Sheridan High School and Ft. Mackenzie High School and the Wright Place	Teacher-Business 1.0 FTE 185 days	Effective 06/05/2017
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Talon Tharp Henry A. Coffeen School	School Counselor 1.0 FTE 185 days	Effective 06/05/2017
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**Resignations:**

Elisa Oman Henry A. Coffeen School	Teacher-1st Grade 1.0 FTE 185 days	Effective 02/06/2017
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**CLASSIFIED STAFF:**

**APPROVALS:**

Cortney Cook Transportation Department	Bus Driver-Rotator 2-4 hours per day 175 days	Effective 01/16/2017
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Myron Holwell Sheridan Junior High School	Custodian 8.0 hours/day 261 days	Effective 01/23/2017
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Joseph Panetta Transportation Department	Bus Driver-Rotator 2-4 hours per day 175 days	Effective 2/1/2017
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**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**PERSONNEL ACTION REPORT**  
**February 6, 2017**

Brad Wilson  
Transportation Department

Bus Driver-Rotator  
2-4 hours per day  
175 days

Effective  
2/13/2017

**Changes/Transfers:**

Angela Hillier  
Administration Office

Payroll/Accounting Technician (8 hours/  
day) to Executive Assistant/Payroll and  
Benefits (8 hours/day)  
261 days

Effective  
04/01/2017

Richard Miranda  
Transportation Department  
and Story

Bus Driver (4 hours/day) to Bus Driver  
(4 hours/day) /Lunch/Mail Delivery  
(2 hours/day)  
175 days

Effective  
01/11/2017

Sheila Sikkenga  
Bus Barn/Story

Paraprofessional-Special Education/Bus  
(3.25 hours/day) Lunch/Mail Delivery  
(2.0 hours/day) to Paraprofessional-Special  
Education/Bus (3.25 hours/day)  
175 days

Effective  
01/11/2017

Marcus Sneller  
District

Maintenance Helper/Replacement  
Custodian (8 hours/day) to Custodian-  
Maintenance Helper Replacement  
Head Custodian (8 hours/day)  
261 days

Effective  
01/16/2017

**Resignations:**

Kam Kekich  
District

Maintenance Mechanic-Repair  
Coordinator  
8 hours/day  
261 days

Effective  
1/12/2017

**Terminations:**

Nancy Schaffer  
District

Paraprofessional-Sub Caller  
6.0 hours/day  
180 days

Effective  
6/2/2017

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**PERSONNEL ACTION REPORT**  
**February 6, 2017**

**EXTRA DUTY 2016-2017**

**Approvals:**

<u>Name</u>	<u>Position</u>
Curt Mayer	Weight Room-3rd Quarter
Scott Soderstrom	Weight Room-3rd Quarter

**Resignations:**

<u>Name</u>	<u>Position</u>
Stephen Sommers	Track - Grade 6-8 - B Coach-SJHS

**HENRY A. COFFEEN BRIDGES PROGRAM STAFFING 2016-2017**

<u>Name</u>	<u>Position</u>
Kelcie Hanson	Paraprofessional (Student Teacher)
Blake Knadler	Paraprofessional (Student Teacher)
Dacia Lyman	Paraprofessional (Student Teacher)
Caitlyn Sorenson	Paraprofessional (Student Teacher)
Kayla Woodward	Paraprofessional (Student Teacher)

**HIGHLAND PARK AFTER SCHOOL PROGRAM STAFFING 2016-2017**

<u>Name</u>	<u>Position</u>
Meagan Dow	Teacher
Birch Haraden	Teacher
Torey Schmidt	Teacher

**MEADOWLARK SCHOOL AFTER SCHOOL PROGRAM STAFFING 2016-2017**

<u>Name</u>	<u>Position</u>
Hannah Hass	Teacher (Student Teacher)
David Williams	Teacher

**SAGEBRUSH AFTER SCHOOL PROGRAM STAFFING 2016-2017**

<u>Name</u>	<u>Position</u>
Justin Rohrer	Teacher (Student Teacher)

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**PERSONNEL ACTION REPORT**  
**February 6, 2017**

**SAGEBRUSH EXTENDED SCHOOL YEAR (ESY) STAFFING 2016-2017**

<u><b>Name</b></u>	<u><b>Position</b></u>
Sheri Tremain	Teacher

**SHERIDAN JUNIOR HIGH SCHOOL SATURDAY INTERVENTION STAFFING 2016-2017**

<u><b>Name</b></u>	<u><b>Position</b></u>
Katherine Raines	Teacher (Bridges)
Sarah Mercer	Paraprofessional-Substitute (General Fund)

**WOODLAND PARK BRIDGES PROGRAM STAFFING 2016-2017**

<u><b>Name</b></u>	<u><b>Position</b></u>
Amanda Adami	Teacher
Danielle Arrants	Paraprofessional/Teacher (Substitute)
Angela Covolo	Paraprofessional