

Sheridan County School District #2

Board Meeting



Date: March 2, 2015

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2

Board of Trustees Meeting

Central Office – Board Room

March 2, 2015

6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
- II. Recognition**
 - A. SHS Academic Challenge Winners – Brent Leibach
 - B. STARR Charitable Foundation Scholarship – Ed Fessler
 - C. Dining for a Cause – Don Julian
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
 - A. Approval of Minutes–February 2, 2015
 - B. Approval of Minutes – February 23, 2015
 - C. Approval of Bills for Payment
- VI. Old Business**
 - A. Capital Construction Update (*Action*) – Craig Dougherty
 - B. Approval of Policies (*Action*) – Cody Sinclair
 - C. Graduation Counts Update (*Information*) – Mitch Craft
- VII. New Business**
 - A. Title I Supplemental Services (*Information*) – Tom Sachse with Jenn McIntire and C.B. Goss
 - B. Kindergarten Registration Update (*Information*) – Scott Stults
 - C. Memorial Fund Scholarship Recommendations for 2015-16 (*Action*) – Roxie Taft
- VIII. Reports and Communication**
 - A. Board of Trustees
 - 1.Board Reports
 - 2.Committee Reports
 - 3.Other
 - B. PTO/Parents/Students/Organizations
 - C. Site Administration and Staff
- IX. District Reports**
 - A. Superintendent
 - 1. Board Goal Updates (*Information*) – Craig Dougherty
- X. Executive Session**
 - A. Personnel Matters
- XI. Adjournment**

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting

February 2, 2015

Molly Steel, 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, February 2, 2015, in the Board Room at the Central Administration Office. The presiding officer was Molly Steel, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Molly Steel, Chairman
Ann Perkins, Vice-Chairman
Wayne Schatz, Treasurer
Erica O'Dell, Clerk
Richard Bridger
Jim Perkins
Sue Wilson

Administrators:

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

Absent:

Hollis Hackman
Marva Craft

Absent:

II. Recognition

A. We the People – Tyson Emborg

Sheridan High School *We the People* Advisor Tyson Emborg shared that the group had recently won the state competition for the second year in a row. The competition was rigorous and challenging, with five teams competing. Sheridan *We the People* teams will now prepare for national competition in Washington in late April with questions about Congress, the Declaration of Independence, and the Magna Carta, to name a few. Mr. Emborg brought several of his students for the board recognition: Heather Belus, Cheyenne Buyert, Liam Casey, Mackenzie Dougherty, Julia Fenn, Kellie Kekich, Tyler Myers, Jessica Ross, and Catherine Winnop.

Chairman Steel asked when the group prepares for their competitions. Mr. Emborg responded that *We the People* is much like a “flipped classroom.” In addition to the time spent in class, numerous hours of instruction for the class occurs on Saturday and Sunday.

Superintendent Dougherty said that *We the People* adds to the rigorous AP class. Mr. Emborg also shared that in April, the Wyoming Supreme Court will be present at Sheridan High School for an oral argument. The willingness of the Supreme Court to have a change of venue to Sheridan High School is based on the relationship that they have with the AP Government class.

Chairman Steel commented that *We the People* students participate in many activities.

Mr. Emborg invited the community to see the dress rehearsal for the national competition on April 13th – Thomas Jefferson’s birthday.

Superintendent Dougherty congratulated the *We the People* team, saying that they had worked hard and they are the top performers in the state. They have an exceptional amount of work to do, in addition to their regular schoolwork.

Superintendent Dougherty reported that the Superintendent’s Secretary, Michelle Bristol, will be moving to Utah to join her husband, who recently moved for a job promotion. She has done a great job and will be greatly missed.

III. Approval of Agenda

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

IV. Welcome--Audience Comments

Welcome comments – no personnel comments.

V. Consent Agenda Items

A. Approval of Minutes for January 12, 2015

B. Approval of Bills for Payment

General Clearing	\$426,222.03
Federal Fund	32,434.90
TOTAL:	\$458,656.93

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

VI. Old Business

A. Capital Construction Update (Action) – Craig Dougherty

Superintendent Craig Dougherty reported that Facilities Director Julie Carroll has been working with District administration and Sheridan High School staff to complete locker room documents and solidify the CMAR guaranteed maximum price. Activities Director Don Julian has given tours and presentations to promote the project as part of the fundraising effort.

Superintendent Dougherty reminded the Board that Whitney Benefits Board President Tom Kinnison had attended the last board meeting to inquire about the purchase of the Gollings paintings. An appraisal was completed at the Sheridan County Fulmer Public Library by Gary Temple of The Meadowlark Gallery in Billings, MT. Mr. Temple prepared a PowerPoint to be presented via speakerphone (due to illness).

Mr. Temple thanked the Board for the opportunity to share his fair market value appraisal of the Gollings paintings, performed on January 20, 2015, for Sheridan County School District #2 and Whitney Benefits. He discussed the aesthetic value and detail of each of the Gollings paintings owned by the District, and found the total collection to be valued at \$3,237,500, as of January 20, 2015.

Superintendent Dougherty thanked Mr. Temple for his appraisal and presentation of the findings. He said that the Capital Construction Committee and Board's attorney reviewed the appraisals. He thanked Whitney Benefits for their interest in keeping the paintings in Sheridan County. He asked that the Board motion to have the Board's and Whitney's attorneys negotiate purchase of the paintings, adding that Board would decide what to do with the proceeds of the sale.

TRUSTEE ANN PERKINS MADE A MOTION THAT THE BOARD'S AND WHITNEY'S ATTORNEYS NEGOTIATE A CONTRACT FOR THE PURCHASE OF THE GOLLINGS PAINTINGS, AS PRESENTED. TRUSTEE WILSON SECONDED THE MOTION.

Trustee Schatz asked Whitney Benefits Board President Tom Kinnison where the paintings would be displayed if a sale is arranged. Mr. Kinnison responded that the Whitney Board would need to discuss the location of the paintings, adding that the discussions with the District have gone quickly. Whitney Benefits plans to keep the paintings in the community, where they are safe and visible. They have considered the possibility of placing them in Bradford Britton Memorial.

Trustee Jim Perkins asked for clarification regarding the discussions among Whitney trustees. Superintendent Dougherty responded that the District would like to keep the paintings in Sheridan County. The motion asks that the attorneys negotiate an agreement for sale, contingent on approval by both boards.

Trustee Jim Perkins asked Mr. Kinnison if he anticipated an agreement with the District. Mr. Kinnison responded that he anticipates a favorable agreement for both parties and doesn't foresee any problems. The Whitney Board will meet in two weeks to discuss the developments.

Trustee Jim Perkins asked if an appraisal had been completed on the paintings in previous years. Superintendent Dougherty responded that previous appraisals had been insurance appraisal, which is different than the appraisal for sale. He added that the Gollings paintings, especially such a large collection, are highly valuable. The District hopes that the paintings will be able to remain in Sheridan.

Trustee Jim Perkins asked Mr. Temple for more information about the appraisal. Mr. Temple responded that the appraisal is done with the paintings individually, not considering them as a group, though he hopes that they will be able to stay together as a group and not be loaned out.

Chairman Steel expressed delight to be working with Whitney Benefits. She hopes that the community will be able to view the paintings in their new location.

Trustee Schatz asked that the efforts of the PTOs that acquired the paintings would be recognized. He would like to see that a plaque could show the history of the paintings and how they came to reside with the school district.

Superintendent Dougherty said that the Capital Construction Committee discussed the appraisal and the idea of an additional appraisal. They decided that the appraisal done by Mr. Temple is sufficient and beneficial to the District. The committee discussed an endowment to continue with the Gollings legacy, but will need to discuss the idea further before bringing it to the full board for approval.

Mr. Temple offered to help with providing historical data, panoramas, plaques, or any other information.

Trustee Bridger said that the Capital Construction Committee had discussed the paintings, and they are confident that the appraisal was well-done and thorough.

THE MOTION CARRIED WITH A MAJORITY VOTE. TRUSTEE JIM PERKINS VOTED NO.

Chairman Steel thanked Mr. Temple and the Whitney Board.

Superintendent Dougherty said that a facility plan is required by the state. The Capital Construction Committee (Cap Con) will continue to meet, working toward approval of the District's master facility plan. The District continues to work with the state for conditions funding for the Bus Barn and Sagebrush.

The Cap Con committee along with the WSFD has interviewed applicants and selected TSP through the state procurement process. The Wyoming Schools Facilities Department is paying for this study in its entirety, so the selection does not require board action.

The next collaborative alternative school planning meeting will be held on February 4th and the Board will be informed of updates at the March meeting.

Superintendent Dougherty said that a portion of the Early Building roof replacement was not covered by insurance. Facilities Director Julie Carroll has discussed possible solutions for the balance not covered by insurance with the Wyoming School Facilities Department. The Early Building required high quality work, in part because it protects the pool.

B. Graduation Counts (Information) – Mitch Craft

Sheridan Junior High School Principal Mitch Craft reported updates for the Graduation Counts subcommittees.

Mr. Craft said that the Student Attendance Subcommittee should have a written agreement within one week that will allow the implementation of parent liaisons. The agreement will form an affiliation between Graduation Counts, Thrive, and Sheridan County School District #2.

The Early Childhood Education Subcommittee explored the idea of an early childhood education coordinator for pre-schools across the community. They also discussed adding early education questions to the hospital survey when a child is born. The group has researched the early education program in Hot Springs County.

The Community Engagement Subcommittee met with marketing firms to discuss their work, approach, philosophy, and pricing. One of the firms will be chosen for branding. Principal Brent Leibach will arrange Public Service Announcements for the radio broadcasting during games.

The Multiple Pathways to Education Subcommittee has been in dialogue with Sheridan College about expanding dual and concurrent enrollment. The subcommittee is interested in providing more options for students, offering college courses at Sheridan High School, and planning for the alternative school.

Trustee O'Dell asked for an update with regard to Graduation Coach Curt Mayer. Mr. Leibach responded that Mr. Mayer is working to build connections with students, and that they are happy with the progress. Mr. Mayer has arranged a graduation night on February 5th, and has invited numerous 11th and 12th grade families to attend. The evening will provide parents with information and resources to help their students stay in school.

Chairman Steel asked about the students targeted for graduation guidance. Principal Leibach responded that they have identified a group that they consider more at-risk. He reiterated the importance of students staying in school.

Chairman Steel said that she recently attended the legislature and encouraged community members to support House Bill 198 that reflects mandatory school attendance until the age of 17.

Trustee Bridger asked if the District would see full implementation of Graduation Counts for the next school year and what the role public relations played in the process. Mr. Craft responded that the committee continues to grow, with new goals, but that they hope to have the elementary parent liaisons in place by the next school year. The Graduation Counts Committee hopes to reach out to the community, philanthropic organizations, churches, and businesses, especially through newspaper ads and radio spots.

C. Approval of Policies (Action) – Cody Sinclair

Human Resources Coordinator Cody Sinclair said that eight policies were being presented for first reading, as part of the ongoing policy review. He explained that the policies are looked at systematically, and some are reviewed due to guidance from the Wyoming School Board Association. Mr. Sinclair thanked Assistant Superintendent Tom Sachse and Business Manager Roxie Taft for their recent and future assistance in the review of policies from Section D.

FIRST READING

Mr. Sinclair asked that Policy DA - Fiscal Management and Goals be deleted, as the guidance it offered is found in Policy DB.

TRUSTEE O'DELL MADE A MOTION TO DELETE POLICY DA – FISCAL MANAGEMENT AND GOALS ON FIRST READING, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that a belief statement was removed from Policy DB - Annual Budget, and the final paragraph from Policy DBC was incorporated into Policy DB.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY DB - ANNUAL BUDGET ON FIRST READING, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair reported that Policy DBC - Budget Planning and Preparation is recommended for deletion, with its incorporation into policy DB.

TRUSTEE O'DELL MADE A MOTION TO DELETE POLICY DBC - BUDGET PLANNING AND PREPARATION ON FIRST READING, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair reported that the unneeded middle paragraph of Policy DBJ - Budget Transfers was removed.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY DBJ - BUDGET TRANSFERS ON FIRST READING, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair reported that Policy DEB/DEC - Funds from State and Federal Sources was updated to include private sources.

TRUSTEE O'DELL MADE A MOTION TO APPROVE POLICY DEB/DEC - FUNDS FROM STATE AND FEDERAL SOURCES ON FIRST READING, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that edits to Policy EFB - Wellness Policy included minor language updates from auditors.

TRUSTEE O'DELL MADE A MOTION TO APPROVE POLICY EFB - WELLNESS POLICY ON FIRST READING, AS PRESENTED. TRUSTEE WILSON SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that wording of the first sentence of Policy IKF - Graduation Requirements was clarified.

TRUSTEE O'DELL MADE A MOTION TO APPROVE POLICY IKF - GRADUATION REQUIREMENTS ON FIRST READING, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that Policy IKF-P - Graduation Requirements was updated with feedback from other districts about recognizing accredited institutions. Information about Special Education students was updated as well.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY IKF-P - GRADUATION REQUIREMENTS ON FIRST READING, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

SECOND READING

Mr. Sinclair said that Board normally accepts policies up for second reading as a group. He added that the only change to the policies before the Board for second reading is the removal of a sentence requiring parents to set up an Infinite Campus account in new policy JRAD.

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE POLICY BGC – POLICY ADOPTION, REVISION, AND REPEAL, POLICY BH – BOARD-STAFF

COMMUNICATION, POLICY CA – ADMINISTRATION GUIDANCE/PRIORITY OBJECTIVES, POLICY CH/CHA – POLICY IMPLEMENTATION/INDIVIDUAL SCHOOL RULES AND PROCEDURES, POLICY CHCA – HANDBOOKS AND DIRECTIVES, AND POLICY JRAD – ONLINE REGISTRATION ON SECOND READING, AS PRESENTED. TRUSTEE SCHATZ_SECONDED THE MOTION, AND THE MOTION PASSED WITH A UNANIMOUS VOTE.

Chairman Steel asked if online registration would be ready in the fall. Mr. Sinclair and Technology Director Coree Kelly indicated that it would.

VII. New Business

A. Local Enhancement Acknowledgement/Agreement (*Action*) - Julie Carroll

Facilities Director Julie Carroll reported that the Wyoming School Facilities Commission has been notified of the District's intention to increase the square footage at Sheridan high School. She provided the form that must accompany the enhancement acknowledgement and asked for Board approval.

TRUSTEE O'DELL MADE A MOTION TO APPROVE THE LOCAL ENHANCEMENT ACKNOWLEDGEMENT/AGREEMENT, AS PRESENTED. TRUSTEE WILSON SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

B. FY15 Quarterly Financial Update (*Information*) – Roxie Taft

Business Manager Roxie Taft provided information in the board packet with the final financial statements for cash in bank, revenue, and expenditures of all funds, as of December 31, 2014. She shared that the amount of revenue was more than was expected, due to revenue from bus sales, though the money must be returned to the state in FY16. She added that expenditures are at 38.23%, which is as expected.

VIII. Reports and Communications

A. Board of Trustees

1. Board Reports

Trustee Wilson attended in-service for all staff and math teachers in January. She said that Dr. Timothy Kanold did a great job. She expressed pride in our students and staff.

Chairman Steel thanked Sagebrush for a card received after providing a luncheon in December.

Chairman Steel said that the Board will be signing up for PTO/Board of Trustee luncheons. The meetings will be opportunities for parents to discuss what they

would like to see for their children and what is going well in each school. She added that personnel matters cannot be discussed in the meetings.

Chairman Steel said that the Board will be going to the Wyoming Legislature on Sunday. She spoke about the importance of an External Cost Adjustment (ECA) and extending the mandatory school attendance age to 17. Superintendent Dougherty added that the legislature is working for an ECA to account for inflation and that Senate File 8 may require the District to hire additional mathematics staff.

Trustee Jim Perkins asked for clarification about concussions. Assistant Superintendent Terry Burgess explained that new legislation was proposed to release schools from some of their concussion liability when the schools are not negligent. The District goes beyond this legislation and has multiple checks in place to protect students with injuries.

2. Committee Reports

There were no committee reports.

3. Other

There were no other board reports.

B. PTO/Parents/Students/Organizations

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

C. Site/Administration/Staff

There were no Site/Administration/Staff reports.

IX. District Administration Reports

A. Superintendent

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

Superintendent Dougherty said that numerous undergraduate teacher programs in the nation are researching features of effective teacher programs. Programs are often based on instructor interest, rather than necessary skills. The researchers have discovered that the most productive programs have tracked results and practice accountability.

Superintendent Dougherty spoke about the Research-Based, Best Practices board goal. Dr. Timothy Kanold visited the schools on January 19th and 20th to provide a follow-up to last year's guidance to the staff about collaborating. Superintendent Dougherty said that he will work with Chairman Steel to arrange presentations for the Board to provide information about programs in the schools.

Superintendent Dougherty also reported about the Excellent Staff and Resources goal. He explained that collaboration and professional development in the workplace contributes to high morale. District staff has had opportunities to participate in technology professional development over the past year, and the District hopes to formulate additional trainings based upon their experiences and needs. Superintendent Dougherty also addressed the District's 96% teacher retention and strong financial management of the District.

CHAIRMAN STEEL MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:43 PM TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES PURSUANT TO W.S. 16-4-405. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 7:43 p.m. to address personnel matters.

CHAIRMAN STEEL MADE A MOTION TO RETURN TO REGULAR SESSION AT 9:37 PM. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 9:37 p.m.

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

TRUSTEE PERKINS MADE A MOTION TO APPROVE THE RENEWAL OF ADMINISTRATOR CONTRACTS, AS PRESENTED. TRUSTEE BRIDGER SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

XI. Adjournment:

TRUSTEE WILSON MADE A MOTION TO ADJOURN THE MEETING AT 9:38 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 9:38 pm.

Chairman

Clerk

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

CERTIFIED STAFF

Changes/Transfers:

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

Early Retirement Incentive Plan:

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

CLASSIFIED STAFF

Approvals:

Shannon Farstveit Highland Park School	Paraprofessional-Special Education 1:1 7.0 hours/day (175 days)	Effective 1/26/15
---	--	----------------------

Changes/Tranfers:

Carrie Cook Woodland Park School	Paraprofessional-Office (6.0 hours/day)/Cook's Helper (1.0 hour/day) to Paraprofessional-Office (6.0 hours/day)/Paraprofessional-ESL (1.0 hour/ day) 175 days/177days	Effective 2/23/15
-------------------------------------	--	----------------------

Early Retirement Incentive Plan:

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

Resignations:

Allen Mitcheltree Woodland Park School	Custodian 5.5 hours/day (175 days)	Effective 2/20/15
---	---------------------------------------	----------------------

Retirements:

Loy Harding Sheridan High School	Paraprofessional-ESL 6.5 hours/day (175 days)	Effective 5/29/15
-------------------------------------	--	----------------------

EXTRA DUTY 2014-2015

Approvals:

<u>Name</u>	<u>Position</u>
Rebecca Adsit	Language Arts Presentation to Area Superintendents - District
Jeremy Attebury	Developing and Providing Professional Development on 3-D Projector - District
Gregory Carroll	Basketball - Boys' 7-8th Grade C Coach - SJHS
Debra Hill	Knowledge Master Open - SJHS
Shannon McInerney	Science Fair - SJHS
Andrew Wallenkamp	Basketball - Boys' 7-8th Grade C Coach - SJHS

Changes:

<u>Name</u>	<u>Position</u>
Peter Hawkins	Soccer - Girls Assistant to Boys Assistant - SHS

SHERIDAN JUNIOR HIGH SCHOOL AFTER SCHOOL STAFFING 2014-2015

Approvals:

<u>Name</u>	<u>Position</u>
Katie Foster	Teacher
Loretta Holloway	Substitute Teacher

Sheridan County School District No. 2
Board of Trustees
Teachers' Roundtable
February 23, 2015

Richard Bridger, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The Teachers' Roundtable/Board Meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 5:30 p.m., Monday, February 23, 2015, in the board room at the Central Administration Office. A quorum was present, including the following:

Trustees:

Molly Steel, Chairman
Ann Perkins, Vice-Chairman
Richard Bridger
Hollis Hackman
Jim Perkins
Sue Wilson

Absent:

Wayne Schatz, Treasurer
Erica O'Dell, Clerk
Marva Craft

Administrators:

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

Absent:

TRUSTEE JIM PERKINS MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 5:30 P.M. TRUSTEE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

II. Executive Session

The Board went into Executive Session at 5:30 p.m. to cover personnel matters.

TRUSTEE WILSON MADE A MOTION TO RETURN TO REGULAR SESSION AT 6:15 PM. TRUSTEE JIM PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 6:15 p.m.

III. Regular Session

- A.** During regular session the following items were presented and discussed:
Maternity/Paternity, Technology, Discretionary Leave, Professional Development, and Affirmations.

IV. Adjournment

TRUSTEE ANN PERKINS MADE A MOTION TO ADJOURN THE MEETING AT 6:30 P.M. TRUSTEE JIM PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Chairman

Clerk

DATE: February 24, 2015
TO: Board of Trustees
FROM: Craig Dougherty, Superintendent
SUBJ: **Capital Construction Update** (*Action*)

Sheridan High School Projects and Future Planning

In April, we will be coming to the Board to approve the Construction Manager at Risk (CMAR) Guaranteed Maximum Price (GMP). The construction documents are 50% complete. TSP will bring updated plans at 5:30 before your meeting.

At the February meeting, Gary Temple of The Meadowlark Gallery in Billings presented the appraisal completed for the District. The Board's and Whitney's attorneys have completed an agreement for the sale of the Gollings paintings. After reviewing the contract, the Cap Con committee recommends approval of the sale. I will request that you take action to approve the sale.

Information about the locker room nameplate fundraiser has been posted on the district website to promote interest in the project. Additionally, on February 23, Frackelton's "Dining For A Cause" event featured the SHS Locker Room & Sports Medicine Facility, with 100% of sales and gratuities donated by Frackelton's to the SHS project. In addition to the proceeds from Frackelton's, Sheridan Orthopaedic Associates matched every dollar raised, and Hammer Chevrolet matched every dollar raised from lunch sales.

Facility Planning

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

TSP has conducted their first planning meeting regarding the alternative school and will begin attending the collaborative alternative school steering committee meetings. At our February 4th Alternative High School Steering Committee meeting, we discussed vision, mission, values, and goals, as well as instructional models, and student outcomes. We created an instructional model subcommittee and a student support systems subcommittee. Michelle Sullivan and Joel Dvorak are facilitating the subcommittee meetings, and both groups have had one meeting to date. The

committees plan to meet each month to complete their work and report out to the full steering committee in June. As part of the collaborative meetings, Whitney is sponsoring an educational summit on March 10th at Sheridan College. Students and faculty will be involved in peer discussion panels and an update on the alternative high school project will be presented.

DATE: February 24, 2015
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

DJ	Purchasing
GCC/GDC	Staff Leaves and Absences

The following policies are being recommended for second reading:

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

Policies - First Reading

PURCHASING

~~The District's purchasing program shall serve the interests of the school district and the betterment of its education program by providing the necessary supplies, equipment and services. The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.~~

The Superintendent or his/her designee shall serve as purchasing agent for the district. He/she shall be responsible for developing and administering the purchasing program for the district. The purchasing procedures employed by the Superintendent shall comply with all applicable laws and regulations (including retention policies) of the state, the United States Department of Education (USDE), and the United States Department of Agriculture (USDA). The Superintendent or his/her designee shall ensure that all contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. ~~as well as the following Board policies:~~

~~1. The district's annual operating budget, which the Board sees as the district's controlled spending plan, shall direct all purchases by the Superintendent.~~

~~2. The Superintendent is authorized to issue purchase orders without prior approval of the Board when formal bidding procedures are not required by law and when budget appropriations are adequate to cover the obligations.~~

~~3. The Superintendent shall always secure approval of the Board of Trustees for purchases of items required to be bid by Wyoming Statute.~~

~~4. Competitive bids or quotations shall be solicited in connection with all purchasing whenever practical.~~

~~5. Preference in purchasing shall be given to in-district, county, or state vendors respectively, provided:~~

- ~~a. their prices are equal to or better than other vendors, and~~
- ~~b. they meet the specifications of the district.~~

~~6. The quantity of items purchased shall depend on the~~

PURCHASING (contd.)

~~necessity of the items, storage space, availability and economy of volume purchased.~~

~~7. The Superintendent shall make every effort to receive full value for the dollar spent~~

~~8. All contracts that require public advertising and competitive bidding shall be awarded by the Board. Recommendations for the award of these contracts shall be submitted to the Board by the Superintendent.~~

The district will adhere to the standards set forth in —“Buy American” for the food service— program (7CFR 210.21(c)(3)(d)).

Debarment and Suspension: For all purchases and contracts to be paid with federal dollars which are expected to equal or exceed \$25,000, the district must have verification regarding debarment, suspension, ineligibility, and voluntary exclusion for the vendor.

Standards of conduct: Employees will not ~~be engaged~~engage in or participate in any procurement when there is a conflict of interest, real or ~~perceived.~~ In addition, employees cannot solicit or accept ~~any gratuities, favors, or anything of monetary value from —prospective vendors.~~

No employee shall participate in the selection, award or administration of a purchasing contract when any of the following persons have a financial interest in the firm selected for award:

- The employee
- Any member of his/her immediate family
- People with whom there is an affectionate—personal relationship
- An organization which employees or is about to employ any of the above

The district ~~would like~~expects all employees to behave with the utmost integrity, refrain from —and never be —self-serving activity, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.

PURCHASING (contd.)

Employees found to be in violation of this policy ~~are~~will be subject to disciplinary action. ~~Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension without pay, or termination.~~

Protest procedures: The ~~District shall~~~~intent is to~~ provide vendors with a process to formally object to the award of a contract for services or a contract for purchase. Prior to making a formal protest, ~~Before deciding on protesting, t~~the vendor should first discuss any issues with the Superintendent or his/her designee~~business manager or his/her designee and review the bids received and the process followed.~~ If a vendor proceeds with a formal protest, the vendor ~~they~~must provide a written protest to the Superintendent or his/her designee, within 10 days of the board action awarding the bid outlining:

1. The criteria ~~that put~~the vendor claims put it ~~them~~ at an unjust advantage, or

2. Evidence that the ~~proper~~ bid procedure was not followed, or

3. Evidence that the district made a mathematical error, or

4. Evidence the district erred in the bid award.

5. Any other claims that the School District's bid award was improper ~~under applicable law.~~

The Superintendent or his/her designee will review the protest and provide a ~~written~~ answer within 45 business days. During the review process, the district has no obligation to delay or otherwise postpone an award.

~~Ref W.S. 21-3-110(a)(viii)-(B)(iii)~~

~~Wy preference statute for school construction~~

~~7 CFR Parts 210, 215, 220, 3016 and 3019 (as applicable)~~

First Reading: 4/13/09

Second Reading: 5/18/09

STAFF LEAVES AND ABSENCES

The Board provides a plan for leaves and absences designed to help members of the staff maintain their physical health, take care of family and other personal emergencies, grow professionally, and discharge important and necessary obligations.

Temporary absences for necessary and justifiable reasons will not require Board approval, but may be authorized by the superintendent and school building administrators. All requests for long-term leaves of absence will be submitted by the superintendent, along with his/her recommendation for Board action.

SICK LEAVE - Certified/professional staff on 185-190 day contracts and technicians, nurses, head cooks, and second cooks on a nine-month work agreement will accumulate sick leave at the rate of 10 days per year accumulative to 60 days. Elementary principals, assistant principals, and secretaries on 195-210 day contracts or work agreements will accumulate 11 days of sick leave per year accumulative to 66 days. Staff members on 195-210 day and 260-261 day (twelve-month) contracts or work agreements will accumulate 12 days of sick leave per year accumulative to 72 days. Bus drivers, part-time custodians, paraprofessionals, and cook's helpers who have been employed with the district for fewer than six years and are on nine-month work agreements will accrue sick leave at the rate of three (3) days per year accumulative to 18 days. Bus drivers, part-time custodians, paraprofessionals, and cook's helpers who are starting their sixth year of continuous employment with the district (an employee must work at least one full semester to be counted as a year) and are on nine-month work agreements will accrue sick leave at the rate of ten (10) days per year accumulative to 60 days. When the years of employment are not consecutive, the superintendent has discretion, with respect to the applicability of this policy. Employees that have accrued sick leave days beyond the maximum carryover stipulated above will be given one additional paid personal leave day for the following fiscal year. A day is defined as the number of hours scheduled to work daily. The normal work day may be less than eight (8) hours per day depending upon the normal work schedule of the employee. Accumulation of sick leave will be pro-rated for staff members working less than eight (8) hours per day and will also be pro-rated by school quarter if the date of employment falls on or after the start of a school quarter (three-quarters if after the end of the first quarter, one-half

STAFF LEAVES AND ABSENCES (contd.)

if after the end of the second quarter, and one-fourth if after the end of the third quarter).

Sick leave is to be used for the illness of a staff member or members of his or her immediate family. Immediate family members ~~will be~~are defined as children, spouse, parents, siblings, stepparents, stepchildren, or stepsiblings. Under certain circumstances sick leave may also be used for the care of grandparents and/or grandchildren upon approval of the superintendent. Upon termination of employment accrued sick leave will be paid out at the current substitute rate to employees with ten (10) or more consecutive years of employment with Sheridan County School District #2.

Certification - The District may require that a request for leave to care for a relative with a serious health condition or because of the employee's own serious health condition be supported by a certification (letter/document). This certification must be issued by the health care provider of the eligible employee or of the immediate family member(s) of the employee as appropriate. The employee shall provide in a timely manner a copy of such certification to the employer.

1. Certification provided under this section shall be sufficient if it states:
 - a. The date on which the serious health condition commenced;
 - b. The probable duration of the condition;
 - c. The appropriate medical facts within the knowledge of the health care provider regarding the condition;
 - d. If applicable, a statement that the eligible employee is needed to care for the immediate family member(s) and an estimate of the amount of time that such employee is needed to care for the immediate family member(s); and
 - e. In the case of the employee's own serious health condition, a statement that the employee is unable to perform the functions of the position of the employee;
 - f. In the case of certification for intermittent leave or

STAFF LEAVES AND ABSENCES (contd.)

leave on a reduced leave schedule or for planned medical treatment, the dates on which such treatment is expected to be given, the duration of such treatment, and a statement of the medical necessity for the intermittent leave or leave on a reduced leave schedule.

Second Opinion - In any case in which the District has reason to doubt the validity of the certification provided by the employee for leave for medical care or for medical reasons, the District may require, at the selection and expense of the District, that the eligible employee obtain the opinion of a second health care provider designated or approved by the District concerning any information certified under this section for such medical leave.

In any case in which the second opinion described above differs from the opinion in the original certification provided under this section, the District may require, at the selection and expense of the District, that the employee obtain the opinion of a third health care provider designated or approved jointly by the District and the employee. The opinion of the third health care provider shall be considered to be final and shall be binding on the District and the employee.

The District may require that the eligible employee obtain subsequent recertification on a reasonable basis.

Penalty For Failure To Return - The District may recover the premium that the District paid for maintaining coverage for the employee under the District's group health insurance plan during any period of leave under this policy if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
2. The employee fails to return to work for a reason other than:
 - a. The continuation, recurrence, or onset of a serious health condition that entitles the employee to leave either to care for an immediate family member or on account of the employee's own serious health condition; or
 - b. Other circumstances beyond the control of the

STAFF LEAVES AND ABSENCES (contd.)

employee.

EXTENDED SICK LEAVE - Extended sick leave is only available when an employee has used all accrued leave. Extended sick leave is to be used for the illness of a staff member or member of his or her immediate family. For the purposes of this policy eligible employees include certified/professional staff on a 185-190 day contract; secretaries, technicians, nurses, head cooks, and second cooks on a nine/ten-month work agreement; and staff members on 195-210 day- and 260-261 day (twelve-month) contracts and work agreements. Eligible classified and administrative staff may request extended sick leave days from the school board. Employees that have access to the Certified or Classified Sick Leave Banks may apply for extended sick leave only for an immediate family member, as they have access to a sick leave bank for their own illness.

Extended sick leave may be requested from the school board through the superintendent's office. The following conditions will be required when applying for and using extended leave:

1. Extended sick leave is intended for people with an illness that can be treated and will allow a person to return to work after a reasonable period of recuperation.
2. A staff member must submit a letter requesting extended sick leave to the Board along with a supporting letter from a licensed physician who examined the employee or their immediate family member. The physician's letter must explain why leave is medically necessary and the expected amount of time that will be required for recovery before the employee can return to work.
3. If the extended sick leave request is for more than twenty working days, regular status reports will be required from the physician explaining the progress being made toward returning to work.
4. Employees eligible for the district's long-term disability program may be asked to complete the necessary long-term disability application materials. Once long-term disability is approved for an employee, the position will be opened and employment and benefits will end at the end of the month in which the long-term disability is approved. Should the employee be able to return to work after long-

STAFF LEAVES AND ABSENCES (contd.)

term disability, they must apply for open positions.

5. Employees granted extended sick leave will receive their regular salary less the cost of the person's substitute for the period of time extended leave is granted.
6. An employee must have been employed continuously for six (6) months to become eligible for extended sick leave.
7. Terminal illness of either the employee or an immediate family member is a condition under which extended sick leave may be granted.

CERTIFIED/CLASSIFIED SICK LEAVE BANK - (See Policy GCBF/GDBF)

WELLNESS DAY - A half day of wellness leave may be earned each year an employee participates in the Wellness Program. Certified staff may not take a wellness day immediately before or after any school holiday, during the first two weeks (first ten school days) of the school year, or during the last two weeks (last ten school days) of the school year. ~~Staff members may accumulate up to three wellness days. Wellness days earned beyond the accumulated three days will be converted to sick leave days.~~ Unused wellness day(s) will ~~not~~ be paid back to an employee at the current substitute rate ~~reimbursed to an employee~~ at the end of his or her employment.

PERSONAL LEAVE - Four days of non-accrued personal leave are granted to certified/professional staff on a 185-190 day contract; secretaries, technicians, nurses, head cooks, and second cooks on a nine/ten-month work agreement; and staff on 195-210 day and 260-261 day (twelve-month) contracts and work agreements. Personal leave will be pro-rated for staff members by school quarter if the date of employment falls on or after the start of a school quarter (three days if after the end of the first quarter, two days if after the end of the second quarter, and one day if after the end of the third quarter). Certified staff may not take personal leave days immediately before or after any school holiday, during the first two weeks (first ten school days) of the school year, or during the last two weeks (last ten school days) of the school year. Exceptions may be granted by the superintendent. For certified, administrative, and exempt staff the substitute teacher rate of pay will be deducted from the employee's salary for three of these days. For those classified staff listed above, one-half

STAFF LEAVES AND ABSENCES (contd.)

of step 1 of the hourly rate of pay on the appropriate salary schedule will be deducted for three of these days. One day will be provided at no loss in salary to the employee. If the paid personal leave day is not taken, it will be paid to the eligible employee at the end of the fiscal year. The rate of pay for this day will be at the above dock rate. An employee must work at least two semesters (for nine-ten month staff) or six months (for twelve month staff) in order to be eligible for payback of personal leave. Except where otherwise provided herein, personal leave days will not be carried over to the next year.

Bus drivers, part-time custodians, paraprofessionals, and cook's helpers are granted one day of personal leave without loss of salary each year. If at the end of the school year the paid personal leave day has not been used, the personal leave day may be carried over to the next year. Staff may not accumulate more than six (6) days of personal leave. Unused personal leave beyond the six (6) days will be paid back at the current substitute rate.

Applications to the employee's principal or other immediate supervisor for personal leave shall be made at least two days before taking such leave (except in the case of emergencies), and the applicant for the leave shall not be required to state the reason for taking the leave.

PROFESSIONAL LEAVE - Certified staff members may apply for attendance at professional conferences that are designed to improve classroom instruction as well as to visit other schools. A teacher attending a conference or meeting will attend without loss of salary. If leave is approved, the cost of a substitute will be paid by the district. Expenses for travel, lodging, meals, and registration fees shall also be an appropriate district expense. Prior approval must be granted in writing by both the principal and the superintendent.

Professional staff may apply for professional leave to complete an internship within the district. Internship programs are approved on a case by case basis. A substitute's pay will be deducted for days that the staff member is participating in the approved internship. Completion of an internship within the school district does not guarantee future employment in the area of the internship.

Professional leave may also be granted to allow participation in

STAFF LEAVES AND ABSENCES (contd.)

professional association meetings and conferences. A substitute's pay may be deducted for these days. Prior approval must be granted in writing by both the principal and the superintendent.

LEGAL LEAVE AND JURY DUTY - If an employee is subpoenaed or otherwise ordered to appear as a witness or juror in legal proceedings, leave shall be granted without loss of a substitute's pay. However, a deduction from pay shall be made for the witness or the juror fee which the employee collects.

LEGAL LEAVE (PROFESSIONAL) - If an employee is required to appear in legal proceedings to which he/she is a party on behalf of the school district, leave shall be granted without loss of a substitute's pay.

LEGAL LEAVE (PERSONAL) - Leave may be granted for an employee to appear in legal proceedings not related to school district business. In these cases the employee will be docked at a full rate of pay unless other leave covered in this policy is taken.

BEREAVEMENT LEAVE - Up to 5 days per bereavement will be granted to staff members to be used for a death in their immediate family. Additional days may be granted at the discretion of the superintendent. It will be under the superintendent's discretion to approve bereavement leave. For the purpose of bereavement leave immediate family may include parents, spouse, fathers-in-law, mothers-in-law, children, grandparents, grandchildren, siblings, brothers-in-law, sisters-in-law, or stepparents, stepchildren, or stepsiblings.

CERTIFIED STAFF LEAVE OF ABSENCE - The Board of Trustees, on recommendation of the superintendent, may grant an unpaid leave of absence to a certified staff member for one semester, one school year or two school years for the purpose of professional study, approved travel, recuperation, child rearing, caregiving for an immediate family member, exchange teaching, or teaching in a foreign country. A certified staff member on leave for professional study, approved travel, teaching in a foreign country, or exchange teaching shall be given service credit for the year and so rated on the salary schedule. If the leave is for recuperation, child rearing, or caregiving for an immediate family member, the certified staff member shall be returned to the schedule without service credit and so rated on the salary schedule. Certified staff members on a leave of absence will be

STAFF LEAVES AND ABSENCES (contd.)

removed from the district's insurance plan(s) at the end of the last day of the month in which the employee last worked unless the staff member works through the end of the school year at which time the insurance benefits continue with the district until August 31st. Certified staff members approved for a leave of absence should speak to the Human Resources Coordinator about COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage.

Unless otherwise approved by the Superintendent, the certified staff member shall file an application for leave and an outline of plans by May 1st, for first semester leave, year-long leave, or two years of leave, and October 15th for second semester leave.

The certified staff member on leave is assured a position in the system, but not necessarily the same position he or she vacated. So that District planning may be accomplished in a reasonable manner, a certified staff member on leave must give notice on or before March 1st of his or her desire to return; otherwise a position will not be held for him or her. Pursuant to W.S. 21-7-103, leaves of absence approved by the Board shall not be considered as interruptions in service for purposes of determining continuing contract status.

CLASSIFIED STAFF LEAVE OF ABSENCE - Classified staff members who are currently enrolled in a university program resulting in a teaching degree may apply to the Board through the superintendent for an unpaid leave of absence from their position in order to fulfill student teaching responsibilities. At the end of the student teaching experience, they will return to their same position at the same pay and experience levels as prior to student teaching. Classified staff members on a leave of absence will be removed from the district's insurance plan at the end of the last day of the month in which the employee last worked unless the staff member works through the end of the school year at which time the insurance benefits continue with the district until August 31st. Classified staff members approved for a leave of absence should speak to the Human Resources Coordinator about COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage.

MILITARY OR STATE TRAINING LEAVE - (see Policy GCCA-GDCA)

FAMILY AND MEDICAL LEAVE ACT - (see Policy GCCA-GDCA)

STAFF LEAVES AND ABSENCES (contd.)

MATERNITY/PATERNITY LEAVE – (see Policy GCCA-GDCA) Employees may apply to use accrued sick leave during the 45 consecutive work days (full or partial) immediately following the birth or adoption of a child. For purposes of this policy, “child” refers to a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. In the event both parents are employed by the district, then only 5 days may be used in combination.

REQUEST FOR LEAVE NEAR THE CONCLUSION OF THE SEMESTER:

1. In the case of employees principally employed in an instructional capacity (teacher and paraprofessional), if the employee begins leave granted for any permissible reason other than the employee’s own serious health condition and the leave period is more than five (5) weeks prior to the end of the semester, the District may require the employee to continue taking leave until the end of the semester if:
 - a. The leave is of at least three (3) weeks duration; and
 - b. The return to employment would occur during the three (3) week period before the end of the semester.
2. If the employee begins leave granted for any permissible reason other than the employee’s own serious health condition and the leave period would commence within the last five (5) weeks prior to the end of a semester, the district may require the employee to continue taking leave until the end of the semester if:
 - a. The leave is greater than two (2) weeks duration; and
 - b. The return to employment would occur during the two weeks period before the end of the semester.
3. If the employee requests leave for any reason other than the employee’s own serious health condition, which period would commence during the three (3) weeks prior to the end of a semester and the duration of the leave is greater than five (5) working days, the district may require the employee to continue to take leave until the end of the semester.

STAFF LEAVES AND ABSENCES (contd.)

OFFICIATING LEAVE - Any employee invited to officiate a WHSAA sanctioned Regional or State Tournament may be given leave to do so. If officiating leave is approved, substitute's pay will be deducted for these days. These days will not be deducted from the employee's personal leave days. If an employee wishes to use personal leave instead of officiating leave, they may do so.

Applications to the employee's principal or other immediate supervisor for officiating leave shall be made at least two days before taking such leave.

SABBATICAL LEAVE - Certified staff may apply for sabbatical leaves from the district. Applications must be made by November 1 for the following academic year. To qualify, a staff member must have taught in the district for seven years, must attend an accredited graduate school during the sabbatical leave, and successfully complete a full load of graduate course work that will directly benefit the district in his/her position, and must return to his/her same or an equivalent position for two years. The district will allow no more than three sabbatical leaves per year and will pay one-half of the current base salary to each of the recipients. Leaves will be granted on the recommendation of the superintendent with the approval of the board. Recipients will earn a year's credit on the salary schedule while on leave.

This policy on sabbatical leave will only be implemented if funding is available.

VACATION LEAVE - Classified 260-261 day (Twelve-Month) Employees

Employees with less than five years of experience on a 260-261 day (twelve-month) basis will be granted 12 days (accrued at the rate of 1 day/month) of vacation annually with full pay. Employees with more than five years of experience, but less than ten years of experience on a 260-261 day (twelve-month) basis will be granted 15 days (accrued at the rate of 1¼ days/month) of vacation annually with full pay. Employees with more than ten years of experience on a 260-261 day (twelve-month) basis will be granted 18 days (accrued at the rate of 1½ days/month) of vacation annually with full pay. Classified 260-261 day (twelve-month) employees may accumulate up to 42 days of vacation. Any days beyond the maximum allowed to be carried over at the end of the fiscal year (June 30th) will be paid out in December of the following fiscal year. Those staff with more

STAFF LEAVES AND ABSENCES (contd.)

than 42 accumulative days at the end of fiscal year 2010 will be grandfathered and will be allowed to carryover no more than the total number of days they have accrued as of June 30, 2010. Vacation days will be paid out at the previous fiscal year's rate of pay.

Applications to the classified employee's principal or other immediate supervisor for vacation leave shall be made at least ten working days before the time leave is requested (except in the case of emergencies).

VACATION LEAVE - Professional 260-261 day (Twelve-Month) Employees

Professional 260-261 day (twelve-month) staff will be granted 21 days (accrued at the rate of 1 $\frac{3}{4}$ days/month) of vacation annually with full pay accumulative up to 42 days. Any days beyond the maximum allowed to be carried over at the end of the fiscal year (June 30th) will be paid out in December of the following fiscal year. Those staff with more than 42 accumulative days at the end of fiscal year 2010 will be grandfathered and will be allowed to carryover no more than the total number of days they have accrued as of June 30, 2010. Vacation days will be paid out at the previous fiscal year's rate of pay.

Vacations are to be arranged through the superintendent. Applications by 260-261 day (twelve-month) professionals for vacation leave shall be made at least ten working days before the time leave is requested (except in the case of emergencies).

First Reading: [9/8/14](#)
 Second Reading: [10/6/14](#)

***Policies -
Second Reading***

~~FISCAL MANAGEMENT AND GOALS~~

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

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

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

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

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

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

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

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

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

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

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

ANNUAL BUDGET

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

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

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

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

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

W.S. 16-4-104

W.S. 16-4-109

First Reading: ~~2/9/09~~ 2/2/15

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

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

DBC

~~BUDGET PLANNING AND PREPARATION~~

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

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

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

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

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

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

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

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

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

BUDGET TRANSFERS

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

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

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

W.S. 16-4-112

First Reading: ~~2/9/09~~ 2/2/15
Second Reading: ~~3/2/09~~

FUNDS FROM STATE AND FEDERAL SOURCES

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

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

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

First Reading: ~~2/09/09~~ 2/2/15
Second Reading: ~~4/13/09~~

WELLNESS POLICY

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

PHYSICAL ACTIVITY

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

WELLNESS POLICY (contd.)

6. District personnel will encourage all students to participate in physical activity/recess on a daily basis.
7. The school will encourage families and community members to support programs outside the school that encourage physical activity. The District will solicit feedback and support for physical activity programs from families and community members through stakeholder meetings.

NUTRITION PROGRAM

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

WELLNESS POLICY (contd.)

9. The District will provide appealing and attractive meals and promote healthy foods; including fruits, vegetables, whole grains, and low-fat dairy products to children that offer a variety of fruits and vegetables and ensure the served grains are whole grain.
- ~~10. The promotion of healthy foods; including fruits, vegetables, whole grains, and low-fat dairy products will be encouraged.~~
10. The District ~~will~~may partner with parents, students, school personnel, health professionals, community members, community groups, and agencies to promote healthy nutrition outside the regular school day, week, and year.
11. The District will make nutrition information available to students, parents, and the community via the District's website.

WELLNESS

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

See also policy:
IMBB - Exemptions from Required Instruction

First Reading: ~~5/14/12~~ 2/2/15
 Second Reading: ~~6/18/12~~

GRADUATION REQUIREMENTS

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

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

~~Wyo. Stat. Ann. § 21-2-304~~

First Reading: ~~5/17/10~~ 2/2/15
Second Reading: ~~6/21/10~~

GRADUATION REQUIREMENTS

POLICY FOR DETERMINING MASTERY OF STANDARDS:

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

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

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

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

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

GRADUATION REQUIREMENTS (contd.)

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

PROCEDURE FOR ACCUMULATION OF COURSE CREDITS:

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

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

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

First Reading: ~~5/17/10~~ 2/2/15
 Second Reading: ~~6/21/10~~

DATE: February 24, 2015

TO: Board of Trustees

FROM: Mitch Craft, Sheridan Junior High School Principal

SUBJ: **Graduation Counts Update** *(Information)*

I am pleased to report that three of our Graduation Counts committees have met since the February Board of Trustees meeting. I will report progress from the Attendance Committee, Community Engagement Committee, and the Multiple Pathways to Graduation Committee. In addition, I will provide an update on our potential partnership with Thrive in Bozeman to implement Parent Liaisons. Finally, I will recap the Casper Star Tribune's praise of our Graduation Coach position at Sheridan High School.

DATE: February 24, 2015

TO: Board of Trustees

FROM: Tom Sachse, Asst. Superintendent for Curriculum and Assessment

SUBJ: **Title I Supplemental Services** *(Information)*

For the next several months, we will present information about supplemental education services. This month we will review Title I services; next month, we will review Special Education services; and, the following month, we will review after-school programming.

In this brief presentation, I will summarize the purpose and procedures for Compensatory Education under the federal Elementary and Secondary Education Act (ESEA), currently known as No Child Left Behind (NCLB). Then, I will introduce two of our Title I specialists, Jenn McIntire from Woodland Park and C.B. Goss from Sagebrush. Jenn will provide a quick description of the literacy services she provides and C.B. will do a similar presentation on supplemental math services.

If you have any questions or comments about this memo, please don't hesitate to call 674-7405, ext. 5104 or e-mail me at tom.sachse@scsd2.com.



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 24, 2015

TO: Board of Trustees

FROM: Scott Stults, Director of Elementary Education

SUBJ: **Kindergarten Registration Update** *(Information)*

Registration for 2015 – 2016 kindergarten students was held Wednesday, February 11th – Friday, February 13th from 8:30 AM – 3:30 PM at the respective elementary schools. Parents were requested to bring: a birth certificate, immunization records, and a current utility bill to registration that was done on-line this year for the first time. In addition, parents were assigned a time for their child to attend screening either April 8th or 9th at Sagebrush Elementary.

Publicity has been done through the Sheridan Press, KROE radio, Public Pulse, flyers at all the schools, day cares, preschools, Shout Point, and pediatricians.

Currently, we have 231 students registered compared to 238 last year and 220 two years ago.

DATE: February 23, 2015

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **Memorial Fund Scholarship Recommendations for 2015-16** (*Action*)

The following Memorial Fund scholarship recommendations are being made for the 2015-16 school year. These are funds contributed for a specific purpose and are awarded under the Board's direction.

Agnes Greisen Memorial Scholarships

The recommendation is for 16 scholarships of \$1,000 each to be awarded to graduating seniors. The income from the Agnes Greisen Trust Fund is generated by trust investments.

Fred Chez Memorial Scholarship

The funds in this account are used to sustain an annual scholarship. The recommendation is to keep this scholarship at \$500 for next year. The Chez family has established the guidelines for this scholarship that include academic excellence, citizenship, leadership, and participation in activities.

Byron Chamberlain Memorial Scholarship

We are recommending a \$300 scholarship from funds donated in memory of Byron Chamberlain. The family is requesting that the scholarship be awarded to a graduating senior who has participated in SHS athletics for at least three years. This award can be made on an annual basis until the funds run out.

Kathryn Ann Skatula Memorial Scholarship

The Skatula family is offering \$1,000 scholarship(s) for graduating Sheridan High School students who plan to major in a music-related field. This includes, but is not limited to, Music Education; Music Performance; Music Therapy; Composing; Music & Technology (i.e. sound engineer); Music & Business (i.e. record label or artist management).

EMIT Technologies Scholarship

Scholarships are given to graduating Sheridan High School students whose parents are employees of EMIT.



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 24, 2015
TO: Board of Trustees
FROM: Craig Dougherty, Superintendent
SUBJ: **Board Goal Updates** (*Information*)

I will continue reporting on the status of your Board Goals at each Board meeting leading up to the Board Retreat. During Monday's meeting, I will report on the Communicating High Expectations goal.

COMMUNICATING HIGH EXPECTATIONS BOARD GOAL

Communicating High Expectations Goal: SCSD #2 will consistently and continuously communicate the District expectations for academic excellence and behavioral norms.

Discussion: The Board of Trustees believes that as a public entity, the District needs to be clear about the academic potential that each student can reach and provide the educational programming to help each student reach their potential. There are two obvious opportunities for implementing this communication goal: one involves setting the board meeting agenda and board work sessions with an emphasis on conveying those expectations, and the second involves asking district staff to communicate those expectations in a variety of venues.

2014-2015 Projections:

1. The Board will celebrate students, staff, and others who demonstrate they have reached high expectations in a variety of pursuits--academic and otherwise.
2. The Board will receive reports from district staff on programs that help children meet high academic expectations.
3. District administration will communicate to a variety of community groups about the high expectations held for students by the Board of Trustees.
4. District administration will report by October, 2014, on the percentage of students who meet high academic expectations, with the goal of improving academic proficiency and graduation rate. *

2014 – 2015 Milestones

1. This has been a phenomenal year for celebrations—from AP scholars; to athletic champions; to our District Teacher of the Year, even up to tonight's STARR Scholarships. Also, Tyler Julian was recognized for the National Football Foundation Scholar-Athlete Award, the Sheridan County Athletics History Display was recognized, Trustee Hackman received recognition for the Federal Advocacy Coordinator Award, Sheridan High School Again received the US News and World Report Silver Award, the State SkillsUSA Winners were recognized, Terry Burgess was elected to the Wyoming High School Activities Association Chairman's position. Cody Sinclair was recognized for his position on the Wyoming Educator's Benefit Trust and both he and Tyson Emborg were recognized as the Sheridan Press's "20 under 40." Highland Park Elementary School celebrated reaching National Blue Ribbon status. The students and teachers of the seventh grade class of 2013-2014 were recognized for the exemplary PAWS scores.
2. We have received reports throughout the year from staff members who make a difference every day in the lives of children. Reports for the year have spanned the gamut, from Special Education Programs to implementation of the new state standards. Other presentations include the Fort Mackenzie Restructuring Plan, the planning office report, and technology integration. Also, reports on graduation rate, the behavior center, and school improvement plans were shared.

3. This year, a presentation was made about our expectations to the Legislative forum and PTOs at each school site. We again invited all legislators to a meeting to discuss District legislative issues. Superintendent Dougherty presented information to the University Of Wyoming Board of Trustees on several occasions, regarding the District's high expectations.
4. We presented last fall and provided information to the Board of Trustees and community that our district was again first in every category assessed on the statewide assessments, including PAWS and ACT, among 4A districts in the state.*

*SMART Goal

Draft

Personnel

Action

Report

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

CERTIFIED STAFF

Changes/Transfers:

Michaela Uhling Leave of Absence (LOA) to TBD	Teacher-LOA to TBD 1.0 FTE (185 days)	Effective 8/25/15
---	--	----------------------

CLASSIFIED STAFF

Approvals:

Bob Kassen Woodland Park School	Custodian (5.5 hours/day)/Cook's Helper (2.0 hours/day) 261 day	Effective 2/23/15
------------------------------------	---	----------------------

Carla Trier Fort Mackenzie High School	Paraprofessional-Special Education 1:1 7.0 hours/day (175 days)	Effective 2/24/15
--	--	----------------------

Changes/Transfers:

Alice Baker Woodland Park School	Cook-Head/Breakfast/FFV 7.5 hours/day to 7.0 hours/day (177 days)	Effective 2/23/15
-------------------------------------	--	----------------------

Cristina Crabb Woodland Park School	Cook-Second 7.0 hours/day to 6.5 hours/day (177 days)	Effective 2/23/15
--	--	----------------------

Carol Reed Highland Park School	Paraprofessional (6.5 hours/day) to Secretary-Principal (8.0 hours/day) 175 days to 195 days	Effective 6/8/15
------------------------------------	--	---------------------

Karen Townsend Highland Park School	School Nurse/Head Nurse to School Nurse 6.5 hours/day to 6.0 hours/day	Effective 1/5/15
--	---	---------------------

Resignations:

Michelle Bristol Administration Building	Superintendent's Secretary 8.0 hours/day (261 days)	Effective TBD
---	--	------------------

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

EXTRA DUTY 2014-2015

Approvals:

<u>Name</u>	<u>Position</u>
Kathy Barker	CNA Coordinator - SHS
Jennifer Black	Love and Logic Parent Presentation - Title I Elementary
Terry Burgess	Wrestling - Assistant Coach - SHS
Tim Daniels	Weight Room - 3rd Quarter - SHS
Aaron Gray	Weight Room - 3rd Quarter - SHS
Dave Hoeft	Specialists Professional Development Facilitator - Elementary
Paul Phillips	Love and Logic Parent Presentation - Title I Elementary
Cory Pickett	Soccer - Assistant Coach - SHS

SAGEBRUSH SCHOOL AFTER SCHOOL STAFFING 2014-2015

Approvals:

<u>Name</u>	<u>Position</u>
Kaci Malmborg	Substitute Teacher (Student Teacher)