

Sheridan County School District #2

Board Meeting



Date: March 4, 2013

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2

Board of Trustees Meeting

Central Office – Board Room

March 4, 2013

6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
- II. Recognition**
 - A. Meadowlark Exemplary PLC Audit – Craig Dougherty with Jason Hillman
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
 - A. Approval of Minutes – February 4, 2013
 - B. Approval of Minutes – February 18, 2013
 - C. Approval of Bills for Payment
- VI. Old Business**
 - A. Capital Construction Update (*Information*) – Craig Dougherty
 - B. Approval of Policies (*Action*) – Cody Sinclair
- VII. New Business**
 - A. Fort Mackenzie 1:1 Laptop Program (*Information*) – Tom Sachse with Mick Wiest
 - B. Memorial Fund Scholarship Recommendations for 2013-14 (*Action*) – Roxie Taft
 - C. Update of Facility Plan being Submitted to the Wyoming School Facilities Commission (WSFC) (*Information*) – Julie Carroll
- VIII. Reports and Communication**
 - A. Board of Trustees
 - B. PTO/Parents/Students/Organizations
 - C. Site Administration and Staff
- IX. District Reports**
 - A. Superintendent
 - 1. Board Goal Updates
- X. Executive Session**
 - A. Personnel Matters
 - B. Legal Matters
 - C. Real Estate Matters
- XI. Adjournment**

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting

Scott Hininger, Chairman

February 4, 2013

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 4, 2013, in the Board Room at the Central Administration Office. Becky Bridger and Haley Obermueller started the meeting by singing the National Anthem. The presiding officer was Scott Hininger, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

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

Administrators:

Craig Dougherty, Superintendent
Tom Sachse, Assistant Superintendent
Terry Burgess, Assistant Superintendent
Roxie Taft, Business Manager
Julie Carroll, Facilities Director

Absent:

Erica O'Dell

Absent:

Scott Stults, Director of Elementary Education
Coree Kelly, Technology Director

II. Recognition

A. Operation Recognition – Craig Dougherty

Craig Dougherty, Superintendent, introduced Sheridan High School Principal Dirlene Wheeler. Principal Wheeler introduced James Lee Sturdevant, veteran of the United States military - - present to receive his diploma. She explained that Mr. Sturdevant retired from the United States Navy in 1990 as an E-9, Master Chief Petty Officer. During his 27 years in the service and six tours of duty in Vietnam, he received numerous medals and awards. Ms. Wheeler presented Mr. Sturdevant with his diploma, and Mr. Sturdevant received a standing ovation.

Ms. Wheeler then introduced Ron Wood of the Wyoming Veterans Commission. Commissioner Wood presented Mr. Sturdevant with a book of congratulatory letters from

various officials and dignitaries, thanking him for his many years of dedicated service. Among the letters were correspondence from Senator Mike Enzi, Senator John Barasso, Representative Cynthia Lummis, and Governor Matt Mead. Mr. Sturdevant was also presented with commemorative coins given to servicemen who display exemplary military service, and a flag that was flown over the capital by Senator John Barasso in Mr. Sturdevant's honor.

Mr. Sturdevant commented that receiving his diploma was a long time coming.

- B. Wyoming Music Education Association-Razmick Sarkissian – Craig Dougherty**
District Superintendent Craig Dougherty recognized Sheridan High School orchestra teacher Razmick Sarkissian for being awarded the National Federation of High School Interscholastic Music Award. The Northeast District of Wyoming Music Educators nominated Razmick Sarkissian for Music Educator of the Year at the music educators state board meeting.

Superintendent Dougherty explained that Mr. Sarkissian has great impact on his students. He always has the largest number of students from any school in the state to attend the all-state music performance. Mr. Sarkissian articulates specifics about orchestra, while also teaching students about drive, focus, and setting high expectations. Superintendent Dougherty explained that Mr. Sarkissian works hard for kids every day, at the highest level, and thanked Mr. Sarkissian for his dedication.

Mr. Sarkissian explained that he is successful because of the students, parents, and administrators, as well as his willingness to stand up and fight for the best interests of his students.

III. Approval of Agenda

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

IV. Welcome--Audience Comments

There were no audience comments.

V. Consent Agenda Items

A. Approval of Minutes for January 14, 2013

B. Approval of Bills for Payment

General Fund	401,804.87
Federal Fund	17,434.00
Capital Fund	0.00
Major Maintenance Fund	6,215.96
TOTAL:	\$425,454.83

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

VI. Old Business

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

Craig Dougherty, District Superintendent, reported that the construction documents for the new Henry A. Coffeen Elementary School are ready and being reviewed by the city and the state Fire Marshal's office. It is anticipated that Sheridan County School District #2 will be the first school district to have bids released to the public, and in turn, the most likely to get the best bid and the best contracts. The documents should be released for bid on Wednesday, February 6, 2013. Superintendent Dougherty thanked TSP and Julie Carroll, Facilities Director, for their hard work.

The contract with TSP is finalized in connection with the design and engineering services for the Sheridan High School entrance. The Schematic and Design Development stages will now begin so the project is ready for bid in the spring and renovation in the summer. The design will soon be ready to share with Sheridan High School Principal Dirlene Wheeler, her staff, and her student council.

Superintendent Dougherty explained that Dale Buckingham Architects is beginning to develop documents for Story Elementary School. The Schematic and Design Development stages will now begin so the project is ready for bid in the spring and renovation in the summer.

Trustee Schatz stated that he had an old desk, kindergarten chair, and flooring recovered from the original Coffeen Elementary School. He has provided the items to TSP, and they are incorporating them into the design of the new Henry A. Coffeen Elementary School. Superintendent Dougherty thanked Trustee Schatz for his efforts in recognizing and furthering the appreciation of the rich history of Sheridan and our schools.

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

Human Resources Coordinator, Cody Sinclair, stated that fewer policies were up for first and second reading this month.

Mr. Sinclair began by stating that Policy IJNDC – Social Media Sites had passed first reading at the January 14, 2013 board meeting, but requires more feedback, and is recommended to be tabled and brought back for first reading at the March 4th board meeting.

TRUSTEE SCHATZ MADE A MOTION TO TABLE POLICY IJNDC – SOCIAL MEDIA SITES AND REVIEW THE POLICY AT FIRST READING AT THE MARCH 4TH BOARD MEETING, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION.

Discussion ensued and Trustee Jim Perkins inquired about the need to repeat the first reading.

Mr. Sinclair, Chairman Hininger, and Assistant Superintendent Terry Burgess explained that if a substantial change is made after the first reading, it is recommended that the policy be returned to first reading.

THE MOTION TO TABLE IJNDC – SOCIAL MEDIA SITES AND REVIEW THE POLICY AT FIRST READING AT THE MARCH 4TH BOARD MEETING CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair reported that Policy JKF – Accountability Change and Education (ACE) Program for Students Suspended or Expelled was renamed and updated. Policy JKF-E – Consent Form was also updated.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY JKF – ACCOUNTABILITY CHANGE AND EDUCATION (ACE) PROGRAM FOR STUDENTS SUSPENDED OR EXPELLED AND POLICY JKF-E – CONSENT FORM, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JLC – Student Health Services was updated and clarified to cover current practice.

TRUSTEE CRAFT MADE A MOTION TO APPROVE POLICY JLC – STUDENT HEALTH SERVICES, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.

Discussion ensued after the motion. Trustee Jim Perkins asked for clarification with respect to the change from “physical” to “health,” and the deletion with respect to the nurse’s actions.

Mr. Sinclair and Chairman Hininger explained that the changes were clarifications in both areas of concern within the policy.

THE MOTION TO APPROVE POLICY JLC – STUDENT HEALTH SERVICES CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JLCA – HIV/AIDS Procedures/Protocol had minor wording changes and the removal of a belief statement.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY JLCA – HIV/AIDS PROCEDURES/PROTOCOL, AS PRESENTED. TRUSTEE JIM PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JLCB – Immunization of Students was clarified, with no intent changes.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY JLCB – IMMUNIZATION OF STUDENTS, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION.

Trustee Jim Perkins asked if the approval of the religious exemption was at the District's discretion.

Mr. Sinclair and Chairman Hininger responded that the religious exemption may be available, pursuant to state statute.

Sheridan Junior High School principal Mitch Craft addressed the Board, responding that the paperwork is processed through the public health office. The public health office does not make a determination about the appropriateness of religious exemptions; it simply accepts and processes paperwork.

THE MOTION TO APPROVE POLICY JLCB – IMMUNIZATION OF STUDENTS CARRIED WITH A UNANIMOUS VOTE.

Policies – Second Reading

Mr. Sinclair reviewed changes made to the policies up for second reading, and recommended that the policies be approved collectively.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY BDA – BOARD ORGANIZATIONAL MEETING, POLICY JJIC – PARTICIPATION IN HIGH SCHOOL ACTIVITIES, POLICY JKA – CORPORAL PUNISHMENT, AND POLICY JKB – DETENTION OF STUDENTS, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.

Trustee Jim Perkins asked to withdraw Policy JJIC - Participation in High School Activities from second reading.

Trustee Perkins further asked for clarification in Policy JKB – Detention of Students in regard to student supervision. Superintendent Dougherty recommended that “should not be left alone” will be changed to “shall be supervised.”

Trustee Bridger suggested a friendly amendment to approve the change to Policy JKB – Detention of Students. Trustee Hackman and Trustee Schatz agreed.

THE MOTION TO APPROVE POLICY BDA – BOARD ORGANIZATIONAL MEETING, POLICY JKA – CORPORAL PUNISHMENT, AND POLICY JKB – DETENTION OF STUDENTS, AS AMENDED, PASSED WITH A UNANIMOUS VOTE.

Trustee Jim Perkins expressed concerns over some language within Policy JJIC – Participation in High School Activities, in regard to the size and age exclusions.

Trustee Craft explained that the policy was in place as a protection for the coaches. Superintendent Craig Dougherty explained that the policy was created for instances of accelerated students, who may be much younger than their classmates, as a safety precaution for the students and the coaches.

TRUSTEE JIM PERKINS MADE A MOTION TO APPROVE POLICY JJIC – PARTICIPATION IN HIGH SCHOOL ACTIVITIES, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION. THE MOTION PASSED WITH A UNANIMOUS VOTE.

VII. New Business

A. FY13 Quarterly Financial Update (*Information*) – Roxie Taft

Roxie Taft, Business Manager, provided a quarterly financial statement information to the Board, reconciled as of December 31, 2012. She explained that 56% of the general fund revenues have been received and 39% of the general fund budget has been expended, which is appropriate for this point of the year.

Chairman Hininger expressed gratitude to Mrs. Taft for her efforts.

B. Request to Advertise to Bid 2013 Projects (Action) – Julie Carroll

Facilities Director Julie Carroll explained that several projects are ready to be advertised for bid. Projects include the Sheridan High School renovation and upgrades, upgrades to Sheridan Junior High School's old gym, Story Elementary renovations, and Henry A. Coffeen Elementary demolition and construction.

Chairman Hininger asked how the money is allocated for major maintenance.

Ms. Carroll responded that a formula factoring in capacity and square footage is used to determine our major maintenance annual allocation. The allocation is a district-wide amount, received on July 1st.

Trustee Steel thanked Ms. Carroll for planning to add hand rails in the old Junior High School gym bleachers for safety.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE REQUEST TO ADVERTISE TO BID 2013 PROJECTS, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VIII. Reports and Communications

A. Board of Trustees

Trustee Hackman explained that he had visited schools in Cheyenne and learned about the Partnership Diploma Program. Within the Partnership Diploma Program, the high schools in Laramie County use space at the community college for at-risk students to spend 20-30 hours a week in self-paced learning. The program has improved graduation rates at Cheyenne high schools and could be beneficial to improving the graduation rate at Sheridan High School.

Trustee Craft welcomed everyone to the Sheridan High School production of “Fiddler on the Roof,” showing from February 28th – March 3rd. She explained that the students are extremely talented and dedicated to a great production.

B. PTO/Parents/Students/Organizations

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

C. Site/Administration/Staff

There were no Site/Administration/Staff reports.

IX. District Administration Reports

A. Superintendent

Superintendent Dougherty explained that progress towards achieving the board goals is being reported before the board retreat. The first board goal to be reviewed today was the Research-Based, Best Practices board goal. Superintendent Dougherty explained that the District uses research-based programs to improve student learning. The District has retained the services of Dr. Anthony Muhhamad and Dr. Timothy Kanold, top educators, to document the strengths and weaknesses of Professional Learning Communities (PLCs) and refine our teaching process. Superintendent Dougherty has also provided information to the board at regular board luncheons and board meetings. The Board’s desire for more information has driven improved student learning.

Superintendent Dougherty reviewed the Student Learning board goal. He shared that the District continues to maintain the top ordinal position in the state among large districts in terms of student assessments. The students of Sheridan County School District #2 are prepared for testing, but our teachers are not teaching to the tests. The focus is on student learning, and the teaching and learning in the district is at the highest level.

Superintendent Dougherty also reported on the Thrive program. The Thrive program helps struggling parents and students work together in a more constructive and positive way. Volunteer mentors check in with students weekly and communicate with educators to ensure student success and graduation. Volunteer parent liaisons check in with the parents and act as a parent advocate with the school. They help the parents in many aspects of their lives, building a stronger family unit, and a more stable environment for the students. The Thrive program has been proven successful in Bozeman, MT, a town with demographics similar to ours. Superintendent Dougherty explained that Thrive and the Partnership Diploma Program could be beneficial to our district.

X. Executive Session:

The Board went into Executive Session at 7:06 p.m. to cover personnel, legal, and real estate matters.

TRUSTEE SCHATZ MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:30 PM. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:30 p.m.

TRUSTEE ANN PERKINS 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 SCHATZ MADE A MOTION TO APPROVE THE AGREEMENT BETWEEN SHERIDAN COUNTY SCHOOL DISTRICT NO. 2 AND THE EMPLOYEE NAMED THEREIN, WHICH AGREEMENT IS EFFECTIVE FEBRUARY 8, 2013, AND THAT THE BOARD DIRECT CHAIRMAN HININGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE SCHOOL DISTRICT, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

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

TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE CENTRAL ADMINISTRATION CONTRACTS, AS AMENDED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

XI. Adjournment:

TRUSTEE ANN PERKINS MADE A MOTION TO ADJOURN THE MEETING AT 8:33 P.M. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
February 4, 2013**

ADMINISTRATIVE STAFF

Early Retirement Incentive Plan:

Larry Hurst Sheridan High School	Assistant Principal 210 days	Effective 6/21/13
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Transfers:

Laurien Rahimi Fort Mackenzie and the Wright Place Schools to Elementary School(s)	Principal to Teacher-Special Education 210 days to 185 days	Effective 6/21/13
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CERTIFIED STAFF

Early Retirement Incentive Plan:

Barbara Burfisher Sheridan Junior High School	Teacher-Reading Specialist 1.0 FTE	Effective 6/3/13
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Carole Burgess Sagebrush School	Teacher-1 st Grade 1.0 FTE	Effective 6/3/13
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Mary A. Durante Sheridan Junior High School	Teacher-Special Education 1.0 FTE	Effective 6/3/13
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Linda L. Gifford Sagebrush School	Teacher-Kindergarten 1.0 FTE	Effective 6/3/13
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Mary B. Grant Highland Park School	Teacher-Special Education 1.0 FTE	Effective 6/3/13
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Craig Maris Sheridan Junior High School	Teacher-Industrial Technology/Woods 1.0 FTE	Effective 6/3/13
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Doug Raney Sheridan High School	Teacher-Social Studies/Instructional Facilitator 0.8 FTE	Effective 6/3/13
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Resignations:

Debbie Norman Meadowlark School	Teacher-Kindergarten 1.0 FTE	Effective 2/8/13
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CLASSIFIED STAFF**Early Retirement Incentive Plan:**

Mary Reimers Meadowlark School	Head Cook 6.5 hours/day	Effective 5/31/13
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Jesus J. Vine Highland Park School	Head Custodian 8 hours/day	Effective 5/24/13
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Homer E. Voogd, Jr. Highland Park School	Custodian 8 hours/day	Effective 5/24/13
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Approvals:

Erika Sanders Henry A. Coffeen School	Paraprofessional-Title I 4.0 hours/day	Effective 1/23/13
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Changes/Transfers:

Darlene Meece Sheridan Junior High School	Cook's Helper 6.0 hours/day to 5.5 hours/day	Effective 2/4/13
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Jennifer Steigelman Sheridan Junior High School	Head Cook 7.0 hours/day to 6.5 hours/day	Effective 2/4/13
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Andrew Tkach Henry A. Coffeen School	Paraprofessional-ESL (7.0 hours/day) to Paraprofessional-ESL (2.75 hours/day/ Title I (1.75 hours/day)/Special Education (2.5 hours/day)	Effective 10/29/12
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Resignations:

Tamara A. Granger	Paraprofessional-Special Education 1:2	Effective
Highland Park School	6.75 hours/day	2/1/13

EXTRA DUTY 2012-2013

Approvals:

<u>Name</u>	<u>Position</u>
Levi Duca	Weight Room – 3 rd Quarter – SHS
Maureen Frauenholtz	Track – Outdoor Assistant Coach – SHS
Marshall McEwen	Track – Outdoor Assistant Coach – SHS
Marshall McEwen	Weight Room – 3 rd Quarter – SHS
Stephanie Stender	Weight Room – 3 rd Quarter – SHS

Resignations:

<u>Name</u>	<u>Position</u>
Larry Hurst	Football – 9 th Grade A Coach – SHS

**COFFEEN ELEMENTARY SCHOOL AFTER SCHOOL PROGRAM –
BRIDGES FUNDING**

Approvals:

<u>Name</u>	<u>Position</u>
Kelly Horn	Student Teacher
Mikayla Smart	Student Teacher
Megan Weisshaar	Student Teacher

**HIGHLAND PARK ELEMENTARY SCHOOL AFTER SCHOOL PROGRAM
– BRIDGES FUNDING**

Approvals:

<u>Name</u>	<u>Position</u>
Caitlin Marosok	Paraprofessional (Student Teacher)
Jean Thomas	Teacher

SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) PROGRAM

Approvals:

Name

Terri MacDonnell
Danielle Holler

Position (Location)

Paraprofessional (Sheridan Junior High School)
Teacher (Sheridan High School)

Sheridan County School District No. 2
Board of Trustees
Teachers Roundtable
February 18, 2013

Scott Hininger, 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 18, 2013, in the board room at the Central Administration Office. A quorum was present, including the following:

Trustees:

Scott Hininger, Chairman
Ann Perkins, Vice-Chairman
Wayne Schatz, Treasurer
Richard Bridger
Hollis Hackman
Molly Steel

Administrators:

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

Absent:

Marva Craft, Clerk
Erica O'Dell
Jim Perkins

Absent:

TRUSTEE SCHATZ MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 5:30 P.M. TRUSTEE STEEL 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 HACKMAN MADE A MOTION TO RETURN TO REGULAR SESSION AT 6:07 PM. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 6:07 p.m.

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

TRUSTEE STEEL MADE A MOTION TO APPROVE THE LEAVE OF ABSENCE FOR THE CERTIFIED EMPLOYEE NAMED THEREIN, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

III. Regular Session

During regular session the following items were presented: discretionary days; professional development; work days; technology; and affirmations about our schools and the district.

IV. Adjournment

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

Chairman

Clerk

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
February 18, 2013

CERTIFIED STAFF

Approvals:

Janelle Dill	Teacher-Kindergarten	Effective
Meadowlark School	1.0 FTE (75 of 185 days)	2/11/13

Changes/Transfers:

Lauren Lewandowski	Teacher-Title I to Teacher-3 rd Grade	Effective
Sagebrush School to Henry A. Coffeen School	0.5 FTE to 1.0 FTE (75 of 185 days)	2/11/13

Early Retirement Incentive Plan:

Jane Chamberlain Jennings	Teacher-Special Education	Effective
Henry A. Coffeen School	1.0 FTE	6/3/13

John Strandholm	Teacher-Special Education	Effective
Sheridan High School	1.0 FTE	6/3/13

Bonnie L. West	Teacher-5 th Grade	Effective
Henry A. Coffeen School	1.0 FTE	6/3/13

CLASSIFIED STAFF

Changes/Transfers:

Emily Hanchett	Paraprofessional-Title I (4.0 hours/day) to	Effective
Highland Park School	Paraprofessional-Title I (4.0 hours/day)/	2/4/13
	Special Education 1:1 (1.25 hours/day)	

Terminations:

Bud Lee	Head Custodian	Effective
Woodland Park School	8.0 hours/day	2/18/13

Jeffrey Wallenkamp	Custodian	Effective
Woodland Park School	5.5 hours/day	2/18/13

EXTRA DUTY 2012-2013

Approvals:

Name

Kathy Barker
Alison Vold

Position

CNA Coordinator (Clinical Time w/ Students) – SHS
Cheerleader Sponsor Addition – SHS



Craig Dougherty, Superintendent

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

DATE: February 26, 2013

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent
Julie Carroll, Facilities Director

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

Henry A. Coffeen Elementary School

The construction documents have been out for bid for several weeks. We have a contractor pre-bid meeting on March 6th. The bid opening is scheduled for March 13th at 2:00 pm.

Sheridan High School Entrance

TSP Architects has been working on Schematic Design documents. We will be presenting these to the School Facilities Department in order to move into the Design Development phase. We have been meeting with Principal Wheeler in order to discuss design elements and will continue to meet with staff as we move into the next phase of this project.

Story Elementary School (ES)

Dale Buckingham Architects has been working on Schematic Design documents. We will be presenting these to the School Facilities Department in order to move into the Design Development phase. We have met with the staff in Story and are continuing to develop the documents in order to move into the next phase of this project.



Craig Dougherty, Superintendent

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

DATE: February 26, 2013
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

IJNDC	Employee Use of Social Media Sites, Including Personal Sites (NEW)
JLCC	Communicable/Infectious Disease
JLCC-A	Head Lice Infestation (Pediculosis Humanus Capitis)
JRA-E3	Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
JRAC	Student Privacy Protection and Parental Right of Inspection to Certain Material

The following policies are being recommended for second reading:

JKF	Program for Students Suspended or Expelled
JKF-E	Consent Form
JLC	Student Health Services
JLCA	HIV/AIDS Procedures/Protocol
JLCB	Immunization of Students

Policies - First Reading

EMPLOYEE USE OF SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES

The following rules have been established to address social media site usage by all employees of the School District:

USE OF DISTRICT EMAIL

Staff members shall use their District email in accordance with the Sheridan County School District No. 2 Staff Electronic Use Policy~~will not use their District email address for personal social media activities. Use of District email for this purpose is prohibited and will be considered a violation of District policy that may result in disciplinary action.~~

CONTACT WITH STUDENTS

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. All staff shall maintain an appropriate professional~~relationship~~ with all students, both inside and outside of the classroom. InappropriateUnprofessional interactions using social media with students is prohibited.

Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social networking websites created for curricular, co-curricular, or extra-curricular purposes where the professional relationship is maintained with the student.

Failure to maintain an appropriate~~professional~~ relationship with students, both inside and outside of a classroom setting, including inappropriate interaction via social networking websites of any nature, e-mailing, texting, or other electronic methods could result in the reporting of such conduct to the Professional Teaching Standards Board by District's administration and the imposition of disciplinary action up to and including termination of employment.

RULES CONCERNING DISTRICT-SPONSORED SOCIAL MEDIA ACTIVITY

If an employee wishes to use social media sites to communicate

**EMPLOYEE USE OF SOCIAL MEDIA SITES,
INCLUDING PERSONAL SITES (contd.)**

meetings, activities, games, responsibilities, announcements, etc. for class, a school-sponsored club or a school-based activity or an official school-based organization, the employee shall comply with the following procedures and rules:

Notify the District

Employees that have or would like to start a social media page should contact and obtain permission from the superintendent or his/her designee. All District pages must have an appointed employee who is identified as being responsible for content. The superintendent or his/her designee will outline the duties of the employee responsible for the site, including how often the site must be checked for comments and who is allowed to post to the site. The superintendent or his/her designee should be aware of the content on the site, arrange for periodic monitoring of the site, and for the receipt and addressing of any complaints about the content on the site. The superintendent or his/her designee may shut down or discontinue the social media site if he/she believes it is in the best overall interest of the school district.

Have a Plan

District staff will consider their messages, audiences, and goals, as well as strategy for keeping information on social media sites up to date, accurate, and in the best interest of the students.

Protect the District Voice

Posts on District-affiliated social media sites protect the District's voice by remaining professional in tone and in good taste. Carefully consider the naming of pages or accounts, the selecting of pictures or icons, compliance with District policy, state, and federal laws with regard to student and employee confidentiality, and the determination of content.

The employee must also comply with the following rules:

**EMPLOYEE USE OF SOCIAL MEDIA SITES,
INCLUDING PERSONAL SITES (contd.)**

- The employee must set up the club, etc. as a group list which will be "closed and moderated."
- The employee must set up mechanisms for delivering information to students that are not members of the group via non-electronic means.
- Members will not be established as "friends" but as members of the group list.
- Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g., teacher, administrator, or supervisor). Persons desiring to access the page may join only after the employee invites them and allows them to join.
- Parents shall be permitted to access any site that their child has been invited to join. Parents are encouraged to report any communications they believe to be inappropriate by students or school personnel to District administration.
- Access to the site may only be permitted for educational purposes related to the class, club, activity, organization, or team.
- The employee responsible for the site will monitor it regularly.
- The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose.
- Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such District-sponsored social media activity. This includes maintaining a separation between the school activity pages and employees' personal social media profiles and pages.

EMPLOYEE USE OF SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES (contd.)

- Postings made to the site must comply with all other District policies pertaining to District web sites, Internet usage, and technology.

POSTING TO SOCIAL MEDIA SITES

It is the goal and expectation of the School District that each teacher and/or other employee working with students maintain the level of control, trust, and respect with students and other employees that is necessary for effective teaching and supervision of students. Accordingly, School District employees should not use social media for private purposes in any manner that is in violation of School District policies, that could reasonably be anticipated to cause a disruption in the school or adversely affect the employee's ability to maintain an appropriate relationship with students and/or other employees, or that is otherwise unlawful or inappropriate.

CONSEQUENCES

School system personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

PROTECT CONFIDENTIAL AND PROPRIETARY INFORMATION

Employees shall not post confidential or propriety information about the District, its employees, students, agents, or others. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the District or as provided by state or federal law.

Do Not Use District Name, Logos, or Images

Employees shall not use the District logos, images, iconography, etc. on personal social media sites; nor shall employees use the District name to promote a product, cause or political party, or political candidate; nor shall employees use personal images of

**EMPLOYEE USE OF SOCIAL MEDIA SITES,
INCLUDING PERSONAL SITES (contd.)**

students, or names or data relating to students, absent written authority of the parent of a minor or authority of an adult or emancipated student.

See also:

EDC-E – Sheridan County School District No. 2 Staff
Electronic Use Policy
[GBC – Code of Ethics](#)

First Reading: 1/14/13

Second Reading:

COMMUNICABLE/INFECTIOUS DISEASES

The Board of Trustees endorses the rules and regulations issued by the Wyoming Department of Health ~~has issued rules and regulations~~ for reporting, management and control of certain communicable, contagious and infectious diseases and conditions, including sexually transmitted diseases (STD's) and Acquired Immune Deficiency Syndrome (AIDS).

The building administrator, ~~S~~superintendent and/or school nurse will consult as needed with local health department officials for specific measures in handling suspected cases of communicable disease. School officials ~~will~~shall cooperate with the local health department which has the discretion to institute appropriate measures to control or eliminate the spread of a disease in the school population. This may include the recommendation for closure of school or exclusion of infected or susceptible persons from school. Students or employees infected with a serious communicable disease ~~will~~may not be automatically excluded from school or work. Possible exclusion cases ~~will~~must be individually reviewed by the building administrator and school nurse and such other persons as may be appointed by the Superintendent.

REASONABLE RISK

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If, in the judgment of the school building administrator, there is a reasonable risk of the student transmitting the disease to others, the building administrator may exclude the student from school for up to ten (10) days. ~~and may require that the student be examined by a physician designated by the District.~~ The building administrator may require a written statement of health from the District designated physician in order for the affected student to ~~re-enter~~return to school. ~~If necessary, the Board of Trustees may exclude a student from school, in such circumstances, for a period of time exceeding~~ If the exclusion from school is to last for more than ten (10) days. The Board of Trustees may require that the student be examined by a physician designated by the District and may require a written statement of health from the District designated physician in order for the student to return to school. ~~that decision shall be made by the Board of Trustees.~~ In the case of an employee, the person ~~will~~shall be treated as any other employee with a health-related impairment under federal and state law.

CRITERIA

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The superintendent or his/her designee shall establish ~~c~~criteria

COMMUNICABLE/INFECTIOUS DISEASES (contd.)

~~will be established~~ to determine whether a student or employee with a communicable, contagious, and/or infectious disease, including common childhood diseases, ~~will shall~~ be permitted to attend classes or work. All cases ~~will must~~ be reviewed on an individual basis, with consideration given for the infected person's health and safety, as well as for the health and safety of other students and employees.

If it is determined that the student ~~will shall~~ not be permitted to attend classes ~~and/or participate in school activities~~, arrangements ~~will must~~ be made to provide an alternative educational program.

Periodic medical re-evaluation may take place for students or employees who are temporarily excluded from school or work in order to provide possible re-entry.

In the case of any decision to exclude a student made by the building administrator, the decision may be appealed to the ~~S~~superintendent who shall review the matter and render a decision within three (3) working days.

APPEALS

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Appeals ~~from the decision rendered by the superintendent~~ shall be heard by the Board of Trustees. Any decisions that are made by the Board of Trustees shall be final.

Records of a student or employee who has a communicable, contagious, and/or infectious disease, other than a common childhood disease, ~~will shall~~ be kept confidential; and the name of the individual ~~will must~~ not be revealed publicly. Information regarding the person and the disease or infectious condition ~~will may~~ be released to those school personnel needing to be aware of the condition for health and safety purposes.

~~AIDS is a reportable, sexually transmitted disease (STD). Therefore, the county health officer and/or the state health officer or AIDS Program Coordinator at the State must be notified.~~

W.S. 35-4-101 through 138 Communicable Diseases
W.S. 21-4-305 Suspension or Expulsion
W.S. 21-4-102 (a) (i)
W.S. 21-4-307 (a) (ii)

COMMUNICABLE/INFECTIOUS DISEASES (contd.)

See also:

JLCA - Human Immunodeficiency Virus (HIV)/Acquired Immune Deficiency Syndrome (AIDS) Procedure/Protocol

First Reading: 9/8/98

Second Reading: 9/22/98

HEAD LICE INFESTATION (PEDICULOSIS HUMANUS CAPITIS)

Head lice represents a common childhood nuisance condition.
~~Head lice do not carry disease and therefore are not considered a health concern but rather an annoyance.~~

The school nurse will inspect students with signs and symptoms of head lice infestation. The school will notify the parent(s) or guardian(s) of any student found to be infested with live head lice. The parent(s) or guardian(s) of students infested with head lice will ~~will be~~ required to report to the school, which will provide in order to receive oral and/or written instructions for the appropriate treatment to eliminate the lice, if necessary. If, in the judgment of the school building administrator, there is a reasonable risk of the student transmitting the head lice to others, the building administrator may exclude the student from school for up to ten (10) days. The building administrator may require a written statement of health from the District designated physician in order for the affected student to return to school. If necessary, the Board of Trustees may, in such instances, exclude a student from school for a period of time exceeding ten (10) days. The Board of Trustees may also require a written statement of health from the District designated physician in order for the student to return to school.

~~Prior to readmission to school, the students must be accompanied by the parent(s) or guardian(s) for assessment by the school nurse to assure that adequate treatment has eliminated the lice.~~

~~If the student has had more than two separate but recent infestations, the student will may be required to be treated by a physician prior to readmission to school~~

~~Only one day will be allowed as an excused medical absence per infestation.~~

First Reading: 1/25/00

Second Reading: 2/8/00

**NOTIFICATION OF RIGHTS UNDER THE
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the following right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, ~~such as with lawyers, doctors, or ministers;~~
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis—dental screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or

**NOTIFICATION OF RIGHTS UNDER THE
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)(contd.)**

- other distribution purposes; and
- c. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District has developed and adopted policy JRAC, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

**NOTIFICATION OF RIGHTS UNDER THE
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)(contd.)**

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Statutory Reference: 20 U.S.C. §1232(h)(c)(2)

First Reading: ~~3/03/08~~
Second Reading: ~~4/14/08~~

STUDENT PRIVACY PROTECTION AND PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL

The parents/guardians of a student enrolled in Sheridan County School District Number 2 shall have the right to inspect a survey created by a third party, upon written request, before the survey is administered or distributed by the school to the student. Upon receiving such written request from a parent/guardian prior to the administration of the survey, the school shall provide the parent/guardian requesting such survey information, a copy of the survey within two (2) business days of receiving the request. The school shall ensure that it will give a copy of the survey to the parent/guardian requesting the same prior to administering or distributing the survey to that parent's child.

The school district recognizes that students are not required to respond to surveys requesting certain types of information. Specifically, the student is not required to provide information regarding the following issues:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behaviors;
5. critical appraisals of other individuals with whom respondent has close family relationships;
6. legally recognized privilege or analogous relationships, ~~such as those of lawyers, physicians, and ministers;~~
7. religious practices, affiliations or beliefs of the student or the student's parents; and
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Upon the school's receipt of a survey requesting information described by any of the subjects above, and upon the school district's determination to administer the survey, the school district shall, within a reasonable time, but at least 10 days before distributing that survey, give notice to parents/guardians of the students to whom the survey is directed.

**STUDENT PRIVACY PROTECTION AND
PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL (cont'd)**

This notice shall inform the parents/guardians of their right to inspect the survey. The notice shall further notify the parents/guardians that their child is not required to respond to those particular subjects listed above. If a parent/guardian desires that his/her child shall not take the survey, that parent/guardian must notify the school in writing of his/her request.

Any parent/guardian of a student of Sheridan County School District Number 2 may, upon written request of the parent, inspect any instructional material used as part of the educational curriculum for the student. Such written request shall be delivered to the Ppincipal's office. Upon receiving such written request, the Ppincipal, or his/her designee shall respond to the written request by notifying the parent/guardian when he/she may inspect the requested material. The Ppincipal or his/her designee shall respond within a reasonable time, but not to exceed 20 school days, following the receipt of such written request, and shall make the requested materials available for inspection within a reasonable time following receipt of such written request. The materials shall be open to inspection on the school property by the parent/guardian who requested such inspection during the normal business hours of the school.

From time to time, the school district may deem it necessary to perform physical examinations or screenings on students. Such screenings may include, but not be limited to, hearing screening, vision screening, physical examinations, and other examinations or screenings for the general health and welfare of the students. Each year at the beginning of the school year, the school district shall directly notify the parents/guardians of the specific or approximate dates during the school year when the physical examinations or screenings are scheduled or expected to be scheduled. The school district may require students to obtain physical examinations prior to participating in any athletic or extra-curricular activities. The school shall notify the parents/guardians of any non-emergency, invasive physical examination or screening that is a) required as a condition of attendance; b) administered by the school and scheduled by the school in advance; and c) not necessary to protect the immediate health and safety of the student or of other students. Parents/guardians who do not want their child to participate in such screening or examination must deliver written notice prior to the date of such screening or examination, and such written notice shall specifically state that the parent/guardian does not want his/her child to be subject to the particular screening or

**STUDENT PRIVACY PROTECTION AND
PARENTAL RIGHT OF INSPECTION TO CERTAIN MATERIAL (cont'd)**

| examination. The school district may also perform physical examinations or screenings without notice to the parents/guardians in an emergency situation where a student has been injured in a manner which requires immediate attention.

The school shall not administer surveys that involve the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information, or for otherwise providing that information to others for that purpose.

| Each parent/guardian of a student at Sheridan County School District Number 2 shall have the right, upon written request, to inspect any instrument used in the collection of personal information in the above paragraph before the instrument is administered or distributed to the students.

THE SCHOOL DISTRICT MUST PROVIDE REASONABLE NOTICE OF THE ADOPTION OR CONTINUED USE OF THESE POLICIES DIRECTLY TO THE PARENTS OF STUDENTS ENROLLED IN THE SCHOOLS IN THIS SCHOOL DISTRICT. AT A MINIMUM, THE SCHOOL DISTRICT MUST PROVIDE SUCH NOTICE AT LEAST ANNUALLY AT THE BEGINNING OF THE SCHOOL YEAR, AND WITHIN A REASONABLE PERIOD OF TIME AFTER ANY SUBSTANTIVE CHANGE TO THE POLICY, AND AFTER AN OPPORTUNITY FOR THE PARENT TO OPT THE STUDENT OUT OF PARTICIPATION IN AN ACTIVITY REQUESTING INFORMATION WHICH STUDENTS ARE NOT REQUIRED TO PROVIDE.

NCLBA Reference: Title X, Part F, §1061

Statutory Reference: 20 U.S.C. §1232(h)(c)(2)

| First Reading: 3/03/08
| Second Reading: 4/14/08

***Policies -
Second Reading***

~~MONITORING AND REENTRY~~
PROGRAM FOR STUDENTS SUSPENDED OR EXPELLED

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

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

First Reading: 2/4/13
Second Reading:

Signature _____ **Date** _____

(Parent/Guardian)

Relationship with student _____

~~10/07~~

STUDENT HEALTH SERVICES

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

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

- ~~1. To promote good health habits among students.~~
- ~~2. To stimulate a sanitary and healthful environment in school.~~
- ~~3. To assist in detecting and recommending correction for medical, psychological and physical handicaps concerns of students.~~

HEALTH RECORDS

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

~~PHYSICAL EXAMINATIONS~~

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

ATHLETIC PHYSICAL EXAMINATIONS

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

ANNUAL SCREENING PROGRAMS

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

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

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

COMMUNICABLE DISEASES

STUDENT HEALTH SERVICES (contd.)

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

SPECIAL HEALTH~~PHYSICAL~~ EXAMINATIONS

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

First Reading: 2/4/13
Second Reading:

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

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

SCHOOL ATTENDANCE

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

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

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

EMPLOYMENT

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

PRIVACY

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

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

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

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

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

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

INFECTION CONTROL

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

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

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

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

HIV AND ATHLETICS

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

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

HIV PREVENTION EDUCATION

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

- be consistent with local community standards in coordination with the approved district health curriculum_i
- follow content guidelines prepared by the Centers for Disease Control and Prevention (CDC)_i
- be appropriate to students' developmental levels_i
- build knowledge and skills from year-to-year_i
- stress the benefits of abstinence from sexual activity, alcohol, and other drug use_i
- include accurate information on reducing risk of HIV infection_i
- address students' own concerns_i
- include means for evaluation_i
- be an integral part of a coordinated school health program_i
- be taught by well-prepared instructors with adequate support_i

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

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

RELATED SERVICES

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

STAFF DEVELOPMENT

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

GENERAL PROVISIONS

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

IMPORTANT NOTE:

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

First Reading: 2/4/13
Second Reading:

IMMUNIZATION OF STUDENTS

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

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

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

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

First Reading: 2/4/13
Second Reading:



Craig Dougherty, Superintendent

Administrative Offices
201 N. Connor, Suite 100
P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: February 23, 2013

TO: Board of Trustees

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

SUBJ: **Fort Mackenzie 1:1 Laptop Program** *(Information)*

As a follow-up to our North Central Association (NCA) accreditation visit, we are continuing the series of technology updates. Mick Wiest from Fort Mackenzie High School will attend your board meeting to present an update on the 1:1 laptop pilot program that began four years ago. As you are aware from the annual presentation of statewide assessment results, Fort Mackenzie has had dramatically improving achievement results during the past four years. We believe part of the reason for this success is the significant use of laptops during instruction. Mr. Wiest will summarize how the program has been implemented over the past four years and conjecture on how the program might continue to improve in the future.



Craig Dougherty, Superintendent

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

DATE: February 21, 2013

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **Memorial Fund Scholarship Recommendations for 2013-14** (*Action*)

The following Memorial Fund scholarship recommendations are being made for the 2013-14 school year. These scholarships are contributed for a specific purpose and are awarded under the Board's direction.

Agnes Greisen Memorial Scholarships

The recommendation is for 15 scholarships of \$1,000 each to be awarded for the 2013-14 school year. 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); and 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

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DATE: February 28, 2013

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent
Julie Carroll, Facilities Director

SUBJ: **Update of Facility Plan being submitted to the Wyoming School Facilities Commission** (*Information*)

SCSD#2 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 Department's data base.

The board Capital Construction Committee met and discussed some of the main summary points that will be included. The summary points are as follows:

- Place a component level funding request for a complete renovation of Sagebrush ES
- Continue to request funds for building a new 6-12 alternative school in order to remove Ft. Mackenzie and the Wright Place from the Junior High campus
- Secured funds for the sixth elementary school site as approved in legislative SF105
- Possible removal of Beckton from the District inventory and revert back to owner
- Place a component level funding request for renovation of the Transportation Department including site improvements
- Place a component level funding request for renovation of the Maintenance Department including site improvements
- Continual data reporting for all of the district's school buildings and sites

If you have any questions, please contact Craig or Julie.



Craig Dougherty, Superintendent

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DATE: February 27, 2013
TO: Board of Trustees
FROM: Craig Dougherty, Superintendent
SUBJ: **Board Goal Updates** (*Information*)

The status of your remaining Board Goals will be presented during Monday's meeting. I will report on the Communication of High Expectations and Excellent Staff and Resources Board Goals.

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.

2012-2013 Projections:

1. The Board will continue, at its monthly meetings, to celebrate students, staff, and others that demonstrate they have reached or exceeded expectations in a variety of pursuits--academic and otherwise.
2. The Board will continue, at its meetings, to receive reports on programs (like Reading Recovery and Math Recovery) that help children meet high academic expectations.
3. The superintendent and other key district staff, including principals, will be asked to communicate the district's high expectations in a variety of forums.
4. District staff will report on the percentage of students who meet high academic expectations, with the goal of improving academic proficiency and graduation rate by 2013.*
5. The Board will set specific groups for which the communication of high expectations are especially important, including local legislative representatives, parent groups, Sheridan College and the University of Wyoming, SEEDA, local foundations (such as Whitney Benefits, the Scott Foundation, and others), the YMCA, and local media.

2012-2013 Milestones:

1. The Board has met its projection to celebrate individuals and groups within the district that have reached or exceeded expectations, including sports GPAs, Razmick Sarkissian, Heidi Richins, and many others.
2. The Board has received presentations during regular monthly meetings on programs that help children succeed, including the junior high 1:1 pilot, graduation rate, statewide assessment achievement improvements, and others.
3. The Board has received annual presentations from each principal on program improvements, NCA preparations, and special topics.
4. The Board has received regular presentations on issues such as achievement proficiency, graduation rate, post-secondary aspirations, etc. *(The results of this particular SMART goal will not be known until late in 2013.)

5. The Board has directed district representatives to meet with groups including our local legislators, parent-teacher organizations at all sites, Sheridan College, the University of Wyoming, SEEDA, foundations (including Whitney Benefits, the Scott Foundation, the YMCA, the Sheridan Press, and KROE).

*SMART Goal

EXCELLENT STAFF AND RESOURCES GOAL

Excellent Staff and Resources Goal: SCSD #2 will continue to recruit and retain quality teachers and staff. A model professional development program will be used to train and upgrade our teachers and staff. The District has established and will continue to improve its training programs for all teachers as a support system and to meet the No Child Left Behind mandates for highly qualified teachers. SCSD #2 will continuously monitor the financial aspects of the District.

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

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

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

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

2012-2013 Projections:

1. The District will continue to partner with the University of Wyoming in supporting pre-service teachers at the elementary and secondary level through a professional development agreement.
2. Professional Learning Communities (PLCs) continue to be a focus in every building in the District. Our Instructional Facilitators and teaching staff collaborate weekly to invest in ongoing, sustained, classroom-focused programs for professional growth related on student learning. With the onset of implementing the Common Core State Standards and Assessment, we will have staff attending conferences and integrating the common core state standards into our standards and collaborating on new assessments.

3. Teachers and principals will begin developing priorities for the five days of professional development for the 2012-13 school year. The focus will continue to be in balanced literacy, reading, writing, math, PLCs, and a special focus on elective curriculum.
4. We will continue to celebrate those teachers that reach continuing contract status. Our goal, as we track the new staff from 2010-2011 is to continue to use our new teacher induction program, mentor teachers, and principal support and evaluation to reach 90% retention for those first three years. When hiring new teachers and administrators, we will advertise broadly, recruit intensely, and screen carefully to hire the most outstanding candidates possible.
5. The Board will continue to monitor revenues and expenditures with a goal of maintaining an 18% cash reserve level. *
6. The Board will continue to monitor the District's compliance efforts towards meeting the goals outlined in the Healthy Hunger Free Kids Act, as the new meal pattern is initiated.
7. The Board Budget Committee will continue to work closely with the Business Manager to provide a competitive salary and benefit package to maintain the thirty-year earning power of the certified salary schedule in the top ten school districts in the state, as published by the WEA. *
8. The Board will continue to monitor legislation that may affect the finances or operations of the district.

2012-2013 Milestones:

1. The District is continuing its partnership with the University of Wyoming in supporting pre-service teachers at the elementary and secondary level through a professional development agreement. This spring, the District is supporting 22 student teachers (17 elementary, 3 secondary, and 3 physical education/health student teachers).
2. Staff are attending Solution Tree's CCSS conferences and PLC Summits, as well as other leadership training. This summer additional staff will attend in-depth CCSS/PLC conferences/summits to refine our PLC implementation.
3. Teachers and principals engaged in five days of professional development this school year. The focus was on balanced literacy, reading, writing, math, PLCs, technology integration, and a special focus on elective curriculum (Project Based Learning).
4. The district is already starting on the process of advertising, recruiting, and screening the next set of candidates, to hire the most outstanding teachers. Starting this process early, due to the success of the Early Retirement Incentive Plan has been very beneficial. (This spring we plan to celebrate those teachers that reach continuing contract status and will determine at that time, if we have met our goal of reaching 90% retention for teachers hired three years ago.*)
5. The District has monitored revenues, expenditures & cash levels by providing quarterly reports to the board. The District monitors cash levels according to statutory guidelines and ended the Fiscal Year 2012 with a cash reserve of 18.51% of our foundation guarantee.

6. The Board continues to review the District's efforts towards meeting the goals outlined in the Healthy Hunger Free Kids Act, as the new meal pattern is initiated and the federal/state rules and regulations for the program are being developed.
7. The Board Budget Committee continues 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. * In the WEA publication, for fiscal year 2012-13, the district ranked 4th in this category.
8. The Board continues to monitor legislation that may affect the finances or operations of the district. The 2013 legislative session adjourned on February 27th. The board budget committee will be reviewing the 1% retention bonus language contained in the budget bill and the Wyoming Retirement contribution rate changes within HB250.

*SMART Goal