

Sheridan County School District #2

Board Meeting



Date: March 6, 2017

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2

Board of Trustees Meeting

Central Office – Board Room

March 6, 2017

6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
- II. Recognition**
 - A. Achieving Success for All, Meadowlark Elementary - Craig Dougherty
 - B. We the People, State Champions 2017 - Tyson Emborg
 - C. Hayden Hastings, State Wrestling Champion - Don Julian
- III. Approval of Agenda**
- IV. Welcome - Audience Comments**
- V. Consent Agenda Item**
 - A. Approval of Board Meeting Minutes - February 6, 2017
 - B. Approval of Bills for Payment
- VI. Old Business**
 - A. Capital Construction Update (*Information*) - Craig Dougherty
 - B. Next Level Update (*Information*) - Mitch Craft
 - C. Approval of Policies (*Action*) - Traci Turk
- VII. Recess for Public Hearing on Facility Plan Being Submitted to the Wyoming School Facilities Commission**
 - A. Update Summary for Facility Plan FY 2017-2018 (*Action*) – Julie Carroll
- VIII. New Business**
 - A. Kindergarten Registration Update (*Information*) - Scott Stults
 - B. Memorial Fund Scholarship Recommendations (*Action*) - Roxie Taft
 - C. Appointment to the School Risk Retention Program (SRRP) Joint Powers Board (*Action*) - Roxie Taft
- IX. Reports and Communication**
 - A. Board of Trustees
 - 1. Board Reports
 - 2. Committee Reports
 - a. Endowment Fund Committee (*Information*) - Trustee Schatz & Trustee Wilson
 - b. Board Meeting Schedule Revised (*Action*) - Chairman Perkins
 - 3. Other
 - B. PTO/Parents/Students/Organizations
 - C. Site Administration and Staff

X. District Reports

A. Superintendent

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

XI. Executive Session

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

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

XII. Adjournment

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

Teaching and Learning

Resource Utilization

Leadership Capacity

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting February 6, 2017

Ann Perkins, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

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

Trustees:

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

Administrators:

Craig Dougherty, Superintendent
Scott Stults, Assistant Superintendent
Mitch Craft, Assistant Superintendent
Traci Turk, Director of Special Services
Julie Carroll, Facilities Director

Absent:

Absent:

Roxie Taft, Business Manager
Coree Kelly, Technology Director

A. Pledge of Allegiance

II. Recognition

A. UW 2017 Trustees' Scholars Award: Gabriel Briggs, Robert Culver, Ethyn Etchechoury, John Lenzi, and Sidney Jensen - Brent Leibach

Sheridan High School Principal Brent Leibach first congratulated the We the People team for winning their fourth consecutive State Championship. They will be going to National competition this spring. Mr. Leibach introduced the five 2017 Trustees' Scholars Award winners: Gabriel Briggs, Robert Culver, Ethyn Etchechoury, John Lenzi, and Sidney Jensen. He said that there are five-hundred applicants for this scholarship and only eighty are selected. Mr. Leibach explained that this award is academically focused. It takes into consideration the student's SAT score, ACT score, and GPA. He said that the average

individual had a 3.95 GPA and scored a 32 on their ACT. Mr. Leibach said that these types of awards don't happen without a K-12 influence, and he credited the entire school district for the amazing work that is done with students. Mr. Leibach congratulated the five students. He thanked Mr. Fessler and the Student Planning Office for their work and he thanked the Board of Trustees and administration for the continued support.

B. Achieving Success for All, Highland Park Elementary - Craig Dougherty

Superintendent Craig Dougherty said that in January Superintendent Balow recognized twelve Wyoming schools who had exceeded expectations for two years in a row. He said that Sheridan County School District #2 had two schools recognized: Highland Park Elementary and Meadowlark Elementary. He added that tonight we will recognize and celebrate Highland Park. Mr. Dougherty invited Highland Park Principal Scott Cleland to say a few words. Mr. Cleland said that he and Mr. Casey O'Connor (Principal of Meadowlark Elementary) traveled to Cheyenne to receive their awards. He said that they received plaques and he presented his plaque. Mr. Cleland explained that at the beginning of the 2016-2017 school year, the Highland Park staff redid their mission statement to read: "We will ensure high levels of learning for every student, every day". Mr. Cleland reported that Highland Park has exceeded expectations for four years in a row. He congratulated and thanked the Highland Park staff for their hard work and commitment to education.

C. National Blue Ribbon School Nominations, Sheridan Junior High School and Woodland Park Elementary - Scott Stults

Assistant Superintendent Scott Stults said that Sheridan County School District #2 has great faculty and leadership, and all staff make learning the high priority. He reported that Woodland Park Elementary and Sheridan Junior High School have been nominated for the National Blue Ribbon School award. He explained that his program has been in existence since 1982. Mr. Stults said that Wyoming nominates three schools each year, and this year two of the three schools are from our district. He said that two schools from the same district have never won in the same year. Mr. Stults explained that both schools will complete an application process and have that submitted by March. The schools may be notified that they received National Blue Ribbon status by the late summer or early fall. Mr. Stults said that we will keep the Board informed on who wins the award.

D. 7th Annual AP District Honor Roll, Sheridan County School District No. 2 - Mitch Craft

Assistant Superintendent Mitch Craft said that he is pleased to announce that the College Board has placed Sheridan High School, and the entire district, on the Advanced Placement (AP) Honor Roll. Mr. Craft said that 433 school districts nationwide were recognized this year, and we feel honored to be a part of that group. He said that the district has a wonderful system in place with a lot of hard working teachers and leaders throughout all K-12 grades. Mr. Craft reported that according to the College Board, we have been measured for the last seven years, and to receive this award the district must have increased the number of

students who enroll in AP classes and also increase the number of students earning AP exam scores of three or higher. Mr. Craft said that this is definitely a hallmark of our work.

III. Approval of Agenda

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

I. Welcome--Audience Comments

Chairman Ann Perkins welcomed any audience comments, including comments on Policy GCQA. Sheridan High School social studies teacher Kevin Rizer thanked the Board of Trustees for their time and allowing him to speak again. Mr. Rizer acknowledged that Policy GCQA has been received and worked on by the Policy Advisory Council (PAC) and the Board Policy Committee (BPC). He spoke for the Sheridan County Education Association (SCEA) and the leadership team, stating that they recognize that no one wants a Reduction In Force (RIF) situation, and that people are still hopeful that the legislature will come through and take care of Wyoming education. Mr. Rizer said that the PAC gave advice to the Board Policy Committee regarding Policy GCQA and it was done in a true collaborative fashion. He said that the final vote was 11 to 1 that years-of-service should be included as a criteria in the policy, and he added that everyone noticed that that specific wording was removed by the BPC. Mr. Rizer reported that district administration and the leadership team presented to all schools in the district to be clear about what was being done regarding the policy and how it would be enacted. Mr. Rizer asked the Board to consider the collaboration of professional educators when you consider how to handle this policy. He urged the Board to consider including seniority as a criteria, not necessarily the main criteria, when enforcing a RIF. Mr. Rizer assured the Board that he believes in performance, and he gave an example of a situation he finds himself in as a football coach. Mr. Rizer concluded that he believes and accepts that we are in the top performing district in Wyoming, so performance needs to be the main criteria, but he added that seniority should be considered as a criterion as well. Trustee Tony Wendtland pointed out that years-of-service is inherent within the evaluation of performance and he asked Mr. Rizer why it would need to be stated specifically as a criteria within the policy. Mr. Rizer responded with an example of everyday classroom etiquette. He said that we list targets on the board that students are expected to reach daily. He said this is the same for the teachers and he emphasized that they need to know where they stand within a district during a RIF situation. Mr. Rizer added that he thought adding the seniority language is something we can get to and agree upon. Mr. Rizer said that he has heard teachers say they are saddened by this policy, and that they view it as a slap in the face for the amount of time they have put into this district. He further explained that it is important for teachers to know that seniority will be included in the discussion. Trustee Wendtland explained that if we have to implement a RIF, the Board expects the principals and administration to complete their evaluations carefully and thoroughly and that the senior teacher

will have inherent value if they are performing to their expectations. He said that a senior teacher should have a built in advantage, and he asked why teachers don't trust the Board to handle this appropriately. Mr. Rizer said that was an interesting point and asked that if the Board feels that way, then what was the point of changing from the original GCQA policy. Trustee Wendtland said that students and parents deserve the best teacher. Mr. Rizer suggested that it is unclear to the teachers why the Board feels there is a problem to include the years-of-service language within the policy as a secondary criteria. Mr. Rizer said that if that is clearly within the performance evaluation, there is still no need to not have that language included in the policy. Trustee Mike Sweeney asked Mr. Rizer to clarify if he was speaking for himself. Mr. Rizer said that he is speaking for himself and the leadership team. Trustee Sweeney asked if there is trust in the evaluation process, and if it is truly a good process, why does it necessary to include the seniority language within the policy. Mr. Rizer said that he understands Trustee Sweeney's point, and he concurred that there is a general trust with the evaluation process. He explained, however, that situations and times can change. Mr. Rizer said that there are a handful of teachers who were here before the PLC process was implemented and it has taken some adaptation on their part to learn the new process. Mr. Rizer then spoke of the teachers who are two or three years out from retiring, and he explained that there might not be distrust, but there are unsettled feelings about two teachers ending in a tie. He asked what the tie breaker would be. Mr. Rizer emphasized that that is why the years-of-service needs to be stated in the policy as a secondary criteria. Mr. Rizer said that he believes in the evaluation system and he believes the evaluation is why our district has become so successful. Mr. Rizer said that the removal of seniority from the policy comes across as a lack of respect for what the loyal, long-term teachers have done for the district. Mr. Rizer clarified that now he is speaking for himself. He said that he goes to work every day ready to work hard and do the best he can, and he hopes that he is always held accountable for that. Mr. Rizer added that he has concerns that simply by talking to the Board of Trustees today, there might be frustration created between myself and the administration. He said that on top of that, he is in column D on the pay scale. He rhetorically asked if he would be RIFed because of his cost to the district. Mr. Rizer explained that teachers deserve to know where they stand in the district and adding the years-of-service criteria back into Policy GCQA will help with that. There were no other questions for Mr. Rizer.

Fort Mackenzie High School science teacher Teri Rowland said that she has been teaching for twenty-eight years and this is her twenty-fourth year with Sheridan County School District #2. She expressed that she loves her job, students, and teaching. Mrs. Rowland said that she is nervous about the RIF policy and that she would like to reiterate everything that Mr. Rizer had said. She thanked the Board of Trustees for letting her speak. Mrs. Rowland expressed her frustration with the communication between the administration office and all staff. She explained that she had sent an email requesting the proposed changes to Policy GCQA in December, and that she never received a response. The next day, she said that she received an email that was sent to all staff regarding the policy change. She stated that the email said there was plenty of time to contact your buildings representatives, yet the meeting was in less than two hours. She added that the email did not state what the new policy was going to be, which is

what she had specifically requested. Mrs. Rowland said that after the PAC meeting, she received an email that included the changes to the policy. She stated that on January 23 the administrators and SCEA presented the proposed policy changes to each school. She emphasized that in those meetings it was indicated that there would be criteria within the new policy and the impression was not to be concerned. Mrs. Rowland stated that when she reviewed the policy on Friday night, the policy had changed yet again. She said that there was no information from the administration or SCEA explaining why everything they had said at the presentations wasn't going to be happening anymore. Mrs. Rowland expressed her frustration that proposed changes are no longer sent to each school and the teacher's lounges. She did mention that FMHS no longer has a representative in the PAC, and she said that makes it hard for FMHS to have the detailed communication. She said that she would like to see the communication increase. Mrs. Rowland said that she came to express how she was feeling. Mrs. Rowland shared information about a study regarding the importance of trust. She said that as trust increases in a district, community engagement improves and morale improves. Mrs. Rowland said that the longer you are in a district, the more trust is there. She said that we want to build the highest level of trust and that can only be obtained when a teacher has been with the district year after year. Mrs. Rowland expressed her feelings that this questioning of trust will decrease the morale within the district. She explained that teachers who have worked really hard for their students will feel like they are on the chopping block. She said that there needs to be clear information regarding policy changes and she said that seniority needs to play a role in Policy GCQA.

Fort Mackenzie High School teacher Josh Hanson thanked the administration for responding to the outcry of teachers. He thanked the Board of Trustees for tabling Policy GCQA and allowing this communication to happen. Mr. Hanson said that his original response to the proposed policy was shock and fear. He said that the policy looked blank, containing no real criteria. He said that the policy still appears as though no comments have been addressed or taken into consideration. Mr. Hanson said that the years-of-service criteria has been left out, and all the policy is going off of is teacher evaluations and student needs. He acknowledged Trustee Wendtland's point about seniority being inherent in the evaluations, but clarified that the evaluations are mostly narrative and there is no way of being equal because the evaluations are subjective. Mr. Hanson said that there are always comments about areas of growth, and so it is hard to quantify that you are a veteran teacher because there is no "score" for that within the evaluation. Mr. Hanson addressed the student needs criteria and stated that at the moment it is vague and meaningless. He said that if student needs is included as a criteria, there needs to be detailed accounting of what those needs are and how they will be accounted for. Mr. Hanson said that if a teacher were to challenge a RIF, criteria need to be listed so that teacher can know what the RIF decision was based upon. Mr. Hanson said that he does trust this administration and that he knows they are dedicated to great teaching and high student learning. He said that the policy is not about trust; it is about creating a system that is fair and that will survive the economic realities, changes of administration, and changes of teachers. He said that the policy needs to be written in a way to outlast all of us.

Jess Warren, a retired construction contractor, pointed out that the existing GQCA policy is three pages long, and the Board is looking at replacing it with a policy that is just over one page long. He read off parts of the original policy and asked why the entire policy was redone. Mr. Warren stated that in the legislature last week, money was being set aside to encourage early retirement. He asked the Board of Trustees how they would prioritize early retirement incentives if that language is removed from the policy. Mr. Warren suggested that the Board of Trustees rewrite that particular section into the policy to protect due process.

Sheridan Junior High English teacher Tim Doolin presented a list of scenarios, both personal and coworkers', that have happened in his years teaching with the district. Some of these situations were: missing five weeks of school due to a hip surgery; having eleven of the thirteen lowest scoring students in his classroom; receiving six new students in the middle of February, right before PAWS testing at the beginning of March; starting the co-teaching for the first time and seeing a drop in student scores (which did rebound the next year); and 8th grade English only having one hour to teach reading and writing, but 6th and 7th grade English having an hour for reading and then an hour for writing. Mr. Doolin said that each of these situations has a direct bearing on teacher performance, but none of the would be written into an evaluation. Mr. Doolin said that should a teacher be RIF'd, they deserve to know the exact reason why. He shared comments he has heard from other staff: "Why would I share my comments, I am not going to give someone else help when my job is threatened," and asked the Board of Trustees to consider that in the decision making process. Mr. Doolin said that Policy GCQA will have profound impacts to the culture of PLC. He explained that this policy would create a culture of competition, not collaboration. Mr. Doolin said that it is professional and noble to do what is best for kids, but the human nature puts people into a mode of hoping for the storm to pass and drowning in their own fear and mistrust. He said that these are recipes for disaster. Mr. Doolin asked the Board to consider the effects this decision will have. Trustee Wendtland asked why teachers think the Board would not be fair about those types of situations. He asked why is there a presumption that the Board is out to get you. Mr. Doolin said that his wife is an unbelievable teacher and her evaluations reflect that, and yet she has challenged the content in some of those evaluations. Mr. Doolin said that the response she gets from challenging is, "I had to put something in there." Trustee Wendtland asked if Mr. Doolin and other teachers thought that the Board would just listen and do what the administration says. He said that the Board would research the situation and that they would care about what is going on in a teacher's life/situation. Trustee Wendtland said that he views himself, in his position on the Board, as a check to the administrators. He said that we are hearing what all of the teachers are saying. Trustee Marva Craft said that she has pages of notes that she has been taking from teachers expressing their concerns. She ventured that every Board member has notes like hers. She said that she feels the Board of Trustees is solid and well rounded. Trustee Craft assured Mr. Doolin and all of the teachers that the Board is listening and we will do our best job for you. She said that she has been on the Board for six years and has watched the relationship between teachers and administrators progress and develop. She said that we are all working together and we hear your concerns. Mr. Doolin said he understood and wanted to clarify that he is here representing a broader message. Trustee Sweeney asked Mr. Doolin if he feels there is a problem with the

evaluation. Trustee Sweeney continued by saying that Policy GCQA hinges on the performance evaluation, and he said that if it were me, I'd want to be evaluated on my best performance. Mr. Doolin said that the evaluation is a written narrative focused on your performance during the time of observation. He said that it doesn't take into consideration these other situations. Mr. Doolin said that he doesn't think the evaluations get the complete picture.

Sheridan High School post secondary student planner Ed Fessler thanked the Board of Trustees for the opportunity to speak. He also thanked them for the work that they have put into this policy. Mr. Fessler said that policies that are in anyway subjective lead to a greater chance of litigation. He pointed out that if any litigation came about, it would lead to massive amounts of time and money that could be used elsewhere in the district.

Trustee Susan Wilson stepped in to answer Trustee Sweeney's question about trust. She said that our administrators and principals are great people and we have developed a good trust level. Trustee Wilson added that when we are looking at the administrators, most of them have not been here as long as some of our teachers. She said that some of the teachers have experienced situations where the trust process was broken, and the trust being broken hurts and it is hard to quit your job after twenty plus years of teaching.

Chairman Perkins thanked everyone for their comments. She reiterated that the Board of Trustees is taking Policy GCQA very seriously. She said that she loves to send her children to school here and is thankful to have the teachers they have.

IV. Consent Agenda Items

A. Approval of Board Meeting Minutes - January 9, 2017

B. Approval of Special Board Meeting Minutes - January 17, 2017

C. Approval of Special Board Meeting Minutes - January 31, 2017

D. Approval of Bills for Payment

General Clearing	\$613,349.80
Federal Fund	\$66,413.52
TOTAL:	\$679,763.32

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

V. Old Business

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

Superintendent Dougherty said that it is time to begin discussing the next phase of projects for the district. He said that the Board Capital Construction Committee met in January and will meet again in February. Mr. Dougherty said that summaries of the facilities plan will be presented during upcoming board meetings. He added that out meeting with the Wyoming State Construction Division of School Facilities is scheduled for March.

Mr. Dougherty reported that the John C. Schiffer Collaborative School remains unfunded. He said that Facilities Director Julie Carroll recently met with the State Construction Department Director Del McOmie and he asked for the district to submit a document explaining the rationale of having the school grounds located at Sheridan College. Mr. Dougherty said that the district continues to work with Sheridan College. He reported that at the joint board meeting in January, Assistant Superintendent Mitch Craft and Michelle Sullivan facilitated a discussion of moving the collaborative school forward without the building. Mr. Dougherty said he appreciates Ms. Carroll, the Fort Mackenzie staff, Mr. Craft, and all outside consultants, such as Ms. Sullivan, for all of their hard work.

Mr. Dougherty said that the district is hoping to have a remedy for the drainage issue at Henry A. Coffeen Elementary soon. He said that it may involve the city and he reported that we will have a bid coming to the full board soon.

Mr. Dougherty said that the Capital Construction Committee also reviewed potential updates that are need at the high school. The discussed ideas of high priority needs and the cost related to those needs. He said that this will be included in the facility plan and will come before the full board.

Trustee Tony Wendtland said that there is a funding bill that would prohibit or freeze all alternative schools going forward. He asked how that would affect Fort Mackenzie High School, the Wright Place, and the proposed collaborative school. Mr. Craft said that this is a moratorium of new programs. He said that because our alternative school already exists, we will be able to move forward.

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

Assistant Superintendent Mitch Craft said that Next Level had their quarterly meeting in January and he thanked everyone for attending the first annual meeting. He reported that the 2017 Next Level community report card was released at this meeting. Mr. Craft said that the report card paints a picture of the work that is happening and he explained that there are four pillars to the Next Level program: Early Childhood Development, Attendance, Engaging the Community, and Multiple Pathways to Graduation. He said that the report looked at the milestones and achievements from 2015 and 2016.

Mr. Craft shared each pillar's action steps for the 2017 year. He said that for the Early Childhood Development program, Next Level is looking to hire an Early Childhood Liaison (ECL) position in collaboration with Sheridan College. The goal is to have this position start by the end of the school year. Assistant Superintendent Scott Stults is leading this initiative. Mr. Craft said that some of the initial tasks for the ECL will be creating a kindergarten ready brochure that will be helpful information for parents.

Mr. Craft said that the district continues to focus on the goal of student attendance. He said that this has been ramped up in the district's schools for the past few years, and explained that each school has set a SMART attendance goal. Mr. Craft said that attendance is discussed with the counselors and principals on a weekly basis. He reported that the district is looking to get pediatrician support to help parents and students understand the importance of being at school and in the classroom. Mr. Craft said that Next Level is also working on securing funding for attendance incentive programs. He said that the Parent Liaison position at the elementary schools continues, and that they are having a strong second year. Mr. Craft said that the next goal is to get the junior high included in the attendance conversation and make sure they are being represented.

Mr. Craft said that Next Level is planning to do presentations at all of the district's schools to make sure everyone understands the big picture of what Next Level is. He gave the example that the high school is fully aware of the graduation coach and the role that position plays, yet they may not be aware that there are Parent Liaison at the elementary schools, and if they are aware, they might not know that that position is part of the whole Next Level Program. Mr. Craft said that Next Level will be sponsoring various events and athletic contests. He said that the most recent sponsorship are the signs advertising for Kindergarten registration. Mr. Craft said that in collaboration with the Scott Foundation, Next Level will make direct visits to medical providers to make sure parents are given information that can help create early habits that will help the child get to graduation. Mr. Craft said that Next Level will work to gain local philanthropists and foundation support.

Mr. Craft said that the Success Academy (credit recovery) and the Graduation Coach position continues, and both are doing great work. He added that Sheridan High School has implemented attendance incentives. Mr. Craft said that Fort Mackenzie High School (FMHS) is implementing elements of the John C. Schiffer Collaborative School. He added that FMHS Principal Troy Lake and his staff have completed intensive training through the Buck Institute. Mr. Craft explained that these instructional models are very different from the traditional model, and FMHS has undertaken this large shift which will be exciting to see. Mr. Craft said that the internship at work experience programs continue, and Kathleen Pilch has done a wonderful job with the program.

Mr. Craft explained that there are not a lot of new initiatives or work for Next Level as we

enter the sustaining phase. He said that we don't want to do too much. Trustee Molly Steel asked if the Trustees could receive a copy of his presentation, and he responded yes, he will share it with them.

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

FIRST READING

Special Services Director Traci Turk reminded the Board of Trustees and audience of the process for policy approval. Mrs. Turk said that Policy BEC - Executive Session had the language updated to align with statute.

TRUSTEE BURGESS MADE A MOTION TO APPROVE POLICY BEC - EXECUTIVE SESSION, ON FIRST READING, AS PRESENTED. TRUSTEE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mrs. Turk said that the big change for Policy GBJ - Personnel Records and Files was updating the language that aligned with No Child Left Behind and aligning it with the new Every Student Succeeds Act.

TRUSTEE CRAFT MADE A MOTION TO APPROVE POLICY GBJ - PERSONNEL RECORDS AND FILES, ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mrs. Turk said that Policy GCQA - Staff Reduction in Force is brought to the full Board of Trustees and adjustments can be made. Mrs. Turk said that an amendment can be presented, and if it passess with an amendment, it will go back to the Policy Advisory Council and the Board Policy Committee for second reading with that amendment.

Trustee Terry Burgess said that he would like to see the following added to Policy GCQA: "The Board and Superintendent may consider such other additional or different factors (such as years of service, extra duty contracts, multiple certifications, etc.) as each of them determines to be relevant to the decision and recommendation with respect to the reduction in force."

TRUSTEE BURGESS MADE A MOTION TO APPROVE THE AMENDMENT TO POLICY GCQA - STAFF REDUCTION IN FORCE. TRUSTEE WILSON SECONDED THE MOTION.

Trustee Molly Steel asked for clarification that the wording is "may consider" and it does not mean that you the administration and Board of Trustees will consider those factors. Trustee Tony Wendtland asked Trustee Burgess to read the proposed amendment again. Trustee Burgess explained that this amendment will be fine tuned in the PAC, and again

with the BPC, and he said that it is a start to make sure that we include what the teachers heard when the administration presented. Trustee Steel said that her concern is for those Board members who are not on the policy committee not being included in these important discussions. Trustee Mike Sweeney asked for clarification that this amendment will be added to the policy that we are viewing tonight. Trustee Wendtland confirmed this.

THE MOTION CARRIED WITH A MAJORITY VOTE. TRUSTEE WENDTLAND OPPOSED.

TRUSTEE CRAFT MADE A MOTION TO APPROVE POLICY GCQA - STAFF REDUCTION IN FORCE, ON FIRST READING, AS AMENDED. TRUSTEE SCHATZ SECONDED THE MOTION.

Trustee Molly Steel expressed several concerns with Policy GCQA including the lack of years of service being included as a criteria. She asked how student learning needs would be used as a criteria for enforcing the RIF. She suggested that if student learning needs is listed as a criteria, it needs to be explained.

Mrs. Turk said that the student learning needs is a broad criteria, but explained that it will be considered by department. Mr. Craft said that an example of using student learning needs would be changing the specific intervention programs. Trustee Steel said that she wants it to be clear that student learning needs is not a criteria of looking at students' test results from each teacher. Trustee Wendtland said that he understood that criteria to mean what content area is needed for student learning. Mrs. Turk confirmed that and said that PAC was looking at staffing versus student learning.

Trustee Steel asked if the initial contract teachers are included in the RIF policy. Superintendent Craig Dougherty said that the initial contract teachers are under a different constructional statute. He said that our district scrutinizes all evaluations more than any other district, and he has received feedback that we have the most thorough evaluation system in Wyoming. Trustee Steel asked if the initial contract teachers can be RIFFEd. Mr. Dougherty said that their contracts are non-renewed, and Trustee Wendtland said that those contracts fall under a different legal expectation.

Trustee Schatz said that the student learning criteria needs to be more defined, or at least there should be examples provided. Trustee Schatz presented a comment that he would like to see added: Any teacher whose employment has been terminated pursuant to this policy may apply for any teaching vacancies occurring in the future for which they are certified; provided, however, this provision is not intended to create any express or implied contractual or preferential rights to re-employment. He said that he would like teachers to know that the door is open and they are welcome back.

Chairman Perkins thanked the PAC and BPC for their hard work.

THE MOTION CARRIED WITH A UNANIMOUS VOTE.

Mrs. Turk said that Policy JEB - Entrance Age is recommended to adopt for entrance age and align to statute.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY JEB - ENTRANCE AGE, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mrs. Turk said that there are four policies for second reading, and there were no changes to any of them. She suggested taking them all as a group.

TRUSTEE BURGESS MADE A MOTION TO APPROVE POLICY JEA - COMPULSORY ATTENDANCE AGES, JEA-E - CONSENT TO WITHDRAWAL, POLICY JRA - STUDENT RECORDS, AND POLICY JRA-E - REQUEST OF DISCLOSURE OF STUDENT EDUCATIONAL RECORDS ON SECOND READING, AS PRESENTED. TRUSTEE RADER SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

VI. New Business

A. FY 2016-17 Quarterly Financial Update (*Information*) - Craig Dougherty

Superintendent Dougherty said that the Board has received the quarterly financials for fiscal year 2016-2017. He said that these statements represent monies received and expenses incurred between October 1 and December 31, 2016. Mr. Dougherty said that everything is in line.

B. Update Summary for Facility Plan (*Information*) - Julie Carroll

Facilities Director Julie Carroll said that there are not a lot of changes to our Facility Plan. She explained that we will be using major maintenance funding, as we have not received funding for capital construction projects. She said that projects at the high school have entered their next phase. Ms. Carroll said that there are issues arising with the pool, and work will need to be done there. She anticipates 10% of the money needs to be used for the pool. Ms. Carroll said that major maintenance funds will be used to start addressing needs at Sagebrush Elementary. She explained that the renovations needed at Sagebrush are quite costly, and that will take a lot of the district's funds for the next several years.

Trustee Sue Wilson asked if there is a window to complete maintenance on the pool. Ms. Carroll said that she is currently working with Brent Moore, the Aquatics Director, to figure out the schedule. She guessed that she could get in there by April if a few swimming schedules are rearranged. Trustee Wayne Schatz asked how much money is in the

maintenance fund each year. Ms. Carroll said that it varies from year to year, and we will not know what it will be for the 2017-2018 fiscal year until June. She said that it has averaged around 1.4 million.

Trustee Tony Wendtland said that he figured we can use \$180,000 for the pool, but he asked how we would be able to address the other needs. Ms. Carroll said that when a problem arises in the pool, it can't be let go. She explained that every five years the pool has needed a serious renovation that can't be ignored.

VII. Reports and Communications

A. Board of Trustees

1. Board Reports

a. Board Meeting Schedule Revised (*Action*) - Ann Perkins

Chairman Perkins said that the Sheridan County Education Association (SCEA) leadership team suggested that we move the teachers' roundtable meeting to March 20. She said they believe we will get more accurate results by changing the date from February 20 to March 20.

TRUSTEE WILSON MADE A MOTION TO APPROVE THE REVISED 2016-2017 BOARD MEETING SCHEDULE, AS PRESENTED. TRUSTEE RADER SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

b. Resolution to State Board of Education (*Action*) - Ann Perkins

Chairman Perkins explained that the Board would like to send a resolution and letter of support to the State Board of Education with our recommendation of what they should choose to replace PAWS. Chairman Perkins said that the Board is hoping for Smarter Balanced.

TRUSTEE BURGESS MADE A MOTION TO APPROVE THE RESOLUTION AND LETTER OF SUPPORT FOR THE SMARTER BALANCED ASSESSMENT CONSORTIUM SYSTEM TO THE WYOMING STATE BOARD OF EDUCATION, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

Trustee Wayne Schatz asked if other districts have expressed interest in Smarter Balanced as well. Mr. Dougherty said that two years ago the Wyoming Association of School Administrators (WASA) submitted a

resolution supporting Smarter Balanced. He said that most superintendents agreed on that.

Chairman Perkins congratulated all of the groups that received recognitions and the We the People State Champions.

2. Committee Reports

There were no committee reports.

3. Other

There were no other reports.

B. PTO/Parents/Students/Organizations

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

C. Site/Administration/Staff

There were no Site/Administration/Staff reports.

VIII. District Administration Reports

A. Superintendent

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

Superintendent Craig Dougherty said that we continue to review the board goals at each meeting leading up to the Board Retreat in March. He explained that these goals are tied to the North Central Accreditation process, which is a requirement of the Wyoming Department of Education (WDE). Mr. Dougherty presented the Resource Utilization goal and explained the milestones. He said that we have one of the healthiest budgets in the state.

Mr. Dougherty said that the district continues to work with the University of Wyoming to try and launch the Pilot Teacher's College. Mr. Dougherty said that we are the top performing district in the state because of our PLC process. He added that Dr. Anthony Muhammad presented to over 200 administrators at the National Reading Recovery Conference in Columbus, OH. Mr. Dougherty said that Mr. Muhammad used our district as an example of a true PLC model. Mr. Dougherty said that our PLC Summer Institute was a huge success. He informed the Board that we are not doing the institute this summer. He said that we may gather superintendents and principals from around the state to do a PLC conference. Mr. Dougherty said that that would be what the Principal's Academy would look like. Mr. Dougherty said that he is trying to secure Anthony Muhammad and Thomas

Many to present at that event. He reported that the potential dates would be August 2 through August 4.

Mr. Dougherty said that Highland Park received the Achieving Success for All Award from State Superintendent Jillian Balow. He said that we will continue to work with state legislators and present ways we can be a model for the rest of the state.

Trustee Sue Wilson said that the University of Wyoming will be in Sheridan to discuss teaching education programs. Mr. Dougherty said that that is part of the Teachers' Education Initiative (TEI). He reported that the TEI Executive Director, Rebecca Watts, and the Department of Education Dean, Ray Reutzal, will be in attendance. Mr. Dougherty said that they are calling this a townhall meeting, where various stakeholders can provide insight into what is missing in the Department of Education's instruction. Mr. Dougherty said that this meeting will take place at Sheridan College on Friday, February 10.

TRUSTEE RADER MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:46 P.M. TO TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES, PURSUANT TO W.S. 16-4-405(a)(ii) AND TO CONSIDER OR RECEIVE ANY INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW, PURSUANT TO W.S. 16-4-405(a)(ix). TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

IX. Executive Session:

The Board went into Executive Session at 7:46 p.m. to address personnel matters.

TRUSTEE WILSON MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:52 P.M. TRUSTEE SWEENEY SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:52 p.m.

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

TRUSTEE RADER MADE A MOTION TO APPROVE THE RENEWAL OF ADMINISTRATOR CONTRACTS, AS PRESENTED. TRUSTEE BURGESS

**SECONDED THE MOTION AND IT CARRIED WITH A MAJORITY VOTE.
TRUSTEE CRAFT ABSTAINED.**

X. Adjournment:

**TRUSTEE BURGESS MADE A MOTION TO ADJOURN THE MEETING AT 8:53
P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A
UNANIMOUS VOTE.**

The meeting adjourned at 8:53 p.m.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT**

**REVISED
Release to Public
February 6, 2017**

CERTIFIED STAFF:

Changes/Transfers:

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

Early Notice Incentive Resignations:

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

Resignations:

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

CLASSIFIED STAFF:

APPROVALS:

Cortney Cook Transportation Department	Bus Driver-Rotator 2-4 hours per day 175 days	Effective 01/16/2017
Gena Hirschman Administration Office	Payroll Accounting Technician 8.0 hours/day 261 days	Effective 04/01/2017
Myron Holwell Sheridan Junior High School	Custodian 8.0 hours/day 261 days	Effective 01/23/2017
Joseph Panetta Transportation Department	Bus Driver-Rotator 2-4 hours per day 175 days	Effective 2/1/2017
Bradley Wilson Transportation Department	Bus Driver-Rotator 2-4 hours per day 175 days	Effective 2/13/2017

Changes/Transfers:

Angela Hillier Administration Office	Payroll/Accounting Technician (8 hours/day) to Executive Assistant/Payroll and Benefits (8 hours/day) 261 days	Effective 04/01/2017
Richard Miranda Transportation Department and Story	Bus Driver (4 hours/day) to Bus Driver (4 hours/day) /Lunch/Mail Delivery (2 hours/day) 175 days	Effective 01/11/2017
Sheila Sikkenga Bus Barn/Story to Bus Barn	Paraprofessional-Special Education/Bus (3.25 hours/day) Lunch/Mail Delivery (2.0 hours/day) to Paraprofessional-Special Education/Bus (3.25 hours/day) 175 days	Effective 01/11/2017

Marcus Sneller District	Maintenance Helper/Replacement Custodian (8 hours/day) to Custodian- Maintenance Helper Replacement Head Custodian (8 hours/day) 261 days	Effective 01/16/2017
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Resignations:

Kam Kekich District	Maintenance Mechanic-Repair Coordinator 8 hours/day 261 days	Effective 1/12/2017
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Terminations:

Nancy Schaffer District	Paraprofessional-Sub Caller 6.0 hours/day 180 days	Effective 6/2/2017
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EXTRA DUTY 2016-2017

Approvals:

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

Resignations:

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

HENRY A. COFFEEN BRIDGES PROGRAM STAFFING 2016-2017

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

Kayla Woodward Paraprofessional (Student Teacher)

HIGHLAND PARK AFTER SCHOOL PROGRAM STAFFING 2016-2017

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

MEADOWLARK SCHOOL AFTER SCHOOL PROGRAM STAFFING 2016-2017

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

SAGEBRUSH AFTER SCHOOL PROGRAM STAFFING 2016-2017

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

SAGEBRUSH EXTENDED SCHOOL YEAR (ESY) STAFFING 2016-2017

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

SHERIDAN JUNIOR HIGH SCHOOL SATURDAY INTERVENTION STAFFING 2016-2017

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

WOODLAND PARK BRIDGES PROGRAM STAFFING 2016-2017

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



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: February 27, 2017

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

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

District Projects and Future Planning

We have had several Board Capital Construction Committee meetings and have been discussing the next phase of projects and future planning. Our Facility Plan meeting with the Wyoming State Construction Division of School Facilities is scheduled for March of 2017 to discuss the next phases of district projects. These include updates to the SHS auditorium, repairs to the Early Building Pool, SHS science wing renovations and boiler building upgrades, and remedies for Sagebrush and Transportation. We will be discussing this further during the Facility Plan agenda item.

Collaborative School

The construction of the John C. Schiffer Collaborative School remains unfunded. The roughly \$85 million of supplemental funding (HB0058) passed the House with no changes. The proposed legislation does not include the John C. Schiffer Collaborative School. The primary projects being recommended for funding in the supplemental budget are Carey JHS in Cheyenne and a new elementary school in Jackson. Currently, the senate removed Carey JHS from the funding. This bill now has to go to the House for concurrence or committee for resolution.

Henry A. Coffeen Drainage

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



Excellence and Accountability

Craig Dougherty, Superintendent

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201 N. Connor, Suite 100
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Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: February 27, 2017

TO: Board of Trustees

FROM: Mitch Craft, Assistant Superintendent

SUBJ: **Next Level Update** *(Information)*

At your March Board of Trustees meeting, Scott Stults will provide an update on the Early Childhood Liaison position at Sheridan College.



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: February 27, 2017
TO: Board of Trustees
FROM: Traci Turk, Special Services Director
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

EFDA	Payment/Debt School Lunch Collection Policy
<u>IGA</u>	<u>Curriculum Development</u>
<u>IHAMA</u>	<u>Drugs, Alcohol and Tobacco (DELETE)</u>
<u>IJ</u>	<u>Learning Resources</u>
<u>JQ</u>	<u>Student Fees, Fines and Charges</u>

The following policies are being recommended for second reading:

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

*Policies -
First Reading*

PAYMENT/DEBT School Lunch COLLECTION POLICY

Sheridan County School District #2 participates in the National School Lunch and Breakfast Programs to ensure that our students have access to the healthy food they need to learn and succeed in school.

If students and parents do not pay for meals, the unpaid debt places a financial burden on the school district.

Payment is expected in advance of the student eating each day and parents are expected to maintain a positive account balance throughout the year.

Free and reduced meals are available to families with qualifying incomes. Applications are accepted at any time during the school year. Any benefits qualified for will become effective on the date the application is processed. Benefits cannot be backdated and parents are responsible for payment of any charges incurred prior to the application being processed.

The district expects parents to take financial responsibility for their student's meals. Payment is expected in advance of the student eating each day and parents are expected to maintain a positive meal balance throughout the year. All students will receive a hot lunch/breakfast if they have money in hand to pay for the lunch/breakfast without regard to whether or not they have a charge balance. Students who are eligible for free or reduced price meals will always be provided a meal of some type, even if the student owes money. SCSD—#2 may deny a meal to a student who is not eligible for free or reduced price meals and who does not provide payment for the meal at the time of serving.

The District offers multiple payment remittance options:

- Pay online by utilizing the parent portal, with a credit card or e-check

- Mail your payment to PO Box 919, Sheridan, WY 82801.

The district will implement the following steps for students with negative account balances:--

Step 1:

- Students may not purchase any a la carte items, which includes extra milk, if they have reached a negative lunch balance of \$5 or more.
- Daily notifications will be made to all parents of students who have a debt via automated dialer. Phone/text & email notifications will be made Monday through Thursday for all balances owed. Notifications will continue over the entire calendar year.

Step 2:

- Collection of negative balances ~~exceeding up to \$50 for an individual or \$100 for a household~~ will be handled by central office staff in cooperation with building administrators.
- In addition to the daily notification in step 1, the central office will mail a letter/statement to each household providing parents the opportunity to set up a payment plan.
- Schools may deny a meal to a student who is not eligible for free or reduced price meals.

Step 3:

If a parent does not establish and comply with a payment plan with the district or begin making regular deposits within 10 days of the date of the letter/statement, the Superintendent or his/her designee may take one or more of the following actions, unless or until prohibited by state law or regulation:

- Withhold academic credit
- Prohibit participation of the student in the graduation ceremony and other senior activities--
- Prohibit participation of student from participating in any future fee-based program, extra-curricular activities, or non-curricular school activities until outstanding balances are resolved--
- Pursue collection in small claims court or through

Charges not paid before the end of the school year will still be owed.

Once it is determined that a delinquent account is not collectible, it shall be considered as a bad debt and treated as an operating loss which cannot be absorbed by the non-profit food service account.

The district will provide a copy of this policy to all households at the beginning of each school year and to transfer students.

See also policy:

JQ - Student Fees, Fines and Charges

1st Reading: 3-6-17

2nd Reading: 4-10-17

CURRICULUM DEVELOPMENT

GENERAL ORGANIZATION PLAN¶

¶ The Curriculum and Assessment Office coordinates instructional programs and improvement for the school district. The teachers in individual schools are encouraged to improve the instructional process in order to better serve their students. At the same time, staff members of several or all schools may combine efforts to address a problem of instructional improvement common to several or all schools.¶

¶ This process implies that there is need for both general authority and individual responsibility. Authority and responsibility are exercised by central administration, school administrators, by a district committee, or by all three. Thus, problems of an individual school and problems of general concern can both be addressed.¶

¶ ELEMENTARY AND SECONDARY¶

¶ The educational policy of the district is set by the Board of Trustees in this and other sections of the district's policy manual. This policy should be carried out by all teachers, but the teachers may be granted latitude in trying new approaches as authorized by the superintendent and building principal.¶

¶ In general, the principal shall have the responsibility of managing and directing all activity carried on in the school to which he or she is assigned. On the other hand, the core curricula adopted district wide are to be implemented with fidelity.¶

¶ ELEMENTARY AND SECONDARY EDUCATION¶

¶ Curriculum: ¶

¶ The Board of Trustees has established a policy that provides for a program of education known as the kindergarten through twelve (K 12) standards based curriculum. The standards based program shall be of such extent and intensity that all students shall be instructed in a continuous and expanding series of educational experiences commensurate with their capabilities. The subject matter areas shall be those generally included in Common Core of

K 1 d d Skill ¶

CURRICULUM DEVELOPMENT (contd)

~~CURRICULUM STUDY AND IMPROVEMENT¶¶~~

~~¶¶ Responsibility for Review and Improvement:¶¶~~

~~¶¶ Responsibility for initiating improvements in standards based curricula of the district is vested in every teacher and principal. Suggestions for such improvements shall be routed through proper channels to the Curriculum and Assessment Office. After review by the curriculum committees, and if approved by the Curriculum Review Team and the superintendent, major revisions shall be referred to the Board of Trustees with recommendations. Approval at the Board level shall bring referral to the Superintendent for implementation.¶¶~~

~~¶¶ Curriculum Committees:¶¶~~

~~¶¶ Curriculum committees are selected through the cooperative efforts of the school principals and the Curriculum and Assessment Office. Whenever feasible, committees shall be organized on a K-12 representation in an effort to obtain both vertical standards and horizontal subjects alignment.¶¶~~

~~¶¶ Curriculum Development:¶¶~~

~~¶¶ It is the policy of the district to work continuously in standard-based curriculum development, always seeking the "best" (research proven) materials available, employing a variety of corrective and enrichment of techniques and synthesizing ideas and experiences from whatever sources are available. This demands a creative and well-informed teacher and administrator.¶¶~~

~~¶¶ Because the sources, ideas, and materials are complex, this synthesis demands the best collective thinking of all concerned. Innovations and experimentation are encouraged, but need to have district-wide awareness and systematic evaluation.¶¶~~

~~¶¶ The Board of Trustees shall be kept informed on all phases of standards revision and upgrading of the school curriculum.¶¶~~

~~¶¶ Specific curriculum requirements for individual subjects shall be maintained.~~

The Board of Trustees defines "curriculum" as the essential

CURRICULUM DEVELOPMENT (contd)

study, learning tasks, activities, and resources designed or selected to help students learn the essential knowledge and skills.

The district curriculum shall be based, at minimum, on the Wyoming Content and Performance Standards.

District personnel are charged with developing a Guaranteed, Viable Curriculum (GVC). A "guaranteed" curriculum is that which the district ensures all students will learn. A "viable" curriculum is that which students can reasonably learn in the duration of a school year or course of study.

Development of the GVC shall be carried out in a collaborative manner by teams of teachers, under the supervision of district administration and building principals. The following questions shall drive development and ongoing review of the GVC:

1. What do we expect students to learn?
2. How will we know when students have learned it?
3. How will we respond when students don't learn?
4. How will we respond when students have already learned it?

In addition to answering these questions, teacher teams will also establish timelines for teaching the GVC.

Because the GVC is developed through structured teacher collaboration, all teachers of a given course or grade level are expected to adhere to the GVC. Through systematic and ongoing collaboration, the GVC undergoes continual review and refinement to improve student learning and stay up to date with research-proven educational practices.

The district will maintain a system for recording and communicating the GVC. All teachers and administrators will have access to the system.

For major curriculum-related decisions, the district will establish special committees comprised of district administration, building principals, and teachers. Such decisions include the creation of new courses, deletion of existing courses, and/or adoption of new programs.

~~DRUGS, ALCOHOL & TOBACCO~~

~~The administration has the responsibility for developing and implementing an approved drug, tobacco, and alcohol prevention and/or intervention program. All district personnel are responsible for assisting in the program development and implementation.~~

~~The principals are charged with the responsibility of ensuring that a relevant ongoing educational program focusing on tobacco, drugs, and alcohol use and abuse is being offered at their respective schools. The educational staff is responsible for assisting in program development and for reporting inappropriate behaviors to the appropriate personnel for implementation of the adopted program.~~

~~See also policies:~~

~~JICG/JICH — Student Alcohol/Tobacco/Drug Abuse By Students~~
~~KFA — No Smoking Or Use Of Tobacco Products~~

~~Statute Reference~~

¶
¶
¶
¶

~~LEARNING RESOURCES~~~~INSTRUCTIONAL RESOURCES AND MATERIALS~~

The Board of Trustees shall purchase all learning ~~resources~~~~textbooks and supplies~~ for ~~district~~~~the~~ schools. The term "learning resources" refers to any supplies or material (whether acquired or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes. The primary objective of learning resources is to implement, support, and enrich student learning through the district's educational program.

Learning resources will ~~to~~ be held as property of the district and loaned to pupils free of charge. Pupils shall be held responsible for damage to, loss of, or failure to return ~~learning resources~~~~the books and supplies~~ except those that, by their nature, are expended during the course of study.

All materials, services and equipment purchased by the district shall remain property of the district and will not be considered the property of any individual, department, level, or section of the school system. This property will be available to all segments of the district for mutual use.

A wide range of learning resources ~~at varying levels of complexity, with diversity of appeal, and presentation of different points of view~~ will be provided to meet the needs of students and teachers. The professional staff will incorporate learning resources~~materials~~ in their instruction. These learning resources shall:

- Support and be consistent with the general educational goals of the state;
- * Be chosen to enrich and support the curriculum and the individual needs of users;
- * Meet high standards of quality in presentation, physical format, educational significance, readability, interest appeal, authenticity, artistic quality and/or literary style, and factual content;
- * Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials

INSTRUCTIONAL RESOURCES AND MATERIALS (contd.)

¶

~~that will enrich and support the curriculum, taking into consideration the individual needs, abilities, learning styles, and maturity levels of the students served. ¶~~

¶

~~The term "learning resources" refers to any material (whether acquired or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes. The primary objective of learning resources is to implement, support, and enrich student learning through the district's educational program. ¶~~

¶

~~The professional staff will incorporate materials in their instruction that will enrich and support the curriculum, taking into consideration the individual needs, abilities, learning styles, and maturity levels of the students served.~~

The Board delegates the responsibility for the selection of learning resources to the professional staff employed by the district.

~~Learning resources shall: ¶~~

¶

~~* Support and be consistent with the general educational goals of the state; ¶~~

¶

~~Be chosen to enrich and support the curriculum and the individual needs of users; ¶~~

¶

~~Meet high standards of quality in presentation, physical format, educational significance, readability, interest appeal, authenticity, artistic quality and/or literary style, and factual content; ¶~~

¶

~~Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected; ¶~~

¶

~~Be designed to provide a background of information that will~~

INSTRUCTIONAL RESOURCES AND MATERIALS (contd.)

~~lives; and~~

~~ff~~
~~+~~

~~Provide multiple viewpoints information on opposing sides of issues, so that users may develop the skill of critical analysis in decision making.~~

Recommendations for purchases will involve administrators, teachers, students, district personnel, or community persons, as appropriate. Gift materials and recommendations will be accepted or rejected according to the above criteria.

Selection of materials is an ongoing process that will include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

First Reading: ~~6/20/11~~ 3-6-17

Second Reading: ~~7/20/11~~ 4-10-17

STUDENT FEES, FINES AND CHARGES

The District shall not assess instructional fees. Books will be provided on a loan basis; no rental fees will be assessed for textbooks and workbooks used in the classroom or for reference.

Students participating in activities that are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. These charges may include, but are not limited to, admission fees, food costs, and transportation costs on field trips. Students shall pay for materials used to produce major projects when such projects will be retained by the student. However, it is incumbent upon the teacher and principal to make every effort to be sure no student is denied the right to participate in **field** trips or other ~~enrichment-classroom-related~~ activities because of lack of funds.

Pupils will be assessed fines for late return, lost, damaged, or defaced books, including library books, materials or equipment. The fines will be for the amount of the loss or for the actual replacement cost.

Fines for illegal parking by students shall be assessed at a reasonable fee.

Fines for damage to school property shall be assessed at a reasonable rate, designed to restrain further damage.

~~All credits, report cards, grades, and diplomas shall not be deemed to be earned and shall not be awarded until payment has been made for all indebtedness due to the District.~~

The District offers multiple payment remittance options:

- Pay online by utilizing the parent portal, with a credit card or e-check,
- Drop payments off at any school front office or at the front desk of the District office, located at 201 N. Connor Street, or
- Mail your payment to PO Box 919, Sheridan, WY 82801.

The district will implement the following steps for students with negative account balances..

Step 1:

STUDENT FEES, FINES AND CHARGES

- Collection of negative balances ~~exceeding up to \$50 for an individual or \$100 for a household~~ will be handled by central office staff in cooperation with building administrators.
- In addition to the daily notification in step 1, the central office will mail a letter/statement to each household providing parents the opportunity to set up a payment plan.

Step 3:

If a parent does not establish and comply with a payment plan with the district or begin making regular deposits within 10 days of the date of the letter/statement, the Superintendent or his designee may take one or more of the following actions, unless or until prohibited by state law or regulation:

- Withhold academic credit
- Prohibit participation of the student in the graduation ceremony and other senior activities.
- Prohibit participation of student from participating in any future fee-based program, extra-curricular activities, or non-curricular school activities until outstanding balances are resolved.
- Pursue collection in small claims court for negative balances exceeding \$100 for the total household or if student has transferred out of the district and negative balance remains after 10 days.
- Charges not paid before the end of the school year will still be owed.

First Reading: 3-6-17 ~~2/8/10~~

Second Reading: 4-10-17 ~~3/1/10~~

Policies -
Second Reading

EXECUTIVE SESSIONS

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

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

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

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

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

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

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

First Reading: 2-6-17 ~~10/6/08~~
Second Reading: 3-6-17 ~~11/10/08~~

PERSONNEL RECORDS AND FILES

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

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

PERSONNEL RECORDS AND FILES (contd.)

contained in the file. Any written objection must be signed by the staff member and shall become part of the employee's personnel file.

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

PERSONNEL RECORDS AND FILES (contd.)

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

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

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

9. **Criminal Background Check.** Information received from criminal background checks shall not be placed in the District personnel file retained for each District employee. This information ~~shall~~ will be stored in a secure environment with limited access only to a responsible party who shall be an employee of the school district. ~~be placed in a separate locked file cabinet maintained at the central administration office.~~

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

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

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

PERSONNEL RECORDS AND FILES (contd.)

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

11109. The Wyoming Department of Education requires Sheridan County School District No. 2 to provide it with the following information with respect to teachers in the district: the teacher's degree (undergraduate, graduate, or doctorate along with major and/or minor), institution said degrees were received from, year conferred, grade point average, ~~and the results of any Praxis II exams taken by the teacher.~~

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

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

See also policy:

GBF - Criminal Background Check and Fingerprinting

~~REDUCTION IN CERTIFIED STAFF WORK FORCE~~

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

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

- ~~1. Reduced enrollment (significant decline in student enrollment that correspondingly reduces the number of teachers or other certified employees needed by the school district);~~
- ~~2. Financial conditions (any significant decline in financial resources of the school district that is brought about by a decline in enrollment, or other action or events that compel a reduction in the district's current operating budget); or~~
- ~~3. Program change (any elimination, curtailment or reorganization of the curriculum offering, program, school operation, or a reorganization or consolidation of two or more individual schools or school districts determined by the Board of Trustees to be necessary to promote the best interests of the school district).~~

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

- ~~1. Investigate, seek, and report to the Board the status and effects of:~~
 - ~~a. current, normal attrition;~~
 - ~~b. possible early retirement incentives;~~
 - ~~c. solicitation of voluntary resignations; and~~
 - ~~d. reductions of non-certified employees or support staff.~~
- ~~2. Report to the Board as specifically as circumstances permit any options or available alternatives that are readily apparent, which programs, functions, classes or schools, if any, may be eliminated or reduced and any apparent alternatives.~~
- ~~3. After consultations with the principals and other supervisors, recommend the particular school(s) or area(s)~~

~~of school operation in which a RIF should be affected. ¶~~

~~¶~~

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

~~¶~~

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

~~¶~~

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

~~¶~~

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

~~¶~~

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

~~¶~~

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

~~¶~~

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

~~¶~~

~~Each teacher whose termination is recommended shall be given notice of such termination on or before April 15 and their termination shall be effective at the end of the current school year. The notice shall include a summary statement of the conditions requiring the RIF. ¶~~

~~¶~~

¶

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

¶

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

¶

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

¶

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

¶

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

¶

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

¶

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

STAFF REDUCTION IN FORCE

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

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

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

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

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

Student learning needs

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

The Board and the Superintendent may consider such other additional or different factors (such as years of service, extra duty contracts, multiple certifications, etc.) as each of them determines to be relevant to the decision and recommendation with respect to the reduction in force.

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

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

~~Any teacher whose employment has been terminated pursuant to this policy may apply for any teaching vacancies occurring in the future for which they are certified; provided, however, this provision is not intended to create any express or implied contractual or preferential rights to re-employment.¶¶~~

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

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

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

ENTRANCE AGE

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

Statute Reference WS 21-4-302

First Reading: 2-6-17

Second Reading: 3-6-17



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: February 27, 2017

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Update Summary for Facility Plan FY 2017-18** (*Action*)

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

Funding has drastically changed in this legislative session, causing the district to re-evaluate its next five years of projected facility planning. Projects presented in the facility plan represent the district's desires and recommendations on how to best spend the funds available and how to address concerns. However, this is not a guarantee that these will be the approved projects and timelines or that the funding can be met to continue with the desired projects.

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

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

Please call me if you have any questions about this process. I request that you approve the facility plan summary, as presented, to submit to the WSFD.



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

DATE: February 27, 2017

TO: Board of Trustees

FROM: Scott Stults Assistant Superintendent

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

Registration for 2017-2018 kindergarten students was held Wednesday, February 8, through Friday, February 10, from 8:30 am - 3:30 pm at the respective elementary schools. Parents were requested to bring: child's birth certificate, immunization records, and a current utility bill (verifying their address) to registration. In addition, parents were assigned a time for their child to attend screening at their neighborhood school in April.

Publicity was handled through the Sheridan Press, Sheridan Media, Public Pulse, flyers in all the schools, banners, day cares, preschools, and pediatricians' offices.

For the 2017-18 school year, we currently have 213 students registered compared to the following post-registration snapshots for previous years: 222 (2016-17), 231 (2015-16), 238 (2014-15), and 220 (2013-14).



DATE: February 27, 2017

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **Memorial Fund Scholarship Recommendations for 2016-17** *(Action)*

We recommend the following Memorial Fund scholarship amounts for the 2016-17 school year. These are funds contributed for a specific purpose and are awarded following the Board's direction. I ask that Trustees take action to approve this slate of scholarships. Once approved, they will move to the Scholarship Committee to continue the award process.

Agnes Greisen Memorial Scholarships

The recommendation is for 19 scholarships of \$1,500 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); 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.



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DATE: February 27, 2017

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **Appointment to the School Risk Retention Program (SRRP) Joint Powers Board**
(Action)

At the March 6th board meeting, I will ask the board to approve the attached resolution allowing the district to appoint John Camino as the district representative on the School Risk Retention Program (SRRP) Joint Powers Board. John has been attending the SRRP meetings this year and is very familiar with the process.

RESOLUTION

BE IT RESOLVED, by the Board of Trustees of Sheridan County School District No. 2 that the School Risk Retention Program Joint Powers Agreement and Bylaws are hereby approved in all respects; that this school district agrees to become a participating entity and member of that Joint Powers Board; and that the Chairman and/or Clerk are hereby authorized to execute any and all documents related to the approval of that entity and the participation of this school district as a participating agency within that entity. It is further understood that this Resolution by the Board approving our participation in the School Risk Retention Program does not bind the school district to purchase any insurance through this entity, and the school district reserves the right to select the insurance product and programs provided to and/or by the School Risk Retention Program which this school district desires to participate in.

_____ **John Camino** _____ is hereby appointed to represent Sheridan County School District No. 2 on the School Risk Retention Joint Powers Board.

Board Chairman

Dated: _____, 2017

I do hereby certify that the above and foregoing Resolution was passed by a majority of the elected members of the Board of Trustees at a lawfully convened meeting of the Board of Trustees and is a valid and binding resolution.

Clerk, Board of Trustees

Dated: _____, 2017



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

DATE: February 27, 2017

TO: Board of Trustees

FROM: Trustee Wayne Schatz
Trustee Sue Wilson

SUBJ: **Endowment Fund Committee Report** *(Information)*

The Endowment Fund Committee received two applications this spring: one for We the People and one for the All-Northwest Music Students. The committee has awarded \$1000 each to the We the People Team and the All-Northwest Music Students.

Gollings Endowment Application

Award Parameters:

- The award will be directed towards the performing arts, but may be used for any SHS activity.
- The award will be based on qualifying standards or rigor of the event and must be a regional and/or national competition.
- The limit is one award per activity per academic year.
- Award limits: Awards shall be limited to \$300 per applicant, or \$1,000 per group.

Name of students or student group: _____We the People_____

Name of sponsor or coach in charge of the activity: _____Tyson Emborg_____

Name of event: _____We the People National Finals_____

Date of the event: _____April 20-25, 2017_____ Location of the event: _____Washington, D.C._____

Describe in detail how you qualified for this event: _____

_____By winning the state champion qualifier._____

Describe in detail how your students will benefit from this activity: _____

_____Students will have national exposure to a rigorous academic competition in addition to taking in the experience of visiting the seat of our national government.

Describe any other learning opportunities that your students will be able to participate in:

In addition to their academic competition students will tour Washington, D.C. as the culmination of their study of the United States Constitution. _____

Submitted by: _____Tyson Emborg_____ Date: _____Feb., 14, 2017_____

For committee use only: _____ approved for \$_____ or _____ disapproved

Signature: _____ Date: _____

Gollings Endowment Application

Award Parameters:

- The award will be directed towards the performing arts, but may be used for any SHS activity.
- The award will be based on qualifying standards or rigor of the event and must be a regional and/or national competition.
- The limit is one award per activity per academic year.
- Award limits: Awards shall be limited to \$300 per applicant, or \$1,000 per group.

Name of students or student group: All Northwest Music Students (10 students)

Name of sponsor or coach in charge of the activity: Sarkissian, Knutson, Lecholat

Name of event: All Northwest Concert

Date of the event: 2/16-20/17 Location of the event: Seattle, WA

Describe in detail how you qualified for this event: Students are selected based on recorded auditions from a 6 State region including (WY, WA, OR, AL, MT, ID. 4600 students auditioned. See Attachment.

Describe in detail how your students will benefit from this activity: Students will be instructed by world renowned conductors. Our students will have the opportunity to perform with the top musicians and singers from the NW region of the United States.

Describe any other learning opportunities that your students will be able to participate in:

 Being selected to this honor is a great item to have on a resume for the performing arts.

Submitted by: Don Julia Date: 2/13/17

For committee use only: approved for \$ or disapproved

Signature: Date:



**Northwest
Division**

NAfME Northwest Division Conference

19707 64th Avenue West, Suite 101, Lynnwood, Washington 98036
800-324-WMEA ♣ 425-712-9632 ♣ FAX 425-776-1795 ♣ office@wmea.org

For Immediate Release

Outstanding music students from Alaska, Idaho, Montana, Oregon, Washington and Wyoming have received top honors by being selected to participate in one of our 2017 NAfME All-Northwest performing groups. The students listed below will join over one thousand other outstanding high school student musicians in this gala event.

NAfME All-Northwest high school bands, orchestras and choirs will meet in Bellevue, Washington February 16-19. They will rehearse and perform in concert under the direction of world-renowned conductors. These All-Northwest musicians were selected from over 4600 students who auditioned to participate in this outstanding event, which is managed by the Washington Music Educators Association.

Many professional musicians credit their All-Northwest experience as crucial in their decision to choose music as a career. Thousands of others whose career paths took them in different directions have great memories of participating in this inspiring and motivating musical experience and claim that it was a life-changing experience for them.

Well-known Northwesterners who have participated in past years' All-Northwest groups include trumpeters **Doc Severinson** and **Allen Vizzutti**, The Seattle Post-Intelligencer's Pulitzer Prize-winning editorial cartoonist and columnist **David Horsey**, 2008 National Teacher of the Year **Andrea Peterson**, and jazz saxophonist **Kenny G**.



School: _____

Music Teacher: _____

Phone: _____ E-Mail: _____

STUDENT(S) SELECTED

NAME	CATEGORY	ALL-STATE GROUP
------	----------	-----------------



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Craig Dougherty, Superintendent

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DATE: February 27, 2017

TO: Board of Trustees

FROM: Ann Perkins, Chairman

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

Attached is the revised Board Meeting Schedule for the 2016-2017 year. The Teachers' Roundtable meeting has been moved from Monday, March 20, to Monday, April 24. I suggest we take action to approve the revised 2016-2017 Board Meeting Schedule.



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Craig Dougherty, Superintendent

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Board Meeting Schedule 2016-2017

Meeting Date	Type of Meeting	Location	Time
August 15	Regular	Central Office	6:00 p.m.
September 12	Regular	Central Office	6:00 p.m.
October 3	Regular	Central Office	6:00 p.m.
November 7	Regular	Central Office	6:00 p.m.
November 10	Legislative Roundtable	Central Office	6:00 p.m.
December 5	Regular	Central Office	6:00 p.m.
January 9	Regular	Central Office	6:00 p.m.
January 23	Sheridan College Board	Central Office	6:00 p.m.
February 6	Regular	Central Office	6:00 p.m.
March 6	Regular	Central Office	6:00 p.m.
March 18	Board Retreat	Ucross Ranch	All Day
April 10	Regular	Central Office	6:00 p.m.
April 24	Teachers' Roundtable	Central Office	6:00 p.m.
May 8	Regular	Central Office	6:00 p.m.
June 19	Regular	Central Office	6:00 p.m.
July 18	Regular/Budget Hearing Adoption	Central Office	6:00 p.m.

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



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DATE: February 27, 2017
TO: Board of Trustees
FROM: Craig Dougherty, Superintendent
SUBJ: **Board Goal Updates** *(Information)*

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

LEADERSHIP CAPACITY BOARD GOAL

Leadership Capacity Goal: SCSD #2 will exhibit and monitor the district role in promoting academically-focused leadership.

Discussion: The Board of Trustees believes that, as a public entity, the District is responsible to the Sheridan community to model and provide governance and leadership that is consistent and coherent. Board policy needs to be congruent with administrative priorities and procedures. There should be a feedback loop to ensure the ongoing evaluation and refinement of the degree to which board policy is implemented with fidelity and results.

The District has worked to provide a world-class education to the students of SCSD #2. This is reflected in policy and procedure. Another example of proper governance is that the district has worked hard to be accountable to the public in regard to expenditure of taxpayer dollars.

2016-2017 Projections:

1. *The Board will maintain the goal of two-thirds of its members reaching certified board member status with regard to school board professional development. This requires 50 points based on the WSBA development recognition program. **
Milestone: Four of our nine current Trustees have reached certification status through the WSBA, for a total of 44% certification. With three new Trustees on board, we will work toward connecting them and all Trustees with additional professional development approved through the WSBA.
2. The Board will continue its progress through policy review and approval, emphasizing public and staff awareness and input.
Milestone: Under the leadership of Traci Turk, the board has continued its cycle of policy review, approval, and updates. In addition to revising policies up for five-year review, the Board also examines policies that require updating due to regulatory changes and other special circumstances.
3. The Board will continue its participation in state and National School Board Association matters to maintain its focus on governance and leadership.
Milestone: As in past years, SCSD2 Trustees attend the Wyoming School Board Association (WSBA) conference as well as the National School Board Association conference. These gatherings provide professional development for Trustees, and the state assembly allows our Trustees to advocate for important district issues. Our Trustees also submit resolutions to the WSBA each fall.
4. The Board will continue its advocacy with the state legislature on matters of vital interest to the District.
Milestone: Due to state budgetary considerations, the Board of Trustees has increased its communication with local legislators this year. In addition to the legislative forum, the Board has advocated through WSBA and directly to legislators across this academic year. District administration also maintains open lines of communication and provides feedback to legislators on every education-related bill.

*SMART Goal

Draft
Personnel
Action
Report

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

ADMINISTRATIVE STAFF:

Early Notice Incentive Resignations:

Heather Nicole Thomas Sheridan Junior High School	Principal 1.0 FTE 261 days	Effective 06/30/2017
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PROFESSIONAL STAFF:

Early Notice Incentive Resignations/Retirements:

Mary Herden District	Technology Support Coordinator 1.0 FTE 261 days	Effective 06/30/2017
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Coree Kelly District	Technology Director 1.0 FTE 261 days	Effective 06/30/2017
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CERTIFIED STAFF:

Approvals:

Mallory Painter Henry A. Coffeen School	Teacher-Title I .63 FTE 65 days	Effective 02/27/2017- 06/05/2017
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Early Notice Incentive Resignations/Retirements:

Brittany Canfield Sagebrush School	Teacher-2nd Grade 1.0 FTE 185 days	Effective 06/05/2017
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Erin Cummings Henry A. Coffeen, Highland Park, Meadowlark, Sagebrush and Woodland Park Schools	Teacher-Elementary Orchestra 1.0 FTE 185 days	Effective 06/05/2017
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William "Steve" Davies Sheridan Junior High School	Teacher-Business-Technology 1.0 FTE 185 days	Effective 06/05/2017
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SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
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David Hoeft Sagebrush and Story Schools	Teacher-Physical Education/Health 1.0 FTE 185 days	Effective 06/05/2017
Debra Hoeft Woodland Park School	Teacher-Language Arts Specialist/Reading Recovery 1.0 FTE 185 days	Effective 06/05/2017
Matthew Johnson Sheridan High School	Teacher-English 1.0 FTE 185 days	Effective 06/05/2017
Terry Martin District	Teacher-Math Coordinator 1.0 FTE 185 days	Effective 06/05/2017
Dustin Metesh Sheridan Junior High School	Teacher-Special Education 1.0 FTE 185 days	Effective 06/05/2017
Mallory Nelson Sheridan Junior High School	Teacher-Language Arts 1.0 FTE 185 days	Effective 06/05/2017

CLASSIFIED STAFF:

Approvals:

Troy Carter District	Maintenance Mechanic-Repair Coordinator 8 hours/day 261 days	Effective 03/01/2017
Jeffrey Korp Meadowlark School	Custodian 8 hours/day 261 days	Effective 02/13/2017
Robert Powell District	Custodian-Maintenance Helper/ Replacement Custodian 8.0 hours/day 261 days	Effective 02/13/2017

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Changes/Transfers:

Sarah Mercer Sheridan Junior High School	Paraprofessional-ESL to Paraprofessional-Special Education Behavior 7.0 hours/day 176 days	Effective ?????
Jacee VanDyke Administration Office	Executive Assistant to the Superintendent 8.0 hours/day, 261 days to 8.0 hour/day 200 days	Effective 07/01/2017

Resignations:

Barbara Rathbun Ft. Mackenzie High School and The Wright Place	Paraprofessional-Special Education 7.0 hours/day 176 days	Effective 03/14/2017
Jennifer Steel Sheridan Junior High School, Fort Mackenzie High School and the Wright Place	School Nurse 7.2 hours/day 180 days	Effective 03/10/2017
Shauna Trujillo Sheridan Junior High School	Paraprofessional-Special Education Behavior 7.0 hours/day 176 days	Effective 2/17/2017

Retirements:

Pamela Harper Ft. Mackenzie High School and The Wright Place	Custodian-Head 8.0 hours/day 261 days	Effective 03/06/2017
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Terminations:

Dawn Smith Sheridan Junior High School	Custodian 8 hours/day 261 days	Effective 03/06/2017
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**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
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EXTRA DUTY 2016-2017

Approvals:

<u>Name</u>	<u>Position</u>
Isaac VanDyke	Track-Grade 6-8-B Coach-SJHS

SHERIDAN JUNIOR HIGH SCHOOL AFTER SCHOOL STAFFING 2016-2017

<u>Name</u>	<u>Position</u>
Hailey Knappe	Paraprofessional-After School Detention Substitute (General Fund)

SHERIDAN JUNIOR HIGH SCHOOL EXTENDED SCHOOL YEAR (ESY) STAFFING 2016-2017

<u>Name</u>	<u>Position</u>
Andrew Wallenkamp	Teacher

SHERIDAN HIGH SCHOOL AFTER SCHOOL SOCIAL-EMOTIONAL CARE PROGRAM STAFFING 2016-2017

<u>Name</u>	<u>Position</u>
Anne Travis	Teacher
Michael Swan	Teacher