



*Sheridan County School District #2*

# *Board Meeting*

*Date: April 10, 2012*

*Time: 6:00 p.m.*

*Place: Central Office*

**Sheridan County School District #2**  
**Board of Trustees Meeting**  
Central Office – Board Room  
April 10, 2012  
6:00 p.m.

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**Agenda**

- I. Call to Order**
  - A. Pledge of Allegiance
- II. Approval of Agenda**
- III. Recognition**
  - A. Wyoming School Boards Association (WSBA) Certificates of Appreciation – Craig Dougherty
  - B. Sheridan High School Athletic Celebrations – Don Julian
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
  - A. Approval of Minutes – March 12, 2012, and March 24, 2012
  - B. Approval of Bills for Payment
- VI. Old Business**
  - A. Capital Construction Update (*Information*) – Craig Dougherty
  - B. Approval of Policies (*Action*) – Cody Sinclair
  - C. Request to Award Bids on Liquidated Fixed Assets (*Action*) – Julie Carroll
  - D. Request to Advertise to Bid Highland Park Tractor Building (*Action*) – Julie Carroll
- VII. New Business**
  - A. Approval of Board Meeting Schedule for 2012-2013 School Year (*Action*) – Craig Dougherty
  - B. Approval of Board Goals for 2012-2013 School Year (*Action*) – Craig Dougherty
  - C. Infinite Campus Online Pay Module (*Information*) – Roxie Taft
  - D. Summary of Board/PTO NCA Focus Groups (*Information*) – Terry Burgess and Scott Stults
  - E. Request to Advertise for Proposals for District Heating, Ventilating, and Air Conditioning (HVAC) Controls Upgrades (*Action*) – Julie Carroll
  - F. Acceptance of Donation from Rotary Club of Sheridan (*Action*) –Dirlene Wheeler
- VIII. Reports and Communications**
  - A. Board of Trustees
  - B. PTO/Parents/Students/Organizations
  - C. Site Administration and Staff
- IX. District Reports**
  - A. Superintendent
- X. Executive Session**
  - A. Personnel Matters
  - B. Legal Matters
- XI. Adjournment**

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

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

Scott Hininger, Chairman

**March 12, 2012**

Craig Dougherty, Superintendent

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### **MINUTES OF MEETING**

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

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:00 p.m. Monday, March 12, 2012, in the Board Room at the Central Administration Office. The presiding officer was Scott Hininger, Chairman. A quorum was determined to be present with the following attendees:

##### **Trustees:**

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

##### **Administrators:**

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

##### **Absent:**

Hollis Hackman

##### **Absent:**

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

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

#### **III. Recognition**

##### **A. Cast of "Hello Dolly!" – Marva Craft**

Dirlene Wheeler, High School Principal, congratulated Trustee Marva Craft on a great production of "Hello Dolly!" earlier this month. Trustee Craft introduced and thanked Jeanne Hall, costumer, and DeeDee Johnson, music director for the play. She then introduced Brekken Baker and Max Marquis, lead cast members from the play. Ms. Baker and Mr. Marquis performed a scene from the play. Chairman Hininger complimented them for this year's successful musical and thanked them for their rendition.

#### **IV. Welcome--Audience Comments**

There were no comments from the audience.

**V. Consent Agenda Items**

**A. Approval of Minutes for February 6, 2012**

**B. Approval of Bills for Payment**

General Fund	1,330,024.89
Federal Fund	98,939.42
Capital Fund	681,595.84
Major Maintenance Fund	1,168.30
<b>TOTAL:</b>	<b>\$2,111,728.45</b>

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

**VI. Old Business**

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

Craig Dougherty, Superintendent, reported that Coffeen has been funded for the 2012-2014 biennium. District Administration has been in contact with the Wyoming Facilities Commission in regard to timelines for funding. Initially it appeared that some funding would be available at the end of the legislative session, however, funding will not be made available until July 1<sup>st</sup>.

Superintendent Dougherty thanked Julie Carroll, Scott Stults, and the Board of Trustees for the time they have put into ensuring that the District was successful in obtaining this funding.

The Board of Trustees toured the Meadowlark site on February 24<sup>th</sup>; changes from the Woodland Park prototype were highlighted during the tour. To date, the building is progressing nicely and is scheduled to be complete by August of 2012.

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

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

Mr. Sinclair reported the Policy EGAB – Inspection and Copying of Public Records was forwarded from the Wyoming School Boards Association. Mr. Sinclair stated that Senate Bill 62 that recently passed may have an impact on this policy. Legal counsel will review the policy for consistency with new Legislation.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON FIRST READING POLICY EGAB – INSPECTION AND COPYING OF PUBLIC RECORDS, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Policy IMB – Teaching about Controversial Issues is being reviewed in the normal review cycle. The philosophy statement was removed, and a contradictory statement in the last sentence was removed.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON FIRST READING POLICY IMB – TEACHING ABOUT CONTROVERSIAL ISSUES, AS PRESENTED. TRUSTEE PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Policy IMBB – Exemption from Required Instruction is also being reviewed as part of the normal review cycle. Only minor wording changes were made to this policy. Policy IMBB-E – Request for Exemption is the form that goes with Policy IMBB.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON FIRST READING POLICY IMBB – EXEMPTIONS FROM REQUIRED INSTRUCTION; AND POLICY IMBB-E – REQUEST FOR EXEMPTION, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Policy JRA-P – Procedures and Practices of the School District Governing the Maintenance, Transfer, and Disclosure of Student Educational Records and Policy JRA-E2 – Notification of Rights under FERPA for Elementary and Secondary Schools are going through the review process to ensure FERPA compliance. Student handbooks will be updated to be reflective of these policies.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON FIRST READING POLICY JRA-P – PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT GOVERNING THE MAINTENANCE, TRANSFER, AND DISCLOSURE OF STUDENT EDUCATIONAL RECORDS; AND JRA-E2 – NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The policies recommended for second reading are EGAD – Copyright; EGAD-P – Duplicating Copyrighted Materials; IJOA – Field Trips; IJOA-P – Field Trips Procedures; IK – State Standards; ILB – Test/Assessment Administration; ILBA – Test/Assessment Participation; and JICG/JICH- Alcohol/Tobacco/Drug/Substance Abuse by Students.

Mr. Sinclair reviewed minor updates to the policies and procedures up for second reading. A sentence was added to Policy EGAD requiring annual review of the policy and procedure in each building. Minor wording changes were made to Policy IJOA. In Policy IJOA-P clarification of communication with parents for field trips was added. An extra-curricular permission form was added as a result of changes to Policy IJOA-P that will be used for all grade levels. In Policy IK, wording changes were made in the last sentence. Clarification was added to

Policy JICG/JICH to ensure that the policy covers all school functions regardless of where the function is held.

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

- **EGAD - COPYRIGHT**
- **EGAD-P - DUPLICATING COPYRIGHTED MATERIALS**
- **IJOA – FIELD TRIPS**
- **IJOA-P – FIELD TRIPS PROCEDURES**
- **IK – STATE STANDARDS**
- **ILB – TEST/ASSESSMENT ADMINISTRATION**
- **ILBA – TEST/ASSESSMENT PARTICIPATION**
- **JICG/JICH – ALCOHOL/TOBACCO/DRUG/SUBSTANCE ABUSE BY STUDENTS**

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

**VII. New Business**

**A. Approval of Overnight Non-School Transportation Request (*Action*) – Steve Schlicting**

Steve Schlicting, Transportation Director, reported that the District recently received a request to rent one of the buses and provide a driver to transport Sheridan County Girl Scouts to Cody, Wyoming. This is an overnight trip to celebrate the 100<sup>th</sup> anniversary of the Girl Scouts, leaving April 21<sup>st</sup> and returning April 22<sup>nd</sup>. Mr. Schlicting requested approval for the bus rental.

**TRUSTEE PERKINS MADE A MOTION TO APPROVE THE OVERNIGHT NON-SCHOOL TRANSPORTATION REQUEST, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**B. Update on Math Recovery and Ramp Up Programs (*Information*) – Tom Sachse with Cassie Sundberg and Chelsea Bestram.**

Tom Sachse, Assistant Superintendent, introduced Cassie Sundberg, Math Recovery Coordinator; and Chelsea Bestram, Ramp Up Teacher. Ms. Sundberg and Ms. Bestram presented information about their programs - including the key features of both programs, and data representing each program's success within the District.

**C. Acceptance of Donation from Class of 1951 (*Action*) – Dirlene Wheeler**

Dirlene Wheeler, High School Principal reported the Class of 1951 and Jack Sorvik recently donated \$2,751.30 to Sheridan High School through fundraisers and class contributions. The donation will be used to purchase two picnic tables for the landscaped courtyard, and placed in the We Are the Change (WAtCH) account for the After-Prom Alcohol/Drug Free Party. Principal Wheeler asked the Board to please accept this generous donation.

**TRUSTEE SCHATZ MADE A MOTION TO ACCEPT THE DONATION FROM THE CLASS OF 1951, AS PRESENTED. TRUSTEE PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**D. Memorial Fund Scholarship Recommendations for 2012-2013 (*Action*) – Roxie Taft**

Roxie Taft, Business Manager, presented the Memorial Fund scholarship recommendations being made for the 2012-2013 school year. The scholarships will be made available to seniors through the Student Planning Office. Business Manager Taft asked the Board to approve the recommendations for Memorial Fund Scholarships for 2012-2013.

**TRUSTEE PERKINS MADE A MOTION TO APPROVE THE MEMORIAL FUND SCHOLARSHIP RECOMMENDATIONS FOR 2012-2013, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**E. Award Surplus Bus Bids (*Action*) – Roxie Taft**

Roxie Taft, Business Manager, reported the District received four bids on surplus used buses. The bids ranged from \$500.00 to \$3,200. Business Manager Taft recommended the Board approve the sale of buses as follows:

- 1999 72-Passenger International Am Tram VIN 26287 to Harlow's Bus Sales for a bid price of \$2,200.
- 2001 72-Passenger Thomas Freightliner VIN 90078 to Todd Greig for a bid price of \$1,400.00
- 2000 84-Passenger Bluebird Read Engine VIN 92912 to Harlow's Bus Sales for a bid price of \$3,200.

**TRUSTEE DRUMMOND MADE A MOTION TO AWARD SURPLUS BUS BIDS, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**F. Kindergarten Update – (*Information*) – Scott Stults**

Scott Stults, Director of Elementary Education, reported that registration for 2012-2013 kindergarten students was held February 29<sup>th</sup> through March 2<sup>nd</sup>. Parents were assigned a time for their child to attend a developmental screening either April 11<sup>th</sup> or 12<sup>th</sup> at Sagebrush Elementary. Mr. Stults reported that as of today 239 new kindergarten students have registered for next fall.

**G. Request for Waiver of Architectural Selection Process – (*Action*) – Julie Carroll**

Julie Carroll, Facilities Director reported that the District is prepared to proceed with design documents and site investigation for construction of the new Coffeen Elementary. She recommends that the District uses the prototype, and TSP as an architectural team, in order to expedite the schedule. Ms. Carroll indicated this in two memos to Ian Catellier, Wyoming School Facilities Director, sent last week.

Facilities Director Carroll asked the Board to approve a request for waiver of architectural selection process.

**TRUSTEE PERKINS MADE A MOTION TO APPROVE THE REQUEST FOR WAIVER OF ARCHITECTURAL SELECTION PROCESS, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**H. Request to Liquidate Fixed Assets (*Action*) – Julie Carroll**

Julie Carroll, Facilities Director, requested approval to accept sealed bids on ten items that are no longer useful to the District. The items will be on display outside of Old Woodland Park Elementary beginning March 13, 2012. The items are: 1987 Chevy 3500; 1984 GMC 2500; 1984 Ford 350; Dual tank sprayer; T30 Ingersoll Rand reciprocating air compressor; Quincy climate control compressor unit; Cub Cadet mower; 100 gallon fuel tank; 2006 GMC eight foot pickup bed; and a 2008 GMC eight foot pickup bed.

**TRUSTEE O'DELL MADE A MOTION TO APPROVE THE REQUEST TO LIQUIDATE FIXED ASSETS, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**I. 2013-2014 School Calendar (*Information*) –Scott Stults**

Scott Stults, Director of Elementary Education, reported that the Calendar Committee met and has proposed three calendar options for the 2013-2014 school year. The three options are based on results from the staff and parent calendar survey. Mr. Stults gave an overview of each of the calendar options. The three options will be placed on the website for staff and parents to cast their votes. Mr. Stults will present the results of the survey to the Board.

Board discussion included the importance of basing the academic calendar on what is best for student learning.

**VIII. Reports and Communications**

**A. Board of Trustees**

Trustee Craft shared a bird house she purchased at the silent auction during the high school musical, which was made and donated by Principal Wheeler.

Trustee Drummond invited Trustees to attend a bowling tournament that will be held at Fort Mackenzie on Friday, March 16<sup>th</sup> at 12:45 p.m.

Trustee Hininger reported that the PTO meetings he has attended have been very positive this year.

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

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

**C. Site/Administration/Staff**

There were no Site/Administration Staff reports.

**IX. District Administration Reports**

**A. Superintendent**

Superintendent Dougherty thanked Tom Sachse, Cassie Sundberg, and Chelsea Bestram for the outstanding work they do with District students in the Math Recovery and Ramp Up Programs.

The Parental Engagement Board Goal and Student Responsibility Goal were reviewed by the Superintendent. In regard to the Parental Engagement Goal, Superintendent Dougherty said the critical work the principals are doing with parents is giving them ownership in the schools. Superintendent Dougherty reported that Dr. Sachse completed a public service audit that he will share with Board Members at the retreat on March 24<sup>th</sup>.

In regard to the Student Responsibility Board Goal, the District closely monitors the success of the Freshman Learning Community, Early Out Fridays, Closed Campus Lunch, Freshman Academy, and A.C.E. – and they are all working well. The District will continue to create programs that help students make good choices.

**TRUSTEE PERKINS MADE A MOTION AT 7:39 P.M. TO GO TO EXECUTIVE SESSION. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**X. Executive Session:**

The Board went into Executive Session at 7:45 p.m. to cover personnel and legal matters. The meeting reconvened at 9:27 p.m.

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

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE THE RECOMMENDED CHANGE TO THE EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**TRUSTEE BRIDGER MADE A MOTION TO REWRITE THE ELEMENTARY LIBRARY PARAPROFESSIONAL TO LIBRARY TECHNOLOGY/INTEGRATION, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**XI. Adjournment:**

**TRUSTEE PERKINS MADE A MOTION TO ADJOURN THE MEETING AT 9:28 P.M. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

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Chairman

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Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**PERSONNEL REPORT**  
**March 12, 2012**

**CERTIFIED STAFF**

**Early Retirement Incentive Plan:**

Deborah Bobinchak Sagebrush School	Teacher-3 <sup>rd</sup> Grade 1.0 FTE	Effective 6/4/12
Patricia Brackley Elementary Schools	Teacher-Elementary Gifted and Talented 1.0 FTE	Effective 6/4/12
Frederick Clark Sheridan High School	Teacher-Social Studies 1.0 FTE	Effective 6/4/12
Carolynn Dowdy Sheridan High School	Teacher-Special Education 1.0 FTE	Effective 6/4/12
Maria Fedden Highland Park School	Teacher-Kindergarten 1.0 FTE	Effective 6/4/12
Janis Raney Woodland Park School	Teacher-1 <sup>st</sup> Grade 1.0 FTE	Effective 6/4/12
Dorcas Sundberg Coffeen School	Teacher-Math Recovery/Title I 1.0 FTE	Effective 6/4/12

**Resignations:**

Kristie Caldwell Sheridan Junior High School	Teacher-Science 0.6 FTE	Effective 6/4/12
Patricia Forbes Sheridan Junior High School	Teacher-Social Studies 1.0 FTE	Effective 6/4/12
R. Louise Fritz Coffeen and Woodland Park Schools	Teacher-Music 1.0 FTE	Effective 6/4/12
Shae Hutchinson Sheridan Junior High School	Teacher-Special Education 1.0 FTE	Effective 6/4/12

Melissa Mowry Sagebrush School	School Counselor 0.5 FTE	Effective 6/4/12
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**Retirements:**

Catherine Beels Woodland Park School	Teacher-Literacy Coordinator/ Instructional Facilitator 1.0 FTE	Effective 6/4/12
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Zena L. Husman Sheridan Junior High School	School Counselor 1.0 FTE	Effective 6/4/12
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**CLASSIFIED STAFF**

**Approvals:**

Thomas A. Fried Transportation Department	Bus Mechanic 8.0 hours/day	Effective 3/26/12
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Alisha L. Winfrey Coffeen School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 2/7/12
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**Changes/Transfers:**

Marjorie Allred Sheridan High School	Paraprofessional-Receptionist to Paraprofessional-Discipline 8.0 hours/day	Effective 2/20/12
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Miriah Anderson Highland Park School	Paraprofessional-Special Education 1:1 6.5 hours/day to 7.0 hours/day	Effective 11/28/11
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Mandy S. Call Sheridan High School	Paraprofessional-Discipline/Lunch to Paraprofessional-Receptionist/Lunch 8.0 hours/day	Effective 2/20/12
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Elizabeth Husske Highland Park School	Paraprofessional-Special Education 1:1 (6.75 hours/day) to Paraprofessional- Special Education RIV Classroom (7.0 hours/day)	Effective 3/5/12
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### **Early Retirement Incentive Plan:**

Richard Albrecht Transportation Department	Bus Driver 175 days	Effective 6/1/12
Robert Schwartz Maintenance Department	Plumber 261 days	Effective 9/28/12
Cynthia S. Sweeney Transportation Department	Bus Driver 175 days	Effective 6/1/12

### **Resignations:**

Diane Feather Sheridan Junior High School	Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 3/23/12
Holden G. Haler Transportation Department	Bus Mechanic 8.0 hours/day	Effective 2/16/12
William Velos Highland Park and Sagebrush Schools	Custodian 8.0 hours/day	Effective 3/5/12

### **Retirements:**

Carol Albrecht Transportation Department	Paraprofessional-Bus 5.0 hours/day	Effective 6/6/12
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### **Terminations:**

Danette Brinkerhoff Sheridan Junior High School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 2/17/12
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### **BRIDGES – AFTER SCHOOL STAFF**

#### **Approvals:**

<u><b>Name</b></u>	<u><b>Position</b></u>
Kathy Garner	Highland Park/After School Paraprofessional
Tammy Granger	Highland Park /After School Paraprofessional
Jessica Morgan	Highland Park /After School Teacher
Andy Wallenkamp	Highland Park /After School Teacher
Casey O'Connor	Meadowlark/After School Teacher

Jennifer Jones  
Andree Biot  
Barb Burfisher

Woodland Park /After School Teacher  
Sheridan Junior High School/After School Paraprofessional  
Sheridan Junior High School/After School Teacher

## **EXTRA DUTY 2011-2012**

### **Approvals:**

#### **Name**

Katie Aguirre  
LaDonna Leibrich  
Carol Stewart  
Susan Wilson

#### **Position**

Swimming – Assistant Coach – SJHS  
Mentor Elementary Library Paraprofessionals  
Key Interventions for At-Risk Readings In-Service

***Sheridan County School District No. 2***  
**Board of Trustees**  
**Board Retreat**  
**March 24, 2012**

Scott Hininger, Chairman

Craig Dougherty, Superintendent

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**MINUTES OF MEETING**

**I. Call to Order**

The Board Retreat of the Board of Trustees of Sheridan County School District #2 was called to order at 8:35 a.m., Saturday, March 24, 2012, at The Ranch at Ucross. A quorum was present, including the following:

**Trustees:**

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

**Administrators:**

Craig Dougherty, Superintendent  
Terry Burgess, Assist. Superintendent  
Tom Sachse, Assist. Superintendent  
Scott Stults, Dir. of Elem. Instruction  
Roxie Taft, Business Manager

Absent: None

**II. Regular Session**

During regular session the following items were discussed: iPad innovations, iPad professional development, recent customer service report results, accountability legislation, board goals, and board meeting schedule for 2012-2013

**TRUSTEE CRAFT MADE A MOTION TO GO INTO  
EXECUTIVE SESSION AT 1:10 P.M. TRUSTEE SCHATZ  
SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**III. Executive Session**

The Board went into Executive Session at 1:10 p.m. to cover personnel, real estate matters, and legal matters.

**TRUSTEE CRAFT MADE A MOTION TO RECONVENE THE MEETING, AND  
TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A  
UNANIMOUS VOTE.**

The meeting reconvened at 3:39 p.m.

**IV. Adjournment**

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

**TRUSTEE PERKINS MADE A MOTION TO APPROVE COFFEEN POSITIONS, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**TRUSTEE PERKINS MADE A MOTION TO ADJOURN THE MEETING AT 3:41 P.M. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

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Chairman

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Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**PERSONNEL REPORT**  
**March 24, 2012**

**PROFESSIONAL STAFF**

**Resignations:**

Constance J. Frederick Sheridan Junior High and Fort Mackenzie Schools	School Psychologist 1.0 FTE	Effective 6/4/12
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**CERTIFIED STAFF**

**Approvals:**

Jennifer Craft Highland Park School	Teacher-1 <sup>st</sup> Grade 1.0 FTE	Effective 8/21/12
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Maggie G. Groshart Highland Park School	Teacher-Kindergarten 1.0 FTE	Effective 8/21/12
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**Transfers/Changes:**

Kristina Nicholls Sagebrush and Sheridan Junior High Schools to  Sagebrush School	School Counselor (0.6 FTE) and Business Teacher (0.4 FTE) to School Counselor 1.0 FTE	Effective 8/21/12
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**CLASSIFIED STAFF**

**Approvals:**

Simone Bland Sheridan Junior High School	Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 4/9/12
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Kathy J. Larson Highland Park and Sagebrush Schools	Custodian 8.0 hours/day	Effective 3/27/12
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Natalie Tran Sheridan Junior High School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 3/13/12
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Lynda Valdez Meadowlark School	Paraprofessional-ESL 6.5 hours/day	Effective 3/22/12
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### **Changes/Transfers:**

Dana Orum Sheridan High School to Woodland Park School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 4/9/12
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Alisha Winfrey Coffeen School	Paraprofessional-Special Education 1:1 7.0 hours/day to 6.5 hours/day	Effective 3/23/12
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### **Resignations:**

Bradley S. Daugherty Woodland Park School	Custodian 5.5 hours/day	Effective 3/30/12
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### **Retirements:**

Larry Pederson Sheridan High School	Custodian 8.0 hours/day	Effective 8/17/12
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## **EXTRA DUTY 2011-2012**

### **Resignations:**

<u><b>Name</b></u>	<u><b>Position</b></u>
Mike Ibach	Basketball – Head Boys Basketball Coach – SHS



Craig Dougherty, Superintendent

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

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DATE: March 26, 2012

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent  
Julie Carroll, Facilities Director

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

**Meadowlark Elementary School**

Application of texture, primer, and paint is roughly 85% complete on the first floor. Second floor drywall taping and texture is about 50% complete. Mechanical and electrical rough-ins continue in the ceilings. Ceiling grid is being placed throughout the building and is 80% complete. Site work grading is progressing as weather allows. To date, the building is progressing nicely and is scheduled to be complete by August of 2012.

We will have a special board meeting at noon on April 18<sup>th</sup>, in the Central Office Board Room, to award the furnishing and equipment bids for the new Meadowlark Elementary School.

**Behavioral Center**

We received a nice modular classroom from District #1, and will be placing it on the acreage behind the old Woodland Park School. It will be a great asset to the District for housing our Behavioral Center.



Craig Dougherty, Superintendent

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

**DATE:** March 27, 2012  
**TO:** Board Policy Committee  
**FROM:** Cody Sinclair, Human Resources Coordinator  
**SUBJ:** **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

<b>GCQEA-P</b>	<b>Early Retirement Incentive Plan Schedule of Benefits</b>
<b>JC</b>	<b>School Attendance Areas</b>
<b>JC-E</b>	<b>Request for Exception to Attendance Area</b>
<b>JD</b>	<b>Education of Homeless Students</b>
<b>KIB</b>	<b>Sex Offenders on School Property</b>
<b>KIB-E</b>	<b>Access to School Property by Sex Offenders</b>

The following policies are being recommended for second reading:

<b>EGAB</b>	<b>Inspection and Copying of Public Records</b>
<b>IMB</b>	<b>Teaching About Controversial Issues</b>
<b>IMBB</b>	<b>Exemptions from Required Instruction</b>
<b>IMBB-E</b>	<b>Request for Exemption</b>
<b>JRA-P</b>	<b>Procedures and Practices of the School District Governing the Maintenance, Transfer, and Disclosure of Student Educational Records</b>
<b>JRA-E2</b>	<b>Notification of Rights Under FERPA for Elementary and Secondary Schools</b>

*Policies*

*First Reading*

## EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS

This current version of the Schedule of Benefits supersedes all previous Schedule of Benefits associated with Policy GCQEA. Applicants for the Early Retirement Incentive Plan must meet all criteria set forth in Policy GCQEA. The Board has the sole authority and discretion to approve or disapprove any early retirement request, and no rights accrue to any employee under this Plan until such time as the Board approves that employee's application for participation in the Plan.

The following formulas will be used to determine the amount of the incentive that will be granted to employees that are approved by the Board to participate in the Early Retirement Incentive Plan:

### PROFESSIONAL STAFF INCENTIVE FORMULA:

One-time Incentive = (Average FTE for past 10 years) \* [(11 steps \* \$1,155 per step) + (4 levels \* \$1,200 per level)]

### CLASSIFIED STAFF INCENTIVE FORMULA:

One-time Incentive = (Average FTE for past 10 years) \* 8 hrs \* 15 steps \* \$0.35/step \* # of work days for current position

FTE = scheduled hours per day divided by eight

This incentive amount is a one-time amount that will be paid out in 36 equal monthly installments over the course of three years. The resignation will be effective at the end of the current school year for certified staff, ~~or~~ prior to June 30th **for nine-/ten-month** classified staff, **and at Board discretion for twelve month staff.** The ~~three-year~~ **36 monthly payments for the Early Retirement Incentive Plan** ~~period~~ will begin in September **for an employee retiring on or before August 31<sup>st</sup>. An employee retiring after August 31<sup>st</sup> would be eligible to start receiving their 36 monthly payments for the Early Retirement Incentive Plan starting the following September or the first of the month after the retirement date if after September.** Questions concerning insurance benefits should be directed to the Human Resources Office.

Applications for the Early Retirement Incentive Plan may be obtained from the Human Resources Office and must be submitted by the designated application deadline. Please refer any questions to the Human Resources Office.

First Reading: ~~12/5/11~~

Second Reading: ~~1/16/12~~

**EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS****EARLY RETIREMENT INCENTIVE PLAN APPLICATION**

This application is due to the Human Resources Office by 7:30 a.m. on Thursday, March 1.

Name of Staff Member: \_\_\_\_\_

Current Position/School: \_\_\_\_\_

Years of Employment in Education (Professional Staff Only): \_\_\_\_\_

Years of Sheridan County School District #2 Service (minimum for Professional Staff 10 years/Classified Staff 15 years): \_\_\_\_\_

Continuous Employment with Sheridan County School District #2 for the past five (5) years (Y/N): \_\_\_\_\_

Please Note:

Pursuant to Policy GCQEA, the submission of an application for participation in the Early Incentive Retirement Plan signifies the employee's election to voluntarily terminate the employee's employment by the District if the application is approved.

An employee approved for participation in this Plan may accept employment in any other vocation or with any other school district after retirement without jeopardizing that employee's right to continue to receive the full measure of that employee's benefits. Such an employee if rehired by the School District under an annual contract or work agreement, forfeits the right to continue to receive benefits under the Plan and must, as a condition to re-employment with the School District, repay all early retirement benefits received prior to such re-employment. This paragraph is not applicable to retired employees re-hired in temporary, coaching, or substitute capacities.

Signing this application signifies that you have read, understand, and will comply with the above requirements and all those requirements specified in Policy GCQEA and in the Schedule of Benefits (GCQEA-P).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

First Reading: ~~12/5/11~~

Second Reading: ~~1/16/12~~

## SCHOOL ATTENDANCE AREAS

The superintendent will make recommendations to the Board on the maintenance or alteration of established attendance areas. ***All modifications or alterations in attendance areas will be approved by the Board.***

~~Attendance areas will be approved by the Board with all modifications or alteration in attendance areas approved by the Board.~~

### ***FACTORS IN CREATING/MAINTAINING ATTENDANCE AREAS***

Action to establish, modify, or alter attendance areas will give priority consideration to the operational needs of the school system, demographic data, and the impact on educational programs. Any recommendation for establishment or alteration of boundaries ~~may will~~ include an analysis and justification based on these factors.

Except where the foregoing factors influence boundary lines, the established areas will permit each student to attend the school nearest his or her place of residence.

***Should a student's family move to another school attendance area within the District during the school year, the student may remain in the school of original attendance for the remainder of the school year if it is in the best interest of the student. In this case parents are responsible for transportation of their child to and from school. This decision will be made by the principal(s) with input from the instructional staff and the parents.***

### ***REQUEST FOR EXCEPTIONS TO ATTENDANCE AREAS***

As a general rule, a student shall attend school in the attendance area in which he or she lives. A student and/or his or her parents may request an exception to this general rule in writing in the form and manner set forth herein and in JC-P. Exceptions to this general rule are discouraged. Exceptions will only be granted when necessary for the educational needs or health and safety of the student. Exceptions will not be made for the convenience of the parents of the student or because of the location of the student's day care provider or preschool. The decision as to whether to grant an exception shall be made by the ***superintendent*** ~~Principal~~ in consultation with the

**SCHOOL ATTENDANCE AREAS (contd)**

director of elementary education ~~and/or the Superintendent elementary principals.~~

The request for an exception shall be presented by the student/parents to the ~~Principal of the school in which the student seeks to attend. If the student/parents disagree with the decision made by the Principal, the student/parents may submit the request to the~~ director of elementary education. If the student/parents disagree with the decision made by the director of elementary ~~of~~ education, the student/parents may submit the request to the superintendent.

Should a student/parent believe that the decision by District administrators with regard to their request for an exception is in violation of this policy, the student/parents may present their complaint to the Board in the manner provided for in Level IV of Policy JII (Student Grievance Procedure).

~~Should a student's family move to another school attendance area within the District during the school year, the student may remain in the school of original attendance for the remainder of the school year if it is in the best interest of the student. This decision will be made by the Principal with input from the instructional staff and the parents.~~

First Reading: 6/22/09  
Second Reading: 7/15/09

## REQUEST FOR EXCEPTION TO ATTENDANCE AREA

Name of Student: \_\_\_\_\_

Grade/School: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Request for Exception:

(Exceptions to the general rule requiring students to attend the school in their attendance area are discouraged. Exceptions will only be granted when necessary for the educational needs or health and safety of the student. Exceptions will not be made for the convenience of the parents of the student or because of the location of the student's day care provider or preschool. ***This request for exemption shall be reviewed pursuant to the procedure set forth in Policy JC.*** ~~The decision as to whether to grant an exception shall be made by the ***director of elementary education*** Principal and follow the procedure as laid out in Policy JC.)~~

(Use reverse side of this form or submit additional pages as needed.)

\_\_\_\_\_  
Submitted By: (Print Name)\_\_\_\_\_  
Date\_\_\_\_\_  
Signature

First Reading:

Second Reading:

**EDUCATION OF HOMELESS STUDENTS**

The State of Wyoming is required by the ~~Stewart-B.~~ McKinney-Vento Homeless Assistance Act to ensure that each child of a homeless individual and each homeless youth (**as defined by state and federal laws**) has access to a free, appropriate public education. No child or youth shall be discriminated against in the Sheridan County School District Number Two in the provision of educational services because of homelessness.

It shall be the responsibility of the Superintendent **or his/her designee** to decide whether to continue the enrollment of a child of homeless parents or a homeless youth who has left the district. **If the child or youth is living outside the district the superintendent or his/her designee will ensure the child or youth is** ~~or to enrolled the child or youth~~ in the district where the child or youth is actually living **and assist in making** ~~including any necessary~~ transportation arrangements ~~necessary~~. ~~The~~ **This enrollment** decision shall be made based on the best interest of the child or youth.

First Reading: 6/25/02  
Second Reading: 7/17/02

**REGISTERED SEX OFFENDERS ON SCHOOL PROPERTY**

~~Pursuant to Wyoming Statute §6-2-320, effective July 1, 2010,~~ No person who is eighteen (18) years of age or older who is required to register as a sex offender pursuant to W.S. 7-19-302 or has registered as a sex offender in any state shall be upon or remain on the premises of any school building or school grounds or upon other school district property unless said person has written permission from the superintendent or his/her designee ~~Registered sex offenders requesting permission to be on school property under conditions not already specified under this in law, are required to have written permission.~~

~~In compliance with this the law,~~ Registered sex offenders seeking written permission to be on school property, or to attend a school event located elsewhere, are required to submit the form (KIB-E) to the appropriate building principal no later than three (3) school days in advance of the date he/she is requesting to visit school property.

A reply to this written request will be given prior to the requested date. Only the Superintendent may grant permission for this request after consulting with the appropriate principal.

The school district shall ~~inform~~ provide notice to its staff and students/parents that the staff member and/or student/parent can obtain information regarding any sex offenders either employed by the school district or attending a school at the school district by contacting local law enforcement (police or sheriff's department) having jurisdiction over the school campus. ~~by That~~ The notice shall be published annually by the school district either by including such notice with annual notices published in the local newspaper or by other notice directly provided to staff and students or the parents of minor students ~~that the staff member and/or student/parent can obtain information regarding sex offenders either employed by the school district or attending a school at the school district by contacting local law enforcement~~

**REGISTERED** SEX OFFENDERS ON SCHOOL PROPERTY (contd.)

~~(police or sheriff's department) having jurisdiction over  
the school campus as required by W.S. §7-19-303(h).~~

Wyoming Statute §6-2-320

Wyoming Statute §7-19-303(h)

*First Reading:*

*Second Reading:*

## ACCESS TO SCHOOL PROPERTY BY SEX OFFENDERS

*This form is to be completed each time access is requested and is limited to that specific occurrence unless otherwise noted below, and must be submitted three (3) school days in advance to the applicable building Principal or Superintendent.*

Name \_\_\_\_\_

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

Date of Birth (Month/Day/Year) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Gender (circle one) Male/Female

Home Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Home

Cell

Work

E-mail Address \_\_\_\_\_

Date(s) Requesting to be on School Property \_\_\_\_\_

Time of Day Requesting to be on School Property \_\_\_\_\_

Name of School/Building or Location on School Campus: \_\_\_\_\_

*Access shall be limited to the building and/or location noted herein, the parking lot and sidewalk/public access to the building or location designated herein.*

*State the specific reason/nature of the request to come upon school property* \_\_\_\_\_

\* \* \* \* \*

*If request is related to your employment, provide the following information:*

Current Employer \_\_\_\_\_

Years Employed \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_

Supervisor's Phone Numbers \_\_\_\_\_

Work

Cell

*Applicant may NOT come on school property until applicant has received this form indicating approved by the Superintendent and access shall be limited as indicated below.*

*Signature below indicates the information provided herein is true and accurate and requesting party is in full compliance with all Wyoming statutes regarding registered sex offenders.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*SCHOOL USE ONLY\*\***

*Form Submitted to:*

*Principal/Superintendent Name:* \_\_\_\_\_

*Building* \_\_\_\_\_

*Date Form Received* \_\_\_\_/\_\_\_\_/\_\_\_\_

*Limitations/Expectations for Access* \_\_\_\_\_

*This request is* \_\_\_\_ *Approved* \_\_\_\_ *Denied*

\_\_\_\_\_  
*Superintendent Signature*

\_\_\_\_\_  
*Date*

*Policies*

*Second Reading*

## INSPECTION AND COPYING OF PUBLIC RECORDS

~~Pursuant to the provisions of W.S. §16-4-201, et seq., the School District will open for inspection by any person at reasonable times, except as provided by the Wyoming Public Records Act, or otherwise provided by law, all public records maintained by the School District. In all cases in which the person has the right to inspect and copy any public records, the District will furnish such copies within five school days (PAC comment - check with legal/statute on this addition) for a reasonable fee to be charged as follows:~~

~~1. The actual cost to the District for the time of the person involved to gather and/or copy such records; and~~

~~2. The actual cost of copying such records if copied by another person or entity not an employee of the District or the actual cost for black and white photocopies made by the District \_\_\_¢ per page.~~

~~3. The District may require that the estimated cost of the copies be paid in advance. Any excess payment shall be refunded and any underpayment shall be collected prior to distribution of the copies.~~

Public records of Sheridan County School District No. 2 that are open to public inspection and copying pursuant to state or federal law shall be made available as follows:

1. A reasonable charge will be made for all copies requested:

50 copies or less - \$0.25 per page

More than 50 copies - \$0.25 per page plus \$15.00 per hour for copying.

2. The District may require that the estimated cost of the copies be paid in advance. Any excess payment shall be refunded and any underpayment shall be collected prior to

INSPECTION AND COPYING OF PUBLIC RECORDS (contd.)

distribution of the copies. Otherwise, all fees must be paid at the time the services are rendered.

3. The public records will only be made available during regular business hours.

4. The custodian of the records or a designated representative may be present at all times during inspection and copying.

5. ~~The District reserves the right to impose a waiting period of up to ten (10) business days and ask that the~~ The District requires that all requests for inspection be made in writing. Written requests to inspect and/or copy public records must be submitted to the Superintendent or his designee and shall identify the following:

The specific public records sought and,

The name and contact information (address and phone number) for the person requesting the public records.

If the public records requested are in active use or in storage, the District shall notify the applicant of the situation within (7) business days of acknowledged receipt of the request.

6. Nothing in this policy will limit or otherwise restrict the powers of Sheridan County School District No. 2 with respect to public records as granted in state and federal statutes.

Reference: Wyo. Stat. Ann. § 16-4-201 et seq.

First Reading: 3/12/12

Second Reading:

## TEACHING ABOUT CONTROVERSIAL ISSUES

Controversial issues are those **topics** ~~problems, subjects, or questions~~ about which there are significant differences of opinion, for which there are no easy resolutions, and discussions **about** which generally create strong feelings among people. **Controversial issues are to be presented with good judgment, keeping in mind the maturity and background of the students.** ~~Although there may be disagreement over what the facts are and what they mean, subjects usually become controversial issues because of differences in the value people use in applying the facts.~~

~~Controversy is inherent in the democratic way of life. It is essential that the study and discussion of controversial issues have an important place in education for citizenship for a free society. Students can develop into free citizens with informed loyalty to democracy only through the process of examining evidence, facts, and differing viewpoints; through the exercise of freedom of thought and moral choice; and through the making of responsible decisions.~~

Each student has the right and need, with competent guidance and instruction, to study issues appropriate to his/**her** interest, experience and ability. He/**she** must have access to relevant information, and he/**she** has the obligation to examine all sides of an issue with care. He/**she** has the right to form and express his/**her** own point of view and opinions without jeopardizing his/**her** position in the classroom or in the school.

Each teacher has the right to teach about controversial issues. It is his/**her** responsibility to select issues for study and discussion ~~which~~ **that** contribute to the attainment of course objectives, and to make available to students the materials concerning the various aspects of the issues. The teacher also has the obligation to be as objective as possible and to present the several sides of an issue in a fair manner, **but the teacher does not have the right to indoctrinate students to his/her views.**

~~Although the teacher has the right to express his own viewpoint and opinions, the teacher does not have the right to indoctrinate students to his/her views. Controversial issues are to be presented with good judgment, keeping in mind the maturity and background of the students. The influence on values, attitudes, and responsibility of the individual student must be considered in conjunction with the actual subject content.~~

First Reading: 3/12/12

Second Reading:

## EXEMPTIONS FROM REQUIRED INSTRUCTION

If the philosophical belief system of a student or his or her parents or guardian is contrary to the content of a school subject, or to any part of a school activity, the student may be exempt from participation.

To receive an exemption for a lesson or unit within a course, the parent or guardian must present a completed "Request for Exemption" form (**herein after referred to as "the form"**) to the principal for approval. ~~"Request for Exemption"~~ **The** form must state the conflict that is involved and specify those aspects of course content or activity that are contrary to their beliefs.

To receive an exemption for an entire course, the parent or **legal** guardian must present a completed ~~"Request for Exemption"~~ form **and** ~~along with~~ their plan to provide alternative curriculum opportunities and assessment procedures **for approval** to the principal and the assistant superintendent **and/or his/her designee** ~~for approval~~. The **form** ~~"Request for Exemption"~~ must state the conflict that is involved and specify those aspects of course content or activity that are contrary to their beliefs.

If the course content is required as a federal, state or local Board mandate, ~~then~~ the parent or **legal** guardian in seeking this exemption assume the responsibility for assuring that **his/her** ~~their~~ child learns and understands the basic course content from which he/she is being exempted. The school will certify **whether** the student has met the student performance standards by the school's assessment design already in place or an assessment mutually agreed upon by the school district and parent/guardian.

If a student is unable to participate in a physical education class, he or she may present a statement **to the principal** from a physician stating the reason for the student's inability to participate. ~~The statement or request for exemption will be presented to the principal.~~

Exemptions from required instruction will not excuse a pupil from the total semester **credit** hour requirement for graduation **and/or promotion to the next grade**.

First Reading: 3/12/12

Second Reading:

REQUEST FOR EXEMPTION  
(Pursuant to Policy IMBB)

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL **COURSE**, SUBJECT, OR ACTIVITY \_\_\_\_\_

PERSON(S) MAKING REQUEST \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

STUDENT FOR WHOM EXEMPTION IS BEING SOUGHT:

\_\_\_\_\_

STATEMENT OF CONFLICT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIFIC ASPECTS OF COURSE, **SUBJECT**, OR ACTIVITY THAT ARE  
CONTRARY TO BELIEFS (Reference sources and/or page numbers).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

(Please submit this form along with your plan to provide  
alternative curriculum opportunities and the assessment  
verification procedures to your child's principal. Once the  
principal has signed and dated the form your child is then  
authorized the exemption).

PRINCIPAL'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Signature is** necessary, if exemption is for entire course:

ASSISTANT SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## SHERIDAN COUNTY SCHOOL DISTRICT #2

REQUIRED CURRICULUM EXEMPTION REQUEST (contd.)  
(Pursuant to Policy IMBB)

- A. Please use the space below to describe the curriculum resources, instructional techniques, and schedule for providing an alternative route to learn mandated course content requested for exemption.
- B. Please select one of the assessment mechanisms listed below for verification of learned content.
1. School's Assessment Design
  2. Alternative Standardized Assessment (specify)
  3. Customized Assessment Protocol (attach)

First Reading: 3/12/12  
Second Reading:

**PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT  
GOVERNING THE MAINTENANCE, TRANSFER, AND  
DISCLOSURE OF STUDENT EDUCATIONAL RECORDS**

1. Student educational records and progress records will be maintained on established forms **that** ~~which~~ have been adopted for district-wide use (cumulative folders, health records, history sheets, achievement test labels, attendance registers, etc.). Additional information reports such as observation notes, letters from parents, teacher comments, etc. will be placed in the educational records of students only upon the advice of the school principal or other school official who is responsible for the maintenance of student educational records.
2. The additional information reports, considered to be the property of the school district, shall be maintained in files other than student cumulative folders. This policy shall apply to lesson plan books, grade books, observation notes, evaluation comments, case study records, and other similar record forms developed by teachers, psychologists, therapists, social workers, and other similarly trained professionals employed by the school district.
3. Achievement tests may be administered without prior parental permission and the results of those tests may become part of the student's educational records. In addition, other tests may be administered upon approval of parents or the appropriate school officials. Results of those additional tests may also be placed in the educational records of students.
4. In compliance with applicable governmental regulations, the record-keeping practices of the school district shall include the following:
  - a. Provision to annually inform parents of their rights regarding the educational records of students;
  - b. Announcement of the procedure to be followed by those who seek to examine, challenge, or obtain copies of student educational records;
  - c. Announcement of the location of student educational records and the responsible school district officials.
5. ***The ~~School~~ District may in the discretion of the***

PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT  
GOVERNING THE MAINTENANCE, TRANSFER, AND  
DISCLOSURE OF STUDENT EDUCATIONAL RECORDS (contd.)

*superintendent, or his/her designee, disclose* ~~disclosure of~~ directory information ~~will be made~~ without prior or written parental permission. *If a parent/guardian does not wish the School District to disclose directory information without consent, the parent/guardian shall may notify the School District in writing by September 20. unless the School District receives a written request from the parent or guardian requesting specific directory information not be disclosed.* Directory information, for the purposes of the school district, may include: student name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, **degrees, honors and** awards received, and the most recent previous school attended.

6. Personally identifiable information, for the purposes of the school district, may include such information as: names of parents and other family members, health records, identifiers such as student or social security number, descriptions of personal or educational characteristics, test scores and other similar information. Personally identifiable information generally shall require written consent prior to disclosure.
7. Officials of the school district may disclose the educational records of students, without prior or written consent:
  - a. When parents or legal guardians seek to examine the records of their own children;
  - b. *To officials of other schools or school systems in which the student seeks or intends to enroll, upon condition the student's parents are notified and receive a copy of the record if desired.* ~~When parents request that records be transferred to schools or school districts that in which the students seek or intend to enroll;~~
  - c. ~~When requested by school officials from schools or school districts that in which the students seek or intend to enroll;~~

PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT  
GOVERNING THE MAINTENANCE, TRANSFER, AND  
DISCLOSURE OF STUDENT EDUCATIONAL RECORDS (contd.)

- cd. To officials and employees of the school district who have a legitimate educational interest in those records;
  - de. To eligible students (those who have reached 18 years of age or are attending a post-secondary educational institution) who seek to examine their own educational records;
  - ef. To comply with a judicial order or lawfully issued subpoena **for a law enforcement purpose**, provided that a reasonable attempt has been made to notify the parent prior to compliance with the judicial order;
  - fg. To appropriate organizations and governmental officials (as specified by the Family Educational Rights and Privacy Act, P. 99.31).
  - g. ***In connection with a student's application for, or receipt of, financial aid.***
8. Written records of disclosure will be maintained by the responsible school district officials. Disclosure records will be maintained on approved forms and will be filed with the educational records of students. Records of disclosure will be maintained by the school district.
  9. Unless it has received legal evidence to the contrary (legal instrument or court orders governing such matters as divorce, separation, or custody), the school district will presume that both parents of students have the legal authority to examine the educational records of their children.

RIGHTS OF PARENTS UNDER THE PROVISIONS OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

1. Parents, legal guardians, and eligible students under the provisions of the Family Educational Rights and Privacy Act are granted the right to examine the educational records of local educational agencies. Upon receipt of the request, the educational agency has a maximum of 45 days in which to

PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT  
GOVERNING THE MAINTENANCE, TRANSFER, AND  
DISCLOSURE OF STUDENT EDUCATIONAL RECORDS (contd.)

comply with that request.

2. Unless the school agency has received official or legal evidence to the contrary (divorce decree, contested custody, etc.) it may presume that either parent has legal right of access to the records of students, and may honor the written request from either parent.
3. No portion of an educational record may be destroyed during the period of time when there is an outstanding request for the disclosure of those records.
4. It is permissible to require that the educational records be examined in the presence of a school district official. If the parent requests a copy of the records, the request must be honored (costs of reproduction will be borne by the parent).
5. Parents, legal guardians, and eligible students who feel that the contents of educational records are inaccurate, misleading, inappropriate, or in violation of privacy or other rights of students may request that the records be amended.
6. If the school agrees with the request, the records will be amended and the parent will be advised, in writing, of the agreement.
7. If the education agency does not agree with the request for amendment, the parent must be advised of his/**her** right to a hearing. **All hearings shall be conducted pursuant to the Rules and Regulations of Sheridan County School District No. 2, dated September 11, 2001.** ~~(Central administration instructions should be sought at this point, for the regulations governing hearings are lengthy, detailed and explicit.)~~
8. If the hearing determines that an amendment will be made, the records are amended and the parent informed, in writing, of the changes.
9. If the hearing does not result in a record amendment, the parent must be advised of his right to place a statement of

**PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT  
GOVERNING THE MAINTENANCE, TRANSFER, AND  
DISCLOSURE OF STUDENT EDUCATIONAL RECORDS (contd.)**

disagreement in the educational record of the student. The disagreement statement must remain as part of the student record as long as the record is maintained by the school district. Any disclosure of the educational record must include the disclosure of the statement of disagreement.

***Family Educational Rights and Privacy Act, P. 99.31***

First Reading: 3/12/12

Second Reading:

**NOTIFICATION OF RIGHTS UNDER FERPA  
FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights ~~are~~ **include**:

1. The right to inspect and review the student's educational records within 45 days of the date the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing heading the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of

**NOTIFICATION OF RIGHTS UNDER FERPA  
FOR ELEMENTARY AND SECONDARY SCHOOLS (contd.)**

using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

*The District may in the discretion of the superintendent, or his/her designee, disclose directory information without prior or written parental permission. If a parent/guardian does not wish the School District to disclose directory information without consent, the parent/guardian may notify the School District in writing by September 20. Directory information, for the purposes of the school district, may include: student name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous school attended.*

~~Sheridan County School District Number 2 will make available to the public directory information pertaining to students at Sheridan County School District Number 2. Directory information includes the following: the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, the most recent previous~~

**NOTIFICATION OF RIGHTS UNDER FERPA  
FOR ELEMENTARY AND SECONDARY SCHOOLS (contd.)**

~~education agency or institution attended, and degrees and awards received. If you are unwilling to allow any or all of the above described directory information to be released without your consent, you must notify the Office of the Superintendent within thirty (30) days from the date of this notice.~~

First Reading: 3/12/12

Second Reading:



Craig Dougherty, Superintendent

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

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DATE: March 27, 2012

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Request to Award Bids on Liquidated Fixed Assets** (*Action*)

Bids were received on March 26<sup>th</sup> for the fixed assets to be liquidated from the buildings and grounds inventory. These items are no longer being used by the district. Please see the attached spreadsheet on the bids received. I recommend that we award the items to the bidders as highlighted on the spreadsheet.



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DATE: March 29, 2012

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Request to Advertise to Bid Highland Park Tractor Building** (*Action*)

I would like to request to advertise to bid for construction of an outbuilding at Highland Park Elementary. It would be a standard building for tractor storage and maintenance, as built at Woodland Park and currently being built at the new Meadowlark. The funding source for this building would be from the general fund buildings and grounds budget. These buildings don't qualify for funding under capital construction or major maintenance.

Fixed Asset Liquidation From Buildings and Grounds inventory

Item	Description	Bidders						
		A	B	C	D	E	F	G
1	1987 Chevy 3500	\$ 420	\$ 265		\$ 125	\$ 250	\$ 150	\$ 250
2	1984 GMC 250				\$ 255	\$ 200	\$ 300	\$ 400
3	1984 Ford F350				\$ 255	\$ 150		\$ 400
4	Dual tank sprayer				\$ 21	\$ 10		
5	15 h.p. T30 Ingersoll Rand	\$ 420			\$ 101	\$ 50		\$ 1,000
6	Quincy climate control compressor unit	\$ 420			\$ 251			
7	Cub Cadet mower				\$ 105	\$ 10		\$ 15
8	100 gal fuel tank				\$ 25			
9	2006 GMC-2500 OEM 8' pickup bed		\$ 50		\$ 38			\$ 50
10	2008 GMC-2500 OEM 8' pickup bed			\$ 65	\$ 38			\$ 50
		\$ 840	\$ 50	\$ 65	\$ 151		\$ 1,800	\$ 2,906



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DATE: March 26, 2012

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Approval of Board Meeting Schedule for 2012-2013 School Year** (*Action*)

Please find attached the Board meeting schedule and calendar for the 2012-2013 school year that was reviewed at the Board Retreat. I will ask that you take action on it at the April 10<sup>th</sup> Board of Trustees meeting.



Scott Hininger, Chairman  
Molly Steel, Vice-Chairman  
Wayne Schatz, Treasurer  
Ann Perkins, Clerk  
Craig Dougherty, Superintendent

## ***Tentative*** **Board Meeting Schedule** **2012-2013**

Meeting Date	Type of Meeting	Location	Time
August 13	Regular	Central Office	6:00 p.m.
September 10	Regular	Central Office	6:00 p.m.
October 8	Regular	Central Office	6:00 p.m.
October 22	Legislative Roundtable	Central Office	6:00 p.m.
November 5	Regular	Central Office	6:00 p.m.
December 3	Regular	Central Office	6:00 p.m.
January 14	Regular	Central Office	6:00 p.m.
January 21	Sheridan College Board	Sheridan College	6:00 p.m.
February 4	Regular	Central Office	6:00 p.m.
February 18	Teachers' Roundtable	Central Office	6:00 p.m.
March 4	Regular	Central Office	6:00 p.m.
March 16	Board Retreat	Ucross Ranch	All Day
April 8	Regular	Central Office	6:00 p.m.
May 13	Regular	Central Office	6:00 p.m.
June 17	Regular	Central Office	6:00 p.m.
July 17	Regular/Budget Hearing Adoption	Central Office	6:00 p.m.

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

**Regular Board Meetings**

**Special Board Meetings**

**NSBA National Conference**

August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Legislative Roundtable**

November 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Sheridan College Board**



New Teacher



Teacher In-Service Days (No School)



Vacation



Snow Days



Begin/End of School Year/End of Quarter



Early Dismissal Day

The first day of school will be a full day.

8/17

First Day New Teachers

8/21

First Day Teachers

8/21-24

Teacher In-Service (NO SCHOOL)

8/27

School Begins (Full Day)

9/3

Labor Day

10/8

Teacher In-Service (NO SCHOOL)

11/1

K-12 Parent/Tchr Conf. (early dismissal)

11/2

K-12 Parent/Teacher Conferences

11/21-23

Thanksgiving Break

12/24-1/4

Christmas Break

1/18

Teacher In-Service (NO SCHOOL)

2/21

K-12 Parent/Tchr Conf. (early dismissal)

2/22

K-12 Parent/Teacher Conferences

3/25-29

Spring Break

3/29

Good Friday

4/22

Teacher In-Service (NO SCHOOL)

5/25

Fort Mackenzie Graduation

5/26

SHS Graduation

5/27

Memorial Day

5/31

School Ends

6/3

Teacher In-Service (NO SCHOOL)

6/4 & 6/5

Snow Days

**185**

**Teacher Days**

**175**

**Student Days**

1<sup>st</sup> Quarter Ends 10/26 - 43 days

2<sup>nd</sup> Quarter Ends 1/17 - 45 days

3<sup>rd</sup> Quarter Ends 3/22 - 44 days

4<sup>th</sup> Quarter Ends 5/31 - 43 days

February 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**Teachers' Roundtable**

March 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Board Retreat**

April 2013

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**NSBA Conference in San Diego**

May 2013

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2013

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



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---

DATE: March 26, 2012

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Approval of Board Goals for 2012-13 School Year** (*Action*)

Following the input received at the Board Retreat, please find attached the Board Goals for the 2012-2013 school year. I will ask that you take action on them at the April 10<sup>th</sup> Board meeting.

### Excellent Staff and Resources

- Continuing to Provide Competitive Salary/Benefits
- Continuing to Monitor Internal Controls and Procedures
- Utilizing Technology Resources for Effective Communication

### Governance & Leadership

- Refining Policy Input Process
- Continuing Board Governance Development
- Building Culture Throughout Leadership Teams
- Improving Professional Development
- Continuing to Celebrate Achievements with Faculty and Staff

### Research-Based, Best Practices

- Researching Common Core State Standards Curriculum
- Innovating Instruction Thru Technology

## Excellence & Accountability

### Communication of High Expectations

- Acknowledging and Rewarding Student Excellence
- Evaluating and Expanding PBIS to all Schools
- Building Activities Participation Rates
- Identifying SMART Goals at Multiple Levels

### Student Learning

- Improving Graduation Rate
- Expanding Formative Assessments to Other Disciplines
- Achieving SMART Goals
- Responding to Accountability Demands

## **EXCELLENT STAFF AND RESOURCES GOAL**

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

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

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

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

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

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

1. We are completing our seventh year working in the University of Wyoming's pre-service program. This partnership supports mentor teachers, student learning, professional development, and preparation of eighteen elementary and four secondary teachers through a professional development contract with the University of Wyoming.
2. All elementary schools and secondary schools have incorporated different levels of the Professional Learning Community (PLC) model into their grade level or department meetings, where weekly collaboration occurs focused on instruction, assessment, and student learning. We have invested in PLC Training for over 250 teachers and principals, and will continue to evaluate and develop this professional growth program.
3. This is our seventh year of developing a calendar that builds in four additional days of professional development. Faculty and principals chose the following for professional development this year: CCSS Learning With Technology; Early Literacy Training; New Teacher Induction; PBIS Review and Training; PLC Site Planning and Preparation; Rediscovery at the Alternative schools; Elementary Everyday Math Training; Understanding By Design at the Alternative School; and two days focused on individual site needs.
4. The District has monitored revenues, expenditures & cash levels by providing quarterly reports to the board. The District monitors cash levels according to statutory guidelines and ended the Fiscal Year 2011 with a cash reserve of 18.16% of our foundation guarantee. \*
5. The Business Office is in the process of developing a comparison of expenditure and staffing levels with the funding model.

6. The Business Office has improved the communication channels with the building principals and department supervisors.
7. The Business Office has worked closely with the Food Service Director to monitor the budget in light of the pending rules changes. The district applied for, and was awarded grants to provide fresh fruits and vegetables snacks at all of our elementary schools. We are currently working on compliance issues regarding the pricing in our High School ala carte program given the new published guidelines regarding competitive sales.
8. The Business Office has continued to work with the board budget committee along with SCEA representatives. (ongoing)
9. The District has continued to provide a competitive salary and benefit package and to maintain the 30-year earnings power of the certified salary schedule in the top 10 school districts in the state, as published by the WEA. In the 2010-2011 publication, we ranked 3<sup>rd</sup>, behind Teton and Pinedale. (ongoing) \*
10. The Business Office has continued to monitor pending legislation that may affect the finances or operations of the district. (ongoing)
11. The Business Office has continued to monitor the internal controls and procedures that are in place to assure fiscal responsibility as reflected in our audit report. (ongoing)

\*SMART Goal

## **2012-2013 Projections:**

1. The District will continue to partner with the University of Wyoming in supporting pre-service teachers at the elementary and secondary level through a professional development agreement.
2. Professional Learning Communities (PLCs) continue to be a focus in every building in the District. Our Instructional Facilitators and teaching staff collaborate weekly to invest in ongoing, sustained, classroom-focused programs for professional growth focused on student learning. With the onset of implementing the Common Core State Standards and Assessment, we will have staff attending conferences and integrating the common core state standards into our standards and collaborating on new assessments.
3. Teachers and principals will begin developing priorities for the five days of professional development for the 2012-13 school year. The focus will continue to be in balanced literacy, reading, writing, math, PLCs, and a special focus on elective curriculum.
4. We will continue to celebrate those teachers that reach continuing contract status. Our goals as we track the new staff from 2010-2011 is to continue to use our new teacher induction program, mentor teachers, and principal support and evaluation to reach 90% retention for those first three years. When hiring new teachers and administrators, we will advertise broadly, recruit intensely, and screen carefully to hire the most outstanding candidates possible.\*
5. The Board will continue to monitor revenues and expenditures with a goal of maintaining an 18% cash reserve level. \*
6. The Board will continue to monitor the District's compliance efforts towards meeting the goals outlined in the Healthy Hunger Free Kids Act, as the new meal pattern is initiated.
7. The Board Budget Committee will continue to work closely with the Business Manager to provide a competitive salary and benefit package to maintain the three-year earning power of the certified salary schedule in the top ten school districts in the state, as published by the WEA. \*
8. The Board will continue to monitor legislation that may affect the finances or operations of the district.

\*SMART Goal

## **STUDENT LEARNING BOARD GOAL**

**Student Learning Goal:** SCSD #2 will continuously promote student learning as the primary focus of every staff member in the school district.

**Discussion:** The Board of Trustees is committed to helping all students reach their potential both academically and in other aspects of human endeavor. This goal is at the center of the board philosophy, policy, and action.

While each goal is important, student learning is the most important goal for the school district. It is the essence and prime mover of everything in which the school district engages. The school board sets policy to promote and actualize student learning. The school board prioritizes expenditures based on opportunities to maximize student learning. The school board hires all staff with an eye towards optimizing student learning. The school board regularly expects and anticipates reports from the central office and site administration on the degree to which students learn the core and elective curriculum.

### **2012-2013 Projections:**

1. The District will maintain its ordinal position as first among large (4A) school districts in the state in 2013.\*
2. The Board will prioritize expenditures and hire/retain staff in order to maximize student learning.
3. The Board will continue its advocacy with the state legislature to fund school districts in a manner consistent with the priority for student learning.
4. The Board will monitor the effectiveness of district administration in evaluating teachers based on effective measures of student learning.
5. The Board will receive regular reports from district administrators on the degree to which students demonstrate progress towards academic proficiency.
6. The schools will make progress toward reaching academic (SMART) goals in 2013.\*

\*SMART Goals

## **GOVERNANCE AND LEADERSHIP BOARD GOAL**

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

**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 with 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 expenditures of taxpayer dollars.

### **2012- 2013 Projections:**

1. The School Board will continue its progress through policy review and approval, emphasizing public and staff awareness and input.
2. The School Board will continue its participation in state and national school board association matters to maintain its focus on governance and leadership.
3. The District will continue the focus on customer service.
4. The School Board will achieve the goal of 75% of its members realizing the priority of reaching 25 hours of school board professional development.\*
5. The School Board will continue its advocacy with the state legislature on matters of vital interest to the District.

\*SMART Goals

## **RESEARCH-BASED, BEST PRACTICES BOARD GOAL**

**Research-Based, Best Practices Goal:** SCSD #2 will operate all its programs—academic, co-curricular, and operational with a priority on using the most effective practices as demonstrated by rigorous research in the field.

**Discussion:** The Board of Trustees believes that research and development in education has improved dramatically in the past decade. Research is more focused. Development work is more effectively evaluated in terms of actual results. And, educational programs are formally evaluated in terms of effectiveness and accountability.

The District has worked to establish its own mechanism for ensuring that all programs are optimal for educating the students of SCSD #2. The District has also worked hard to seek out programs that are research-based and effective. Examples include, but are not limited to: Reading Recovery, Math Recovery, Ramp Up to Mathematics, Ramp Up to Algebra, Navigator Mathematics, Step Up to Writing, Rebecca Sitton Spelling, Fountas and Pinell Phonics, etc.

In addition to classroom programs, the District has adopted a variety of research-based programs in the area of human resources. Our induction program has been modeled after the best practices of Harry Wong and Bob Marzano; our professional development program has taken advantage of the research of the DuFours' model of Professional Learning Communities, and our teacher evaluation system is based on the pioneering work of Charlotte Danielson and is considered a model for the state.

To be sure, our co-curricular programs are modeled on best practice. Our football team has been to the state championship the last three years, winning twice. In fall 2012, three district teams won their respective state championships. Our concerts and plays have won critical acclaim. Our academic competitions, such as We the People and Academic Challenge have top place finishers. Even our Technology and Facilities departments and Food Service program use the latest research to inform purchases and priorities.

### **2012- 2013 Projections:**

1. The District will continue its attempts to stay abreast of recent research and best practices in every aspect of its operations.
2. The Board will prioritize fiscal expenditures that are consonant with research and best practice, including professional development opportunities that promote staff understanding of new developments in the field.
3. The Board and District staff will evaluate every aspect of the educational enterprise to ensure effectiveness and that programs adopted are used uniformly and with fidelity.
4. The Board will direct the superintendent or designee to routinely report on some aspect of educational research or best practice in board meetings during the 2012 – 2013 academic year.\*

\*SMART Goals

## **COMMUNICATING HIGH EXPECTATIONS BOARD GOAL**

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

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

### **2012-2013 Projections:**

1. The Board will continue, at its monthly meetings, to celebrate students, staff, and others that demonstrate they have reached or exceeded expectations in a variety of pursuits--academic and otherwise.
2. The Board will continue, at its meetings, to receive reports on programs (like Reading Recovery and Math Recovery) that help children meet high academic expectations.
3. The superintendent and other key district staff, including principals, will be asked to communicate the district's high expectations in a variety of forums.
4. District staff will report on the percentage of students who meet high academic expectations, with the goal of improving academic proficiency and graduation rate of 90% by 2013.\*
5. The Board will set specific groups for which the communication of high expectations are especially important, including local legislative representatives, parent groups, Sheridan College and the University of Wyoming, SEEDA, local foundations (such as Whitney Benefits, the Scott Foundation, and others), the YMCA, and local media.

\*SMART Goal



Craig Dougherty, Superintendent

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DATE: March 26, 2012

TO: Board of Trustees

FROM: Roxie Taft

SUBJ: **Infinite Campus Online Pay Module** *(Information)*

We are in the process of working with Infinite Campus to purchase the online pay module. This module will allow parents to pay their student's fees or to deposit money into their lunch account online through the parent portal using e-checks, debit cards, or credit cards. Parents using this service will be charged a convenience fee of \$2.50 per transaction.

We hope to be able to pilot this module by May 1<sup>st</sup> with the goal of having everything available to parents in mid-August.



Craig Dougherty, Superintendent

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DATE: March 26, 2012

TO: Board of Trustees

FROM: Terry Burgess, Assistant Superintendent  
Scott Stults, Elementary Director of Education

SUBJ: **Summary of Board/PTO NCA Focus Groups** *(Information)*

We will be reporting the summary of the meetings that you as Board Members and administration had with each school over the course of the 2011-2012 school year.



Craig Dougherty, Superintendent

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DATE: March 26, 2012

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Request to Advertise for Proposals for District Heating, Ventilating, and Air Conditioning (HVAC) Controls Upgrades** (*Action*)

With improvements in technology over the past ten years, the facilities department would like to make upgrades to the main HVAC controllers. Different versions of Windows, Java, and other software have caused some of our controllers to become obsolete and difficult to keep functioning properly. Also, with our new network operations center in place now, we are able to start consolidating or networking how we manage these controls. Newer systems have been devised by manufacturers to also help integrate the HVAC controllers with other building systems. Using some of these new protocols, we can tie the HVAC controls into our maintenance management software (SchoolDude). Another benefit is the realized energy savings that can occur by fine tuning our HVAC systems.

I would like to request to advertise for proposals to upgrade our current HVAC controllers and software, and provide training and services that may be recommended to our allow systems to operate more efficiently.



Craig Dougherty, Superintendent

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DATE: March 27, 2012

TO: Board of Trustees

FROM: Dirlene Wheeler

SUBJ: **Acceptance of Donation from Rotary Club of Sheridan** (*Action*)

Recently, the Rotary Club of Sheridan donated \$1000 to Sheridan High School Community Donations Fund. This money will be used to provide money for food, clothing, and basic needs for students that are on free and reduced lunch.

Please accept this generous donation.