

Sheridan County School District #2

Board Meeting



Date: April 10, 2017

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2

Board of Trustees Meeting

Central Office – Board Room

April 10, 2017

6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
- II. Recognition**
 - A. Sheridan High School Musical - Don Julian
 - B. Winter Sports Update - Don Julian
 - C. University of Wyoming High School Summer Institute, Cameron Brown, Kelly Buchanan, Ammon Duncan, Morgan Irvine, and Talia Steel - Brent Leibach
 - D. Daniels Scholar Recipients: Zach Gale, Behley Malkuck, and Anna Miech - Brent Leibach
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
 - A. Approval of Board Meeting Minutes - March 6, 2017
 - B. Approval of Board Retreat Minutes - March 18, 2017
 - C. Approval of Bills for Payment
 - D. Acceptance of Out-of-State Tuition Request
- VI. Old Business**
 - A. Capital Construction Update (*Information*) - Craig Dougherty
 - B. Next Level Update (*Information*) - Mitch Craft
 - C. Approval of Policies (*Action*) - Traci Turk
 - D. Additional Memorial Fund Scholarship Recommendation for 2016-17 (*Action*) - Roxie Taft
 - E. Playground Drainage Bid Award for Henry A. Coffeen (*Action*) - Julie Carroll
- VII. New Business**
 - A. Summary of PTO/Board of Trustees Focus Groups (*Information*) - Craig Dougherty, Scott Stults, and Mitch Craft
 - B. 2018-2019 School Calendar (*Information*) - Scott Stults
 - C. Approval of Board Meeting Schedule for 2017-2018 School Year (*Action*) - Craig Dougherty
 - D. Approval of Board Goals for the 2017-2018 School Year (*Action*) - Craig Dougherty
 - E. Milk Price Increase for the 17-18 School Year (*Information*) - Roxie Taft
 - F. All Day Kindergarten Pilot at Woodland Park Elementary (*Action*) - Mitch Craft
- VIII. Reports and Communication**
 - A. Board of Trustees
 - 1. Board Reports

- a) 2017 NSBA Conference (*Information*) - Chairman Perkins
- 2. Committee Reports
- 3. Other
- B. PTO/Parents/Students/Organizations
- C. Site Administration and Staff

IX. District Reports

- A. Superintendent

X. Executive Session

- A. To Review Personnel Matters Pursuant to W.S. 16-4-405(a)(ii)
- B. To Consider or Receive any Information Classified as Confidential by Law, W.S. 16-4-405(a)(ix)

XI. Adjournment

All Agenda items address Board Goals. The goals are as follows:

Teaching and Learning

Resource Utilization

Leadership Capacity

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting March 6, 2017

Ann Perkins, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

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

Trustees:

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

Administrators:

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

Absent:

Terry Burgess

Absent:

A. Pledge of Allegiance

II. Recognition

A. Achieving Success for All, Meadowlark Elementary - Craig Dougherty

Superintendent Craig Dougherty said that in January Superintendent Balow recognized twelve Wyoming schools who had exceeding expectations for two years in a row on State Accountability. Sheridan County School District #2 had two schools that received this honor: Meadowlark Elementary and Highland Park Elementary. Highland Park was recognized at the February board meeting, tonight Meadowlark Elementary and Casey O'Connor, Meadowlark Principal, were recognized for this honor. Superintendent Dougherty invited Mr. O'Connor to say a few words. Principal O'Connor thanked the School Board and District Administration for their support, and recognized the Meadowlark Staff for their intense focus and hard work.

B. We The People, State Champions 2017 - Tyson Emborg

Mitch Craft introduced Tyson Emborg, Sheridan High School We the People Coach, and recognized the We The People team for their recent state championship. Mr. Emborg congratulated the students on their fourth consecutive We The People State Championships. He said they worked hard and earned this repeat championship. Mr. Emborg thanked Kim Ferguson, his assistant coach, for her hard work and dedication to the Team.

Hayden Hastings, State Wrestling Champion - Tyson Shatto

Superintendent Dougherty invited Tyson Shatto, Sheridan High School Head Wrestling Coach, to recognize Hayden Hastings. Mr. Shatto congratulated Hayden Hastings on his third state wrestling championship. Mr. Shatto said Hayden's ability to set a goal and achieve it through hard work and dedication is unmatched. Hayden will wrestle for the University of Wyoming in the Fall. Mr. Shatto thanked the School Board, administration, Sheridan High School, and the community for supporting the wrestling program.

III. Approval of Agenda

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

IV. Welcome--Audience Comments

V. Consent Agenda Items

A. Approval of Board Meeting Minutes - February 6, 2017

B. Approval of Bills for Payment

General Clearing	\$1,095,083.55
Federal Fund	\$105,607.69
TOTAL:	\$1,200,646.24

TRUSTEE CRAFT 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

Superintendent Dougherty said that the district has continued to discuss the next phase of district projects. The Facility Plan meeting with the Construction Division of School

Facilities is scheduled for later this month. Our discussion items will be the Sheridan High School (SHS) Auditorium updates, repairs to the Early Building Pool, SHS science wing renovations and boiler building upgrades, and planning for Sagebrush Elementary and Transportation building updates. He said the district is planning to address Henry A. Coffeen Elementary drainage issues this spring.

Superintendent Dougherty reported that we received news today that HB0058 passed the House and the Senate. This bill includes \$20.9 million slated for capacity needs, and \$20.9 million for component level funding. He said he is more positive that the John C. Schiffer Collaborative School could be funded. Additionally, Superintendent Dougherty said that we believe that component level funding could provide funding for the SHS boiler system.

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

Assistant Superintendent Mitch Craft said that Mr. Scott Stults will present an update on the Early Childhood Liaison position at Sheridan College. Assistant Superintendent Stults reported that he is working collaboratively with Sheridan College to select an Early Childhood Liaison to work between the school district, college, and local child care centers to enhance communication and school readiness for students. Interviews were held last week, and two selected finalists will interview again this Friday. The goal is to have the individual onboard by June 1st. This position is funded through Whitney benefits.

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

FIRST READING

Special Services Director Traci Turk reminded the Board of Trustees and audience of the process for policy approval. Mrs. Turk said that Policy EFDA - Payment/Debt School Lunch Collection Policy is a new policy that must be approved and given to parents by July 1, 2017. This policy will be distributed to families with end-of-the year report cards. Additionally, the policy will be in the student handbooks next year.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY EFDA - PAYMENT/DEBT SCHOOL LUNCH COLLECTION POLICY, ON FIRST READING, AS PRESENTED. TRUSTEE WENDTLAND SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mrs. Turk said that Policy IGA - Curriculum Development, is being reviewed as part of the ongoing policy review process. Some language changes were updated to align with current district practice.

TRUSTEE SWEENEY MADE A MOTION TO APPROVE POLICY IGA - CURRICULUM DEVELOPMENT, ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mrs. Turk said that Policy IHAMA - Drugs, Alcohol and Tobacco is recommended for deletion because the programming for the policy language is now taken care of through the Wyoming Department of Education's Health Education Content Standards.

TRUSTEE CRAFT MADE A MOTION TO APPROVE THE DELETION OF POLICY IHAMA - DRUGS, ALCOHOL AND TOBACCO, ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mrs. Turk said that Policy IJ - Learning Resources is being reviewed as part of the ongoing policy review process. The language was updated to align with current practice.

TRUSTEE STEEL MADE A MOTION TO APPROVE POLICY IJ - LEARNING RESOURCES, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mrs. Turk said that Policy JQ - Student Fees, Fines, and Charges is being reviewed to ensure alignment with the new EFDA Policy.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY JQ - STUDENT FEES, FINES AND CHARGES, AS PRESENTED. TRUSTEE SWEENEY SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mrs. Turk said that there are four policies for second reading. She suggested discussing the changes made to Policy GCQA - Staff Reduction in Force and then approving that policy alone. Mrs. Turk reported that the policy is the same as the amended policy that was presented last month. Trustee Wendtland made a motion to table this policy for another meeting because of Trustee Burgess' absence.

TRUSTEE WENDTLAND MADE A MOTION TO TABLE POLICY GCQA - STAFF REDUCTION IN FORCE UNTIL THE APRIL BOARD MEETING. TRUSTEE SWEENEY SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

Mrs. Turk said there were no changes between first and second reading to Policy BEC - Executive Session, Policy GBJ - Personnel Records and Files, and Policy JEB - Entrance Age, and so she suggested approving them as a group.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY BEC - EXECUTIVE SESSION, POLICY GBJ - PERSONNEL RECORDS AND FILES, AND POLICY JEB - ENTRANCE AGE ON SECOND READING, AS PRESENTED. TRUSTEE RADER SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

VII. Recess for Public Hearing on Facility Plan Being Submitted to the Wyoming School Facilities Commission

TRUSTEE PERKINS MADE A MOTION TO RECESS THE MEETING FOR PUBLIC HEARING ON THE UPDATE SUMMARY FOR THE FACILITY PLAN TO BE SUBMITTED TO THE WYOMING SCHOOL FACILITIES COMMISSION AT 6:30 PM. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

A. Update Summary for Facility Plan to be Submitted to the Wyoming School Facilities Commission (*Action*) - Julie Carroll

Facilities Director Julie Carroll shared an update on the facility plan summary that is presented to the Wyoming State Facilities Department each year. Ms. Carroll provided an overview of the facility plan. She reported that the John C. Schiffer Collaborative School is still #1 on the Needs Index, and Sagebrush Elementary is #5. Other projects included in the facility plan are renovating the Sheridan High School (SHS) science classrooms; SHS boiler project (has been requested for the last four years); renovation of the Early Building Pool; planning items and security funding; transportation and maintenance building issues. Ms. Carroll pointed out two of the main items under leases and property profiles: Henry A. Coffeen Elementary drainage and emergency funds for fire systems at SHS.

Trustee Schatz asked if there are any major maintenance projects included in this plan. Ms. Carroll said that Fort Mackenzie High School replacement and Sagebrush renovation would be capital project or component funding. She added that the boiler project will be component funding and major maintenance. The pool would be 10% major maintenance funds. Trustee Schatz inquired about auditorium enhancements and Ms. Carroll said the auditorium will mostly be funded from the Gollings Fund, if additional funds are needed they will be 10% major maintenance funds.

TRUSTEE RADER MADE A MOTION TO RETURN TO REGULAR SESSION AT 6:45 PM. TRUSTEE WENTLAND SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE WILSON MADE A MOTION TO APPROVE THE SUMMARY FOR THE FACILITY PLAN TO BE SUBMITTED TO THE WYOMING SCHOOL FACILITIES COMMISSION, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

VIII. New Business

A. Kindergarten Registration Update (*Information*) - Scott Stults

Assistant Superintendent Scott Stults said that 213 students registered for kindergarten during the initial registration period, which was February 8th through 10th. Mr. Stults said that kindergarten enrollment is down approximately nine students from last year at this time, but typically about forty students enroll between this time of year and when school starts. Kindergarten screenings will be held at the school sites in late April. The screenings include academic, vision, dental, and hearing screenings. Supplemental screenings will be held April 25th and 26th at Sagebrush Elementary. Trustee Wilson asked Mr. Stults if the post-registration count referenced in his board memo was similar to the timing for previous year counts. Assistant Superintendent Stults said that the timing is consistent.

B. Memorial Fund Scholarship Recommendations (*Action*) - Roxie Taft

Business Manager Roxie Taft brought forward the following recommendations for scholarship levels for this year:

Agnes Greisen Memorial Scholarships - The recommendation is for 19 scholarships of \$1,500 each to be awarded to graduating seniors.

Fred Chez Memorial Scholarship - The recommendation is for a \$500 scholarship.

Byron Chamberlain Memorial Scholarship - The recommendation is for a \$300 scholarship.

Kathryn Ann Skatula Memorial Scholarship - The Skatula family is offering \$1,000 scholarship(s) for graduating students who plan to major in a music-related field.

EMIT Technologies Scholarship - Scholarships given to graduating seniors whose parents are employees of EMIT.

TRUSTEE CRAFT MADE A MOTION TO APPROVE THE MEMORIAL FUND SCHOLARSHIP RECOMMENDATIONS FOR FISCAL YEAR 2016-2017, AS PRESENTED. TRUSTEE SWEENEY SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

C. Appointment to the School Risk Retention Program (SRRP) Joint Powers Board (*Action*) - Roxie Taft

Business Manager Roxie Taft explained the School Risk Retention Program (SRRP). She said we joined the SSRP last year to increase our buying power by purchasing insurance as a Joint Powers Board. Ms. Taft was appointed to represent Sheridan County School District #2 last year. Ms. Taft recommended that John Camino take her position on the Joint Powers Board.

TRUSTEE STEEL MADE A MOTION TO APPOINT ASSISTANT BUSINESS MANAGER/HR COORDINATOR JOHN CAMINO TO REPRESENT SHERIDAN COUNTY SCHOOL DISTRICT #2 ON THE SCHOOL RISK RETENTION

**PROGRAM JOINT POWERS BOARD, AS PRESENTED. TRUSTEE SCHATZ
SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

IX. Reports and Communications

A. Board of Trustees

1. Board Reports

Sue Wilson reported that she attended a PTO/Board Meeting at Highland Park Elementary recently. A parent was in attendance that recently re-located from Billings. Trustee Wilson said the parent was very complimentary of the school. The parent praised the academics at Highland Park and the opportunities available for students.

Trustee Steele commended Trustee Craft and the students on a successful musical last week.

Trustee Schatz thanked administration for arranging the PTO/Board Meetings at the schools. Trustee Schatz said he attended at three schools, and that parents were positive, they love their schools, and they love their teachers. Trustee Schatz also commended Facilities Director Carroll and her staff on the wonderful condition of the school buildings.

2. Committee Reports

a. Endowment Fund Committee (*Information*) - Wayne Schatz & Susan Wilson

Trustee Schatz said that through the generosity of our community we have the opportunity for the Gollings Endowment Fund. This fund assists students to attend out-of-state activities. This year's application period is open until June first. Trustee Schatz said that generally the committee has considered \$1,000 for groups and \$300 for individuals that have requested funds. Two applications have been approved for \$1,000 each: one for the Northwest Music Festival in Washington State, and the other for travel for the We the People Team. The committee plans to talk more about this fund in June.

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

Chairman Perkins said that the Sheridan County Education Association (SCEA) leadership team suggested that we move the teachers' roundtable meeting to April 24th.

TRUSTEE PERKINS MADE A MOTION TO APPROVE THE

**REVISED 2016-2017 BOARD MEETING SCHEDULE, AS
PRESENTED. TRUSTEE WENDTLAND SECONDED THE MOTION
AND IT CARRIED WITH A UNANIMOUS VOTE.**

3. Other

There were no other reports.

B. PTO/Parents/Students/Organizations

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

C. Site/Administration/Staff

There were no Site/Administration/Staff reports.

X. District Administration Reports

A. Superintendent

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

Superintendent Craig Dougherty said that we continue to review the board goals at each meeting leading up to the Board Retreat in March. He explained that these goals are tied to the North Central Accreditation process, which is a requirement of the Wyoming Department of Education (WDE). Mr. Dougherty presented the Leadership Capacity goal and explained the milestones. The focus of this goal is on Board Professional Development through WSBA, NSBA, and presentations at board meetings. He said that he has reviewed the policy review process of other districts and he feels that our process is most inclusive and comprehensive. Superintendent Dougherty said that Special Services Director Traci Turk recently took this task on, and has done a wonderful job. He commended her for her remarkable attention to detail.

Superintendent Dougherty thanked the board for spending time in the schools, and for their work with legislators.

With the close of the legislative session, Superintendent Dougherty said he appreciates the work of our local legislatures, and he thanked Roxie for her hard work during the session. He said he looks forward to honoring the hard work of our staff, and making sure we have a great budget for this year and the future.

Mr. Dougherty said he attended the dress rehearsal for the Sheridan High School play. He commended Trustee Craft and the students for a wonderful play.

**TRUSTEE PERKINS MADE A MOTION TO GO INTO EXECUTIVE SESSION AT
7:03 P.M. TO TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE**

APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES, PURSUANT TO W.S. 16-4-405(a)(ii) AND TO CONSIDER OR RECEIVE ANY INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW, PURSUANT TO W.S. 16-4-405(a)(ix). TRUSTEE WENDTLAND SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

XI. Executive Session:

The Board went into Executive Session at 7:03 p.m. to address personnel matters.

TRUSTEE SCHATZ MADE A MOTION TO RETURN TO REGULAR SESSION AT 7:38 P.M. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 7:38 p.m.

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

XII. Adjournment:

TRUSTEE SCHATZ MADE A MOTION TO ADJOURN THE MEETING AT 7:39 P.M. TRUSTEE SWEENEY SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 7:39 p.m.

Chairman

Clerk

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

ADMINISTRATIVE STAFF:

APPROVALS:

Bradley Gregorich	Principal	Effective
Henry A. Coffeen and Story	1.0 FTE	07/01/2017
Schools	205 days	

Early Notice Incentive Resignations:

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

PROFESSIONAL STAFF:

Early Notice Incentive Resignations/Retirements:

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

CERTIFIED STAFF:

Approvals:

Mallory Painter	Teacher-Title I	Effective
Henry A. Coffeen School	.63 FTE	02/27/2017-
	65 days	06/05/2017

Early Notice Incentive Resignations/Retirements:

Brittany Canfield Sagebrush School	Teacher-2nd Grade 1.0 FTE 185 days	Effective 06/05/2017
Erin Cummings Henry A. Coffeen, Highland Park, Meadowlark, Sagebrush and Woodland Park Schools	Teacher-Elementary Orchestra 1.0 FTE 185 days	Effective 06/05/2017
William “Steve” Davies Sheridan Junior High School	Teacher-Business-Technology 1.0 FTE 185 days	Effective 06/05/2017
David Hoeft Sagebrush and Story Schools	Teacher-Physical Education/Health 1.0 FTE 185 days	Effective 06/05/2017
Debra Hoeft Woodland Park School	Teacher-Language Arts Specialist/Reading Recovery 1.0 FTE 185 days	Effective 06/05/2017
Matthew Johnson Sheridan High School	Teacher-English 1.0 FTE 185 days	Effective 06/05/2017
Terry Martin District	Teacher-Math Coordinator 1.0 FTE 185 days	Effective 06/05/2017
Dustin Metesh Sheridan Junior High School	Teacher-Special Education 1.0 FTE 185 days	Effective 06/05/2017
Mallory Nelson Sheridan Junior High School	Teacher-Language Arts 1.0 FTE 185 days	Effective 06/05/2017

CLASSIFIED STAFF:**Approvals:**

Troy Carter District	Maintenance Mechanic-Repair Coordinator 8 hours/day 261 days	Effective 03/06/2017
Jeffrey Korp Meadowlark School	Custodian 8 hours/day 261 days	Effective 02/13/2017
Robert Powell District	Custodian-Maintenance Helper/ Replacement Custodian 8.0 hours/day 261 days	Effective 02/13/2017

Changes/Transfers:

Sarah Mercer Sheridan Junior High School	Paraprofessional-ESL to Paraprofessional-Special Education Behavior 7.0 hours/day 176 days	Effective 02/20/2017
Jacee VanDyke Administration Office	Executive Assistant to the Superintendent 8.0 hours/day, 261 days to 8.0 hour/day 200 days	Effective 07/01/2017

Resignations:

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

Shauna Trujillo Sheridan Junior High School	Paraprofessional-Special Education Behavior 7.0 hours/day 176 days	Effective 2/17/2017
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Retirements:

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

Dawn Smith Sheridan Junior High School	Custodian 8 hours/day 261 days	Effective 03/06/2017
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EXTRA DUTY 2016-2017

Approvals:

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

**MEADOWLARK SCHOOL 21ST CENTURY AFTER SCHOOL STAFFING
2016-2017**

<u>Name</u>	<u>Position</u>
Victoria Benedict	Paraprofessional
Kayla Bowie	Paraprofessional (Student Teacher)
Cyndi Clements	Teacher - Substitute
Jamie Fortman	Teacher
Ralinda "Jean" Harvey	Paraprofessional
Jessica Odom	Teacher
Addrienne Sims	Teacher
Christine Spielman	Teacher

**SHERIDAN JUNIOR HIGH SCHOOL AFTER SCHOOL STAFFING
2016-2017**

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

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

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

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

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

Sheridan County School District No. 2

Board of Trustees

Board Retreat

March 18, 2017

Ann Perkins, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 8:32 a.m., Saturday, March 18, 2016, in the Ranch at Ucross. The presiding officer was Ann Perkins, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

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

Administrators:

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

Absent:

Marva Craft, Clerk

Absent:

II. Regular Session

During regular session the following items were discussed: Computer Science Pilot Report; Statewide PLC Efforts; Principals' Academy; 2017-2018 AdvancEd Board Goals; 2017-2018 Board Meeting Schedule; and Legislative Update, including the budget impacts.

The new PLC Live contract with Casey Reason was discussed.

TRUSTEE WILSON MADE A MOTION TO APPROVE THE AGREEMENT FOR ADVANCEMENT OF PROFESSIONAL COMMUNITIES AND VIRTUAL COLLABORATION WITH CASEY REASON, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE SCHATZ MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 1:08 P.M. TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE

APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES AND TO CONSIDER ACCEPTING OR TENDERING OFFERS CONCERNING WAGES, SALARIES, BENEFITS, AND TERMS OF EMPLOYMENT DURING ALL NEGOTIATIONS, ALL PURSUANT TO W.S. 16-4-405. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

III. Executive Session

The Board went into Executive Session at 1:08 p.m. to cover personnel matters.

TRUSTEE WILSON MADE A MOTION TO RETURN TO REGULAR SESSION AT 2:10 P.M. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 2:10 p.m.

IV. Adjournment

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

TRUSTEE STEEL MADE A MOTION TO ADJOURN THE MEETING AT 2:11 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
March 18, 2017**

ADMINISTRATIVE STAFF:

APPROVALS:

Rebecca Adsit Sheridan Junior High School	Principal 1.0 FTE 261 days	Effective 07/01/2017
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Retirement:

Darlene Jordan Administrative Building	Accountant and Benefits Specialists 1.0 FTE 261 days	Effective 06/30/2017 to 09/30/2017
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CERTIFIED STAFF:

Changes/Transfers:

Mallory Painter Henry A. Coffeen School	Teacher-Title I .63 FTE to 1.0 FTE 55 days	Effective 03/13/2017
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CLASSIFIED STAFF:

Approvals:

Jamie Ostermyer Meadowlark School	Secretary-Principal 8 hours/day 195 days	Effective 03/20/2017
Herbert M. Haines Sheridan Junior High School	Custodian - Graveyard 8 hours/day 261 days	Effective 03/20/2017

Changes/Transfers:

Jose Escoto Hernandez Highland Park Elementary	Paraprofessional-ESL 6.75 hours/day to 7 hours/day 176 days	Effective 03/20/2017
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Resignations:

Molly Frazer Henry A. Coffeen School	Paraprofessional-General (3 hours/day) and Paraprofessional-Title I (5 hours/day) 8 hours/day 176 days	Effective 03/17/2017
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Kasey Hansen Sagebrush School	Paraprofessional-Office 6.5 hours/day 176 days	Effective 03/24/2017
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Terminations:

Tyler Cooper Meadowlark and Highland Park Schools	Paraprofessional-Special Education Behavior 7.0 hours/day 176 days	Effective 03/18/2017
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EXTRA DUTY 2016-2017

Approvals:

<u>Name</u>	<u>Position</u>
Kathy Barker	CNA Coordinator-Clinical Time with Students
Santiago Michelena	Golf-Assistant Coach

Changes:

<u>Name</u>	<u>Position</u>
Megan Muth	Golf-Assistant Coach

MEADOWLARK SCHOOL 21ST CENTURY AFTER SCHOOL STAFFING 2016-2017

<u>Name</u>	<u>Position</u>
Judith Willis	Afterschool Site Coordinator



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

STUDENT ATTENDANCE AGREEMENT

School Year 2016 - 2017

SECTION I: TO BE COMPLETED BY PARENT/GUARDIAN -OR- OFFICIAL OF STATE AGENCY/COURT

I request that the following student be allowed to attend a school district outside the student's District of Residence.

Student Name (last, first, middle initial)

Moreland Caden M

Grade (for year of attendance)

6th

Birth Date

Mo 9 Day 17 Year 2004

Student Address

City/State/Zip Code

5621 Quietus Rd Decker MT 59025

Parent/Guardian Address (if different)

City/State/Zip Code

Name of Parent/Guardian or Group Home Representative -OR- Name and Title of Official of State Agency/Court Responsible for Placement (print)

Telephone Number

406-757-2294

Representing (name and address of state agency/court/group home, if state agency/court request OR completed by group home manager on behalf of parent/guardian)

Parent Request

This agreement will be returned to the parent/guardian after acceptance by the district of choice and will specify the costs, if any, which will be charged to the parent/guardian for attendance. If the student attends under this agreement, the parent/guardian agrees to pay the costs, if any, charged to the parent/guardian under the terms of this agreement.

Signature of Parent/Guardian:

Date: 3-6-17

State Agency/Court Request OR Group Home Representative

Signature of Official of State Agency/Court/Group Home:

Date:

SECTION II: TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

Student State ID

District Last Attended

District of Choice/Placement

District of Residence

Individual Making Request

- ☐ Parent/Guardian
☐ Court
☐ State Agency

Student Placement

- ☐ Group Home Placement
☐ Foster Home Placement
☐ District to District Placement

First Date of Attendance

Annual Pupil Instruction Days

SECTION III: TRANSPORTATION - TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT AND DISTRICT OF RESIDENCE

☐ NO TRANSPORTATION will be provided. Parent/guardian will transport at own expense. (GO TO SECTION IV)

District of Choice/Placement:

- ☐ Bus service, at NO COST
☐ Bus service, charging parents \$ _____ per _____ (attach payment schedule)
☐ Bus service, charging District of Residence \$ _____ per _____ (attach payment schedule)
☐ Bus service, charging State of Montana \$ _____ per year (over-schedule costs only -- attach documentation of costs)
☐ Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop)

District of Residence:

- ☐ Bus service, at NO COST
☐ Bus service, charging parent \$ _____ per _____ (attach payment schedule)
☐ Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop)

Check all that apply

SECTION IV: TUITION COSTS - TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT			
TYPE OF AGREEMENT	REGULAR ED RATE	SPECIAL RATE (ATTACH FP-14A) Option A-Line 10a or 10b Option B-Line 22 Option C-Line 26 w/o Disabilities-Line 38	TOTAL ANNUAL TUITION (Enter ONLY the annualized amount – payee in parenthesis)
Check One and Indicate the <u>Annual</u> Amount of Regular Ed, Special Rate and Total Tuition			
Parent/Guardian Request:			
<input type="checkbox"/> Discretionary - Parent/Guardian requests to enroll student <u>outside</u> district of residence.	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____		\$ _____ (Parent/Guardian)
<input type="checkbox"/> Mandatory - Elementary student to attend where high school age sibling(s) attends.	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____		\$ _____ (Parent/Guardian)
<input type="checkbox"/> Mandatory Student lives closer to school of choice and at least 3 miles from resident district school AND district of residence provides no bus service or mileage reimbursements.	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (District of Residence)
<input type="checkbox"/> Mandatory - Geographic barrier prohibits attendance in District of Residence.	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (District of Residence)
State/Court Placement: (includes State/Court Foster and State/Court/Parental Group Home placements)	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (State of Montana)
<input type="checkbox"/> Mandatory			
District-to-District Placement:			
<input type="checkbox"/> Discretionary	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (District of Residence)

SECTION V: AGREEMENTS AND SIGNATURES	
A signature below acknowledges receipt of the student attendance agreement form. If transportation is provided and tuition is not waived, tuition will be charged to the parent/guardian, district of residence or state of Montana as indicated in Sections III and IV above.	
A. DISTRICT OF CHOICE/PLACEMENT – This signature is required for both discretionary and mandatory agreements The Board of Trustees: <input type="checkbox"/> APPROVES this attendance agreement <input type="checkbox"/> DISAPPROVES this attendance agreement Print Name of Chairperson, Board of Trustees: _____ Signature of Chairperson, District of Choice/Placement: _____ Date: _____	
B. DISTRICT OF RESIDENCE The Board of Trustees: <input checked="" type="checkbox"/> APPROVES this attendance agreement (ONLY if transportation is charged and/or district is charged tuition) <input type="checkbox"/> DISAPPROVES this attendance agreement <input type="checkbox"/> ACKNOWLEDGES receipt of this attendance agreement (ONLY if no transportation is charged and tuition is waived OR parent is charged tuition) Print Name of Chairperson, Board of Trustees: <u>Jordan Straley</u> Signature of Chairperson, District of Residence: <u>[Signature]</u> Date: <u>3/6/17</u>	
C. SUPERINTENDENT OF PUBLIC INSTRUCTION (Required only for State/Court/Group Home Placement) The Superintendent of Public Instruction: <input type="checkbox"/> ACKNOWLEDGES receipt of this attendance agreement Print Name of OPI Representative: _____ Signature of OPI Representative: _____ Date: _____	

SECTION VI: TIMELINES	
Date Initial Agreement Received (District of Choice/Placement)	Date Agreement Approved/Disapproved (District of Choice/Placement)
Date Agreement Received (Resident District)	Date Agreement Approved/Disapproved/ Acknowledged Receipt of (Resident District)



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: April 3, 2017

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

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

District Projects and Future Planning

We have had several Board Capital Construction Committee meetings and have been discussing the next phase of projects and future planning. The projects in planning and design phase are the SHS auditorium, repairs to the Early Building Pool, SHS science wing renovations and boiler building upgrades. The commission did approve the component level funding list and the high school boiler project was included, which amounts to \$1,442,675.00. Please see the attached [Component Project Prioritization List](#).

Collaborative School

The construction of the John C. Schiffer Collaborative School remains unfunded and there was last day legislation that prohibits any new construction for alternative schools until 2019. We are working with our local legislators as well as the facilities department on acquiring funds prior to that. In addition, as we continue to work with the state facilities commission it has become very apparent that due to the physical condition of old Highland Park, we may need to move the Fort Mackenzie and Wright Place students to a temporary facility. As a result, we have been working with Sheridan College regarding space for the alternative school. They have found temporary (up to two years) classroom space in their current facilities for Fort Mackenzie, but not the Wright Place. Therefore, if we do move, the Wright Place will be housed in the Early Building at the junior high. We feel this is the best educational decision, as it allows our alternative high school students to be housed on the campus of our college, which would follow the plan that we have been developing over the last three years. In addition, our alternative junior high students will be in a 'school within a school' as well as providing them more opportunities to a wider array of elective offerings. Principal Lake and Mr. Stults shared the possibility of this plan with FMHS/tWP staff as well as with parents. If any of these recommendations come to fruition, we will be bringing this to the full board for action in May or June.

Component Project Prioritization List

2017-18 Supplemental Component List

Rank	District	Project Name	Work Order	Requested Amount	Cummulative Amount	Additional Notes	SFD Notes
1	Carbon 2	Hanna-Elk Mountain 7-12 HVAC Replacement	031538	\$ 3,371,478.00	\$ 3,371,478	Renovation and upgrade to the HVAC, digital controls, dust collection, lighting and ceiling tiles	No design, no bid, no construction. Good to go for funding.
2	Fremont 25	Rendezvous ES Roof Replacement	055324	\$ 709,552.00	\$ 4,081,030	Replacement of membrane, insulation and structural repairs	Design complete. Original request was \$1,621,087. SFC approved phase I funding as an emergency (already done). Bid for phase II was on March 24th for \$645,047. SFD recommends appropriating \$709,552 to include contingency. Will use state contract; no notice to proceed until authorized.
3	Big Horn 3	Quigg Building - Repoint Mortar	098208	\$ 239,309.00	\$ 4,320,339	Replacement of mortar for exterior bricks on building	No design, no bid, no construction. Good to go for funding.
4	Fremont 25	Jackson ES Waste & Domestic Water Replace	055323	\$ 1,730,594.00	\$ 6,050,933	Replacement of sanitary sewer and domestic water systems	No design, no bid, no construction. Good to go for funding.
5	Platte 1	West ES HVAC Replacement	098054	\$ 1,405,000.00	\$ 7,455,933	Renovation of the HVAC, digital controls, sprinklers, fire alarm system, lighting and ceiling tiles	No design, no bid, no construction. Good to go for funding.
6	Fremont 25	Ashgrove ES Water & Sewer Replacement	055322	\$ 720,568.00	\$ 8,176,501	Replacement of sanitary sewer and domestic water systems	No design, no bid, no construction. Good to go for funding.
7	Fremont 25	Jackson ES Roof Replacement	055331	\$ 1,547,477.00	\$ 9,723,978	Replacement of membrane, insulation and structural repairs	No design, no bid, no construction. Good to go for funding.
8	Uinta 6	Lyman HS Roof Replacement	097544	\$ 1,250,000.00	\$ 10,973,978	Replacement of membrane, insulation and structural repairs	Design complete. Bid on March 16 for \$1,130,120. SFD recommends appropriating full amount to include contingency to cover any unanticipated costs. Will use state contract; no notice to proceed until authorized.
9	Campbell 1	Sunflower ES Roof Replacement	034884	\$ 725,535.00	\$ 11,699,513	Replacement of membrane, insulation and structural repairs	No design, no bid, no construction. Good to go for funding.
10	Fremont 6	Wind River MS/HS Heating & Cooling System	031857	\$ 2,011,958.00	\$ 13,711,471	Replacement of water source heat pump and installation of 4 new boilers	No design, no bid, no construction. Good to go for funding.
11	Campbell 1	Campbell County HS Heating Plant Replacement	097697	\$ 1,749,312.00	\$ 15,460,783	Remove two coal boilers and replace with natural gas boilers	Design complete. Bidding in progress; addendum addition of state contract. Will bid on April 5. Will use state contract; no notice to proceed until authorized.
12	Platte 1	Chugwater ES Roof Replacement	098055	\$ ————	\$ 15,460,783	Replacement of membrane, insulation and structural repairs	Work completed with MM, \$75,000 removed from list. Confirmed during this year's facility plan meeting.
13	Campbell 1	Rozet ES Roof Replacement	053334	\$ 2,874,802.00	\$ 18,335,585	Replacement of membrane, insulation and structural repairs	No design, no bid, no construction. Good to go for funding.
14	Sheridan 2	Boiler Plant Replacement	055879	\$ 1,442,675.00	\$ 19,778,260	Replace boiler system and controls due to lack of parts	Design underway with MM funds. No bid/construction started.
15	Uinta 6	Urie ES Heaters	030887	\$ 300,000.00	\$ 20,078,260	Replacement of all electric heaters in the building with centralized gas heating system	No design, no bid, no construction. Good to go for funding.
16	Big Horn 3	Greybull HS Parking lots	055140	\$ 370,440.00	\$ 20,448,700	Replacement of old parking lots with paving, sidewalks and landscaping	Design has been funded by MM. No bid/construction started.
17	Sweetwater 2	Harrison ES Roof Replacement	098188	\$ 240,215.00	\$ 20,688,915	Replacement of membrane, insulation and structural repairs	No design, no bid, no construction. Good to go for funding.
18	Sweetwater 2	Truman ES Roof Replacement	098187	\$ ————	\$ 20,688,915	Replacement of membrane, insulation and structural repairs	Work completed with MM, \$851,898 removed from list. Confirmed during this year's facility plan meeting.
19	Platte 1	Chugwater HS Coal Boiler Replacement	098053	\$ 175,000.00	\$ 20,863,915	Replacement of boiler system from coal to oil	No design, no bid, no construction. Good to go for funding.
20	Uinta 6	Lyman HS Boiler Replacement	098180	\$ 250,000.00	\$ 21,113,915	Replacement of boiler system	Re-submit in 2019 funding request.
21	Fremont 25	Riverton HS Replace Skylights	057198	\$ 416,724.00	\$ 21,530,639	Re-installation of skylights	Re-submit in 2019 funding request.
22	Big Horn 3	Bus Barn Heat Install	098211	\$ 105,963.00	\$ 21,636,602	Replacement of heating systems to radiant heat for the maintenance area	Re-submit in 2019 funding request.
23	Fremont 25	Riverton HS Parking lots	057204	\$ 1,512,037.00	\$ 23,148,639	Replacement of asphalt paving for south parking lot	Re-submit in 2019 funding request.
24	Sheridan 2	Maintenance Shop Safety Upgrades	034952	\$ 945,459.00	\$ 24,094,098	Upgrades for proper wash bays, grease interceptors and site drainage	Re-submit in 2019 funding request.
25	Campbell 1	Wagonwheel ES Parking Lots	032327	\$ 1,017,078.00	\$ 25,111,176	Replacement of old parking lots with paving, sidewalks and landscaping	Re-submit in 2019 funding request.



Excellence and Accountability

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DATE: April 3, 2017
TO: Board of Trustees
FROM: Mitch Craft, Assistant Superintendent
SUBJ: **Next Level Update** *(Information)*

At your April Board of Trustees meeting, Sheridan High School Graduation Coach Curt Mayer will be on hand to present an annual update of his work.



Excellence and Accountability

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DATE: April 4, 2017
TO: Board of Trustees
FROM: Traci Turk, Special Services Director
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

<u>DJ</u>	<u>Purchasing</u>
<u>DJ-P</u>	<u>Purchasing Procedures</u>
<u>DJGA</u>	<u>Vendor Relations</u>
<u>EI</u>	<u>Insurance Management</u>
<u>IJJ</u>	<u>Equipment, Supplies and Instructional Materials (DELETE)</u>

The following policies are being recommended for second reading:

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

*Policies -
First Reading*

PURCHASING

The superintendent and/or his/her designee shall serve as purchasing agent for the district and. ~~He/she~~ shall be responsible for developing and administering the purchasing program for the district. The purchasing procedures employed by the superintendent or his/her designee shall comply with all applicable laws and regulations (including retention policies) of the state, the United States Department of Education (USDE), and the United States Department of Agriculture (USDA). ~~For like quality, the district shall shop and compare for price as outlined by federal and state guidelines.~~ In the event there is any conflict between state and federal law with respect to the purchasing referred to herein, the school district will follow the guidelines set forth in the Wyoming Department of Education handbook for Procurement of Food Services. For like quality, the district shall shop and compare for price as outlined by federal and state guidelines.

~~The superintendent or his/her designee shall ensure that all contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.~~

The district will utilize ~~adhere to~~ the following policy requirements for all procurement:

Purchases:

- Purchases ~~greater than~~ costing more than \$25,000. The school district shall use the bidding process described below and shall publish a call for bids for all purchases governed by ~~regardless of funding source, the district will adhere to~~ WS 21-3-110 (a) (viii).✱
- Purchases costing more ~~greater than~~ \$10,000 but ~~and less than~~ \$25,000. The school district shall use the bidding process described below for all purchases governed by ~~regardless of funding source, the district will adhere to~~ WS 21-3-110 (a) (viii).
- Purchases less than \$10,000 ~~(if utilizing federal dollars for the purchase.)~~✱
 - Purchases costing more than \$3,000 but less than \$10,000. Such purchases do not require a bid process, but shall be made ~~Any purchase greater than three thousand five hundred dollars (\$3,500) and less than ten thousand dollars (\$10,000) is considered a small purchase and does not require a bid process, however,~~

PURCHASING (contd.)

~~the small purchase shall be made on a competitive basis.~~

- o Purchases costing less than \$3,000 (defined as a micro-purchase under federal law). Such purchases may be awarded without ¶

- ~~Federal regulations define a limit for micro purchase. Micro purchases may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent feasible, however, the district must distribute micro-purchases equitably among qualified suppliers. The micro-purchase threshold currently (\$3,0500) is defined by 2 C.F.R 200.67 and is periodically adjusted for inflation. Therefore, this amount will be adjusted automatically as allowed provided for by federal regulation.~~

Bid Process

Bid Specifications:

~~District contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents, or any of the contract language.¶~~

The School District shall make ~~identical~~ bid specifications and/or request for proposals available ~~will be provided to all potential vendors.~~ Bid specifications ~~will~~ ~~This must include all important information such as delivery schedules, quantities, product specifications, and purchase conditions.~~ District contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents, or any of the contract language.

Geographic Preference.†

No geographic preference (advantage based on location) is allowed except for documented Farm to School (Farm to Plate) efforts. ~~Therefore, a~~As part of Farm to School the district may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.

• **Buy American:**

The district will adhere to the standards set forth in "Buy American" for the food service program (7CFR 210.21(c)(3)(d)). ~~The district shall~~ ~~Therefore Food Service is required to purchase,~~ to the maximum extent possible, purchase domestic products for

PURCHASING (contd.)

use in meals served in ~~our its~~ Child Nutrition Program program except in situations when ~~. However, exceptions are allowed when food preferences can only be met with foreign goods, there is; insufficient quantity and/or quality is available in the USA,~~ or domestic cost is significantly higher. The district shall include a "Buy American" clause in all product specifications, bid solicitations, request for proposals, purchase orders, and other other type of procurement documents issued when utilizing food service dollars.¶

Debarment and Suspension.✦

—For all purchases and contracts to be paid with federal dollars which are expected to equal or exceed \$25,000, the district must have verification regarding debarment, suspension, ineligibility, and voluntary exclusion for the vendor. The "Certificate Regarding DebarmentDebarement & Suspension" form will be included as an attachment to all contracts and bid documents. The district will keep this form on file.

Non-Discrimination Clause.✦

The school district prohibits discrimination. See Board Policy AC. Any person dealing with the district who believe that he/she has been unlawfully discriminated against by the District may utilize the process set forth in Policy JII and JII-E.

~~The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities)¶~~

¶

~~If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.aser.usda.gov/complain_filing_cust.html, or at any USDA office, or call (866)632 9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C.~~

PURCHASING (contd.)

~~20250 9410, by fax (202) 690 7442 or email
program.intake@usda.gov.¶~~

¶

~~Individuals who are deaf, hard of hearing or have speech
disabilities may contact USDA through the Federal Relay Service
at (800) 877 8339; or (800) 845 6136 (spanish). USDA is an equal
opportunity provider and employer.¶~~

Standards of conduct.➤

~~No No An Employee or agent of the districts will not engage in
or participate in the selection, award or administration of a
contract if a real or apparent conflict of interest would be
involved. any procurement when there is a conflict of interest.
Such a conflict would arise when the employee, officer or agent,
or any member of his/her the employee's immediate family,
his/her employee's business partner or associate, or an
organization which employees or is about to employ any of the
persons referred to herein, has a financial or other interest in
the firm selected for an award. In addition, District
employees cannot must not solicit or accept any gratuities,
favors, or anything of monetary value from prospective vendors.~~

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

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

¶

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

~~Employees found to be in violation of this policy will be subject
to disciplinary action, up to and including termination from
employment. Non-employee agents or representatives may also be
sanctioned and removed from their position as agent or
representative for the district for violation of this policy. —¶~~

Contract Administration.➤

PURCHASING (contd.)

The district will maintain a contract administration system which will ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The district business manager will review all aspects of any contractor bid documents, expenditures, processes, and procedural aspects to ensure compliance with all federal, state, and school district regulations.

In any instance in which a contract or purchase order has been breached or violated by the contractor, the district will reserve the right to collect any and all damages that may arise from the breach of contract either through mediation or through an appropriate court proceeding, all of which will be retained by the school district. In addition, the district reserves the right to administer appropriate sanctions, including barring the contractor from bidding on future contracts. In appropriate cases, the contract may include liquidated damages for failure to timely and/or appropriately comply with contract provisions.

When specifically required by applicable law, ~~All~~ contracts in excess of \$10,000 will address termination for cause and for convenience and include the manner by which it will be affected and the basis for settlement. When specifically required by applicable law, ~~co~~ntracts made under a federal award will ~~also~~ contain all applicable federal provisions as referenced under Appendix II Part 200 - Contract Provisions for non-Federal Entity Contracts under Federal Awards.

Discounts, Rebates, Credits.✦

The district will verify that all federal contracts and procurements are net of all applicable discounts, rebates, and credits.

Record Retention.✦

The district will retain all procurement documents for three years after final payment and/or three years after any pending matters have been closed and completed unless otherwise required by the Wyoming retention schedule or by the program.

Bid Protest Pprocedures.✦

~~—~~The district shall provide vendors with a process to formally object to the award of a contract for services or a contract for purchase. Prior to making a formal protest, the vendor should first discuss any issues with the superintendent or his/her

PURCHASING (contd.)

designee. If a vendor proceeds with a formal protest, the vendor must provide a written protest to the superintendent or his/her designee, within ~~1510~~ days of the board action awarding the bid. The notice shall state in detail the basis of the claimant's bid protest and the resolution requested. ~~outlining:~~

- ~~¶ 1. The criteria the vendor claims put the vendor at an unjust advantage, or~~
- ~~¶ 2. Evidence that the proper bid procedure was not followed, or~~
- ~~¶ 3. Evidence that the district made a mathematical error, or~~
- ~~¶ 4. Evidence the district erred in the bid award, or~~
- ~~¶ 5. Any other claims that the district's bid award was improper under applicable law.~~

The superintendent or his/her designee will review the protest and provide a written answer within ~~1545~~ business days after receipt. If the claimant is not satisfied with the decision of the superintendent or his/her designee, the claimant may appeal the decision to the board of trustees of the school district. The notice of appeal shall be filed with the board of trustees at the ~~its principle office of the Superintendent of Schools~~ within fifteen (15) days after issuance of the decision being appeal from. The appeal shall state the basis of the appeal and provide to the board the original bid protest, together with a copy of the decision being appealed from. The specific grounds for the appeal shall be stated in the appeal and shall not include additional claims or information not provided with the original bid protest.

The board of trustees at the next regular board meeting following the receipt of the appeal shall either hear the appeal or set a time to consider the appeal. The board may in its discretion render a decision based upon the information and records before the board of trustees or, in the board's discretion, may request the claimant and a representative of the school district to present information pertaining to the bid protest. In the event the board chooses to hear from the bid protester and a representative of the school district, each will be entitled to present or have someone on their behalf present their position to the board.

PURCHASING (contd.)

Thereafter, the board shall render its decision either at that meeting or at the next regular board meeting. ~~During the review process, the district has no obligation to delay or otherwise postpone an award.~~¶

W.S. 21-3-110(a)(viii)

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

2 CFR Part 200.318

Records Retention Schedule for Wyoming School Districts, Wyoming
State Archives

First Reading: ~~10/5/15~~ 4-10-17

Second Reading: ~~11/2/15~~ 5-8-17

PURCHASING PROCEDURES

All purchases made with district funds shall be made by the appropriate administrator or his/her designee through the business office on official purchase orders or vouchers and shall adhere to policy DJ. Any purchase not ~~so~~ made accordingly will be deemed to be a personal purchase by the staff member and must be paid for by the staff member. Confirming orders will not be permitted without prior authorization for the purchase from the business manager or superintendent.

Purchases made from school activity funds shall require authorization of the school principal or activities director. No individual is to order anything for any group using the name and purchasing authority of the school district.

VENDOR RELATIONS

Only sales representatives of materials, equipment, or services that receive authorization from the superintendent or building principal will be allowed to meet with district personnel. In no case may sales representatives call on ~~pupils,~~ **students** teachers, or other employees during school hours without the permission of the superintendent or building principal. These calls may be made only at times that will not interfere with educational programs.

See also policies:

KH - Solicitations in the Schools

KHB - Advertising in the Schools

First Reading: 10/5/15 4-10-17

INSURANCE MANAGEMENT

The District shall be responsible for providing minimum insurance as mandated by state law. Further, the district shall comply with W.S. 21-3-130.

STAFF INSURANCE PROGRAM (Please refer to policies GCBD & GDBD)

The District shall comply with W.S. 21-7-301 in developing staff insurance programs.

STUDENT INSURANCE PROGRAM

The District does not offer student accident insurance.

LIABILITY INSURANCE

As allowed by W.S. 21-3-128 and W.S. 21-3-129, the District has chosen to purchase liability insurance for all employees and the Board.

INSURANCE FOR TRANSPORTATION

The District or the owner of any vehicle contracted to the District shall comply with W.S. 21-3-126.

~~W.S. 21-3-126~~

~~W.S. 21-3-127~~

~~W.S. 21-3-130~~

~~W.S. 21-3-128~~

~~W.S. 21-3-129~~

~~W.S. 21-7-301~~

EQUIPMENT, SUPPLIES, AND INSTRUCTIONAL MATERIALS

~~The Board shall allocate funds to purchase equipment and supplies of a quality and quantity necessary to help teachers fulfill their teaching responsibilities. ¶~~

~~¶~~

~~The selection of such equipment and supplies shall be made after reasonable consultation with teachers and appropriate administrator(s). Teachers will be involved in establishing priorities for equipment to be purchased in their building or subject area. The quality of such equipment and supplies shall be a priority. ¶~~

~~¶~~

~~Information concerning funds available through local, state, federal, and other sources shall be made available to concerned staff upon request. ¶~~

~~¶~~

~~The district must comply with the Wyoming Education Code when purchasing instructional materials. ¶~~

~~¶~~

~~W.S. 21-3-110 (a) (viii) ¶~~

~~¶~~

~~See also policies: ¶~~

~~IJ — Instructional Resources and Materials~~

~~DJ — Purchasing ¶~~

~~¶~~

~~¶~~

*Policies -
Second Reading*

PAYMENT/DEBT ~~School Lunch~~ COLLECTION ~~POLICY~~

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

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

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

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

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

The District offers multiple payment remittance options:

- Pay online by utilizing the parent portal, with a credit card or e-check,
- Drop payments off at any school front office or at the front desk of the District office, located at 201 N. Connor Street, or

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

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

Step 1:

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

Step 2:

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

Step 3:

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

- Withhold academic credit
- Prohibit participation of the student in the graduation ceremony and other senior activities--
- Prohibit participation of student from participating in any future fee-based program, extra-curricular activities, or non-curricular school activities until outstanding balances are resolved--
- Pursue collection in small claims court or through assignment to a collection agency for negative balances exceeding ~~\$100~~ \$50.00 for the total household or if student has transferred out of the district and negative balance remains after 10 days--

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

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

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

See also policy:

JQ - Student Fees, Fines and Charges

1st Reading: 3-6-17

2nd Reading: 4-10-17

~~REDUCTION IN CERTIFIED STAFF WORK FORCE~~

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

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

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

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

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

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

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

~~a. current, normal attrition;~~

~~b. possible early retirement incentives;~~

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

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

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

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

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

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

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

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

~~¶ 4. Job performance, including relative skill, ability, competence (based upon prior written evaluations and professional growth plans) and qualifications to perform the teaching assignment(s) required.¶~~

~~¶ 3. Versatility or the ability and certification to teach in more than one area, if needed. (The district will not~~

~~consider transitional certificates that were obtained for the purpose of meeting the criteria of this portion of the policy).~~¶

¶

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

¶

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

¶

¶

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

¶

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

¶

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

¶

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

¶

- ~~3. Teachers who have been reduced will be placed on the~~

~~substitute list if they so desire.¶~~

¶

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

¶

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

STAFF REDUCTION IN FORCE

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

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

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

The Board's determination as to which teacher contract(s) will be terminated under this policy shall be made after receiving a recommendation from the Superintendent. In making his/her recommendation, the Superintendent shall consult with the principal and other District administrative staff involved in the programs where the reduction will occur. Criteria which ~~may~~

will be used and considered by the Superintendent in making the recommendation and thereafter to be considered by the Board of Trustees include, but are not necessarily limited to:

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

Student learning needs

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

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

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

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

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

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

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

Second Reading: 4-10-17 ~~2/7/11~~

CURRICULUM DEVELOPMENT

~~GENERAL ORGANIZATION PLAN¶~~

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

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

~~ELEMENTARY AND SECONDARY¶~~

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

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

~~ELEMENTARY AND SECONDARY EDUCATION¶~~

~~¶~~
~~Curriculum: ¶~~

~~¶~~
~~The Board of Trustees has established a policy that provides for a program of education known as the kindergarten through twelve (K-12) standards based curriculum. The standards based program shall be of such extent and intensity that all students shall be~~

CURRICULUM DEVELOPMENT (contd)

~~instructed in a continuous and expanding series of educational experiences commensurate with their capabilities. The subject matter areas shall be those generally included in Common Core of Knowledge and Skills.~~

~~¶
¶
¶
¶~~

~~CURRICULUM STUDY AND IMPROVEMENT~~

~~¶~~

~~Responsibility for Review and Improvement:~~

~~¶~~

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

~~¶~~

~~Curriculum Committees:~~

~~¶~~

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

~~¶~~

~~Curriculum Development:~~

~~¶~~

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

~~¶~~

CURRICULUM DEVELOPMENT (contd)

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

~~¶~~

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

~~¶~~

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

The Board of Trustees defines "curriculum" as the essential knowledge and skills that district students are expected to learn at each grade level and in each content area, K-12. Curriculum also includes the learning objectives, assessments, units of study, learning tasks, activities, and resources designed or selected to help students learn the essential knowledge and skills.

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

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

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

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

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

CURRICULUM DEVELOPMENT (contd)

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

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

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

First Reading: 3/06/17 ~~3/7/11~~
Second Reading: 4/10/17 ~~4/12/11~~

¶

~~DRUGS, ALCOHOL & TOBACCO~~

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

¶

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

¶

~~See also policies:¶~~

~~JICG/JICH Student Alcohol/Tobacco/Drug Abuse By Students¶~~

~~KFA No Smoking Or Use Of Tobacco Products~~

~~Statute Reference~~

¶
¶
¶
¶
¶

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

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

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

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

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

- Support and be consistent with the general educational goals of the state;
- * Be chosen to enrich and support the curriculum and the individual needs of users;
- * Meet high standards of quality in presentation, physical format, educational significance, readability, interest appeal, authenticity, artistic quality and/or literary style, and factual content;

INSTRUCTIONAL RESOURCES AND MATERIALS (contd.)

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

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

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

¶

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

¶

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

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

~~Learning resources shall: ¶~~

¶

*

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

¶

±

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

¶

INSTRUCTIONAL RESOURCES AND MATERIALS (contd.)

- ~~±~~ ~~Meet high standards of quality in presentation, physical format, educational significance, readability, interest appeal, authenticity, artistic quality and/or literary style, and factual content; ¶~~
- ~~¶~~
- ~~±~~ ~~Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected; ¶~~
- ~~¶~~
- ~~±~~ ~~Be designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior; to comprehend their duties, responsibilities, rights, and privileges as participating citizens in our society; and to make intelligent judgments in their daily lives; and¶~~
- ~~¶~~
- ~~±~~ ~~Provide multiple viewpoints information on opposing sides of issues, so that users may develop the skill of critical analysis in decision making.~~

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

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

INSTRUCTIONAL RESOURCES AND MATERIALS (contd.)

First Reading: ~~6/20/11~~ 3-6-17
Second Reading: ~~7/20/11~~ 4-10-17

STUDENT FEES, FINES AND CHARGES

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

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

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

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

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

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

The District offers multiple payment remittance options:

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

The district will implement the following steps for students with

STUDENT FEES, FINES AND CHARGES

balances owed. Notifications will continue over the entire calendar year.

Step 2:

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

Step 3:

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

- Withhold academic credit
- Prohibit participation of the student in the graduation ceremony and other senior activities.
- Prohibit participation of student from participating in any future fee-based program, extra-curricular activities, or non-curricular school activities until outstanding balances are resolved.
- Pursue collection in small claims court for negative balances exceeding ~~\$100~~ **\$50.00** for the total household or if student has transferred out of the district and negative balance remains after 10 days.
- Charges not paid before the end of the school year will still be owed.

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

/ /



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: April 3, 2017

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **Additional Memorial Fund Scholarship Recommendation for 2016-2017** *(Action)*

The Joan Curtis Memorial Scholarship

The family wishes for a \$1,000 scholarship to be given to a student who will be entering the nursing program at Sheridan College.

I ask that the board approve this additional scholarship, so the scholarship committee can gather applications for this to be awarded to a 2017 graduate.



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: April 4, 2017

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Playground Drainage Bid Award for Henry A. Coffeen (HAC) (Action)**

Please see the [attached letter from TSP architects](#) and the [attached bid tabulation sheet](#). I recommend that the board award the bid to Barnum Construction Services, LLC, for an amount of \$215,000.00. This project is funded with capital dollars through the HAC state capital construction project and it will begin this spring with projected completion before school starts in August.



April 6, 2017

1 S Scott St
Sheridan, WY 82801

ph (307) 672-6496
fax (307) 672-7487

teamtsp.com

Architecture
Engineering
Planning

Julie Carroll
Facilities Director
Sheridan County School District #2
201 N. Connor St., Suite 100
Sheridan, WY 82801

Re: Henry A. Coffeen Elementary School Drainage Design

Dear Julie:

As your project Architect, we have reviewed the following information pertinent to the above referenced project:

- Construction bids
- Bid tabulations
- Supplemental Bidders Information, provided by Barnum, Inc.:
 - Lead Superintendent's Resume
 - List of Subcontractors
 - Prime Bidder's Certificate of Residency
 - References and Experience

After review of the provided List of Subcontractors, Barnum, Inc. appears to have met the 70/30 requirement to be considered a Wyoming Resident Contractor. Contractor Certificate of Residency has been provided. All other supplemental information listed above has been received, reviewed by us, and appears to be in order. To the best of our knowledge, Barnum, Inc. has complied with all applicable project and statutory requirements.

Based on this information we would recommend award of the aforementioned to Barnum Inc. for the contract amount of Two Hundred Fifteen Thousand Dollars and Zero Cents (\$215,000.00). There were no alternates as a portion of this work.

Let me know if we can be of further assistance in keeping this project moving forward.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Mark Averett', with a stylized flourish at the end.

TSP
Mark Averett
Principal/Senior Architect

Marshalltown, IA
Marshall, MN
Minneapolis, MN
Rochester, MN
Omaha, NE
Rapid City, SD
Sioux Falls, SD
Sheridan, WY

Henry A. Coffeen Elementary School Drainage Design (#4911721)
Owner: Sheridan County School District No. 2
Solicitor: TSP, Inc.
04/05/2017 02:00 PM MDT

Section Title	UofM	Quantity	Barnum Construction Services L.L.C.	Hot Iron	Dale Weaver Inc	LJS Concrete & Excavating	COP Wyoming LLC
Base Bid	Ea	1	\$215,000.00	\$222,254.53	\$228,928.00	\$247,000.00	\$320,906.00



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: April 3, 2017

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent
Scott Stults, Assistant Superintendent
Mitch Craft, Assistant Superintendent

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

We will be reporting the summary of the meetings that board members and administration had with Sheridan County School District Schools' Parent/Teacher Organizations over the course of the 2016-2017 school year.



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: April 3, 2017
TO: Board of Trustees
FROM: Scott Stults, Assistant Superintendent
SUBJ: **2018-2019 School Calendar** *(Information)*

The Calendar Committee has met several times and we are proposing two options (see attached) for the 2018-2019 school calendar. Please review and provide me any feedback as it is our intent to post these two options on our district website for staff, parents and community members to cast their vote.

The major difference between the two are the dates of spring break.

Option A

[Spring Break - March 11-15 \(aligned with Sheridan College\)](#)

Option B

[Spring Break - March 25-29 \(immediately follows the end of 3rd Quarter\)](#)



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: April 3, 2017

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Approval of Board Meeting Schedule for 2017-2018 School Year** *(Action)*

Please find [attached the Board meeting schedule and calendar for the 2017-2018 school year](#) that was reviewed at the Board Retreat. I will request that you take action to approve it at the April 10th board meeting. For the school year calendar view, please [click here](#).

Tentative **Board Meeting Schedule 2017-2018**

Meeting Date	Type of Meeting	Location	Time
August 14	Regular	Central Office	6:00 p.m.
September 11	Regular	Central Office	6:00 p.m.
October 2	Regular	Central Office	6:00 p.m.
October 16	Legislative Roundtable	Central Office	6:00 p.m.
November 6	Regular	Central Office	6:00 p.m.
December 4	Regular	Central Office	6:00 p.m.
January 15	Regular	Central Office	6:00 p.m.
(TBD)	Sheridan College Board	Sheridan College	6:00 p.m.
February 5	Regular	Central Office	6:00 p.m.
March 5	Regular	Central Office	6:00 p.m.
March 24	Board Retreat	Ucross Ranch	All Day
April 9	Regular	Central Office	6:00 p.m.
April 23	Teachers' Roundtable	Central Office	6:00 p.m.
May 7	Regular	Central Office	6:00 p.m.
June 18	Regular	Central Office	6:00 p.m.
July 18	Regular/Budget Hearing Adoption	Central Office	6:00 p.m.

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

August 2017

S	M	T	W	T	F	S
			1	2	3	4
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 2017

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 2017

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				

November 2017

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 2017

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 2018

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			



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.

8/18

First Day New Teachers

8/22

First Day Teachers

8/22-28

Teacher In-Service (NO SCHOOL)

8/29

School Begins (Full Day)

9/4

Labor Day

10/9

Teacher In-Service (NO SCHOOL)

11/2

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

11/3

K-12 Parent/Teacher Conferences

11/22-24

Thanksgiving Break

12/23-1/7

Christmas Break

1/19

Teacher In-Service (NO SCHOOL)

2/22

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

2/23

K-12 Parent/Teacher Conferences

3/12-16

Spring Break

3/30

Good Friday (early dismissal)

5/26

Fort Mackenzie Graduation

5/27

SHS Graduation

5/28

Memorial Day

6/1

School Ends

6/4

Teacher In-Service (NO SCHOOL)

6/5 & 6

Snow Days

185

Teacher Days

175

Student Days

T1 11/17 56 days

T2 2/16 51 days

T3 6/1 68 days

1st Quarter Ends 10/27- 42 days

2nd Quarter Ends 1/18 - 45 days

3rd Quarter Ends 3/30 - 44 days

4th Quarter Ends 6/1 - 44 days

February 2018

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			

March 2018

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

April 2018

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

S	M	T	W	T	F	S
			1	2	3	4
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 2018

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 2018

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



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: April 3, 2017

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Approval of Board Goals for the 2017-2018 School Year** *(Action)*

Following the input received at the Board Retreat, please find attached below the Board Goals for the 2017-2018 school year:

- [Leadership Capacity Board Goal](#)
- [Resource Utilization Board Goal](#)
- [Teaching and Learning Board Goal](#)

Please see these three main goals highlighted in the [attached diagram](#). I will ask that you take action to approve the goals at the April 10th Board meeting.

LEADERSHIP CAPACITY BOARD GOAL

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

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

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

2017-2018 Projections:

1. *The Board will reach the goal of two-thirds of its members reaching certified board member status with regard to school board professional development. This requires 50 points based on the WSBA development recognition program. **
2. The Board will continue its progress through policy review and approval, emphasizing public and staff awareness and input.
3. The Board will continue its participation in state and National School Board Association matters to maintain its focus on governance and leadership.
4. The Board will continue its advocacy with the state legislature on matters of vital interest to the District.

*SMART Goal

RESOURCE UTILIZATION BOARD GOAL

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

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

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

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

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

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

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

2017-2018 Projections:

1. *The Board will continue to monitor revenues and expenditures with a goal of maintaining a 15% cash reserve level, as reported in the January 2017 Audit Report.**
2. *The Board Budget Committee will continue to work closely with the Business Manager to provide a competitive salary and benefit package to maintain the thirty-year earning power of the certified salary schedule in the top ten school districts in the state, as published by the WEA and reported at the 2018 Board Retreat. **
3. The District will continue to partner with the University of Wyoming and other universities in supporting pre-service teachers at the elementary and secondary levels.
4. The district will offer professional development that focuses on PLC teams and administrators gaining a deeper understanding of the need for achieving the most rigorous standards, the impact of technology on daily instruction, and the necessary formative assessment protocols that will result in improved student learning.
5. Sheridan County District #2 will be hosting a PLC leadership institute in August for Wyoming principals and superintendents. A national level presenter will lead education leaders in training specific to improving PLC work, and therefore student learning, across the state.
6. The District will continue to study the state education accountability and assessment legislation.
7. The Board will continue to monitor legislation that may affect the finances or operations of the District.

*SMART Goal

TEACHING AND LEARNING BOARD GOAL

Teaching and 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 many other aspects of human endeavor. This goal is at the center of the board's 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 Board sets policy to promote and actualize student learning. The Board prioritizes expenditures based on opportunities to maximize student learning. The Board hires all staff with an eye towards optimizing student learning. The Board regularly expects and anticipates reports from the central office and site administration on the degree to which students learn the core and elective curricula.

2017-2018 Projections:

1. *The District will maintain its ordinal position as first among large (4A) school districts in the state in 2017-2018.**
2. *The District will make progress towards reaching its academic (SMART) goals in 100% of the schools in 2017-2018.**
3. *The District will make progress towards reaching its graduation rate goal of 100% completion in 2017-2018. **
4. District administrators will report to the Board on programs and interventions that improve student achievement in the core academic subjects.
5. The Board will continue its advocacy with the state legislature to fund school districts that demonstrate the priority for student learning.
6. The Board will monitor the effectiveness of district administration in evaluating teachers based on effective measures of student learning.

*SMART Goals



Teaching and Learning

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

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Resource Utilization

- Deepening our Professional Learning Communities
- Continuing to Provide Competitive Salary/Benefits
- Continuing to Monitor Internal Controls and Procedures
- Utilizing Technology Resources for Effective Instruction and Communication

Leadership Capacity

- Maintaining Policy Input Process
- Continuing Board Governance Development
- Building Culture Throughout Leadership
- Improving Professional Development of Trustees



Excellence and Accountability

Craig Dougherty, Superintendent

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Fax: 307-674-5041

DATE: April 3, 2017

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **Milk Price Increase for the 2017-2018 School Year** *(Information)*

Students who purchase a meal in our lunch or breakfast program are provided a milk as part of that purchase. However, we do charge students 35 cents for any extra milk they purchase or if they purchase a milk to drink with their sack lunches.

Our last increase to milk prices took place in the fall of 2015. Since that time, our cost for white milk has increased 8 cents per carton and chocolate milk 2 cents per carton. Based on cost increase trends, we predict that we will be losing money on milk by August of 2017.

Based on these figures, I am recommending an increase to 40 cents per carton. This change in price will be disclosed in each of our handbooks. When you approve the handbooks, you will be approving this price change.



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Craig Dougherty, Superintendent

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DATE: April 3, 2017

TO: Board of Trustees

FROM: Mitch Craft, Assistant Superintendent

SUBJ: **All Day Kindergarten Pilot at Woodland Park Elementary** *(Action)*

Woodland Park Elementary School requests approval from the Board of Trustees to pilot all day Kindergarten during the 2017-2018 school year. Kindergarten students currently attend school from 7:55 to 1:45. The pilot would shift their finish time to 2:55, which aligns with the dismissal time for grades 1-5. We have vetted this pilot concept for impact in the following areas:

- Instructional enhancements
- Kindergarten teachers
- Specials staff
- Daily schedule
- Transportation
- Parent considerations

Woodland Park Principal Paige Sanders and I will be available at the Board meeting to discuss the pilot proposal.

Draft
Personnel
Action
Report

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
April 10, 2017

PROFESSIONAL STAFF:

Approvals:

Miranda Sessions Woodward District	Speech Language Pathologist 1.0 FTE 187 days	Effective 08/18/2017
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CERTIFIED STAFF:

Resignations:

Sara Koehler Henry A. Coffeen, Meadowlark and Woodland Park Schools	Teacher-Title I/Strength in Numbers 1.0 FTE 185 days	Effective 06/05/2017
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CLASSIFIED STAFF:

Approvals:

Traci Farris Ft. Mackenzie and the Wright Place Schools	Paraprofessional-Special Education 7 hours/day (3.5 hours/day Ft. Mackenzie and 3.5 hours/day at the Wright Place) 176 days	Effective 04/04/2017
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Judith Willis Meadowlark School	Paraprofessional-After School Program Site Coordinator 3.0 hours/day	Effective 03/20/2017
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Resignations:

Sarah Bishop District	Technology-SIS Data Technician 8 hours/day 261 days	Effective 05/26/2017
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EXTRA DUTY 2016-2017

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
April 10, 2017

Approvals:

<u>Name</u>	<u>Position</u>
Curt Mayer	Weight Room-4th Quarter
Scott Soderstrom	Weight Room-4th Quarter

Resignations 2017-2018:

<u>Name</u>	<u>Position</u>
Jory Turk	Swimming-Boys Assistant Coach
Jory Turk	Swimming-Girls Assistant Coach

SUMMER STEM CAMP-ELEMENTARY STAFFING 2016-2017

<u>Name</u>	<u>Position</u>
Darcie Achord	Teacher
Megan Garnhart	Teacher
Abigail (Mowry) Hurley	Teacher
Jennifer Jones	Teacher
Tara King	Teacher
Sara Koehler	Teacher
Megan Mohr	Teacher
Breanna Powell	Teacher
Brianna Reed	Teacher
Emily Swinyer	Teacher

SUMMER STEM CAMP-JUNIOR HIGH STAFFING 2016-2017

<u>Name</u>	<u>Position</u>
Karl "KC" Fiedler	Teacher
Katie Foster	Teacher
Ryan Fuhrman	Teacher
Megan Garnhart	Teacher
Birch Haraden	Teacher
Colter Huhn	Teacher
Abigail (Mowry) Hurley	Teacher
Emily Swinyer	Teacher

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
April 10, 2017

**FT. MACKENZIE/THE WRIGHT PLACE AFTER SCHOOL STAFFING
2016-2017**

<u>Name</u>	<u>Position</u>
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Jeremiah Attebury	Teacher
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DRAFT