

Sheridan County School District #2

Board Meeting



Date: May 8, 2017

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2

Board of Trustees Meeting

Central Office – Board Room

May 8, 2017

6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
- II. Recognition**
 - A. Classified Staff Member of the Year: Dar Jordan - Scott Stults
 - B. District Teacher of the Year: Addrienne Sims - Scott Stults
 - C. US News, Best High Schools: Sheridan High School - Brent Leibach
 - D. We the People Mountain/Plains States Regional Award, Sheridan High School - Tyson Emborg
 - E. Wyoming PBS Digital Innovator of the Year, Abby Hurley - Brett Dahl
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
 - A. Approval of Board Meeting Minutes - April 10, 2017
 - B. Approval of Teachers' Roundtable Board Meeting Minutes - April 24, 2017
 - C. Approval of Bills for Payment
- VI. Old Business**
 - A. Capital Construction Update (*Information*) - Craig Dougherty
 - B. Approval of Policies (*Action*) - Scott Stults
 - C. Approval of 2018-2019 School Calendar (*Action*) - Scott Stults
- VII. New Business**
 - A. 2017-2018 Preliminary Budget (*Information*) - Roxie Taft
 - B. 2016-2017 Quarterly Financial Update (*Information*) - Roxie Taft
 - C. Approval of Audit Firm for the Fiscal Year Ending 06/30/17 (*Action*) - Roxie Taft
- VIII. Reports and Communication**
 - A. Board of Trustees
 - 1. Board Reports
 - 2. Committee Reports
 - 3. Other
 - B. PTO/Parents/Students/Organizations
 - C. Site Administration and Staff
- IX. District Reports**
 - A. Superintendent

X. Executive Session

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

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

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 April 10, 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, April 10, 2017, in the Board Room at the Central Administration Office. Chairman Ann Perkins served as the presiding officer. A quorum was determined to be present with the following attendees:

Trustees:

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

Administrators:

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

Absent:

Absent:

Coree Kelly, Technology Director

A. Pledge of Allegiance

II. Recognition

A. Sheridan High School Musical - Don Julian

Activities Director Don Julian thanked the Board of Trustees for allowing him to recognize some of Sheridan High School's achievements. Mr. Julian congratulated Trustee Marva Craft for a wonderful job on the high school musical. He said that the school, district, and community appreciates the product she has created each year.

B. Winter Sports Update - Don Julian

Mr. Julian continued by presenting an update on the winter sports. He presented the winter sport GPAs, all-state numbers, and any new records made for each sport. He discussed winter team sport finishes, such as the boys basketball team finishing 3rd at the State

Championship and the We the People team earning the State Championship for their third consecutive year. Mr. Julian also shared special awards, such as wrestler Hayden Hastings four-time All-American status. Mr. Julian explained that he believes that there is always movement within a program, and that it is either a path of improvement or underachievement. He said that the activities department is always striving to stay on the path of encouragement.

C. University of Wyoming High School Summer Institute, Cameron Brown, Kelly Buchanan, Ammon Duncan, Morgan Irvine, and Talia Steel - Brent Leibach

Sheridan High School Principal Brent Leibach described the University of Wyoming High School Summer Institute Program. He read the mission, purpose, and qualifications of the program and introduced the five students who will be representing SHS there this summer: Cameron Brown, Kelly Buchanan, Ammon Duncan, Morgan Irvine, and Talia Steel.

Trustee Wilson said that she is proud of the students and told them to never give up on their dreams. Chairman Perkins said that her son attended the institute last summer and had a great experience. She congratulated the students.

D. Daniels Scholar Recipients: Zach Gale, Behley Malkuch, and Anna Miech - Brent Leibach

Mr. Leibach said that three Sheridan High School students are Daniels Scholar recipients, and that this is the most out of any other school in Wyoming. He explained the Daniels Scholar program and the qualifications needed to earn the award. Mr. Leibach congratulated students Zach Gale, Behley Malkuch, and Ann Miech. Chairman Perkins asked how the students were awarded the honor. Mr. Zach Gale said that they were invited to Casper and surprised with the honor. Trustee Wendtland asked where the students were going to college. Mr. Zach Gale and Miss Behley Malkuck both reported that they plan to attend Montana State University in Bozeman, MT.

III. Approval of Agenda

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

IV. Welcome--Audience Comments

Sheridan High School Student Planner Ed Fessler thanked the board for allowing him to speak. He wanted to recognize seven high school students who were just awarded National Merit Status. He explained the National Merit program and noted that seven students in one year is impressive. He reported that the next step of the program will be announced in September.

in Mr. Fessler thanked the Board of Trustees for allowing the teachers to be a part of the process the reviewing of Policy GCQA. He expressed his belief that years of service should be listed as one of the criteria within the policy. Mr. Fessler did acknowledge that the board will make the best decision for students.

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

General Clearing	\$1,747,444.62
Federal Fund	\$197,892.41
TOTAL:	\$1,945,337.03

D. Acceptance of Out-of-State Tuition Request

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

VI. Old Business

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

Superintendent Dougherty said that the district projects that are in the planning and design phase are the high school auditorium, repairs to the Early Building Pool, the high school science wing renovations, and the high school boiler upgrades. Mr. Dougherty reported that the commission did approve the component level funding list, and that the high school boiler project was included on that list. He said that this allows our major maintenance fund to be dedicated to other areas.

Mr. Dougherty said that construction of the John C. Schiffer Collaborative School remains unfunded. He added that there was last day legislation that prohibits any new construction for alternative schools until 2019. He explained that the district does not want to put more money into the Old Highland Park building, as it was used as a transition school only. Mr. Dougherty said that the district has approached Paul Young, President of Sheridan College, and asked if the college currently has space for Fort Mackenzie High School. He reported that if the students can't stay at the old Highland Park location Sheridan College did confirm that they have space for Fort Mackenzie students for two years. The Wright Place

students would be able to be housed in the Early Building. Mr. Dougherty said that the pilot for Fort Mackenzie students will be run whether we are at Old Highland Park or at the college. He added that Sheridan High School students will also be involved. Mr. Dougherty said that we are excited about this possibility and will continue to report at each board meeting.

Trustee Wilson asked if the students attending classes at the college, will they still count toward the district's ADM. Mr. Dougherty replied that we will still be able to count those students toward the district's ADM.

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

Assistant Superintendent Mitch Craft introduced Graduation Coach Curt Mayer to present an update on his work. Mr. Mayer thanked the Board of Trustees for inviting him to speak. He said that it has been another phenomenal year at Sheridan High School (SHS). Mr. Mayer said that seventy-three students are on his caseload this year. He explained that he helps keep these student's grades up. He said that if we can catch students who are falling behind at a younger level, we can help keep them on track and decrease the dropout rate. Mr. Mayer presented a report to the Board of Trustees. He said that the graduation rate for 2015-2016 was 89.4%, which was up 5% from 2013-2014. Mr. Mayer said that the long term goal is to increase the graduation rate to 90% plus. Mr. Mayer thanked the Board of Trustees and administration for his position as Graduation Coach.

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 reported that Policy DJ - Purchasing was revised to meet federal changes.

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

Mrs. Turk said that Policy DJ-P - Purchasing Procedures was also updated to meet federal requirements of Policy DJ - Purchasing.

TRUSTEE SWEENEY MADE A MOTION TO APPROVE POLICY DJ-P - PURCHASING PROCEDURES, ON FIRST READING, AS PRESENTED. TRUSTEE RADER SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mrs. Turk said that for Policy DJGA - Vendor Relations minor changes to wording was made to bring the policy up-to-date.

TRUSTEE BURGESS MADE A MOTION TO APPROVE POLICY DJGA - VENDOR RELATIONS, ON FIRST READING, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mrs. Turk said that Policy EI - Insurance Management was reviewed and changed to list the state statute behind each insurance area.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY EI - INSURANCE MANAGEMENT, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mrs. Turk said that Policy IJJ - Equipment, Supplies and Instructional Materials is being recommended for deletion because it is similar to the purchasing policy and there is no need to have two.

TRUSTEE WENDTLAND MADE A MOTION TO APPROVE THE DELETION OF POLICY IJJ - EQUIPMENT, SUPPLIES AND INSTRUCTIONAL MATERIALS, AS PRESENTED. TRUSTEE BURGESS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

SECOND READING

Mrs. Turk said that there are six 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 SWEENEY MADE A MOTION TO APPROVE POLICY GCQA - STAFF REDUCTION IN FORCE, AS PRESENTED. TRUSTEE WENDTLAND SECONDED THE MOTION.

Trustee Steel said that she still has strong feelings against this policy. She said that she would like to see if go back to the Policy Advisory Council (PAC) for reconsideration. Trustee Steel said that she values the PAC's input, and agrees that the policy needs more criteria listed, such as time of service spent in the district.

Trustee Wilson agreed with Trustee Steel and said that she cannot support the policy for the same reason.

Trustee Burgess spoke for the Board Policy Committee (BPC) and said that this policy has been difficult. He reported that the BPC received input from the Wyoming School Board Association's state attorney, Tracy Copenhaver, and from the district's attorney. He said

that the BPC has tried to satisfy the state lawyer and district lawyer. Mr. Burgess said that he felt a compromise was made by adding wording that years of service may be considered. Trustee Steel said the the wording was changed from “will” to “may” be considered, and she stated that she does not agree with that.

Trustee Perkins agreed with Trustee Burgess.

THE MOTION CARRIED WITH A MAJORITY VOTE. TRUSTEE SCHATZ, TRUSTEE STEEL, AND TRUSTEE WILSON VOTED NO.

Mrs. Turk said there were no changes between first and second reading to Policy EFDA - Payment/Debt School Lunch Collection Policy (no changes), Policy IGA - Curriculum Development (no changes), the deletion of Policy IHAMA (supported to delete) - Drugs, Alcohol and Tobacco, and Policy JQ - Student Fees, Fines and Charges. She said that the wording was changed in Policy IJ - Learning Resources to cover all content areas. Mrs. Turk suggested approving these policies together as a group.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY EFDA - PAYMENT/DEBT SCHOOL LUNCH COLLECTION POLICY, POLICY IGA - CURRICULUM DEVELOPMENT, DELETION OF POLICY IHAMA - DRUGS, ALCOHOL AND TOBACCO, POLICY IJ - LEARNING RESOURCES, AND POLICY JG - STUDENT FEES, AS PRESENTED. TRUSTEE RADER SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

D. Additional Memorial Fund Scholarship Recommendation for 2016-2017 (*Action*) - Roxie Taft

Business Manager Roxie Taft said that when she presented the Memorial Fund Scholarships in March, she had inadvertently left off the Joan Curtis Memorial Scholarship. She asked for approval of this scholarship so the committee can start gathering applications for this to be awarded to a 2017 graduate.

TRUSTEE RADER MADE A MOTION TO APPROVE THE ADDITIONAL MEMORIAL FUND SCHOLARSHIP RECOMMENDATION FOR FISCAL YEAR 2016-2017, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

E. Playground Drainage Bid Award for Henry A. Coffeen (*Action*) - Julie Carroll

Facilities Director Julie Carroll said that we have received bids for the Henry A. Coffeen playground drainage. She recommended awarding the bid to Barnum Construction LLC for \$215,000.00.

Trustee Schatz asked if this project will start this spring and if it does will it interrupt the use of the playground before school is completed. Ms. Carroll responded that the

playground use will not be interrupted. She added that the company may start bringing equipment onsite, but it won't affect the use of the playground. Ms. Carroll reported that the construction work will not start until school is out.

TRUSTEE CRAFT MADE A MOTION TO AWARD THE PLAYGROUND DRAINAGE BID FOR HENRY A. COFFEEN ELEMENTARY SCHOOL TO BARNUM CONSTRUCTION SERVICES, LLC FOR AN AMOUNT OF \$215,000.00. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

VII. New Business

A. Summary of PTO/Board of Trustees Focus Groups (*Information*) - Craig Dougherty, Scott Stults, and Mitch Craft

Superintendent Craig Dougherty said that the annual meetings with school parent/teacher organizations (PTO) and the Board of Trustees were another success this year. He said that it is a great time for the administration and board members to hear from parents and teachers.

Mr. Dougherty gave reports for Highland Park Elementary, Meadowlark Elementary, and Woodland Park Elementary. Mr. Dougherty said that all three schools reported having a positive, excellent culture. He said that the Highland Park PTO said that the school atmosphere is active, caring, and wonderful. He said that the parents appreciated all of the different options provided for students. He reported that the new report card was discussed and explained. Mr. Dougherty said that the parents had questions about the budget and even asked how they could help. He said that the parents appreciated the comprehensive view of each child and how each child is challenged. The parents said that the principal is around and active. Mr. Dougherty said that parents are requesting more information to be listed on the website.

Mr. Dougherty said that the Meadowlark Elementary PTO appreciated the seminar and GATE program, and that children are challenged at all levels. He said that the parents expressed appreciation for the Reading Recovery and Math Recovery programs. The Meadowlark PTO recommended getting a lunch option that is friendly for siliac kids. Mr. Dougherty said that the parents appreciate that teachers want to know what works with the students, and they genuinely want to know how the students learn. He said that they are also very pleased with the PLC model and what it has done for the school. Mr. Dougherty said that the PTO requested more communicaiton through email.

Mr. Dougherty said that the Woodland Park PTO appreciates the principal and staff greeting every student with a positive message and that the school environment is so inclusive. Mr. Dougherty said that the PTO discussed the school lunch program, community garden, and

after school care for kindergarten students. He said that the PTO reported thoughts of the library being too noisy. He said that the parents appreciate that all students are challenged.

Assistant Superintendent Mitch Craft gave reports for Henry A. Coffeen Elementary, Sagebrush Elementary, and Story Elementary. He said that he heard two common themes from each school: school pride and sincere appreciation. He said that the PTO's of all three schools were convinced that their school was the best in the community and that the staff are doing a great job. He also said that they understand that the education their children are receiving is high quality and they appreciate that. Mr. Craft said that the Henry A. Coffeen PTO reported appreciating the 5th grade transition, the buddy reading program, and the connecting of older students with younger students. Mr. Craft said that Trustee Wendtland asked the parents how they felt about the leadership transition that has taken place at the school. He said that parents reported that the Coffeen culture is alive, well, and positive in spite of the turnover. He said that parents have bought into the school culture and that they want to know more and be supportive. Mr. Craft said that the PTO is appreciative of the student support in math and reading. Mr. Craft said that the PTO expressed concerns about the trimester system, and said that they would like to see the secondary schools aligned. Mr. Craft said that the PTO was appreciative of the programs offered for students, as well as the programs/activities offered for the parents (i.e. Love and Logic classes, math night, Parent Liaison Program, etc.).

Mr. Craft said that the Sagebrush PTO inquired about the PLC model and process. Mr. Craft said that Principal Brett Dahl described the PLC process and best practice theory, and teachers shared their knowledge and experience with it as well. He said that parents appreciated the after school programs and supplemental learning options. He said that they are also pleased with the school culture and inviting environment. Mr. Craft reported that Sagebrush has many positive relationships with students and families. He said that there are over thirty matches with the Big Brothers, Big Sisters program.

Mr. Craft said that the Story PTO has intense pride. He said that they asked questions and expressed concern regarding the budget, and Mr. Craft assured them that the school is alive and well. Mr. Craft said that the parents are pleased with the classroom organization and believe the students are benefiting from blended classes. He said that the PTO reported that the teachers are meeting the needs of all students. Mr. Craft said that the parents are very protective of the teachers and want to make sure that they have all the resources needed to teach those students. Mr. Craft said that the PTO asked about having more after school program options and additional language instruction. He said that they appreciate the electives of art, PE, and music/orchestra. Mr. Craft said that the PTO asked about how they can help with the budget. He said that they reported that the Story Elementary School will be celebrating their 60th anniversary this summer and everyone is invited. Lastly, he reported that they expressed their concerns with the drainage from the parking lot.

Assistant Superintendent Scott Stults reported on the secondary school PTO meetings. Mr. Stults said that all school PTOs had the common theme of pride. He said that they shared specific stories relating to their children and reported that they are pleased with how individual needs of each student is met and how dedicated the staff is. Mr. Stults said that each PTO reported that they are pleased with the after school programs and activities as well as the STEM efforts.

Mr. Stults said that the Fort Mackenzie High School/Wright Place Middle School PTO expressed the same theme as the elementary schools: they are proud of their school. He said that the parents shared specific stories related to their child. He said that parents are pleased with how their child's individual needs are being met. Mr. Stults said that the PTO reported that the staff is dedicated. He said that the PTO expressed appreciation of the after school program and the STEM efforts.

Mr. Stults said that the junior high PTO reported that they are very pleased with the transition between elementary school and the junior high. He said that they reported being appreciative of the science and math programs, orchestra, and quick email communication received, the Project Lead the Way technology courses, the parent portal, school lunches, and the variety of electives offered. Mr. Stults said that the PTO is also pleased with the staff meeting the needs of all students. Mr. Stults said that the PTO would like to see suicide training for parents and for the website to be redone and to contain more important information.

Mr. Stults said that the Sheridan High School PTO is pleased that each individual student's needs are being met. He said that the PTO sees high engagement between the staff and students and that they appreciate that the communication has been improved. Mr. Stults said that the PTO reported that Principal Brent Leibach has been working with the underclassmen and they appreciate the mentorship that is provided. He said that they feel more drivers education classes need to be offered. Mr. Stults said that they budget was discussed. Mr. Stults said that the PTO expressed pride, respect, and an admiration for the staff and their ability.

Trustee Schatz thanked the administration and each of the school sites for arranging these meetings and inviting the board to attend. He said that he would like to see the concerns addressed and requested an action list of concerns that were mentioned. He again thanked the administration for organizing this and said it is always a fun experience.

Chairman Perkins thanked everyone for their work and participation in these important meetings.

B. 2018-2019 School Calendar (*Information*) - Scott Stults

Assistant Superintendent Scott Stults presented two calendars for the 2018-2019 school year: Option A and Option B. He said that the calendars are identical with the exception of

spring break. He explained the calendar and the specific difference in spring break times. He said that staff, parents, and the community will have the opportunity to vote between calendar A and B. Mr. Stults assured that he will make sure everyone aware that the opportunity to vote is available.

Trustee Wilson asked if the new state assessment will be later so spring break won't interfere with it. Mr. Stults said that yes, the assessments will start in mid-April and be completed by the first week in May. Trustee Wilson asked if we can add a comment about that so parents aren't concerned.

Chairman Perkins thanked Mr. Stults for the information.

C. Approval of Board Meeting Schedule for the 2017-2018 School Year (*Action*) - Craig Dougherty

Superintendent Craig Dougherty presented the schedule that was reviewed at the board retreat. He said that invites will be sent after the schedule is approved.

TRUSTEE BURGESS MADE A MOTION TO APPROVE THE BOARD MEETING SCHEDULE FOR THE 2017-2018 SCHOOL YEAR, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

D. Approval of Board Goals for the 2017-2018 School Year (*Action*) - Craig Dougherty

Mr. Dougherty reviewed the 2017-2018 board goals. He said that these are the goals that were presented and reviewed at the board retreat in March. Mr. Dougherty said that the goals meet the NCA requirements. He discussed in further detail the three goals: Leadership Capacity, Resource Utilization, and Teaching and Learning.

TRUSTEE WILSON MADE A MOTION TO APPROVE THE BOARD GOALS FOR THE 2017-2018 SCHOOL YEAR, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

E. Milk Price Increase for the 2017-2018 School Year (*Information*) - Roxie Taft

Business Manager Roxie Taft said that next year it is necessary to increase the price of milk (extra milks only). She said that the price of a school lunch already includes one milk, so the price increase will affect only those who are buying an extra milk or who are buying a milk to go with their sack lunch. The new milk price will be \$0.40 per carton. She said that the price increase will be included in the handbooks for approval in June. Mrs. Taft reminded again that the board will be improving this increase in June when they approve the student handbooks.

Trustee Steel asked if this should be voted on before it is put into the handbooks. Mrs. Taft said that in the past the increase of milk price has always been done within the student handbooks. She said that the board is welcome to make a motion if they wished.

Trustee Schatz asked if our school lunch program will be in the negative because of this. Mrs. Taft replied that no, it is not in the negative. She added that the change will help us maintain what we are supplemented.

Chairman Perkins said that she would work with Mr. Dougherty to make sure that the information is shared with the parents.

F. All Day Kindergarten Pilot at Woodland Park Elementary (*Action*) - Mitch Craft

Assistant Superintendent Mitch Craft said that the district is seeking approval for the Woodland Park Elementary School to pilot an all day kindergarten. He introduced Woodland Park Principal Paige Sanders to discuss the changes.

Mrs. Sanders said that the following items were reviewed and discussed: instructional enhancements, kindergarten teachers, specials staff, daily schedule, transportation, and parent considerations. She said that the increase instructional time is one hour each day, for a total of 175 hours of increased academic time. She further explained that the additional hour is broken down into an extra thirty minutes of literacy and an extra thirty minutes of math. Mrs. Sanders said that all of the kindergarten teachers are on board and excited about the opportunity. She assured that the transportation issue has been problem solved with the Transportation Director Andrew Conrad. She added that parents were approached and they are also excited about the opportunity. Mr. Craft said that the district will consider making this a district-wide change, but it needs to be piloted first so all of the issues can be problem solved on a smaller scale.

Trustee Sweeney asked why kindergarten students were released earlier in the first place. Superintendent Dougherty said that in the past, kindergarten students were only attending school for a half-day, so the district looked into more progressive ideas on how to allow kindergarten students more instructional time. He explained that the academic expectations have shifted and we need to give students the opportunity for more instructional time in order to not hold them back.

Trustee Wilson asked what staffing will look like if full-day kindergarten does go district wide. Mr. Dougherty said that this would allow each school to have their own PE and music teacher. He said that the district will no longer have to pay for staff to travel between schools, they can each be in their own school building. He said that there will be no change in actual kindergarten teachers.

Trustee Schatz asked if the ADM will be effected with this proposed change. Mr. Dougherty said that no, it will not be effected. Mr. Craft added that making this proposed change will allow more time for teachers to work with students in a targeted manner.

Trustee Steel asked if the kindergarten students will get to attend an art class and other special classes. Mrs. Sanders said that they will get to attend art and other special programs at the end of the day.

Chairman Perkins asked if this change would be for both classic and regular kindergarten. Mrs. Sanders said yes.

TRUSTEE STEEL MADE A MOTION TO APPROVE THAT WOODLAND PARK ELEMENTARY SCHOOL PILOT FULL DAY KINDERGARTEN. TRUSTEE CRAFT SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

VIII. Reports and Communications

A. Board of Trustees

1. Board Reports

a. 2017 NSBA Conference (*Information*) - Chairman Perkins

Chairman Perkins gave a report on the 2017 NSBA Conference that was held in Denver, CO in March. She said that three trustees attended and she thanked the administration for allowing them to go. She said that the keynote speakers were fantastic and she attended a handful of individual sessions that were also done very well. Chairman Perkins said that a specific session focused on marketing and telling your district's story. She said it is fitting that we are updating our website to do just that. She added that she was thrilled to learn that everything we are doing with our graduation rates is right on track. Chairman Perkins also took this moment to thank the community of Sheridan for all of their support provided to the school district.

Trustee Schatz said that one of the highlights from the NSBA conference was the opportunity to take an outside look at what we are doing within our own district. He explained that he attended the PLC meetings and thought that we should be the district presenting this information. Trustee Schatz said that he also attended a proposed budget session from the Trump administration on education. He said it was interesting to have national people there speaking about those changes and what they will mean. He thanked the administration for allowing him to attend.

Trustee Burgess said that he was the third trustee sent to the conference. He said that he attended a handful of individual sessions that really struck him. He said that the PLC model should be happening at the board level as well as at the schools. Trustee

Burgess said that he heard other board members wishing that all states could have a similar test to compare state-to-state results. He said it was exciting to visit with people across the nation.

Trustee Wilson said that she had a good experience with Dana Wyatt, the supervisor for Kids Witness News (KWN). She said that she was with Ms. Wyatt when she received news that a group of her students had made the national competition. Trustee Wilson explained that under Ms. Wyatt's supervision, the KWN program has made it to nationals 14 times out of 25. Trustee Wilson said that four students in the KWN program will be traveling to New York to compete in the national competition in July.

Trustee Steel gave an update from the Recreation District board meeting. She reported that the facility participation numbers are very high: 21,260 participants are using our school facilities after hours between 4:00 pm to 10:00 pm. She said that this includes after school programs and adult recreation leagues.

2. Committee Reports

There were no other reports.

3. Other

There were no other reports.

B. PTO/Parents/Students/Organizations

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

C. Site/Administration/Staff

There were no Site/Administration/Staff reports.

IX. District Administration Reports

A. Superintendent

Superintendent Craig Dougherty thanked Trustee Marva Craft for her hard work and dedication to the Sheridan High School students and the yearly musical. Mr. Dougherty said that Sheridan Junior High School teacher, Ryan Fuhrman, was awarded the 2017 Wyoming Teacher of the Year. He said that Mr. Fuhrman has just been appointed to the State Board of Education. Mr. Dougherty said that he is hopeful that we can continue to strive for having a PLC model across the whole state. Mr. Dougherty said that the PAWs assessments are complete. He said the American Institutes for Research (AIR) tests will be our new assessment program and will take less time away from learning. Mr. Dougherty reported that the hiring season is in full swing. He said that we have seen less out-of-state applicants and believes that we can contribute that to the budget crisis in Wyoming. Mr. Dougherty added that we need to hold all districts accountable. Mr. Dougherty said

that the recalibration committee met for the first time last week. He said that Senator Dave Kinskey is on that committee and that he has done a great job communicating with us and asking for information from us. Mr. Dougherty said that he will be reporting monthly on where the committee stands. Mr. Dougherty said that Niche.com rated the top elementary schools in each state. He said that the five Sheridan elementary schools were listed in the top 9 schools.

TRUSTEE BURGESS MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:56 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 WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 7:56 p.m. to address personnel matters.

TRUSTEE CRAFT MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:45 P.M. TRUSTEE SWEENEY SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:45 p.m.

TRUSTEE CRAFT MADE A MOTION TO APPROVE THE EXTENDED SICK LEAVE AS PRESENTED. TRUSTEE BURGESS SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

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

TRUSTEE RADER MADE A MOTION TO APPROVE THE RENEWAL LIST OF CERTIFIED STAFF FOR THE 2017-2018 SCHOOL YEAR, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS/MAJORITY VOTE.

TRUSTEE SWEENEY MADE A MOTION TO APPROVE THAT THE SUPERINTENDENT, AFTER CONSULTATION WITH THE BOARD'S ATTORNEY, SEND A NOTICE OF RENEWAL AND EMPLOYMENT CONTRACTS TO THE INITIAL CONTRACT TEACHERS THAT ARE BEING RENEWED FOR THE

2017-2018 SCHOOL YEAR. TRUSTEE BURGESS SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE WENDTLAND MADE A MOTION TO APPROVE THAT THE SUPERINTENDENT, AFTER CONSULTATION WITH THE BOARD'S ATTORNEY, SEND A NOTICE OF TERMINATION TO THOSE INITIAL CONTRACT TEACHERS WHOSE CONTRACTS ARE NOT BEING RENEWED AS REQUIRED BY WYOMING STATUTE. TRUSTEE STEEL SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE STEEL MADE A MOTION TO APPROVE THE FY18 CLASSIFIED AND CERTIFIED STAFF SALARY AND BENEFIT PACKAGE AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

XI. Adjournment:

TRUSTEE SCHATZ MADE A MOTION TO ADJOURN THE MEETING AT 8:47 P.M. TRUSTEE SWEENEY SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 8:48 p.m.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
REVISED RELEASE TO PUBLIC
April 10, 2017**

ADMINISTRATIVE STAFF:

Approvals:

Cindy Dahl Sheridan Junior High School	Assistant Principal 1.0 FTE 205 days	Effective 08/08/2017
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Retirements:

Kim Anderson Sheridan Junior High School	Assistant Principal/Athletic Director 1.0 FTE 205 days	Effective 06/19/2017
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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:

Approvals:

Leah Clark Sheridan High School	Teacher-English 1.0 FTE 187 days	Effective 08/18/2017
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Leslie Fox District Elementary Schools	Teacher-Elementary Orchestra 1.0 FTE 187 days	Effective 08/18/2017
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Andrew Gallagher Sagebrush School	Teacher-Second Grade 1.0 FTE	Effective 08/18/2017
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187 days

Rachel Howerton	Teacher-Art	Effective
Sheridan High School and Fort	1.0 FTE	08/22/2017
Mackenzie High School	185 days	

CLASSIFIED STAFF:

Approvals:

Traci Farris	Paraprofessional-Special Education	Effective
Ft. Mackenzie High and the	7 hours/day (3.5 hours/day at Ft. Mackenzie	04/04/2017
Wright Place Schools	and 3.5 hours/day at the Wright Place)	
	176 days	

Judith Willis	Paraprofessional-After School Program	Effective
Meadowlark School	Site Coordinator	03/20/2017
	3.0 hours/day	

Resignations:

Amanda Ball	Paraprofessional-Title I	Effective
Sheridan Junior High School	6.5 hours/day	06/02/2017
	176 days	

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

EXTRA DUTY 2016-2017

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

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

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

Sheridan County School District No. 2

Board of Trustees Teachers' Roundtable Meeting April 24, 2017

Ann Perkins, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The teachers' roundtable meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 5:30 p.m., Monday, April 24, 2017, in the Board Room at the Central Administration Office. 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
Marva Craft, Clerk
Wayne Schatz, Treasurer
Terry Burgess
Shane Rader
Molly Steel
Mike Sweeney
Sue Wilson

Administrators:

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

Absent:

Absent:

Julie Carroll, Facilities Director
Coree Kelly, Technology Director

II. Regular Session:

A. During regular session, the following items were presented and discussed:
PLCs, Substitute Teachers, Teacher Appreciation, Communication, and Technology.

TRUSTEE PERKINS MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 5:55 P.M. TO TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES, PURSUANT TO W.S. 16-4-405(a)(ii) AND TO CONSIDER OR RECEIVE ANY INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW, PURSUANT TO W.S. 16-4-405(a)(ix). TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

III. Executive Session:

The Board went into Executive Session at 5:55 p.m. to address personnel matters.

TRUSTEE WILSON MADE A MOTION TO RETURN TO REGULAR SESSION AT 7:01 P.M. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 7:01 p.m.

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

IV. Adjournment:

TRUSTEE WILSON MADE A MOTION TO ADJOURN THE MEETING AT 7:03 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 7:03 p.m.

Chairman

Clerk

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
Final Release to Public
April 24, 2017

ADMINISTRATIVE STAFF:

Approvals:

Jesse Swanke Sheridan Junior High School	Assistant Principal/Athletic Director 1.0 FTE 205 days	Effective 08/07/2017
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CERTIFIED STAFF:

Approvals:

Kari Addleman Woodland Park School	Teacher-5th Grade 1.0 FTE 187 days	Effective 08/17/2017
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Kelsey Beaman Sheridan Junior High School	Teacher-English 1.0 FTE 187 days	Effective 08/17/2017
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Craig Blackwell Sheridan Junior High School	Teacher-Business/Computer Science 1.0 FTE 187 days	Effective 08/17/2017
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Carrie Cook Henry A. Coffeen School	Social Worker 1.0 FTE 187 days	Effective 08/17/2017
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Alex Lassle Woodland Park School	Teacher-1st Grade 1.0 FTE 187 days	Effective 08/17/2017
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Kelli Orr Sheridan Junior High School	Teacher-English 1.0 FTE 187 days	Effective 08/17/2017
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Benjamin Phillips Sagebrush School	Teacher-Physical Education/Health 1.0 FTE 187 days	Effective 08/17/2017
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Changes/Transfers:

Rachel Howerton Henry A. Coffeen and Meadowlark School to Ft. Mackenzie and Sheridan High School	Teacher-Art 1.0 FTE 185 days	Effective 08/21/2017
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CLASSIFIED STAFF:

Changes/Resignation to Leave of Absences:

Amanda Ball Sheridan Junior High School	Paraprofessional-Title I 6.5 hours/day 176 days	Effective 06/02/2017 through 01/12/2018
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Retirements:

Alice Baker Woodland Park School	Cook-Head/Breakfast/FFVP 6.8 hours/day 177 days	Effective 06/02/17
Janus Powell The Wright Place	Paraprofessional 8.0 hours/day 176 days	Effective 06/02/17

EXTRA DUTY 2017-2018:

Resignations 2017-2018:

<u>Name</u>	<u>Position</u>
Jessica Pickett	Basketball-Girls Head Coach

SUMMER STEM CAMP-ELEMENTARY STAFFING 2016-2017

Changes:

<u>Name</u>	<u>Position</u>
Amanda Roseberry	Teacher
Abigail (Mowry) Hurley	Teacher

SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) STAFFING 2016-2017

<u>Name</u>	<u>Position</u>
Cindy Sterns	Paraprofessionals (Substitute)
Lisa Greig	Paraprofessionals (Substitute)



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: May 4, 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 Sheridan High School (SHS) auditorium, repairs to the Early Building Pool, SHS science wing renovations and boiler building upgrades. The Wyoming School Facilities Commission (WSFC) and Governor 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 letter.

Collaborative School

We are moving forward with planning for relocating the Wright Place in the Early Building at the junior high and alternative high school students to the campus of Sheridan College. 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 have shared the possibility of this plan with FMHS/tWP staff as well as with parents. Once a final recommendation is decided, we will bring this to the full board for action in June.

Scott Stults and Julie Carroll presented to the WSFC on May 2nd and 3rd. Two items were requested. The first being a request for some lease funds for the move to the college. The discussion with the WSFC was that without a funded capital project at this time they have no avenue to help with lease funds. The second item was the request for the approval of the Most Cost Effective Remedy (MCER) study. The good news is that the MCER was approved by the WSFC as follows:

The Commission approves a new school on Sheridan College campus for 116 students at 23,780 SF "to deliver quality educational services" as the long-term most cost effective remedy. The School Facilities Division (SFD) is to consider (following WSFC policy 2013-20- Prioritization between Condition and Capacity Remedies) a recommendation for design in the upcoming budget request for "July 1, 2019 or thereafter" in compliance with House Enrolled Act 125.

This is the first step in the approval process with the next step working with the facility division and our legislators to allocate at least design funds, if not, total funding for design and construction. This of course is totally dependent on the availability of state construction funding.

Henry A. Coffeen Drainage

We held our Pre-Construction Meeting and will be starting construction on June 5th. We will be shutting the bus loop down for the summer as well as the entire playground until the end of July.

Sheridan High School Locker Rooms and Fire Suppression

We will be finishing up final warranty items and punch list in the locker rooms through June and into July. Don Julian is aware of the schedule and working with the contractors on it. Fire suppression upgrades will be occurring all summer and will affect all areas of the high school and will limit random unscheduled use throughout the summer.



STATE OF WYOMING

STATE CONSTRUCTION DEPARTMENT School Facilities Division

Delbert A. McOmie, P.E.
Director

Shelby G. Carlson, P.E.
Administrator

Matthew H. Mead
Governor

April 28, 2017

Mr. Craig Dougherty, Superintendent
Sheridan County School District #2
201 North Connor Street
Sheridan, WY 82801

Dear Superintendent Dougherty,

Re: Component Level Major Maintenance Projects

The purpose of this correspondence is to inform your district that funding for your component level major maintenance project(s) per HEA 124, Section 1(D)(x) have been approved by the governor, and work may proceed.

Project Name	Approved Amount
Boiler Plant Replacement	\$1,442,675.00

If the project(s) cost exceeds the above requested amount, the additional costs will be covered with district funds. Per the legislation, this information was reported to the Select Committee on School Facilities and the Joint Appropriations Committee on April 6, 2017. If you have any questions, please call your SFD project manager, Bob Herzog at (307) 777-8532 or bob.herzog@wyo.gov.

Sincerely,

A handwritten signature in blue ink that reads "Shelby G. Carlson".

Shelby G. Carlson, P.E.

cc:
Select Committee on School Facilities Members
Joint Appropriation Committee Members
Bryan Monteith, School Facilities Commission Chairman
Mary Kay Hill, Deputy Policy Director
Delbert A. McOmie, Director
Bob Herzog, SFD Project Manager





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: May 1, 2017
TO: Board of Trustees
FROM: Scott Stults, Asst. Superintendent
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

EGAB	Fees, Costs, and Charges for Inspection, Copying and Producing of Public Records
JBA	Discrimination Student Complaint
JBA-E	Equal Opportunities Grievance Procedure Form
JH	Student Attendance
JH-P	Attendance Procedure

The following policies are being recommended for second reading:

DJGA	Vendor Relations
EI	Insurance Management
IJJ	Equipment, Supplies and Instructional Materials (DELETE)

*Policies -
First Reading*

~~INSPECTION AND COPYING OF PUBLIC RECORDS~~
FEES, COSTS, AND CHARGES FOR
INSPECTION, COPYING AND PRODUCING OF PUBLIC RECORDS

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

~~¶~~

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

~~(a) 50 copies or less \$0.25 per page¶~~

~~(b) More than 50 copies \$0.25 per page plus \$15.00 per hour for copying.¶~~

~~¶~~

~~2. The District may require that the estimated cost of the copies be paid in advance. Any excess payment shall be refunded and any underpayment shall be collected prior to distribution of the copies. Otherwise, all fees must be paid at the time the services are rendered.¶~~

~~¶~~

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

~~¶~~

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

~~¶~~

~~5. The District requires that all requests for inspection be made in writing. Written requests to inspect and/or copy public records must be submitted to the Superintendent or his designee and shall identify the following:¶~~

~~(a) The specific public records sought and,¶~~

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

~~¶~~

~~INSPECTION AND COPYING OF PUBLIC RECORDS~~
FEES, COSTS, AND CHARGES FOR
INSPECTION, COPYING AND PRODUCING OF PUBLIC RECORDS (contd.)

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

¶

¶

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

¶

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

The School District hereby establishes uniform procedures, fees, costs, and charges for inspection, copying, and production of public records.

1. Definitions:

- (a) "Applicant is the person that is making the public records request.
- (b) "Clerical/support staff" are employees who generally perform office or administrative support duties and may include: ~~Clerical/support staff employees include~~ secretaries and administrative assistants.
- (c) "Electronic public record" is a public record that is primarily or solely stored in an electronic format. Typically, the District will only be able to produce a copy of the original electronic public record due to the native format, security, and integrity of the original data or electronic record.
- (d) "Information technology staff" are employees who perform duties relating to retrieving, compiling, constructing, formatting, or extracting electronic public records located on computer systems, software, servers, or networks. Information technology

~~INSPECTION AND COPYING OF PUBLIC RECORDS~~

FEES, COSTS, AND CHARGES FOR

INSPECTION, COPYING AND PRODUCING OF PUBLIC RECORDS (contd.)

staff employees may also perform computer programming or other computer services relating to electronic public records.

(e) “Professional staff” are employees who are not clerical/support or information technology staff as defined herein. Professional staff employees perform administrative, managerial, or professional duties.

(f) “Supervise copying” occurs if someone other than the District is allowed under W.S. 16-4-204(b) to make copies, printouts, or photographs. Under W.S. 16-4-204(b), the District is authorized to charge a reasonable fee to supervise the copying, printing out, or photographing if someone other than the District makes the copies, printouts or photographs. The supervision fee shall be the hourly rates stated in section 2(c)(i) through (iii). For ~~example-instance~~, if clerical/support staff is required to supervise the copying, printing out or photographing, the hourly rate will be \$15.50.

2. Electronic Public Records.

(a) ~~—~~ Production and Construction Costs. Unless otherwise determined by the Superintendent or his/her designee, the School District shall charge an applicant the reasonable costs of producing and constructing a copy of an electronic public record for inspection and copying pursuant to Wyo. Stat. Ann. § 16-4-202(d)(i). This cost may include, but is not limited to, the time spent retrieving, compiling, sorting, reviewing, redacting, formatting, converting, or copying the electronic public record, as well as activities required to create or construct a new electronic public record from existing sources and all associated programming and computer services.

(b) Minimum Requirements to Charge Costs. Production and construction costs will be charged only if they exceed \$20.00 ~~—~~ (“the base”). If the costs exceed the base, only the amount over the base will be charged to the applicant. If electronic production and/or construction costs for a request are less than or equal to the base, the applicant will not be charged any costs for production and/or construction of said electronic records. The base is a credit upon the total amount charged for the production and/or construction of electronic records. Applicants may not use multiple record requests to evade the base

~~INSPECTION AND COPYING OF PUBLIC RECORDS~~

FEES, COSTS, AND CHARGES FOR

INSPECTION, COPYING AND PRODUCING OF PUBLIC RECORDS (contd.)

threshold. The District has discretion to consolidate public records requests that it reasonably believes have been drafted and submitted to evade the base threshold.

(c) Production and Construction Costs. Production and construction costs for electronic public records shall be as follows:

- (i) \$15.50/hour for clerical staff time.
- (ii) \$30.00/hour for information technology staff time.
- (iii) \$40.00/hour for professional staff time.
- (iv) Actual cost of programming and computer services.

~~(i) Actual cost of necessary legal fees incurred to review documents to ensure protection of information that is classified as confidential by law.~~

(d) Payment. The District ~~must~~ shall provide the applicant with an estimate of the reasonable costs of production and construction of the electronic public records. The applicant must pre-pay the estimated costs before the District produces or constructs the electronic public records or provides any copies for inspection. Payment shall be made to the District. If the District reaches the limit of the payment by the applicant, the District will produce the records that are ready and available at that point and will provide an additional estimate pursuant to this subsection, **which must also be prepaid** prior to continuing with the request.

(e) Refund. If the District estimates and receives costs exceeding the actual time required to produce and construct the electronic public records, the District shall refund the excess charge received at the same time that it allows the applicant to inspect the electronic public records.

(f) Inspection. The District shall notify the applicant in writing when copies of the electronic public records are produced and available for inspection. The applicant shall

~~INSPECTION AND COPYING OF PUBLIC RECORDS~~

FEES, COSTS, AND CHARGES FOR

INSPECTION, COPYING AND PRODUCING OF PUBLIC RECORDS (contd.)

have a month from the time the District provides notification to come to the District's designated location to inspect the records. After the one-month time period, the request shall be officially closed.

~~(g) Request Priority. Requests that are at or below the \$180.00 threshold will be handled expeditiously by the District and will take priority over the other public record requests that are above the threshold.~~

(h) Costs for Producing Copies. The fee schedules described in Sections 3(b), (d), and (e) apply to electronic public records.

3. Non-Electronic Public Records.

(a) Inspection. The District shall notify the applicant in writing when copies of the non-electronic public records are produced and available for inspection. The applicant shall have one month from the time the District provides notification to come to the District's designated location to inspect the records. After the one-month time period, the request shall be officially closed.

(b) Fees for Copying Non-Electronic Public Records. Under Wyo. Stat. Ann. § 16-4-204, an applicant may obtain a paper copy of a non-electronic public record upon payment as follows:

(i) Standard (8.5 x 11 inch) – black and white copy	\$0.10/page
(ii) Standard (8.5 x 11 inch) – colored copy	\$0.60/page
(iii) Legal (8.5 x 14 inch) – black and white copy	\$0.25/page
(iv) Legal (8.5 x 14 inch) – colored copy	\$1.00/page
(v) Other sheet size	actual cost
(vi) Photograph	actual cost
(vii) Utilization of an outside vendor for copying	actual cost
(viii) District's fee to supervise copying	see Section 2(c)(i) – (iii)
(ix) Special instances, i.e., film	actual cost

~~INSPECTION AND COPYING OF PUBLIC RECORDS~~
FEEs, COSTS, AND CHARGES FOR
INSPECTION, COPYING AND PRODUCING OF PUBLIC RECORDS (contd.)

(c) Payment. The applicant shall pre-pay the fees in Section 3(b) before the District provides the copies, if requested. Payment shall be made to the District.

(d) Costs for Producing ~~Electronic Copies~~ by E-mail. An applicant may obtain an electronic copy of a non-electronic public record by e-mail upon payment as follows:

- | | |
|---|-------------|
| (i) Scanning non-electronic public records | \$0.10/page |
| (ii) Electronic Media (disk, thumb drive, etc.) | actual cost |

(e) Fees for Transmitting Public Records. The District may charge the following fees for transmitting non-electronic public records:

- | | |
|---|-------------|
| (i) Mailing, including cost of the shipping container | actual cost |
| (ii) Facsimile | actual cost |

First Reading: 5-8-17 ~~3/12/12~~
 Second Reading: 6-19-17 ~~4/10/12~~

DISCRIMINATION - STUDENT COMPLAINT ~~PROCEDURE~~

Any student of this District who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any District program or activity on the basis of sex, age, race, religion, national origin or handicap may file a written complaint (using the form set forth in JBA-E) with the School District Civil Rights Compliance Officer/Title IX Coordinator.

Prior to filing the complaint the student shall contact the building principal or the individual whose decision generated the complaint and make an appointment for an informal meeting in an attempt to resolve the complaint. If the alleged complaint is not resolved satisfactorily at the informal meeting, the person may file a complaint in accordance with the procedures set forth in Board Policy JII. The complaint shall be initiated at least at the principal level within sixty (60) calendar days after the student, parent or employee knew or should have known of the act or condition on which the complaint is based.

For complaints involving identification, evaluation or placement involving Section 504, you are directed to utilize the procedure set forth in Policy JII.

For sexual harassment complaints, see policy ACA.

See also Policy JBA-E

First Reading: 5-8-17 ~~10/8/12~~
Second Reading: 6-19-17 ~~11/5/12~~

**DISCRIMINATION - STUDENT COMPLAINT ~~EQUAL EDUCATIONAL~~
~~OPPORTUNITIES~~ GRIEVANCE PROCEDURE FORM**

NAME _____

ADDRESS _____

COMPLAINT CLAIMS DISCRIMINATION BASED ON:

RACE _____ COLOR _____ NATIONAL ORIGIN _____

SEX _____ AGE _____ RELIGION _____

HANDICAP/DISABILITY _____ OTHER (Specify) _____

PHONE _____

DATE OF INCIDENT _____

LOCATION(S) _____

Please describe in full detail, the nature of your complaint.
Include the names of persons involved, if any.

Complainant's Signature _____

Date Grievance Was Filed _____

Signature of Civil Rights Compliance Officer/Title IX
Coordinator _____

First Reading: ~~10/8/12~~

**DISCRIMINATION - STUDENT COMPLAINT ~~EQUAL EDUCATIONAL~~
~~OPPORTUNITIES~~ GRIEVANCE PROCEDURE FORM**

Second Reading: ~~11/5/12~~

~~STUDENT ATTENDANCE ABSENCES AND EXCUSES~~

~~Regular attendance is essential in the educational process and all students are expected to attend school.¶~~

~~¶~~

~~Absences resulting from illness of the student or a family emergency will normally be excused. Any absence requires approval of the principal or his/her designee in order to be determined as an excused absence.¶~~

~~¶~~

~~Attendance regulations will be adopted which will bring about regular attendance and which may penalize habitual absenteeism truancy.¶~~

~~¶~~

~~Unexcused absences as defined in the Attendance Procedure (Policy JH P) will be considered truancy. The Principal or Principal's designee of each school serves as an attendance officer of the District.¶~~

~~¶~~

~~Twelve (12) absences in a single school year are considered excessive; this excludes medical (with a doctor's note) and school sponsored/related absences. Absences exceeding twelve (12) will be considered unexcused unless a medical excuse (with a doctor's note) is provided within 48 hours. Absences excused as medical or bereavement do not count toward the twelve (12) absences referenced above. Medical or bereavement excuses are accepted and applied to attendance records at principal discretion. ¶~~

~~¶~~

~~¶~~

~~W.S. 1977 21 4 101 101 et. seq.¶~~

~~¶~~

STUDENT ATTENDANCE ~~ABSENCES AND EXCUSES~~

The Board of Trustees requires students to regularly attend school pursuant to this policy and the compulsory attendance statutes set forth in the Wyoming Education Code.

Attendance Officer

The Principal or Principal's designee of each school serves as an attendance officer of the District. It shall be the responsibility of the attendance officer to: (1) Counsel with students, parents, guardians and other staff regarding student attendance; and (2) To investigate the cause of unexcused absences.

Definition of Unexcused Absence

An unexcused absence is an absence for any school day or part thereof that the school attendance officer considers non-compelling or avoidable. In making this determination the attendance officer shall consider the academic performance and educational needs of the student.

If a student is absent and no note or call is received on the day of the absence, the school shall attempt to notify (by telephone, or other means of communication) the parent, guardian, or custodian of the student. If after two school days, the attendance officer is not provided with an acceptable reason for the absence, the absence(s) will be considered to be unexcused.

At the elementary level, three (3) unexcused tardies per trimester ~~semester~~ shall be considered one (1) unexcused absence. At the secondary level, three (3) unexcused tardies in a single class per semester shall be considered one (1) unexcused absence for that class.

Excused Absences

An excused absence is an absence that the attendance officer with the knowledge of the parent, guardian or custodian considers compelling or unavoidable. An absence requires approval of the principal or his/her designee in order to be determined as an excused absence. In all absences it is the responsibility of the student's parents, guardian, or custodian to contact the school within 48 hours of the absence to provide an explanation regarding the absence. The attendance officer may require that

~~STUDENT ATTENDANCE ABSENCES AND EXCUSES~~

this explanation be in writing. Failure to communicate with the school, either during the absence or within two school days after the student returns, may result in the absence being recorded as unexcused.

Subject to approval by the attendance officer, absences resulting from illness of the student, a family emergency, other medical issues involving the student, or bereavement will normally be excused.

Any more than twelve (12) excused absences in a single school year (excluding school sponsored/related activities, medical or bereavement absences) is deemed excessive and each such additional absence shall be considered unexcused. ~~The 12 excused absences will be defined in student handbooks.~~

Students submitting make-up work due to an excused absence will be permitted to do assigned work without penalty within a reasonable amount of time as established by each school.

~~The following list is not exhaustive, but is given as example of circumstances that the attendance officer will not normally consider to result in an excused absence: ¶~~

¶

✦ ~~Missing the bus~~ ¶

¶

✦ ~~Appointments, other than medical/dental, that could be scheduled before or after school~~ ¶

¶

✦ ~~Shopping trips~~ ¶

✦ ~~Haircuts~~ ¶

✦ ~~Car trouble, when and where a bus is available~~ ¶

✦ ~~Failure to get up on time in the morning~~ ¶

✦ ~~Babysitting siblings~~ ¶

✦ ~~Absences for which no reason is provided~~

Unexcused absences / Notices

After one unexcused absence in any one school year, the attendance officer shall give written notice to the parent, guardian or custodian of the absence, and shall advise the parent, guardian or custodian with respect the ways to contact

STUDENT ATTENDANCE ~~ABSENCES AND EXCUSES~~

the school to advise of an absence and the reason(s) for it. The attendance officer shall also advise that attendance of the student is required by law pursuant to W.S. 21-4-104(a)(ii).

Following the third unexcused absence in any one school year, the attendance officer shall contact the parents, guardians, or custodians of the student to discuss reasons for the unexcused absences and to develop a plan for consistent attendance. Also following the third unexcused absence, the attendance officer may contact the Department of Family Services and/or the District Attorney's Office concerning the student.

Following the fifth unexcused absence in any one school year, the student is considered a habitual truant under state law, in which case the attendance officer shall notify the district attorney who is then required to initiate proceedings in the interest of the child under the Juvenile Court Act pursuant to W.S. 21-4-107.

If any student has two unexcused absences during a school year which the attendance officer reasonably believes was due to the willful neglect or failure of the parent, guardian or custodian, the attendance officer shall make and file a complaint against such parent, guardian or custodian before the district court pursuant to W.S. 21-4-104(a)(ii).

W.S. 21-4-101 et seq.

First Reading: 4-10-17 ~~12/6/10~~

Second Reading: 5-8-17 ~~1/10/11~~

Recommended to Delete the Procedure and have policy JH

~~Regular attendance at school promotes the mental and social development of children, reduces delinquency, enhances good citizenship and promotes graduation. The general health, safety and welfare of a community depends on an educated populace. The Wyoming State Legislature, in recognition of the importance of regular school attendance, has passed laws to promote school attendance. These regulations are designed to implement those laws and to promote regular attendance at school.~~

~~¶~~

~~EXCUSED ABSENCES:~~

~~¶~~

~~An excused absence is an absence that the principal or school attendance officer with the knowledge of the parent, considers compelling or unavoidable.~~

~~¶~~

~~In all absences it is the responsibility of the student's parents, legal guardian, or custodian to contact the school within 48 hours of the student absence or provide a written explanation from the parent, guardian, or custodian upon the student's return to school. Failure to communicate with the school, either during the absence or within two school days after the student returns may result in the absence being recorded as unexcused.~~

~~¶~~

~~Students submitting make up work due to an excused absence will be permitted to do assigned work without penalty within a reasonable amount of time as established by each school.~~

~~¶~~

~~UNEXCUSED ABSENCES:~~

~~¶~~

~~An unexcused absence is an absence that the school principal or school attendance officer considers non compelling or avoidable. A student shall be considered truant when his/her absence is deemed unexcused by the principal or school attendance officer. A truancy shall be for any school day or part of any school day.~~

~~¶~~

~~Examples of unexcused absences include, but are not limited to:~~

~~¶~~

~~± Missing the bus~~

~~¶~~

~~± Appointments, other than medical/dental, that could be~~

ATTENDANCE PROCEDURE (contd.)

~~scheduled before or after school ¶~~

¶

~~Shopping trips ¶~~

~~Haircuts ¶~~

~~Car trouble, when and where a bus is available ¶~~

~~Failure to get up on time in the morning ¶~~

~~Babysitting siblings ¶~~

~~Absences for which no reason is provided ¶~~

~~If a student is absent and no note or call is received on the day of the absence, the school shall attempt to call the parent/guardian/custodian. If after two school days, the parent/guardian/custodian does not provide an acceptable reason for the absence, the absence(s) will be considered to be unexcused. ¶~~

~~TARDIES: ¶~~

~~At the elementary level, three (3) unexcused tardies shall be considered one (1) unexcused absence. At the secondary level, three (3) unexcused tardies in a single class shall be considered one (1) unexcused absence for that class.~~

¶

~~Following the first unexcused absence, the student and parent/guardian/custodian shall be sent written notice regarding the importance of attending school, the law with regard to school attendance, and the ways to contact the school to advise of an absence and the reason(s) for it. ¶~~

¶

~~Following the third unexcused absence, the principal, school attendance officer, or his/her designee shall contact the parents, guardians, or custodians of the student to discuss reasons for the continued unexcused absences and to develop a plan for consistent attendance. Following the third unexcused absence, the principal or school attendance officer will also contact the Department of Family Services and/or the District Attorney's Office concerning the student unless circumstances dictate that this would negatively impact the situation. After~~

ATTENDANCE PROCEDURE (contd.)

~~five (5) or more unexcused absences in any one school year, a referral will be made to the District Attorney's Office, who shall then initiate proceedings in the interest of the child under the Juvenile Court Act.~~¶

¶

~~Twelve (12) absences in a single school year are considered excessive; this excludes medical (with a doctor's note) and school sponsored/related absences. Absences exceeding twelve (12) will be considered unexcused unless a medical excuse (with a doctor's note) is provided within 48 hours.~~¶

¶

~~W.S. 21-4-101 et. seq.~~¶

¶

~~First Reading: 4-10-17 12/6/10~~¶

~~Second Reading: 5-8-17 1/10/11~~

*Policies -
Second Reading*

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

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

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~~

First Reading: 4-10-17 ~~12/7/09~~

Second Reading: 5-8-17 ~~1/11/10~~

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 ¶~~

~~¶~~

~~¶~~

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

Second Reading: 5-8-17 ~~7/20/11~~



Excellence and Accountability

Craig Dougherty, Superintendent

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DATE: May 5, 2017
TO: Board of Trustees
FROM: Scott Stults, Assistant Superintendent
SUBJ: **Proposed 2018 – 2019 Calendar** (*Action*)

The Calendar Committee would like to share the final results of the voting for the 2018 - 2019 school calendar (voting was closed on Thursday, May 4th). Therefore, based on these results we are recommending the attached calendar.

Total Responses - 1053

Spring Break March 11-15 (aligned with Sheridan College)	49.6%
Spring Break March 25-29 (immediately follows end of 3rd Quarter)	50.4%

Disaggregated 1053 Responses

Staff Responses - 331

Spring Break March 11-15 (aligned with Sheridan College)	31%
Spring Break March 25-29 (immediately follows end of 3rd Quarter)	69%

Parent Responses - 676

Spring Break March 11-15 (aligned with Sheridan College)	58%
Spring Break March 25-29 (immediately follows end of 3rd Quarter)	42%

Community - 46

Spring Break March 11-15 (aligned with Sheridan College)	63%
Spring Break March 25-29 (immediately follows end of 3rd Quarter)	37%

August 2018 - July 2019

www.scsd2.com

August 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	

September 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						

October 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			

November 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	

December 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					

January 2019

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.

8/17	First Day New Teachers
8/21	First Day Teachers
8/21-8/27	Teacher In-Service (NO SCHOOL)
8/28	School Begins (Full Day)
9/3	Labor Day
10/8	Teacher In-Service (NO SCHOOL)
11/1	K-12 Parent/Tchr Conf. (early dismissal)
11/2	K-12 Parent/Teacher Conferences
11/21-11/23	Thanksgiving Break
12/24-1/4	Christmas Break
1/18	Teacher In-Service (NO SCHOOL)
2/28	K-12 Parent/Tchr Conf. (early dismissal)
3/1	K-12 Parent/Teacher Conferences
3/25-3/29	Spring Break
4/19	Good Friday (early dismissal)
5/25	Fort Mackenzie Graduation
5/26	SHS Graduation
5/27	Memorial Day
5/31	School Ends
6/3	Teacher In-Service (NO SCHOOL)
6/4 & 6/5	Snow Days
T1 – 58 – 10/20	
T2 – 54 – 2/22	
T3 – 63 – 5/31	

185 Teacher Days
175 Student Days

1 st	Quarter Ends	10/26 - 42 days
2 nd	Quarter Ends	1/17 - 45 days
3 rd	Quarter Ends	3/22 - 44 days
4 th	Quarter Ends	5/31 - 44 days

February 2019

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	

March 2019

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 2019

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				

May 2019

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

June 2019

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 2019

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			



Excellence and Accountability

Craig Dougherty, Superintendent

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Phone: 307-674-7405
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DATE: May 1, 2017

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **2017-2018 Preliminary Budget** *(Information)*

Wyoming statute requires a preliminary budget to be presented to the Board for the upcoming fiscal year prior to May 15th. The 2017-2018 preliminary budget for all funds is attached. This information is presented to you for informational purposes only and does not require any board action.

You will take formal action on the 2017-2018 budget at your July board meeting.

2017-18 Preliminary Budget - by fund
Presented May 2017

Special Revenue

- This fund is utilized to account for all of our local, state, & federal grants. Use of these funds is restricted by the grantor. The decrease in budget reflects the transfer of IF and Bridges funding into the block grant, which is accounted for in the general fund.
2016-2017 Approved Budget \$6,000,000
2017-2018 Preliminary Budget \$4,650,000

Capital Fund

- This fund is utilized to account for our construction projects & our depreciation reserve monies. The Legacy Funds (locker room monies) and the Humanities Funds (auditorium monies) are accounted for in this fund group.
2016-2017 Approved Budget \$6,000,000
2017-2018 Preliminary Budget \$5,000,000

Major Maintenance

- This fund is utilized to account for all of our major maintenance projects to be paid with our allocation.
2016-2017 Approved Budget \$2,065,000
2017-2018 Preliminary Budget \$2,632,000

Enterprise Fund

- This fund is utilized to account for all of the revenues and expenditures associated with our food service program & with the revenue and expenses incurred by our administration of the Child Nutrition Cooperative.
2016-2017 Approved Budget \$1,750,000
2017-2018 Preliminary Budget \$1,750,000

Memorial Fund

- This fund is utilized to account for all revenues and expenses associated with our scholarship program.
2016-2017 Approved Budget \$140,000
2017-2018 Preliminary Budget \$140,000

Activity Fund

- This fund is utilized to account for all student activities & the summer institute revenue and expenses.
2016-2017 Approved Budget \$830,000
2017-2018 Preliminary Budget \$830,000

Early Retirement Fund

- This fund is utilized to account for all board approved early retirement obligations.
2018-19, will be the last year for payments to staff retiring under this program.
2016-2017 Approved Budget \$360,000
2017-2018 Preliminary Budget \$290,000

General Fund

- This fund is utilized to account for all unrestricted revenues and expenditures.
2016-2017 Approved Budget \$49,468,237
2017-2018 Preliminary Budget \$50,764,545
- Budget notes:
 - Includes experience & educational movement for staff
 - Includes leasing our new buses over a 5 year period versus outright purchasing - year 2 of this program
 - Includes an additional 10% reduction in building budgets
 - Includes the cost savings realized by restructuring our in-school suspension program
 - Includes the 3% increase in our dental insurance costs (employer impact)
 - Includes not replacing a retiring SHS teacher
 - Includes staffing adjustments made at our Alternative Schools
 - Includes reducing the staff levels in our SHS student planning office
 - Includes cost saving realized by personnel changes in the technology department & central office
 - Includes the savings realized by purchasing an automated sub caller program
 - Includes moving IF and Bridges revenue & expenses into this fund (see the decrease in the special revenue fund)
 - Includes utilizing reserves to balance the budget
 - Includes increasing sub pay from \$96 per day to \$106 per day and the long term sub rate from \$102 per day to \$112 per day
 - Includes approximately 2.61% loss in funding based on legislative action after incorporating a slight ADM growth
- Current unknowns
 - Currently the budget reduction for school district for 2018-19 is 50% in IF funding and an adjustment to how transportation is reimbursed.
 - The Select Committee on School Recalibration will meet during the interim to review the current funding model and alternative funding models.
 - The Joint Revenue Interim Committee is considering revenue options for providing funding for schools, facilities & major maintenance.
 - Consolidated grant dollar estimated amounts for next year have not been released yet. The WDE hopes to have those to us by the end of June.



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: May 1, 2017

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **2016-2017 Quarterly Financial Update** *(Information)*

Attached are the quarterly financial statements for the third quarter of fiscal year 2016-2017. These statements represent monies received and expenses incurred between January 1, and March 31, 2017.

The cash in the bank is in line with expectations for this time of year. The district has received 83.91% of our revenue budget thus far, and expended 61.01% of our expenditure budget.

The general fund revenues report is in line with expectations for this time of the year.

- Per statute, §21-13-313, districts receive 15% of their foundation entitlement in August and then 10% of the remaining balance each month September - May. This is reflected in the percentage received from state sources.
- Annually, during the month of October, the district receives the large distribution from the county for motor vehicle registration fees. This receipt is reflected in both the local and county sources. In January, we received an additional distribution in this area and our motor vehicle receipts have now exceeded our budget by \$300,000. This money is considered a local revenue and will be deducted from next year's guarantee.

The general fund expenditure report is in line with expectations for this time of the year.

These financial statements are presented for information only, so no action is needed.

CASH ON HAND BY FUND
AS OF MARCH 31, 2017

Fund		
Number	Fund Description	Balance
01	GENERAL FUND	21,795,759.90
02	FEDERAL FUND	501,811.91
03	CAPITAL CONSTRUCTION FUND	337,306.93
05	HOT LUNCH FUND	176,432.23
07	MEMORIAL FUND	1,377,881.12
08	MISC ACTIVITY FUND	144,545.99
18	SHS ACTIVITY ACCOUNT	293,199.12
21	MAJOR MAINTENANCE FUND	1,132,000.33
31	SHS LEGACY ACCOUNT	83,603.93
32	SHS HUMANITIES PROJECTS	2,014,547.00
33	DEPRECIATION & BUILDING REPAIR RESERVE	2,160,123.41
45	EARLY RETIREMENT FUND	383,451.96
52	CNC - CHILD NUTRITION COOPERATIVE	46,110.75
	Grand Total:	<hr/> 30,446,774.58

Revenue Summary Report
General Fund March 31, 2017

Account Number	Description	Approved Budget	Received Thru 3-31-17	Percent of Budget	Budget Balance
01 000 81111	25 MILL SPECIAL DIST TAX	7,100,000.00	5,132,472.91	72.29	1,967,527.09
01 000 81120	MOTOR VEHICLE TAX	1,850,000.00	2,119,738.45	114.58	(269,738.45)
01 000 81130	CAR COMPANY TAX	11,000.00	12,706.55	115.51	(1,706.55)
01 000 81140	DELINQUENT TAXES	35,000.00	13,443.76	38.41	21,556.24
01 000 81302	SC CONCURENT ENROLLMENT FEES	150,000.00	0.00	0.00	150,000.00
01 000 81330	TUITION OUT OF STATE DISTRICTS	20,000.00	0.00	0.00	20,000.00
01 000 81510	INTEREST ON INVESTMENTS	45,000.00	60,717.54	134.93	(15,717.54)
01 000 81590	OTHER INTEREST-COUNTY TREAS	1,500.00	938.34	62.56	561.66
01 000 81710	ADMISSIONS-PUPIL ACTIVITIES	10,000.00	10,935.60	109.36	(935.60)
01 002 81730	COFFEEN STUDENT FINES	2,000.00	1,902.02	95.00	97.98
01 000 81910	RENTAL OF SCHOOL FACILITIES	7,000.00	8,070.00	115.29	(1,070.00)
01 000 81911	RENTAL OF SCHOOL BUSES	20,000.00	16,038.27	80.19	3,961.73
01 050 81912	SJHS RENTAL OF INSTRUMENTS	0.00	380.00	0.00	(380.00)
01 057 81912	SHS RENTAL OF INSTRUMENTS	0.00	1,280.00	0.00	(1,280.00)
01 000 81920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00	0.00
01 000 81950	REFUND OF PRIOR YRS, EXP.	0.00	833.00	0.00	(833.00)
01 000 81990	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00
	SUBTOTAL LOCAL REVENUE	9,251,500.00	7,379,456.44	79.76	1,872,043.56
01 000 82110	6 MILL COUNTY TAX	1,770,000.00	1,323,018.50	74.75	446,981.50
01 000 82120	MOTOR VEHICLE TAX	450,000.00	477,243.28	106.05	(27,243.28)
01 000 82130	CAR COMPANY TAX	5,000.00	5,511.10	110.22	(511.10)
01 000 82140	DELINQUENT COUNTY TAXES	5,000.00	3,428.93	68.58	1,571.07
01 000 82150	FINES & FORFEITURES	325,000.00	241,976.90	74.45	83,023.10
01 000 82160	FOREST RESERVE FUNDS	5,000.00	0.00	0.00	5,000.00
	SUBTOTAL COUNTY REVENUE	2,560,000.00	2,051,178.71	80.12	508,821.29
01 000 83110	FOUNDATION PROGRAM REVENUE	35,880,000.00	30,573,645.75	85.21	5,306,354.25
01 000 83111	AUDIT ADJUSTMENT-STATE FOUNDATION	0.00	0.00	0.00	0.00
01 000 83130	TAYLOR GRAZING REVENUE	3,500.00	3,976.80	113.62	(476.80)
01 000 83160	STATE TAX SHORTFALL GRANT	541,000.00	541,091.64	100.02	(91.64)
01 000 83290	STATE REVENUE LEGISLATIVE	400,000.00	331,209.76	82.80	68,790.24
	SUBTOTAL STATE REVENUE	36,824,500.00	31,449,923.95	85.40	5,374,576.05
01 000 85311	SALE OF ASSETS PUR PRE 7/1/97	0.00	2,580.00	0.00	(2,580.00)
01 000 85313	SALE OF BUSES	5,000.00	9,470.00	189.40	(4,470.00)
01 000 85320	COMPENSATION FOR LOSSES	0.00	0.00	0.00	0.00

SUBTOTAL OTHER REVENUE	5,000.00	12,050.00	241.00	(7,050.00)
	48,641,000.00	40,892,609.10	84.07	7,748,390.90

**SUMMARY TOTALS BY PROGRAM
FY16-17 GENERAL FUND**

Program Code	Program Description	Approved Budget	Expenditures To 3-31-17	Percent Spent	Budget Balance Remaining
1110	ELEMENTARY INSTRUCTION	11,588,366.00	6,525,289.62	56.37	5,063,076.38
1120	JR HIGH/MID SCH INSTRUCTION	5,082,093.00	2,768,022.90	54.50	2,314,070.10
1130	SECONDARY INSTRUCTION	5,725,389.00	3,239,593.38	56.76	2,485,795.62
1135	CONCURRENT ENROLLMENT	150,000.00	0.00	0.00	150,000.00
1210	SPECIAL EDUCATION	4,966,000.00	2,651,395.93	53.39	2,314,604.07
1233	GIFTED AND TALENTED	115,150.00	64,612.35	57.65	50,537.65
1250	TUITION FOR STUD WITH DISABIL	1,000,000.00	513,755.05	51.38	486,244.95
1270	LIMITED ENGLISH PROFICIENT	260,250.00	102,477.08	39.38	157,772.92
1280	HOMEBOUND PROGRAMS	39,700.00	2,711.56	6.83	36,988.44
1290	OTHER SPECIAL PROGRAMS	236,200.00	86,012.13	36.41	150,187.87
1420	MIDDLE/JR HIGH ACTIVITIES	293,548.00	192,993.81	66.61	100,554.19
1421	SJHS INTRAMURALS	25,900.00	6,362.17	24.56	19,537.83
1430	HIGH SCHOOL ACTIVITIES	1,182,731.00	771,367.10	65.64	411,363.90
1530	VOC INSTRUCTION HIGH SCHOOL	1,142,202.00	644,870.79	56.46	497,331.21
1000	SUBTOTAL INSTRUCTION	31,807,529.00	17,569,463.87	55.32	14,238,065.13
2110	GUIDANCE	516,192.00	296,363.45	57.41	219,828.55
2112	COUNSELING SERVICES	924,030.00	519,457.71	56.22	404,572.29
2115	STUDENT INFORMATION SYSTEMS	283,600.00	201,346.13	71.00	82,253.87
2117	ASSESSMENT SERVICES	112,900.00	54,690.35	48.44	58,209.65
2130	HEALTH SERVICES	366,435.00	194,393.79	53.05	172,041.21
2140	PSYCHOLOGICAL SERVICES	468,500.00	292,592.61	62.45	175,907.39
2152	SPEECH PATHOLOGY SERVICES	480,100.00	310,123.75	64.60	169,976.25
2153	AUDIOLOGY SERVICES	73,800.00	407.99	0.79	73,392.01
2171	OCCUPATIONAL THERAPY	126,000.00	75,246.18	59.72	50,753.82
2172	PHYSICAL THERAPY	50,000.00	37,880.50	75.76	12,119.50
2190	OTHER SUPPORT SERVICES	350,000.00	78,181.70	22.34	271,818.30
2213	STAFF DEVELOPMENT SERVICES	218,635.00	90,777.15	41.52	127,857.85
2220	EDUCATIONAL MEDIA SERVICES	646,583.00	388,347.84	60.69	258,235.16
2230	SPECIAL EDUCATION SUPERVISION	166,900.00	111,736.96	66.95	55,163.04
2240	TECHNOLOGY INTEGRATION	128,650.00	86,722.79	67.41	41,927.21
2000	SUBTOTAL INSTRUCTIONAL SUPPORT	4,912,325.00	2,738,268.90	55.83	2,174,056.10
3310	CENTRAL ADMINISTRATION	552,200.00	388,888.92	70.43	163,311.08
3311	ASST SUPERINTENDENT	503,250.00	396,816.38	78.85	106,433.62
3320	SCHOOL ADMINISTRATION	2,189,753.00	1,458,801.71	66.62	730,951.29
3330	BUSINESS ADMINISTRATION	562,600.00	381,592.51	67.95	181,007.49
3350	BOARD OF EDUCATION SERVICES	165,000.00	93,069.54	56.41	71,930.46
3410	SUP OF OP & MAINT OF PLANT SVC	618,980.00	430,914.65	69.62	188,065.35
3420	OPERATING BUILDINGS SERVICES	4,135,900.00	2,637,666.11	63.97	1,498,233.89
3430	CARE & UPKEEP OF GROUNDS SERV	332,700.00	264,037.33	79.36	68,662.67
3460	SECURITY SERVICES	69,200.00	38,748.17	55.99	30,451.83
3510	PUPIL TRANS - TO/FROM SCHOOL	1,791,200.00	1,024,699.44	80.62	766,500.56
3520	ACTIVITY TRANSPORTATION	203,000.00	112,625.51	55.48	90,374.49
3590	TRANSPORTATION-OTHER	43,700.00	26,076.43	59.67	17,623.57
3830	ASST SUPT INST/PERSONNEL	330,400.00	246,922.67	74.73	83,477.33
3850	TECHNOLOGY COORDINATION	950,500.00	657,211.23	71.52	293,288.77
3000	SUBTOTAL GENERAL SUPPORT	12,448,383.00	8,158,070.60	69.15	4,290,312.40
6200	FUND TRANSFERS	300,000.00	110,000.00	36.67	190,000.00
6000	SUBTOTAL OTHER USES	300,000.00	110,000.00	36.67	190,000.00
Grand Total:		49,468,237.00	28,575,803.37	58.74	20,892,433.63



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: May 1, 2017

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **Approval of Audit Firm for the Fiscal Year Ending 06/30/17** *(Action)*

I have received the audit engagement letter from the C.P.A. firm of Porter, Muirhead, Cornia & Howard for the purpose of auditing the District's 2016-2017 financial statements. The audit fee will increase from \$39,500 to \$40,500.

I recommend engaging the Porter, Muirhead, Cornia & Howard for the purpose of conducting our 2016-2017 audit.

Draft
Personnel
Action
Report

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
May 8, 2017

PROFESSIONAL STAFF:

Approvals:

Changes/Transfers:

Edward Fessler Sheridan High School	Student Strategic Planner 1.0 FTE (195 days) to Teacher-Social Studies 1.0 FTE (185 days)	Effective 08/22/2017
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Resignations:

Dawn Rogers District	Occupational Therapist 1.0 FTE 185 days	Effective 06/05/2017
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CERTIFIED STAFF:

Resignations:

Tyson Emborg Sheridan High School	Teacher-Social Studies 1.0 FTE 185 days	Effective 06/05/2017
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Sherry Thompson Meadowlark and Sagebrush Schools	Teacher-Strength in Number 1.0 FTE 185 days	Effective 06/05/2017
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CLASSIFIED STAFF:

Approvals:

Bradley Wilson Bus Barn	Bus Driver to Bus Driver and Mechanic-Skilled 2 hours/day (Bus Driver)/ As Needed (Mechanic-Skilled)	Effective 05/01/2017
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SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
May 8, 2017

Resignations:

Susan Benepe Henry A. Coffeen School	Paraprofessional-General 5.0 hours/day 176 days	Effective 06/02/2017
Cortney Cook Bus Barn	Bus Driver-Rotator 2 hours/day 175 days	Effective 06/02/2017
Dawson Haux Bus Barn	Bus Driver-Rotator 2.0 hours/day 175 days	Effective 05/20/2017
Randy Peck Bus Barn	Bus Driver 5.0 hours/day 175 days	Effective 06/02/2017
Susan Peck Sheridan High School	Paraprofessional-Special Education 7 hours/day 176 days	Effective 06/02/2017
Wade Stromer District	Technology-Network Specialist 8.0 hours/day 261 days	Effective 05/12/2017
Valerie Wells Bus Barn	Bus Driver 5 hours/day 175 days	Effective 06/02/2017

EXTRA DUTY 2017-2018:

SUMMER STEM CAMP-ELEMENTARY STAFFING 2017:

<u>Name</u>	<u>Position</u>
Rebecca Butterfield	Teacher-Henry A. Coffeen

SHERIDAN HIGH SCHOOL SUMMER SCHOOL 2017:

<u>Name</u>	<u>Position</u>
Leslie Jane Buell	Secretary
Michael Clift	Teacher-English

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
May 8, 2017

Lonna Forister	Teacher-Math
Beth Harmon	Teacher-Science
Matthew Johnson	Teacher-English
Haley King	Teacher-Math
Janet Lowman	Paraprofessional-Tech
Laine Parish	Teacher-English
Lindsay Parish	Teacher-Math
Laurie Paronto	Teacher-English
Stephanie Penrose	Teacher-Science
D. Kevin Rizer	Teacher-Social Studies
Lynn Snowden	Teacher-Math
Elizabeth Swager	Teacher-Math
Isaac VanDyke	Teacher-Math

SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) STAFFING 2017:

<u>Name</u>	<u>Position</u>
Anne Baures	Speech Language Therapist
Victoria Benedict	Paraprofessional-SJHS
Colleen Charlson	Paraprofessional-SHS
Aaron Cleare	Teacher-SJHS
Rachel Clemensen	Teacher-Sagebrush
Jacqueline Coulter	Teacher-Meadowlark
Nita Daniels	Paraprofessional-Meadowlark
Nicholas Flores	Teacher-Sagebrush
Leslie Fuhrman	Teacher-SJHS
Ana Gale	Paraprofessional-Woodland Park
Jana Goldhammer	Teacher-Henry A. Coffeen
Daveya Green	Paraprofessional-SHS
Lisa Haugen	Teacher-Woodland Park
Michele Hoistad	Teacher-SJHS
Danielle Holler	Teacher-SHS
Elizabeth Husske	Paraprofessional-SHS
Barbara Jowett	Paraprofessional-Meadowlark
Amanda Kirlin	Speech Language Therapist
Hailey Knape	Paraprofessional-SJHS
Kimberly Laird	Teacher-Henry A. Coffeen
Janet Lee	Paraprofessional-Sagebrush
Helen Manor	Paraprofessional-Woodland Park
Kelsi Martinez	Speech Language Therapist
Cyrita Martini	Teacher-SJHS
Gretchen McCafferty	Teacher-SHS
Stacie McFadden	Teacher-Highland Park

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
May 8, 2017

Charla McGuire Graves	Paraprofessional-Meadowlark
Heather McKeag	Paraprofessional-Highland Park
Morgan Mines	Teacher-Woodland Park
Meg Montgomery	Teacher-SHS
Cindy Morris	Paraprofessional-SJHS
Mary (MV) Morton	Teacher-SHS
Rebecca Motsick	Teacher-SJHS
Elizabeth Orum	Paraprofessional-Sagebrush/Meadowlark
Paul Phillips	Teacher-Henry A. Coffeen
Alicia Rath	Teacher-Meadowlark
Loni Rieger	Paraprofessional-Woodland Park
Michelle Robinson	Paraprofessional-Woodland Park
Heidi Schneider	Paraprofessional-Sagebrush
Stephanie Smith	Paraprofessional-SHS
Anna Strobbe	Paraprofessional-SHS
Joannie Thelen	Teacher-Woodland Park
Jade Thoemke	Teacher-SJHS
Sheri Tremain	Teacher-Sagebrush
Suzanne Wilson	Paraprofessional-SJHS

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